



Archery Victoria			
Title:	AV Meetings		
Subject:	Minutes		
Author:	AV Secretary – Irene Norman		
Date:	21 Jan 15	Replaces:	New
Number:	990	Pages:	15

Archery Victoria Board Meeting
Held via ZOOM
Wednesday 21 January 2015 at 1900 hours

990.1. Meeting Opens

The President declared the meeting open at 1914h.

990.2. Attendees

Irene Norman (IN)	President/Secretary
Guenter Licht (GL)	Vice President (interim)
Dawn Nelson-Furnell (DNF)	CFO (interim)
Tania Sacco (TS)	Board Member
Damien Sinclair (DS)	Board Member

990.3. Apologies

No apologies were received

990.4. Declaration of Proxies

No proxies were declared.

990.5. Declaration of Pecuniary Interests

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

990.6. Welcome

IN welcomed Tania Sacco and Damien Sinclair to the Board. Note: Damien Sinclair has been seconded to the Board until the 2015 Annual General Meeting when this position will be declared vacant and nominations called for. IN advised that a Board induction had been conducted for Tania and Damien. IN further advised that the timeframes on Board meetings would be limited to relieve undue impost on Board Members' time. Board members will be expected to read all papers provided prior to the Board meetings to ensure that the business of the Board can be conducted in a timely and effective manner.

990.7. Minutes from Previous Meeting

The minutes of the Archery Victoria Board Meetings held via Zoom on 21 Sep 14 and 17 Dec 14 were distributed prior to the meeting. **MOVED** GL **SECONDED** DNF that the minutes of the meetings be accepted.

CARRIED

It is noted that the minutes of the Archery Victoria Board Meeting held via Zoom on 20 Aug 14 were distributed and approved via email.

990.8. Business Arising From Previous Minutes

Action items have been updated at Annex A.

990.9. Business Conducted by Email since the Last Meeting

- 990.8.1 Minutes of Archery Victoria Board Meeting held 20 Aug 14 were approved via email.
- 990.8.2 A discussion in relation to introduction of a Victorian QRE for Clout for Victorian Youth Team Selection was conducted via email. VQREs (not recognised by AA as AA do not register clout QREs) for clout will be run in 2015 as a trial to determine if these events are useful and appropriate in the selection process. Waverley City Archers will host a series of events over the next month. The Board approved this concept and the trial.
- 990.8.3 Allocation of Board Mentors. A reallocation of Board Mentors was discussed via email and the following Board Mentors were appointed:

Irene Norman	CB	GHA	HCA	WA	FAC
Guenter Licht	NEA	DVA	GA	WAI	SCAC
Dawn Nelson-Furnell	AIM	AA	TCAG	SETA	WCA
Tania Sacco	YDA	MAC	YB	YVA	BHCA
Damien Sinclair	PAC	KCB	PITA	SA	WAC

990.10. Reports

- 990.10.1 **Financial Reports.** Interim reports up to end December 2015 were distributed prior to the meeting. Some tidying up of the accounts for the 2014 Nationals still needs to be completed and bank reconciliations need to be completed. It was noted that the AV Term Deposit has been renewed – now due for reconsideration in May 15. CFO will make the appropriate recommendations to the Board at this time and as part of the Draft Budget considerations to be presented at the March Board Meeting.
- 990.10.2 **Grant Funding Updates.** IN advised that funding had been received under the AAA funding program to facilitate implementation of portions of our Inclusion Action Plan. These funds need to be expended by the end of this FY and discussions are underway with VicSport to facilitate this.

990.11. Notices of Motion/Discussion Papers

No notices of motion were received.

