



Archery Victoria			
Title:	AV Meetings		
Subject:	Minutes		
Author:	AV Secretary – Irene Norman		
Date:	21/08/2013	Replaces:	New
Number:	964	Pages:	15

**Archery Victoria Board Meeting
Held at Waverly City Archers Clubrooms
Wednesday 21 August 2013.**

964.1. Meeting Opens

The President declared the meeting open at 1825h.

964.2. Attendees

Peter Nelson-Furnell	(PNF)	President
Guenter Licht	(GL)	Vice President
Irene Norman	(IN)	Secretary
Colin Carter	(CC)	Member's Representative
Dawn Nelson-Furnell	(DNF)	Board Member
Campbell Hodgson	(CH)	AV Sports Administrator (ex-officio)

964.3. Apologies

Nil

964.4. Declaration of Proxies

No proxies were declared.

964.5. Declaration of Pecuniary Interests

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

964.6. Minutes from Previous Meeting

The minutes of the Archery Victoria Board Meetings dated 19 June 2013 and 17 July 2013 were distributed prior to the meeting. It was noted that the meeting of 17 Jul 2013 did not convene. **MOVED** GL, **SECONDED** PNF that the minutes as circulated be accepted.

CARRIED

964.7. Business Arising From Previous Minutes

Due to the number of items for discussion at this meeting only selected action items were discussed. Action items have been updated at Annex A.

964.8. Business Conducted by Email since the Last Meeting

There was no business conducted by the Board via email since the last meeting.

964.9. Correspondence

964.9.1 A Notice of Motion in relation to a multi-tier membership trial at Sherbrooke Archers was received by the Board. This has been addressed in Annex A against item 958.12.3.

964.9.2 Letter of Support for Sports Strategy. A letter of support was provided to the City of Wyndham in relation to their Sports Strategy. Portion of this strategy is seeking a permanent and suitable facility for Werribee Archery Inc.

964.9.3 Resignation – AV Sports Administrator. Campbell Hodgson submitted his intent to cease his contract with AV in relation to the role of AV Sports Administrator. Cease date is 10 Sep 13.

964.9.4 Team Manager Report 2013 National Youth Archery Championships Brisbane 1 – 6 Jul 13. A report was received from Brendan Jones in relation to his role as Team Manager for the 2013 National Youth Championships. Brendan’s report was comprehensive and the Board thanked Brendan for a job well done. PNF to thank Brendan for his report and his work at the Nationals. MOVED IN SECONDED DNF that a vote of thanks be passed to Brendan, Jane, Archie and Julian for their great work at the 2013 National Youth Championships.

CARRIED

It was noted that one member of the Youth team failed to wear his State Uniform during the Championships – in favour of a sponsors uniform. PNF to write to this member and express the Board’s concern and ask for cooperation with team rules in the future.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
964.9.4.	Team Manager Report 2013 Youth Nationals	21 Aug 13	PNF to thanks Brendan Jones for his report and his good work at and prior to the 2013 Youth Nationals. PNF to ask Brendan to pass on our thanks to the other members of his team	PNF	asap
	Compliance with Team Rules	21 Aug 13	PNF to write to youth team member re breach of rules in relation to wearing of team uniform	PNF	30 Sep 13

964.10. Reports

964.10.1 **President Report.** The President provided an update on discussions related to the 2014 Senior Nationals.

964.10.2 **Administrator’s Report.** The Administrator’s report is attached as Annex B to these minutes.

