



Archery Victoria			
Title:	AV Meetings		
Subject:	Minutes		
Author:	AV Secretary – Irene Norman		
Date:	20 Nov 13	Replaces:	New
Number:	970	Pages:	14

**Archery Victoria Board Meeting
Held at Waverly City Archers Clubrooms
Wednesday 20 November 2013.**

970.1. Meeting Opens

The President declared the meeting open at 1839h.

970.2. Attendees

Peter Nelson-Furnell (PNF)	President
Guenter Licht (GL)	Vice President
Irene Norman (IN)	Secretary
Dawn Nelson-Furnell (DNF)	Board Member
Bonnie Hamilton (BH)	AV Sports Administration Consultant (ex-officio)
Kate Bidwell	AV Sports Administration Consultant (ex-officio)

970.3. Apologies

Colin Carter	(CC)	Member's Representative
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970.4. Declaration of Proxies

No proxies were declared.

970.5. Declaration of Pecuniary Interests

Irene Norman declared a pecuniary interest as Director of Arrows Plus.

970.6. Minutes from Previous Meeting

The minutes of the Archery Victoria Board Meeting dated 16 October 2013 were distributed prior to the meeting. **MOVED** PNF, **SECONDED** DNF that the minutes be accepted.

CARRIED

970.7. Business Arising From Previous Minutes

Action items have been updated at Annex A.

970.8. Business Conducted by Email since the Last Meeting

Email decisions were confirmed in relation acceptance of the 2012/13 Archery Victoria Financial Statement and the appointment of the auditor.

970.9. Correspondence

970.9.1	Out – Application for delay in holding AGM (Consumer Affairs).
970.9.2	In – Receipt of Rules/Constitution for Sherbrooke Archers (Consumer Affairs).

970.10. Reports

- 970.10.1 **President Report.** The President advised that the Board Report for the AGM had been completed. No other items of significance to report.
- 970.10.2 **Administrator's Report.** The Administrator's report is attached as Annex B to these minutes. Catalyst reported on additional hours being worked and provided timesheets for the Board to consider.
- 970.10.3 **Financial Reports.** The financial report is attached at Annex B to these minutes.
- 970.10.4 **Grant Funding Updates.** No significant issues to report on funding grants.
- 970.10.5 **Board Mentor Reports.** Board Mentor reports were held over to the next meeting in favour of addressing issues relating to the Annual General Meeting.
- 970.10.6 **2014 Senior Nationals Update.** The Nationals Committee met on 24 Oct 13. Bruce Lang from AA was in attendance. Separate minutes have been issued from that meeting.

MOVED IN, SECONDED PNF that the Reports be accepted.

CARRIED

970.11. Notices of Motion/Discussion Papers

- 970.11.1 A Notice of Motion to the AV Board from David Annear in relation to changes to longbow rules was presented. Guenter Licht spoke to the motion on behalf of David. The Board considered the motion and agreed to raise it as a motion to the AA Board and to circulate to the other RGBs. The content of the motion is at Annex C to these minutes.

MOVED GL, SECONDED IN that the motion from David Annear be forwarded to the AA Board for consideration and circulated to the other RGBs for support.

CARRIED

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
970.11.1	Change to Longbow Rules	29 Nov 13	Circulate the motion to the other RGBs for support. Raise the motion for consideration by the AA Board	IN	Jan 14

970.12. General Business

- 970.12.1 **Application for New Club – North Eastern Archers Inc.** An application was received for the formation of a new club at Benalla – North Eastern Archers Inc. The Board considered the application. All documentation was in order, the club constitution had been lodged and accepted by Consumer Affairs with a Certificate of Incorporation (A0060199B) issued on 6 November 2013. The Business Plan submitted by the Club was sound and in keeping with the strategic direction of Archery Victoria and Archery Australia.

MOVED GL, SECONDED PNF that North Eastern Archers Inc be accepted as a member club of Archery Victoria subject to acceptance by Archery Australia.

CARRIED

Given proximity to Wangaratta, Guenter Licht will be the club mentor for North Easter Archers Inc (NEA)

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
970.12.1	Acceptance of North Eastern Archers Inc as a new AV Club	29 Nov 13	PNF to advise NEA of success of their application	PNF	Dec 13
			IN to liaise with AA on acceptance of NEA	IN	Dec 13

970.12.2 **Judges Course.** DNF advised that a date for the next Judges Course had been negotiated with the Judges Administrator. Attendees for the course will be taken from the current waiting list. Course will be conducted on 8 Dec 13 at Twin City Archers Gippsland. There will be no cost to the participants.

