



Archery Victoria			
Title:	AV Meetings		
Subject:	Minutes		
Author:	AV Secretary – Irene Norman		
Date:	21 May 14	Replaces:	New
Number:	980	Pages:	15

**Archery Victoria Board Meeting
Held via ZOOM
Wednesday 21 May 2014 at 1930 hours**

980.1. Meeting Opens

The President declared the meeting open at 1934h.

980.2. 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 (KB)	AV Sports Administration Consultant (ex-officio)

Note: BH & KB left meeting at 2048h following presentation of the Administrators Report and the Financial Report.

980.3. Apologies

Colin Carter (CC) Member's Representative

980.4. Declaration of Proxies

No proxies were declared.

980.5. Declaration of Pecuniary Interests

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

980.6. Minutes from Previous Meeting

The minutes of the Archery Victoria Board Meeting held at Waverley City Archers on 16 Apr 14 were distributed prior to the meeting. **MOVED** PNF **SECONDED** GL that the minutes be accepted.

CARRIED

980.7. Business Arising From Previous Minutes

Action items have been updated at Annex A.

980.8. Business Conducted by Email since the Last Meeting

- The appointment of Brendan Jones, from Greater Hamilton Archers, as the Team Manager for the Victorian Youth Team to the 2014 National Youth Archery Championships was noted as business conducted via email since the last meeting.

980.9. Correspondence

- Email from Sherbrooke Archers (SA) re composition of SA Club Committee.
- Emails from SRV seeking additional info re grant acquittals and action items.

980.10. Reports

980.10.1 **Presidents Report.** The President advised that all items from his report were covered in other parts of the meeting. No other items of significance to report.

980.10.2 **Administrator's Report.** Catalyst presented their report which is attached as Annex B to these minutes. The Board noted with pleasure the continuing membership growth within Victoria. BH advised that the simplified participation data was now being circulated. Form O623 has been redeveloped although there is still work to be done on this. (Note: PNF to send Catalyst the old form to assist in the redevelopment work.) KB presented a sponsorship document for consideration. This document will be scheduled for discussion at a future meeting.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
980.10.2	Sponsorship	21 May 14	Sponsorship discussion to be scheduled for future meeting (Aug 14).	IN	20 Aug 14

980.10.3 **Financial Reports.** The financial report is attached at Annex C to these minutes. BH advised that they will be chasing the 90+ days outstanding accounts from clubs in the next week. It was noted that the Badges and Awards are mixed in the accounts and Catalyst were requested to separate out the purchase of state medals from the badges which are purchased by and for individual archers. These transactions need to be clear and transparent in the accounts. Catalyst to action. It was also noted that the Badges Recorder had not provided a reconciliation of the badges for some time and that payments had not been paid into the AV bank account. The requirement for a monthly or quarterly reconciliation to be investigated by DNF as well as ensuring that an end of year stocktake is conducted. DNF requested that details of items in the suspense account be provided to the Board in the monthly financial reports. A reconciliation of assets also needs to be completed before EOFY and journals to capitalise assets may be needed. Decisions re depreciation also need to be discussed with Catalyst.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
980.10.3	Badges & Awards	21 May 14	Change the accounting for Badges and Awards to make a distinction between awards and badges and make these transactions clear and transparent	BH	30 Jun 14
980.10.3	Reconciliation of Badges	21 May 14	A reconciliation of badges to be completed – income and expenditure. All outstanding payments to be made to the AV bank account	DNF/Badges Recorder	30 May 14
980.10.3	Regular Reconciliations of Badges activity	21 May 14	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	DNF/Badges Recorder	30 May 14
980.10.3	Badges Stocktake EOFY	21 May 14	A stocktake of badges to be undertaken at end of financial year and report to Catalyst	Badges Recorder	1 Jul 14
980.10.3	Asset Reconciliation	21 May 14	Catalyst to undertake a reconciliation of assets purchased this year and update the assets register. The assets register and the value of assets in the accounts needs to be reconciled.	BH	30 Jun 14