- **Memberships.** Membership numbers dropped at 1 July 2013 – normal drop at this time of year. Numbers are expected to rise as renewals come in.
- **Participation Reports.** Participation reports continue from most clubs. A participation report was presented and forms part of Annex B to these minutes. Only four clubs are not actively supplying participation data. Two of the four involved commercial ventures. Estimates will be pursued for these venues. Board mentor is to contact SCAC to request participation reporting.
- **AV Loans to Clubs.** All loans are being repaid although some reconciliation of loans needs to be undertaken. Follow-up re agreements and accounting for the loads in the AV accounts needs to be formalised.
- **ATO BAS Lodgement.** All BAS statements have been lodged.
- **Member Protection Officers.** CH had discussions with John Hand and no training is planned at the moment. It was discussed that local training may be available. An audit of club MPOs is required and Club Presidents need to be aware that if no MPO is appointed within the Club then the President holds that role by default. This is not the most desirable outcome as it then means that the President is not able to be a third impartial person in the event of a dispute.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
964.10.2.	MPO Audit	21 Aug 13	CH to conduct an MPO audit of all clubs. Information re club MPOs to be made available on the website.	CH	30 Sep 13

964.10.3 **Financial Reports.** A financial report was received and forms part of Annex B to these minutes. A draft annual financial statement was also presented. This is to be finalised in the next month for distribution prior to the AV AGM.

- 964.10.4 **VMA/VIP/T1000 Updates.** VMA and VIP reports have been completed and submitted to SRV. The VIP timeframe has been extended to November 2014 to allow completion of final tasks. The VMA report has been accepted and new/revised goals are being negotiated. A submission for funding for AAA (for completion of a Disability Action Plan and the extension of the current blind archery trial at WCA) has been submitted. Irene outlined the outstanding action items from the grants.
- 964.10.5 **Board Mentor Reports.** No further progress has been made in relation to the future of Yarra Bowmen – discussions continue.

MOVED IN, SECONDED GL that the Reports be accepted.

CARRIED

964.11. Notices of Motion/Discussion Papers

- 964.11.1 The Notice of Motion from Sherbrooke Archers re a multi-tier membership trial is discussed at Annex A against item 958.12.3.

964.12. General Business

- 964.12.1 **Elite Athlete Travel Grant.** PNF had previously circulated two nominations for the Elite Athlete Travel Grant operated by SRV. AV is required to endorse and prioritise these nominations. Both nominees were endorsed and a priority allocated. PNF to advise SRV.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
964.12.1.	Elite Athlete Travel Grant	21 Aug 13	PNF to advise SRV of endorsement of nominees and priority for Elite Athlete Travel Grant	PNF	asap

- 964.12.2 **AV Sports Administrator.** The email from Campbell Hodgson (Family Hodgson) re his intent not to continue in the AV Sports Administrator role had been received by all Board Members. Campbell advised that his decision was due to personal reasons associated with family commitments. The Board accepted Campbell's decision. **MOVED IN, SECONDED** GL that Campbell's non-continuation of his contract be accepted.

CARRIED

MOVED IN SECONDED CC that a vote of thanks be passed to Campbell for his efforts in this role.

CARRIED

The Board then discussed options for the provision of the AV Sports Administrator services. PNF presented a proposal to utilise the services of a company rather than an individual to ensure continuity of service in the event of absence and to provide surge support should that be needed. Research had been conducted into the option and Initial discussions had been had with Catalyst Consulting. The use of Catalyst was discussed at some length by the Board and agreement was reached to use their services subject to successful negotiation of a contract.

MOVED IN, SECONDED PNF that a contract be struck with Catalyst Consulting for the provision of Sports Administration services to Archery Victoria. The contract to include the provision of other services as negotiated. Cost to be similar to that of the previous contract for this role. An initial period of 12 months is to be negotiated with a 3 month opt out clause. The Board agreed to empower PNF, DNF and IN to negotiate the contract with Catalyst.

CARRIED

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
964.12.2.	AV Sports Administrator	21 Aug 13	PNF, DNF & IN to negotiate contract	PNF, DNF, IN	10 Sep 13
			PNF to notify clubs of new arrangements once contract in place	PNF	10 Sep 13

(Secretary's Note: Contract negotiated and put in place for commencement on 10 Sep 13.)