MOVED GL, SECONDED PNF that costs for the Judges Course be met by Archery Victoria.

CARRIED

970.12.3 **2013 Grand Prix Series.** DNF advised that the Field Grand Prix medals had been presented. The Target Grand Prix medals were still to be finalised.

970.12.4 **Preparation for AGM.** The remainder of the meeting was devoted to preparation for the AGM. The Agenda for the AGM was confirmed. Nine Notices of Motion had been received and all will go the AGM. Three nominations for Board positions had been received. All were from existing Board Members. PNF commented that this was disappointing as the Board had been looking forward to some new blood. The format of the AGM was confirmed and it was agreed that a phone in option for remote participants or those unable to otherwise attend was to be offered. Standard proxy arrangements would also be available. The AGM date was confirmed for Wednesday 11 December 2014. IN confirmed that an application for delay in holding the AGM and submission of the financial statements had been made to Consumer Affairs.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
970.12.4.	AV 2013 AGM	29 Nov 13	IN to issue advise on date of AGM and distribute all documentation	IN	21 Nov 13

970.12.5 **Archery Victoria Strategic Plan 2014- 2017.** IN presented the draft AV Strategic Plan 2014-2017. The plan had previously been distributed to the Board for comment. The Board agreed to the distribution of this document to all Clubs for comment. An opportunity for discussion of the document would be made available following the formal AGM on 11 December 2013.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
970.12.5.	AV Strategic Plan 2014-2017	29 Nov 13	IN to distribute the plan for comment to all Clubs	IN	22 Nov 13

970.12.6 **Archery Heroes Program.** A document outlining the Archery Heroes Program proposal was distributed to the Board prior to the meeting. This program was part of the negotiated VIP funding from Sports and Recreation Victoria. The Board agreed to the distribution of this document to all Clubs for comment. An opportunity for discussion of the document would be made available following the formal AGM on 11 December 2013.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
970.12.6.	Archery Heroes Program	29 Nov 13	IN to distribute the draft program for comment to all clubs	IN	22 Nov 13

970.13 Meeting Closes. The President declared the meeting closed at 2245h

BOARD MEETING ACTION ITEMS
OPEN ITEMS

Item Number	Item	Action Officer	Meeting Date	Actions Taken	Status	Date Completed
948.9.1	Board Meeting Standing Items	Secretary CEO IN	16/11/12 19/12/12 20/2/12 19/6/13 21/8/13 20/11/13	Secretary to draft discussion paper on standing items for Board meetings – Due date Jan 13 Meeting Secretary proposal re consent agenda proposed at this meeting meets this requirement. NFA CEO to draft a Board meeting calendar with those regular items which should be included in each month by month meeting – Due date Jan 13 Meeting IN to complete this activity Actions will be completed by Jul 13 meeting Action still pending Items for the standing agenda were clearer now that the Board year had been completed. Standing Agenda will be prepared for 2014	Continuing	

Item Number	Item	Action Officer	Meeting Date	Actions Taken	Status	Date Completed
954.13.5	Tournament Kit	CC	20/2/13	Investigate the purchase of suitable timing equipment for an AV Tournament Kit	Continuing	
			17/4/13	CC provided an update to the meeting along with some examples of products. Further investigation to be undertaken		
			15/5/13	CC provided a further update with a locally sourced timing set being available for approximately \$7,000. CC to finalise and present a formal proposal to the next Board meeting.		
			19/6/13	CC provided further information to Board. MOVED DNF SECONDED PNF that 2 timing devices be purchased at a cost not to exceed \$4,500. CARRIED		
		CH		Action: CH to purchase.		
		CC		Further discussion was had in relation to other items from the tournament kit. It was suggested that some good hand held radios and charger be purchased, a leader board be considered and a clout set be considered. A trailer to transport it may be required. CC to continue to look at other items		
		CC	21/8/13	MOVED GL SECONDED CC that an amount NTE \$1,000 be authorised for the purchased of additional items to complete the timing equipment – cables, storage, etc. CARRIED		
		CC/IN	21/8/13	ACTION: Procedure for borrowing of timing equipment to be completed.		
		CC	18/9/13	Discussion ensued re the purchase of the PA System in time for use at the Australian Masters. CC was tasked to identify suitable timing equipment and seek email approval from the Board. CC advised that the timing equipment will be provided to Geelong for the Australian Masters. Work on this kit has been completed and all is operational. Hand held radios would be the next item to be pursued in the building up of the Tournament Kit CONTINUED		