- 980.10.4 **Officials Reports**
Coaching Coordinator. IN reported that the face to face component of the 1st Archery Instructor Course for 2014 was completed on 12 Apr 14. Eleven members attended. Almost all exams had now been submitted and were being marked. Some practical assessments are outstanding. Coaches should start to receive their accreditation from Archery Australia within the next 3-4 weeks. It is hoped to hold the next course in Jun 14. More than 60 expressions of interest for this training have been received. The Board noted with pleasure the contribution of Sport and Recreation Victoria via the Local Coaches for Local Clubs grant (\$4,000). The reconciliation of the coaching register is still underway.
- 980.10.5 **Grant Funding Updates.** IN advised that the \$5,000 grant for the development of our Inclusion Action Plan has been received. Discussion ensued re the use of these funds and it was agreed that funds would be expended to outsource the club disability/inclusion audit, document the VI program and to develop the Board and Club Committee induction components. IN to make enquiries as to suitable candidates to undertake this work. IN further advised that SRV had requested significant additional information in relation to the VMA, Target 1000 and VIP programs. This information is currently being gathered and will be provided to SRV shortly. The Local Coaches for Local Clubs grant funding (\$4,000) is expected shortly and will be expended as per the funding bid (\$100 per coaching candidate for Archery Instructor courses - \$50 subsidy also provided by AV with \$30 being paid by the candidate coach.) A bid under the Significant Event funding arrangements is being prepared in relation to the 2014 National Archery Championships to be held in Geelong in October 2014.
- 980.10.6 **Board Mentor Reports.** DNF reported work with clubs on tournament procedures. DNF advised TCAG that they needed to make a submission in relation to rebuilding the field course after the Morwell fires. This submission is expected to be received shortly. GL advised of a coaching issue at WCA which will be addressed as part of the next course administration. IN reported on positive discussions with FAC and new arrangements being put in place at the club.
- 980.10.7 **2014 Senior Nationals Update.** The minutes of the 2014 Senior Nationals Committee meetings are attached as Annex D to these Minutes.
- 980.10.8 **Policy Reviews.** A draft of the Transgender Policy was circulated prior to the meeting. Board members had not yet had a chance to read the document and were asked to provide comments back to IN by the end of May 14. Document is in the dropbox.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
980.10.8	Transgender Policy	21 May 14	Document to be reviewed and comments provided to IN	All Board Members	13 Jun 14

980.11. Notices of Motion/Discussion Papers

There were no Notices of Motion or Discussion Papers presented to the meeting.

980.12. General Business

- 980.12.1 **Appointment of Auditor for 2014.** Catalyst has provided a quote for the 2014 audit from LBW Chartered Accountants. Quote is for \$1,300 to complete this year's audit. MOVED DNF SECONDED PNF that LBW Chartered Accountants be appointed as the auditors for Archery Victoria for auditing of the 2014 accounts at a cost of \$1,300.

CARRIED

980.12.2 **2014/2015 FY Budget.** IN advised that the budget for FY 2014/2015 needs to be completed, including the proposed expenditure of grant funding. A number of items were discussed. Catalyst to be requested to draft up a budget for standard expenditure items based on 2013/2014 actuals. DNF to prepare some indicative figures in relation to State Teams and incentive payments. IN to look at grant expenditure and draft an initial budget for distribution to Board Members. Budget to be confirmed at Jun 14 Board Meeting.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
980.12.2	FY 2014/2015 Budget	21 May 14	Draft budget to be prepared for presentation to Jun 14 Board Meeting	BH/IN/DNF	13 Jun 14

980.12.3 **Congratulations to Derek Jacobs.** The Board extended its congratulations to Derek Jacobs from Moorabbin Archery Club on a great result at the recent World Cup in Shanghai. Derek received an incentive payment from Archery Victoria to offset some of the expenses incurred in competing at this event.

980.12.4 **2014 National Youth Archery Championships.** The Board noted the excellent performance of our youth archers at the 2014 NYAC in April. DNF advised of several letters of appreciation for AV support to this event from competitors and their parents. Well done all. Competitors received incentive payments from Archery Victoria to offset some of the expenses incurred in competing at this event.