990.12. General Business

990.12.1 **Board Positions.** Following on from interim appointments made at the December Board Meeting, further discussion was had as to the roles to be undertaken by Board Members – especially in light of the secondment of Damien Sinclair to the Board. The following decisions were made:

President	Irene Norman (agreed at Dec meeting)
Vice-President	Guenter Licht MOVED IN SECONDED TS
Secretary	Damien Sinclair MOVED GL SECONDED DNF
Chief Financial Officer	Dawn Nelson-Furnell MOVED TS SECONDED DS
Board Member	Tania Sacco MOVED DNF SECONDED IN

The Board discussed the position of Member’s Representative and TS indicated her interest in this role. IAW the AV constitution this appointment to the Board must be agreed by a majority of member clubs. IN to email all clubs and seek concurrence (or otherwise) to TS taking on this role. Subject to confirmation (or otherwise) of this appointment, a vacant Board position remains (either as Member’s Representative or Board Member). Approaches continue to be made to fill this remaining role.

990.12.2 **Victorian State Team Manager – 2015 Youth Nationals.** The Board agreed to the issue of an EOI for this role.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
990.12.2	Victorian State Team Manager – 2015 Youth Nationals	21 Jan 15	EOI to be issued for Team Manager	IN	6 Feb 15

990.12.3 **Suggestions in relation to selection of State Youth Teams.** Correspondence has been received by Board Members in relation to selection of members of State Youth Teams. Due to the late arrival of a 2nd submission on this issue discussion of this item was deferred to the next meeting. GL to collate and summarise submissions for Board consideration.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
990.12.3	State Youth Team Selection	21 Jan 15	GL to collate and summarise submissions received	GL	11 Feb 15

990.13 Meeting Closes. The President declared the meeting closed at 2120h. Next meeting will be 18 Feb 15

Annexes:

- A. Board Meeting Action Items
- B. 2015 Archery Victoria Board Standing Items Agenda
- C. Financial Reports (separate documents)

BOARD MEETING ACTION ITEMS

OPEN ITEMS

Item Number	Item	Action Officer	Meeting Date	Actions Taken	Status	Date Completed
966.13.3	Archery Heroes	IN	18/9/13	IN to complete work on the Archery Heroes program for presentation at the AGM.	Continuing	
			20/11/13	Draft presented to meeting. Draft to be circulated to all clubs for comment. For discussion at the AGM.		
			22/1/14	Draft was sent out to all clubs and reviewed at the AGM. Strong support from all clubs. Request for first round of nominations to go out in Mar 14. Nomination form and reward details to be finalised		
			16/4/14	IN advised that the first round of nominations for this program will be send out before the end of May 14.		
		21/5/14	First round of calls for nominations will be out by end of May 14.			
		IN	16/7/14	EOI issued. Nominations received. Final part of process to be completed including issue of incentives and publication on website. Nominations to be distributed to the Board for approval.		
		IN	20/8/14	Work continues – this will need to be finalised by end Oct 14 and a date set for the Archery Heroes Dinner		
TS	21/1/15	This item was discussed and the Board agreed that this item had lost momentum. TS agreed to take on the task of getting this program back on track and finalising all issues including confirmation of the type of recognition to be provided, confirming the type/style of event to be run to acknowledge our archery heroes, collating and confirming nominations already received and confirming arrangements for 2015. Once completed, clubs need to be notified. IN thanked TS for taking on this task. In the future, the management of Volunteers will fall into the duties of the Members Representative who will be responsible for representing volunteers as well as individual archers.				

Item Number	Item	Action Officer	Meeting Date	Actions Taken	Status	Date Completed
978.12.1	AV Officials	IN IN	16/4/14 21/5/14 20/8/14 21/1/15	<p>Schedule of appointment/reappointment of AV Officials and EOIs to be drafted by (16 Jul 14). Policy/procedural documentation to be completed.</p> <p>Duties of the positions need to be clearly documented.</p> <p>Due to lack of time this issue was not further discussed.</p> <p>IN to continue to pursue</p> <p>IN advised that the Board needed to set policy in relation to the term of officials. It was generally agreed that if an official was willing and capable of continuing in a role there was no need to impose a strict time limit.</p> <p>AV is looking to put in place the following officials for 2015:</p> <ul style="list-style-type: none"> • Judges Coordinator • Coaching Coordinator • State QRE and Ranking Coordinator • State Recorder • State Badges Recorder • Youth Coordinator <p>IN to contact current officials to determine their continued roles. EOIs to be issued following those discussions.</p> <p>Annual consideration of appointment of Officials has been included in the Standing Items Agenda</p>	Continuing	
978.12.3	Short Range Distances	GL GL GL	16/4/14 16/7/14 20/8/14 21/1/15	<p>Liaise with AA and confirm distances to be shot in the State Short Range in the Masters and Veteran 70+ divisions (30 Jul 14)</p> <p>Action still to be taken on this item</p> <p>Action still to be undertaken on this item</p> <p>GL undertook to have a discussion paper ready for the next meeting.</p>	Continuing	