964.12.3 **2013 Annual General Meeting.** IN requested information relating to the financial audit in order to determine the date of the 2013 AGM. CH was tasked to follow up with the auditor on when the accounts would be available. IN to set the time and date of the AGM. The offer at the last AGM by Geelong Archers to host the AGM was discussed. IN to follow up with Geelong as to whether they still wished to host the AGM. IN advised that another review of the Constitution was required in order to ensure compliance with the new incorporation legislation. Only minor changes should be needed. IN to complete draft for presentation to the AGM.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
964.12.3.	2013 AGM	21 Aug 13	CH to follow up on audited accounts. IN to determine time, date and location for AGM	CH & IN	19 Sep 13
	Constitutional Review	21 Aug 13	IN to complete constitutional review prior to AGM	IN	30 Sep 13

964.12.4 **Sherbrooke 1440.** The situation surrounding the Sherbrooke 1440 was discussed. It is not know why this event was not registered with AA and WA at the time the other AV calendar events were registered in January 2013. Due to the lack of registration Sherbrooke has chosen to cancel this event for this year. The Board undertook to ensure that all events for the 2014 Calendar were registered where appropriate.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
964.12.4.	Registration of Events for 2014 Calendar	21 Aug 13	CH to ensure that registration of events with AA and WA for the 2014 Calendar is included on a checklist for this activity. Checklist to be included in AV procedures on the website	CH	30 Sep 13

964.13. Meeting Closes. The President declared the meeting closed at 2150h

BOARD MEETING ACTION ITEMS
OPEN ITEMS

Item Number	Item	Action Officer	Meeting Date	Actions Taken	Status	Date Completed
942.11.4	Strategic Plan 2012 - 2016	IN	27/4/12	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)	Continuing	
			1/6/12	IN advised that this is still to be completed		
			31/8/12	The Forward Planning meeting to be held in conjunction with the AV AGM 2012 will set the scene for drafting a new strategic plan		
			16/11/12	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.		
			19/6/13	Due to other pressing issues this action item has been delayed. Strategic Plan draft to board for Jul 13 meeting.		
			21/8/13	Strategic Plan Draft to be completed for presentation to the 2013 AGM. Period of the plan to be 2014 - 2017		

948.9.1	Board Meeting Standing Items	Secretary	16/11/12 19/12/12	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	Continuing	
		CEO		IN to complete this activity		
		IN	20/2/12 19/6/13 21/8/13	Actions will be completed by Jul 13 meeting Action still pending		
954.13.4	QRE Payments	DNF	20/2/2013	Procedural guidelines to be developed for reimbursement of QRE fees on successful and compliant completion of QRE events	Continuing	
		DNF/IN	17/4/13	DNF to provide dot points to IN to draft procedural guidelines.		
		IN	19/6/13 21/8/13	DNF to provide dot points before next meeting DNF provided draft material. IN to complete procedure		

956.12.2	AV Coaching Coordinator	IN	17/4/13 19/6/13	Guidelines for the position of AV Coaching Coordinator to be drafted EOI to be issued along with EOI for CFO Board member	Continuing	
956.12.3	Fee Refund	DNF/CH/IN	17/4/13 15/5/13 19/6/13	DNF to provide details of member. CH to refund AV fees. IN to send request to AA for consideration of refund of AA fees. Details have been provided by DNF. IN has sent submission to AA. CH to confirm AV refund made. AV refund has been made. Nothing yet from AA	Continuing	
958.12.1	Coaching Programs	IN	15/5/13 19/6/13 21/8/13	IN to obtain copy of National Coaching Program and associated material for comparison with current AV training material and processes Nothing from AA as yet. See invitation to Board meeting at 956.12.5. 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.	Continuing	

958.12.3	Tiered Membership Structure – Sherbrooke trial	PNF IN/PNF	15/5/13 19/6/13 21/8/13	<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>	Continuing	
958.12.6	Sherbrooke Unmarked Field	PNF GL	15/5/13 19/6/13 21/8/13	<p>PNF to formally write to the club and relevant participants re the World Archery ruling</p> <p>Action still to be taken</p> <p>GL took carriage of this issue. A ruling has been sought and provided by the AA Rules Committee. ACTION: GL to write to Sherbrooke and advise them of the ruling.</p> <p>GL to contact Fiona and request that she write to those members who were issued with records for this event and advise that these will be rescinded.</p>	Continuing	