980.12.5 **Audit of lodgement with CAV.** The Board requested that Catalyst undertake an audit of all clubs in relation to lodgement of their 2013 returns to CAV.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
980.12.4	Audit of Annual Returns	21 May 14	Audit of all club annual returns to CAV to be undertaken and results presented to be provided to Board Mentors for follow up	BH All Board Mentors for follow up	13 Jun 14

980.13 Meeting Closes. The President declared the meeting closed at 2341h. Next meeting will be 18 Jun 14.

Annexes:

- A. Board Meeting Action Items
- B. Sports Administrator Monthly Reports (separate documents)
- C. Financial Reports (separate documents)
- D. 2014 National Archery Championship Organising Committee Minutes (separate documents)

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	16/11/12	Secretary to draft discussion paper on standing items for Board meetings – Due date Jan 13 Meeting	Continuing	
			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)		

Item Number	Item	Action Officer	Meeting Date	Actions Taken	Status	Date Completed
956.12.2	AV Coaching Coordinator	IN	17/4/13	Guidelines for the position of AV Coaching Coordinator to be drafted	Continuing	
			19/6/13	EOI to be issued along with EOI for CFO Board member		
			16/10/13	EOI has been issued. No responses to date		
			20/11/13	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		
		IN	22/1/14	Issue discussed. EOI to be reissued to all AV via IMG system. IN to prepare and send to DNF.		
			16/4/14	Another EOI was issued to all members of AV on 12 Mar 14. Once again, no nominations were received. IN to prepare a proposal for the way forward for Board consideration at the Jul 14 meeting. In the meantime IN will continue to perform this role to keep the coaching programs running. (16 Jul 14)		
		IN	21/5/14	Role of Coach Coordinator discussed. Google group to be established for all coaches once the coach audit has been completed. Coaching page on website needs to be established. Discussion to be had with AA about how they intend to direct coach development. Audit of list of club coaches to be completed and published on website. Direct approach to enlist the services of a coach co-ordinator may be the next step.		

Item Number	Item	Action Officer	Meeting Date	Actions Taken	Status	Date Completed
958.12.3	Tiered Membership Structure – Sherbrooke trial	PNF	15/5/13	PNF to organise a meeting between President and Secretary of affected club and the AV Board	Continuing	
			19/6/13	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		
		IN/PNF	21/8/13	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. ACTION: IN to draft an alternate proposal for reconsideration. New draft by end Sep 13. ACTION: PNF advised that he was still to complete the list of benefits document which had been agreed with Sherbrooke. 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.		
			18/9/13	This item was carried over to the next meeting		
		PNF	16/10/13	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.		
				CONTINUED		

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 CONTINUED</p>	Continuing	

Item Number	Item	Action Officer	Meeting Date	Actions Taken	Status	Date Completed
958.12.3	Sherbrooke Archers Inc	PNF	22/1/14	<p>PNF advised that a letter had been sent to Sherbrooke Archers outlining the decision of the Board as above. Letter was dated 29 Dec 13. This letter went to both the Committee and all registered members. In line with the AV Constitution, Sherbrooke Archers were advised that they had a right of reply either in writing or via a face to face meeting with the Board which was scheduled for 8 Jan 14.</p> <p>The Board noted that the committee of Sherbrooke Archers Inc called a meeting of all members of the club for Sunday 5 Jan 14. Members of the AV Board had offered to be present at that meeting but this offer was declined. Discussions were initiated by a number of members of the club with members of the Board prior to this meeting.</p> <p>On 7 Jan 14, the Secretary of Sherbrooke Archers Inc sent an email to the AV Board advising that they would be complying with the direction of the Board in relation to registering all members, requesting waiver of the fine and also requesting a guarantee that no action would be taken against the committee or individuals as a result of this action.</p> <p>The AV Board convened on 8 Jan 14. No members of the Sherbrooke Committee attended the meeting. As such, the AV Board considered their decisions based on the email of 7 Jan 14. The minutes of this special meeting of the AV Board have been separately documented. The AV Board agreed to waive the fine to Sherbrooke Archers subject to a number of conditions which are outlined in the separate minutes of 8 Jan 14. The Sherbrooke Committee and members were advised of the 8 Jan 14 decision of the Board via a letter delivered by email on 13 Jan 14. Actions are required by Sherbrooke by 31 Jan 14 and 28 Feb 14. The Board once again reserved the right to take action against the committee or individuals as it sees fit.</p>		