Item Number	Item	Action Officer	Meeting Date	Actions Taken	Status	Date Completed
978.12.6	Judges Policy and Payments	IN GL	16/4/14 21/5/14 16/7/14 20/8/14 22/9/14 21/1/15	Judges policy to be reviewed (30 Jul 14) Discussion paper to be circulated to clubs Action still to be taken on this item Action still to be taken on this item This issue was discussed at some length. GL to put a proposal to the Board for consideration. GL agreed to have a discussion paper ready for the next meeting	Continuing	
980.10.3	Regular Reconciliations of badges activity <i>Amended 21/1/15</i> Regular Quarterly Reporting by AV Board Officials	DNF/ Badges Recorder DS	21/5/14 20/8/14 21/1/15	DNF to discuss monthly or quarterly reconciliations of the badges activity with Badges Recorder and put a system in place to ensure regular reporting and reconciliation – due May 14 DNF to pursue for next meeting DNF advised that the badges recorder had completed a stocktake of all badges and awards and some funds had been banked. DS was tasked with preparing a template report (in conjunction with the Badges Recorder) for quarterly submission to the Board Meeting. The report is to be constructed in such a way as to make it as easy as possible for the Badges Recorder to provide the information needed by the Board. Similar templates are to be set up for all Officials. DS to liaise with IN and GL and the relevant officials to refine these templates. Officials Reports to be presented (in writing) at the April, June, September and December Board meetings	Continuing	
980.12.4	Audit of Annual Returns	BH IN	21/5/14 16/7/14 20/8/14 21/1/15	Audit of all club annual returns to CAV to be undertaken and results presented to be provided to Board Mentors for follow up Catalyst have completed the audit and results are with Board. IN to distribute to Board Mentors for follow-up Follow up actions underway IN advised that the audit of annual returns undertaken by Catalyst was not correct and needs to be redone. Once results are known Board Mentors will be asked to contact clubs as needed to remind them of their obligations in this regard.	Continuing	

Item Number	Item	Action Officer	Meeting Date	Actions Taken	Status	Date Completed
982.12.1	Crossbow Legislation	IN/DNF	16/7/14 20/8/14 21/1/15	Information to be prepared for AV Website an sent to Dawn for publication Still to be completed IN to provide this information to DNF for publication on the website prior to the next meeting.	Continuing	
984.12.1	New Club Application – HMAS Cerberus	PNF/DNF IN	20/8/14 22/9/14 21/1/15	Meeting with XO HMAS Cerberus re concerns – report back to meeting 17 Sep 14 Meeting still to be arranged Brief discussion was held on this application. Concerns in relation to how this club is intending to set up and the proximity to existing clubs still prevails. The following actions will be undertaken: <ul style="list-style-type: none"> • Critical analysis of the documentation provided by CAC be undertaken. Of particular note is the issue of payment of association fees, incorporation and safety issues associated with the proposal. • Angel Archers to be formally approached (outside the Board discussion process noting that members of Angel Archers had been part of the Board discussions in the past) for their official input on the application. The Board noted that AA had indicated that they are looking at archery clubs on Defence establishments at a national level. IN to have further discussions with AA to determine timeframes and intentions. Updated report at the next meeting.	Continuing	