958.12.7	GHA – Outdoor Adventure Fair	CH	15/5/13 19/6/13 21/8/13	CH to contact GHA to determine what support can be provided Action still to be taken CH has discussed requirements with GHA and will ensure that this event is supported.	Continuing	
960.11.1	2014 NAS	DN	19/6/13	DNF to discuss listing the 2014 NAS in the Archery Victoria Calendar	Continuing	
960.12.2	SRV SDO Christmas party	IN	19/6/13	IN to obtain further details of the proposed event and keep the Board updated	Continuing	
964.9.4	Team Manager Report 2013 Youth Nationals	PNF	21/8/13	PNF to thank Brendan Jones for his report and good work of him and his team and Youth Nationals	New Item	
964.9.4	Compliance with Team Rules	PNF	21/8/13	PNF to write to youth team member re breach of rules in relation to wearing of team uniform	New Item	
964.10.2	MPO Audit	CH	21/8/13	CH to conduct an MPO audit of all clubs. Information re club MPOs to be made available on the website	New Item	
964.12.1	Elite Athlete Travel Grant	PNF	21/8/13	PNF to advise SRV of endorsement of nominees and priority for Elite Athlete Travel Grant	New Item	
964.12.2	AV Sports Administrator	PNF, DNF, IN	21/8/13	PNF, DNF & IN to negotiate contract with Catalyst Consulting	New Item	
964.12.2	AV Sports Administrator	PNF	21/8/13	PNF to notify clubs of new arrangements once contract in place	New Item	
964.12.3	2013 AGM	CH & IN	21/8/13	CH to follow up on audited accounts. IN to determine time, date and location for AGM	New Item	
964.12.3	Constitutional Review	IN	21/8/13	IN to complete constitutional review prior to AGM	New Item	
964.12.4	Registration of Events for 2014 Calendar	CH	21/8/13	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 webstie	New Item	

BOARD MEETING ACTION ITEMS
ITEMS CLOSED THIS MEETING

932.11.7	Organise red armbands for the judges	CEO CEO DNF IN	22/7/11 27/4/12 1/6/12 31/8/12 19/12/12 20/2/13 19/6/13 21/8/13	Red arm bands to be investigated for shooting judges who are unable to shoot in judges shirts Trevor to provide update of progress CEO advised that he was having difficulty getting the armbands sewn. CEO to pass armbands to IN for sewing. Due Date 1 Jul 12 Action still continuing – IN to chase CEO to finalise CEO to send design file to Secretary No design had been provided by the CEO prior to his resignation. DNF offered to liaise with Grandstand Promotional Products re designing and manufacturing the armbands IN to organise for these to be made up. This item to be taken off line. To be included in guidelines for judges clothing. NFA in these minutes	CLOSED	21/8/13
940.6.13	SDO and CEO to tidy up schools program	SDO, CEO	9/12/11 27/4/12 1/6/12	Schools program is worthwhile but will never gain AV members as it operates outside AV. Efforts are being put into supplying merchandise to schools which may be better used elsewhere. Action: Merchandising to be transferred to archery businesses as soon as practical, no further equipment to be ordered by AV. Action: Schools program to be converted to a form which does not rely on SDO/CEO effort to sustain it. SDO to scale down involvement. TF to outline outcome Schools program is part of our funding submissions and needs to continue, however, it should not continue with	CLOSED	21/8/13