Item Number	Item	Action Officer	Meeting Date	Actions Taken	Status	Date Completed
958.12.3	Sherbrooke Archers Inc	IN	21 May 14	PNF advised of curb-side meeting on Saturday 3 May 14 with DNF, PNF, GL and CC. Agreed that clarification needs to be provided to Sherbrooke. Agreed that penalty to club and committee in general should not proceed as they are now complying with direction from AV and AA. SA to be reminded that they need to remain current in member payments. AV believes that the officers of the SA committee do need to undertake training in their legal and procedural responsibilities. Offer from AV to assist in organising such training. There is still concern with the actions of the President. A precise of all activities and actions relating to this issue will be provided to AA who may consider action under the AA constitution should there be any further breaches. Draft letter to be provided to AA legal adviser prior to sending.	Continuing	
966.9	Catalyst Contract Review	DNF & IN	18/9/13	DNF and IN to undertake contract review and present outcomes to December Board Meeting	Continuing	
			20/11/13	Action continues		
			22/1/14	DNF and IN to organise meeting with Catalyst before end of Feb 14		
		IN	16/4/14	Due to other pressing issues this item continues. IN to organise a meeting with Catalyst re their intentions re contract renewal in Sep 14. Meeting to be organised before Jun Board Meeting.		
		IN	21/5/14	AV Board to formulate a position on what we expect/want in terms of Sports Administration and support. Scope the administrative and financial position clearly. Extensive discussion was had on the approach to take in enlisting support and determining requirements. What can we realistically afford to buy in and what can we expect of our volunteers? An initial discussion paper to be drafted.		

Item Number	Item	Action Officer	Meeting Date	Actions Taken	Status	Date Completed
966.13.3	Archery Heroes	IN	18/9/13 20/11/13 22/1/14 16/4/14 21/5/14	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. 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 IN advised that the first round of nominations for this program will be send out before the end of May 14. First round of calls for nominations will be out by end of May 14.	Continuing	
970.11.1	Change to Longbow Rules	IN	29/11/13 22/1/14 16/4/14	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.	Continuing	
974.10.2.2	Membership Numbers	All Board Mentors IN GL/PNF GL/PNF/	22/1/14 19 Feb 14 16/4/14 16/4/14 21/5/14	Contact with YVA, KCB, HCA, PITA and SETA to discuss membership numbers and how AV can assist. GL & PNF to visit KCB in Mar 14. Conversations continue with other clubs Membership numbers at most clubs continue to grow. A review of growth in membership by club to be completed for Board consideration in Aug 14 GL and PNF to provide initial report o KCB for Jul Board Meeting. GL will be absent for month of Jun – report for the Jul or Aug meeting for KCB. List of issues to be completed by PNF for discussion. It is noted that KCB have not lodged their 2013 returned.	Continuing	
976.6.2	Board Training on Inclusion	IN & CC IN	19 Feb 14 16/4/14 21/5/14	A date to be organised for Board Inclusion training with VicSport Date yet to be confirmed Date to be arranged with VicSport	Continuing	