Item Number	Item	Action Officer	Meeting Date	Actions Taken	Status	Date Completed
984.12.2	New Sports Administrator	All Board Members IN/All Board Members IN	20/8/14 22/9/14 21/1/15	<p>Feedback on duties of Sports Administrator to IN by 1 Sep 14</p> <p>Action needs to be taken to ensure the sustainability of our business. IN to redraft duty statement and circulate to Board for feedback. EOI to be issued by end Sep 14</p> <p>In email correspondence with the Board IN proposed exploring a different model for support services to the Board. This proposal looks at contracting specialist organisations/individuals for critical parts of the activities required. These activities break down into 3 major components:</p> <ul style="list-style-type: none"> • Bookkeeping • Web & Social Media development and maintenance • General Administration. <p>IN acknowledge the work of Peter Nelson-Furnell in distilling the requirements. The Board agreed to look at this alternate proposal. IN advised that she had been in contact with the three applicants for the provision of services to the Board to advise that their applications remained extant.</p>	Continuing	
984.12	2015 National/State Indoor Championships	GL	20/8/14 22/9/14 21/1/15	<p>Respond to email from Mr Annear</p> <p>To be completed</p> <p>GL to report back at the next meeting</p>	Continuing	

Item Number	Item	Action Officer	Meeting Date	Actions Taken	Status	Date Completed
986.12.3	Membership & Participation Working Group	GL IN	22/9/14 21/1/15	Working Group to provide report to the Board by 31 Oct 14 Input was received from the Working Group. In a meeting following the AGM in Nov 14 the input was provided to Club Presidents and comments were sought. The general flavour of this discussion was that clubs were in favour of change but were not tied to any particular proposal. Some of the proposals suited some clubs whilst other proposals suited different clubs. More consideration needs to be given to this input prior to submission to AA for their consideration (input requested by AA from RGBs in the AA Strategic Plan). A revised submission to be drafted for Board consideration prior to the Mar 15 AV Board Meeting.	Continuing	
990.12.2	Victorian State Team Manager – 2015 Youth Nationals	IN	21/1/15	EOI to be issued for Team Manager	New Item	
990.12.3	State Youth Team Selection	GL	21/1/15	GL to collate and summarise submissions received on State Team selection procedures	New Item	

BOARD MEETING ACTION ITEMS
ITEMS CLOSED THIS MEETING

948.9.1	Board Meeting Standing Items	Secretary	16/11/12	Secretary to draft discussion paper on standing items for Board meetings – Due date Jan 13 Meeting	CLOSED	21/1/15
			19/12/12	Secretary proposal re consent agenda proposed at this meeting meets this requirement. NFA		
		CEO		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	20/2/12	IN to complete this activity		
			19/6/13	Actions will be completed by Jul 13 meeting		
			21/8/13	Action still pending		
			20/11/13	Items for the standing agenda were clearer now that the Board year had been completed. Standing Agenda will be prepared for 2014		
		IN	22/1/14	IN to ensure Standing Agenda items are available for Mar 14 meeting.		
			16/4/14	The Board noted that due to other pressing issues this item has not been completed. IN to provide 2015 draft schedule by (30 Aug 14)		
			21/1/15	IN distributed a 2015 Standing Agenda Item document prior to the meeting. This was discussed and additions made (face-to-face Board meetings in April and October added, Officials Reports added, review of officials positions added). The 2015 AV Board Standing Items was agreed. This document will be used to guide future agendas and is subject to modification as required. The Secretary will be responsible for modifications and the issuing of the Standing Items Agenda in subsequent years.		
				2015 Standing Items Agenda attached as Annex B to minutes of 21/1/15.		