Item Number	Item	Action Officer	Meeting Date	Actions Taken	Status	Date Completed
954.13.5 cont including 968.10.1	Tournament Kit	CC	16/10/13	Timing equipment work and the PA purchases were completed. Equipment was provided to Geelong Archers for use during the Australian Masters. Testing at both the Masters and at DVA has concluded that an additional timing kit was required. MOVED PNF SECONDED DNF that an additional kit be purchased at a value not to exceed \$2k. CARRIED	CC/GL	January 2014
				CC to investigate options for purchase of clout equipment for AV Tournament Kit.	CC	January 2014
956.12.2	AV Coaching Coordinator	IN	17/4/13 19/6/13 16/10/13 20/11/13	Guidelines for the position of AV Coaching Coordinator to be drafted EOI to be issued along with EOI for CFO Board member EOI has been issued. No responses to date IN reported no responses to the EOI. Board Members to consider likely candidates with the view to approaching them to undertake the roles of this position	Continuing	

Item Number	Item	Action Officer	Meeting Date	Actions Taken	Status	Date Completed
958.12.1	Coaching Programs	IN	15/5/13	IN to obtain copy of National Coaching Program and associated material for comparison with current AV training material and processes	Continuing	
			19/6/13	Nothing from AA as yet. See invitation to Board meeting at 956.12.5.		
		21/8/13	It was noted that the July meeting with AA did not proceed due to illness of AA CEO. No further information has been provided by AA on this item.			
		IN & PNF	18/9/13	GL advised that Rod Miller believes he has a disk with all the coaching curriculum information on it. GL to contact Rod. PNF to again make contact with AA CEO on this issue		
		IN & PNF	16/10/13	PNF advised that he had contacted Jim Larven in relation to curriculum material and Jim had undertaken to provide the information as soon as possible. Discussions also continued around the courses being run in SA. SA will be contacted if AA cannot provide in a timely manner		
			20/11/13	IN advised that Jim Larven had confirmed that the documentation held by AV on the Community Come and Try Instruction Program was current. Slides and teaching materials still to be confirmed. Jim Larven to supply additional material.		

Item Number	Item	Action Officer	Meeting Date	Actions Taken	Status	Date Completed
958.12.3	Tiered Membership Structure – Sherbrooke trial	PNF IN/PNF PNF	15/5/13 19/6/13 21/8/13 18/9/13 16/10/13	<p>PNF to organise a meeting between President and Secretary of affected club and the AV Board</p> <p>Meeting held 6 Jun 13 – separate minutes prepared by PNF. Club agreed to a number of actions including the provision of a proposal for consideration by the Board</p> <p>A Notice of Motion has been received from Sherbrooke in relation to a multi-tier membership trial at that club. Email correspondence between Sherbrooke and AA was noted. AA has asked for the notice of motion to be put through the AV Board and that the AV Board seek endorsement from other RGBs prior to submission to AA. Significant discussion ensued with Board members. It was agreed that there were some points of merit in the Sherbrooke proposal. The Board did not however, endorse the proposal as it stands. Further work on the proposal needs to be undertaken.</p> <p>ACTION: IN to draft an alternate proposal for reconsideration. New draft by end Sep 13.</p> <p>ACTION: PNF advised that he was still to complete the list of benefits document which had been agreed with Sherbrooke.</p> <p>ACTION: PNF to write to Sherbrooke in relation to the provision of information formerly requested in relation to the introduction of the Sherbrooke Social Club. Assurance to be sought that the process was constitutional and that members of Sherbrooke Archers Inc had been consulted in the process. Copies of meeting minutes, constitution, rules and by laws are still to be provided by Sherbrooke.</p> <p>This item was carried over to the next meeting</p> <p>PNF reported on conversations with AA on this issue. PNF still to write to Sherbrooke PNF also undertook to write up some proposals in relation to alternate membership models which could be used by clubs. Work is progressing on this issue.</p> <p>CONTINUED</p>	Continuing	