Item Number	Item	Action Officer	Meeting Date	Actions Taken	Status	Date Completed
976.13.1	2015 Tournament Calendar	GL & CC GL	19 Feb 14 16/4/14 21/5/14	Draft 2015 Tournament Calendar to be produced for Board consideration Action continues GL to put options into dropbox for review. Board Members to review.	Continuing	
978.12.1	AV Officials	IN	16/4/14 21/5/14	Schedule of appointment/reappointment of AV Officials and EOIs to be drafted by (16 Jul 14). Policy/procedural documentation to be completed. Duties of the positions need to be clearly documented.	Continuing	
978.12.2	Membership Sub-committee TOR	IN/GL	16/4/14	Terms of Reference for Membership Sub-committee to be drafted by (13 Jun 14).	Continuing	
978.12.2	Membership Sub-committee EOI	IN	16/4/14	EOI to be circulated to all clubs and club members in relation to membership of sub-committee by (1 Jul 14)	Continuing	
978.12.3	Short Range Distances	GL	16/4/14	Liaise with AA and confirm distances to be shot in the State Short Range in the Masters and Veteran 70+ divisions (30 Jul 14)	Continuing	
978.12.6	Judges Policy and Payments	IN	16/4/14 21/5/14	Judges policy to be reviewed (30 Jul 14) Discussion paper to be circulated to clubs	Continuing	
978.12.7	Incentive Payment Policy	IN DNF IN	16/4/14 21/5/14	Policy and procedures for incentive payments and other actions agreed at 2013 AGM to be drafted (30 Aug 14) DNF to draft policies/procedures on motions she put up to the AGM IN to follow up on other policies and procedures and put into policy/procedures schedule.	Continuing	
978.12.8	Matchplay and National League	GL	16/4/14 21/5/14	Follow up with AA on recent announcements re State Matchplay events and the proposed National League (14 May 14) PNF advised that some info has come from AA. PNF to provide info to GL. GL to follow up and report back to Board.	Continuing	
978.12.8	2015 Tournament Calendar - Matchplay	GL/CC	16/4/14 21/5/14	Include a Victoria State Matchplay in the 2015 Draft Calendar Action continuing	Continuing	
978.12.8	State Championship Policy	IN	16/4/14	State Championship Policy to be reviewed for 2015 in light of possible inclusion of a Victorian State Matchplay event (30 Sep 14)	Continuing	

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980.10.2	Sponsorship	IN	21/5/14	Sponsorship Discussion to be scheduled for future meeting (Aug 14)	New Item	
980.10.3	Badges & Awards	BH	21/5/14	Change the accounting for badges and awards to make a distinction between awards and badges and make these transactions clear and transparent	New Item	
980.10.3	Reconciliation of Badges	DNF/ Badges Recorder	21/5/14	A reconciliation of badges to be completed – income and expenditure. All outstanding payments to be made to the AV Bank account by 30 May 14	New Item	
980.10.3	Regular Reconciliations of badges activity	DNF/ Badges Recorder	21/5/14	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	New Item	
980.10.2	Badges Stocktake EOFY	Badges Recorder	21/5/14	A stocktake of badges to be undertaken at end of financial year and report to Catalyst (1 Jul 14)	New Item	
980.10.3	Asset Reconciliation	BH	21/5/14	Catalyst to undertake a reconciliation of assets purchased this year and update the assets register. The assets register and value of assets in the accounts needs to be reconciled (30 Jun 14)	New Item	
980.10.8	Transgender Policy	All Board Members	21/5/14	Document to be reviewed and comments provided to IN	New Item	
980.12.2	FY 2014/2015 Budget	BH/IN/DN F	21/5/14	Draft budget to be prepared for presentation to Jun 14 Board Meeting	New Item	
980.12.4	Audit of Annual Returns	BH All Board Mentors for follow up	21/5/14	Audit of all club annual returns to CAV to be undertaken and results presented to be provided to Board Mentors for follow up	New Item	

BOARD MEETING ACTION ITEMS
ITEMS CLOSED THIS MEETING

978.12.3	Joey Division	IN	16/4/14 21/5/14	A policy to be produced in relation to the Joey Division and how it operates in Victoria. To include distances for events. IN to include in policy schedules. (30 Jul 14) Item to be closed on transfer to policy review schedule	CLOSED	21/5/14
978.12.5	Youth State Team	DNF	16/4/14 21/5/14	Uniform to be returned for Youth Team member who withdrew at late notice Action completed	CLOSED	21/5/14
978.12.7	Incentive Payment to Derek Jacobs	DNF/BH	16/4/14 21/5/14	Form to be completed and payment made to Derek Action completed	CLOSED	21/5/14