970.11.1	Change to Longbow Rules	IN IN IN	29/11/13 22/1/14 16/4/14 16/7/14 20/8/14 21/1/15	Circulate the motion to the other RGBs for support. Raise the motion for consideration by the AA Board. Actions continue Formal submission to AA will be completed by end Jun 14. Still to be completed. Still to be completed. The suggested changes to longbow rules has been sent to the AA Rules Sub-Committee	CLOSED	21/1/15
976.13.1	2015 Tournament Calendar	GL & CC GL GL/CC GL	19 Feb 14 16/4/14 21/5/14 16/7/14 20/8/14 21/9/14 21/1/15	Draft 2015 Tournament Calendar to be produced for Board consideration Action continues GL to put options into dropbox for review. Board Members to review. GL and CC to overlay current traditional tournaments onto the options to see the differences Due to lack of time this issue was not discussed further. To be pursued at the next meeting. GL to finalise calendar for issue by end Oct 14 The 2015 calendar has been finalised and is being amended as required. Thanks to GL for his work on this. The development of the 2016 calendar has been included in the Standing Items Agenda.	CLOSED	21/1/15
982.10.2	Forms Update	BH	16/7/14 20/8/14 21/1/15	Catalyst to update all forms with updated contact details and send through to Board for approval before publication to the web This work was not commenced or completed prior to the end of the Catalyst contract. Alternate options to be identified As this task was not completed by Catalyst the review of Forms has been included in the Standing Items Agenda for 2015.	CLOSED	21/1/15
982.10.8	Social Media Policy	All Board Members	16/7/14 20/8/14 21/1/15	Policy to be reviewed and comments provided to IN by 31 Jul 14 Due to lack of time this policy was not discussed This review has now been included in the Standing Items Agenda for 2015.	CLOSED	21/1/15

982.12.3	Support to VI archers	PNF	16/7/14 20/8/14 21/1/15	PNF to obtain additional information prior to decision on support Still to be pursued The time for this support has passed. IN advised of support being provided to WCA to host the inaugural National Para and VI Championships. This includes the funding by AV (via AAA grant) of the Come and Try to be conducted in conjunction with the championships at WCA in April 2015	CLOSED	21/1/15
982.12.4	Future Nationals Events	IN	16/7/14 21/1/15	Discussion re sponsorship of future national events to be scheduled for Nov 14 meeting The Board noted that TCAG had volunteered for the 2015 National Championships, SA is hosting the 2015 National Open Field Championships and BHCA is hosting a leg of the National Matchplay Championships. NFA at this time.	CLOSED	21/1/15
982.12.6	AV AGM	IN	16/7/14 20/8/14 21/1/15	AV AGM to be organised for Nov 14 Action ongoing AGM held 29 Nov 14.	CLOSED	21/1/15
984.12.1	New Club Application – HMAS Cerberus	GL All Board Members	20/8/14 22/9/14 21/1/15	Clarify safety concerns – report back to meeting 17 Sep 14 Email from CAC received by GL. Distributed to Board for consideration. GL to discuss with PNF and DNF. This item subsumed into overall 984.12.1 item	CLOSED	21/1/15
984.12.1	New Club Application – HMAS Cerberus	IN IN	20/8/14 22/9/14 21/1/15	Review documentation for compliance – report back to meeting 17 Sep 14 Review still to be undertaken. This item subsumed into overall 984.12.1 item	CLOSED	21/1/15
984.12.3	Judging	IN IN/GL DS	20/8/14 22/9/14 21/1/15	Judge Co-ordinator to provide a progress report on NJCs to the Board IN requested advise from Judge Co-ordinator – nothing back yet Discussion re judging and payments and numbers ensued. GL to put up a Notice of Motion to the Board to tackle this issue This issue to be dealt with via quarterly reports as per amended action item 980.10.3. No separate action required on this item.	CLOSED	21/1/15

984.12.4	2015 National/State Indoor Championships	GL GL	20/8/14 22/9/14 21/1/15	Determine how to conduct a review of the format for 2015 Indoor Championships Discussion delayed to next meeting. The Board agreed that the time frame to deal with this issue for 2015 is too short. A review of the schedule and allocation of State Events to be undertaken – included in the Standing Items Agenda for agreement at the March 15 meeting.	CLOSED	21/1/15
986.12.1	AA Board Elections	IN	22/9/14 21/1/15	Submit AV vote for AA Board Elections Results submitted to AA.	CLOSED	21/1/15
986.12.2	Victorian State Team Manager – Nationals	IN	22/9/14 21/1/15	Advise results of applications for State Team Manager position Mal Scown was appointed the State Team Manager for the 2015 National Championships and all clubs and members notified.	CLOSED	21/1/15