			31/8/12	any significant AV resources. Outsourcing of this program to archery businesses is the preferred model. IN offered to assist TF to complete this activity. Actions: TF to complete all actions above asap. IN to assist with finalising the program.		
			16/11/12	Due to the absence of the CEO at the World Archery Field Championships, no action has been taken on this item. Deferred to the next meeting. IN advised that CEO had drafted an outline of the schools program. Further work will be undertaken to finalise the schools program. Target date for completion is end Mar 13.		
		IN	20/2/13	IN to complete for presentation to Apr 13 Board Meeting.		
		IN	17/4/13	Due to other pressing issues this action is still to be completed		
		IN	19/6/13	Schools program is part of VMA – to be included in strategic plan items. NFA as part of these minutes		
954.13.5	AV Come and Try Equipment	IN	20/2/2013	20 sets of come and try equipment to be put together and made available for come and try activities as needed. Due Date end May 13	CLOSED	21/8/13
			15/5/13	Approximately 8 sets are ready to go. Arrows still to be made for the remainder.		
			19/6/13	IN advised that the equipment will be ready by end Jun 13. Some items were not available to complete arrows (shortage of points, fletches and arrows). Action: IN to finish sets and complete procedure for come and try equipment		
			21/8/13	Come and Try Equipment completed. Procedures to follow. NFA		

956.10.1	Financial and Membership Reconciliations	CH	17/4/13 15/5/13 19/6/13 21/8/13	Reconciliation of Financial and Membership Records to be completed for the period 1 Jul 12 to current date Membership reconciliation is complete CH advised that the books for the period 1 Jul 13 – 28 Feb 13 were with the accountant for review. A draft set of accounts for the EOFY was distributed to the meeting. This item to now continue as standard financial reporting to future meetings.	CLOSED	21/9/13
956.12.2	Judges for 2013 tournament calendar	DNF/CC	17/4/13 15/5/13 19/6/13	Discussion with AV Judges Coordinator to be undertaken to seek resolution to current issues Discussions have taken place and a consolidated plan for judging courses and coordinator will be developed Continuing issues with judges needs to be resolved. DNF will continue to monitor the judging situation for the moment.	CLOSED	21/9/13
956.12.2	AV Officials	IN	17/4/13 19/6/13 21/6/13	Increasing numbers of officials to be given emphasis in Strategic Plan An officials' policy – and whether or not they are elected or appointed positions needs to be completed (IN to do draft). To be included in review of Constitution. NFA at this time	CLOSED	21/9/13

956.12.5	2014 Senior Nationals	PNF	17/4/13 15/5/13 19/6/13 21/8/13	PNF to discuss feasibility of AV hosting the 2014 Senior Nationals with AA CEO A survey of clubs and members is to be undertaken to ascertain archers' thoughts on the format for the 2014 Nationals. Discussion to take place with AA at AA AGM Discussed at AA AGM. AV is likely to host this event. DVA have had discussions within their committee in relation to using DVA grounds to host the event. A final decision will be made by DVA after their AGM in mid Jul 13. PNF to invite AA CEO to 17 Jul 13 Board meeting – discussion items 956.12.5/956.12.2/958.12/1 PNF advised that submission has been put to AA and accepted. An organising committee has been formed. Budgets need to be completed and planning needs to commence asap. This item to become part of Standing Agenda for future meetings. NFA on this item at this time.	CLOSED	21/9/13
958.12.4	Outstanding Invoices – Club membership	CH	15/5/13 19/6/13 21/9/13	CH to reconcile payment history, finalise invoices and offer assistance to club in relation to membership database Information has been provided to the club concerned. Negotiations continue Outstanding fees have been paid.	CLOSED	21/8/13
958.12.5	Member Protection Officer	CH	15/5/13 19/6/13 21/8/13	CH to contact AA MPO re training and requirements. A governance audit of MPOs to be carried out to determine the current training needs and Club compliance Action still to be taken 964.10.2 has superseded this item	CLOSED	12/8/13
960.11.1	2013 NAS	DNF	19/6/13 21/8/13	DNF to liaise with NAS organisers re the use of sponsorship funds provided by Archery Victoria Discussions completed	CLOSED	12/8/13

960.12.1	Volunteer Insurance – Carers	IN	19/6/13 21/8/13	IN to obtain advice re the insurance status for carers of VI and disabled archers Insurance has been checked and volunteers are covered under the AA insurance. The policy is available on the AA website if clubs wish to check the details	CLOSED	12/8/13
960.12.3	Angel Archers Seed Funding	CH	19/6/13 21/8/13	CH to issue funding and set up invoicing and repayment schedule Actions completed	CLOSED	12/8/13