Item Number	Item	Action Officer	Meeting Date	Actions Taken	Status	Date Completed
958.12.3	Tiered Membership Structure - Sherbrooke trial		20/11/13	<p>IN reported that Consumer Affairs had confirmed that the current rules/constitution of Sherbrooke Archers was dated 1999. A copy had been provided by Consumer Affairs.</p> <p>PNF advised that legal advice had been sought through AA in relation to the constitutional position of the Sherbrooke Archers Social Club given the constitution provided by Consumer Affairs. The advice indicated that Sherbrooke was in breach of their constitution and that action should be taken to advise them of same.</p> <p>PNF wrote to Sherbrooke Archers and requested that they provide evidence of compliance with their constitution in relation to membership changes and that, in the absence of any constitutional evidence to support the changes, that Sherbrooke immediately sign up all of their social club members as members of both Archery Victoria and Archery Australia.</p> <p>Sherbrooke Archers replied to PNF but did not provide evidence that would suggest that they abided by the 1999 Rules/Constitution. Legal advice was again sought from AA who expressed the opinion that Sherbrooke remained in breach of their constitution and that their actions were prejudicial to the interests of both Archery Australia and Archery Victoria.</p> <p>The AA Board gave in principle agreement for AV to continue action against Sherbrooke Archers in line with the AV constitution.</p> <p>AV considers that the actions of Sherbrooke Archers are prejudicial to the interests of Archery Victoria.</p> <p>MOVED PNF SECONDED GL that, subject to the approval of the AA Board, that Sherbrooke Archers Inc be fined the sum of \$5,000 and be directed to sign up all of their social club members as members of both Archery Victoria and Archery Australia. Should they fail to pay the fine or fail to comply with the direction to sign up members, deregistration of the club will be considered.</p> <p style="text-align: center;">CARRIED</p>	Continuing	

Item Number	Item	Action Officer	Meeting Date	Actions Taken	Status	Date Completed
960.12.2	SRV SDO Christmas party	IN BH	19/6/13 18/9/13 16/10/13 20/11/13	IN to obtain further details of the proposed event and keep the Board updated IN advised that this event will be held on 13 Dec 13. Further details to follow. IN advised that DVA had been approached to host this event. Discussions continue with SRV. BH offered to contact caterers for the event. IN advised that SRV had requested a change of venue to a more central location. Moorabbin have agreed to host the event. KB has obtained details of suitable caterers. Information has been provided to SRV for approval	Continuing	
964.12.4	Registration of Events for 2014 Calendar	CH BH & DNF IN	21/8/13 20/11/13	CH to ensure that registration of events with AA and WA for the 2014 AV Calendar is included on a checklist for this activity. Checklist to be included in AV procedures on the website BH to pursue once Calendar set. Tournament Procedures need to be reviewed. BH & DNF to liaise Action continues	Continuing	
966.9	Catalyst Contract Review	DNF & IN	18/9/13 20/11/13	DNF and IN to undertake contract review and present outcomes to December Board Meeting Action continues	Continuing	
966.11.3	Financial Procedures	BH	18/9/13	BH to consider what procedures need to be completed in relation to the financial operations of AV. Once agreed, draft procedures to be completed and provided to the Board	Continuing	
966.13.1	2014 Tournament & Event Calendar	IN	18/9/13 16/10/13 20/11/13	IN to issue an EOI to clubs in relation to the 2014 AV Calendar EOI has been issued. Results are coming in slowly but steadily. Not all bids are in yet. Calendar being compiled	Continuing	

Item Number	Item	Action Officer	Meeting Date	Actions Taken	Status	Date Completed
966.13.2	2014 Training Calendar	IN & PNF	18/9/13 16/10/13 20/11/13	IN to seek input from clubs in relation to training requirements. PNF to seek further advice from AA on the curriculum issues re training of coaches. Information has been requested from clubs. Actions continue	Continuing	
966.13.3	Archery Heroes	IN	18/9/13 20/11/13	IN to complete work on the Archery Heroes program for presentation at the AGM. Draft presented to meeting. Draft to be circulated to all clubs for comment. For discussion at the AGM.	Continuing	
968.12.1	AV Alcohol Policy	IN	16/10/13	IN (in conjunction with Catalyst) to review AV Alcohol Policy	Continuing	
970.11.1	Change to Longbow Rules	IN	29/11/13	Circulate the motion to the other RGBs for support. Raise the motion for consideration by the AA Board.	New Item	
970.12.1	North Eastern Archers Inc	PNF IN	29/11/13	PNF to advise NEA of success of their application – Dec 13 IN to liaise with AA on acceptance of NEA – Dec 13	New Item	
970.12.4	AV 2013 AGM	IN	29/11/13	IN to issue advice on date of AGM and distribute all documentation	New Item	
970.12.5	AV Strategic Plan 2014-2017	IN	29/11/13	IN to distribute draft plan for comment to all Clubs	New Item	
970.12.6	Archery Heroes Program	IN	29/11/13	IN to distribute the draft program for comment to all clubs	New Item	