2015 ARCHERY VICTORIA BOARD MEETINGS STANDING ITEMS AGENDA

Month	Date	Agenda Items	Policy Review Schedule (includes associated forms)
January	21 Jan 15	Appoint NYAC Team Manager	
February	18 Feb 15	Review Strategic Plan Nomination of Life Members Review AV Officials Appointments Review current year calendar Approve completed policies	0405 QRE Rules & Policy 0402 Championship Rules 0403 Tournament Rules 0406 Club Code
March	18 Mar 15	Sign off on Strategic Plan 2015/2016 Draft Budget Vote on Life Members Issue EOIs for next year's shooting calendar Confirm NYAC team Approve completed policies Officials Reports	0401 Asset Disposal Policy 0407 MB-GMB Rule 0415 State Championship Schedule 0417 State Tournament Schedule 0481 Target Grand Prix 0482 Field Grand Prix 0483 Indoor Grand Prix 0485 Championship Grand Prix 0491 State Team Guidelines
April FACE TO FACE MEETING	15 Apr 15	Inclusion Induction Training Sign off on Budget Archery Heroes Nominations Appointment of Auditor Review EOIs for next year's shooting calendar Approve completed policies	0411 Temporary Player Rule 0412 Professional Coaching Guidelines 0410 Dress Code 0416 Categories 0408 Club Recorder Codes and Rules 0409 Club Recorder Guidelines 0420 Age Divisions
May	20 May 15	Confirm Archery Heroes Confirm 2016 Calendar Approve completed policies	0421 Maximum Distances - Target 0422 Maximum Distances - Field 0423 Maximum Distances - Clout 0431 Official Competition Rounds
June	17 Jun 15	Call for nominations for NAC Team Manager Approve completed policies Officials Reports	0441 Handicap Rules 0442 Ratings Table Target 144 Arrows 0443 Handicap Table Target 144 Arrows 0444 Ratings Table Target 72 Arrows 0445 Handicap Table Target 72 Arrows 0446 Ratings Table Target 90 Arrows 0447 Handicap Table Target 90 Arrows 0448 Ratings Table Target 120 Arrows 0449 Handicap Table Target 120 Arrows 0450 Ratings Table Indoor 0451 Handicap Table Indoor 0452 Ratings Table Field

			0453 Handicap Table Field 0454 Ratings Table Clout 0455 Handicap Table Clout
July	15 Jul 15	Appoint NAC Team Manager Approve completed policies	0461 Target 1 Competition Rounds 0462 Target 2 Competition Rounds 0463 Target 3 Competition Rounds 0464 Target 4 Competition Rounds 0465 Target 5 Competition Rounds 0466 Target 6 Competition Rounds 0467 Target 7 Competition Rounds 0471 Indoor Competition Rounds 0472 Field Competition Rounds 0473 Clout Competition Rounds
August	19 Aug 15	Preparation for Annual General Meeting Call for Notices of Motion to AGM Review of Constitution Approve completed policies Review of appointments to AV Board Officials positions	0491 State Team Guidelines 0492 Recognition of Achievement
September	16 Sep 15	Sign off on revised constitutional changes Confirm Notices of Motion for AGM Circulate all items for AGM Confirm NAC Team Approve completed policies Officials Reports	0501 Code Of Conduct 0502 Member Protection Policy 0503 Formal Complaint Procedure 0504 Anti-Doping Policy 0520 First Aid Policy 0521 Risk Management Policy 0523 Risk Analysis Examples 0524 Safety Policy
October FACE TO FACE MEETING	21 Oct 15 AGM	Annual General Meeting Appoint board members to positions Change bank account signatories Approve completed policies	0531 Transgender Policy 0532 Social Media Policy 0533 Smoke Free Policy 0534 Pregnancy Policy 0535 Photography Policy 0536 Conflict Of Interest Policy 0537 Conditions Of Entry Policy 0538 Alcohol Policy 0539 Zero Tolerance Policy 0543 Heat Stress Policy
November	18 Nov 15	Review Sub-committee requirements Call for nominations for NYAC Team Manager Approve completed policies	Forms and Duty Statements Review
December	16 Dec 15	Approve completed policies Officials Reports	