BOARD MEETING ACTION ITEMS
ITEMS CLOSED THIS MEETING

942.11.4	Strategic Plan 2012 - 2016	IN	27/4/12 1/6/12 31/8/12 16/11/12 19/6/13 21/8/13 18/9/13 20/11/13	<p>Draft Strategic Plan 2012 – 2016 and supporting documentation to be presented to the Board for discussion prior to seeking comments from stakeholders Due Date: 25 May 12 (if possible)</p> <p>IN advised that this is still to be completed</p> <p>The Forward Planning meeting to be held in conjunction with the AV AGM 2012 will set the scene for drafting a new strategic plan</p> <p>Action: Forward planning meeting to be held after the AV AGM Forward planning meeting was held after the AV AGM. A draft of the outcomes was submitted to Board meeting and agreed. The outcomes to be published on the website. Based on the outcomes of the planning meeting, Secretary to draft a strategic plan for consideration by the Board in the February 2013 meeting. Following the meeting the draft plan will be circulated for club comment. Plan to be put into place by end Jun 13.</p> <p>Due to other pressing issues this action item has been delayed. Strategic Plan draft to board for Jul 13 meeting.</p> <p>Strategic Plan Draft to be completed for presentation to the 2013 AGM. Period of the plan to be 2014 – 2017</p> <p>IN advised that the final draft of the Strategic Plan will be ready for review by the Board at the end of Oct 13.</p> <p>Refer to 970.12.5 Draft for circulation to Clubs</p>	CLOSED	20 Nov 13
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954.13.4	QRE Payments	DNF DNF/IN IN	20/2/2013 17/4/13 19/6/13 21/8/13 18/9/13 20/11/13	Procedural guidelines to be developed for reimbursement of QRE fees on successful and compliant completion of QRE events DNF to provide dot points to IN to draft procedural guidelines. DNF to provide dot points before next meeting DNF provided draft material. IN to complete procedure DNF outlined some changes to QRE regulations. DNF will circulate Revision of this policy and procedure will be completed in line with the review of all policies. Close as a separate item.	CLOSED	20 Nov 13
964.9.4	Team Manager Report 2013 Youth Nationals	PNF	21/8/13 16/10/13 20/11/13	PNF to thank Brendan Jones for his report and good work of him and his team and Youth Nationals PNF advised that action is still to be taken on this item. PNF advised that he has spoken to Brendan Jones and thanked him for his efforts	CLOSED	20 Nov 13
964.9.4	Compliance with Team Rules	PNF	21/8/13 16/10/13 20/11/13	PNF to write to youth team member re breach of rules in relation to wearing of team uniform PNF advised that he would have a conversation with the member soon. PNF advised that this matter has been concluded.	CLOSED	20 Nov 13
964.10.2	MPO Audit	CH BH	21/8/13 18/9/13 16/10/13 20/11/13	CH to conduct an MPO audit of all clubs. Information re club MPOs to be made available on the website BH to pursue Action continues on this item. MPO information has been obtained from most clubs. With BH & KB as an ongoing activity.	CLOSED	20 Nov 13
964.12.3	2013 AGM	CH & IN BH, DNF & IN	21/8/13 18/9/13 20/11/13	CH to follow up on audited accounts. IN to determine time, date and location for AGM Audited accounts are still being pursued. Date etc will be set following confirmation of audit. Accounts and audit have been completed.	CLOSED	20 Nov 13
964.12.3	Constitutional Review	IN	21/8/13 19/8/13 20/11/13	IN to complete constitutional review prior to AGM IN advised that constitutional changes were minimal. A draft will be available to the Board by end Oct 13 Constitutional Review has been completed and will be submitted to AGM for approval	CLOSED	20 Nov 13

966.10.1	2012/2013 Draft Financial Statements	DNF & BH	18/9/13 20/11/13	DNF and BH to clarify items in the draft financial statements and to seek advice on the issue of audit completion. Financial statements and audit have been completed	CLOSED	20 Nov 13
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