



Archery Victoria			
Title:	AV Meetings		
Subject:	Minutes		
Author:	AV Secretary – Irene Norman		
Date:	21 Sep 14	Replaces:	New
Number:	986	Pages:	9

**Archery Victoria Board Meeting**  
**Held via ZOOM**  
**Monday 21 September at 1900 hours**

**986.1. Meeting Opens**

The President declared the meeting open at 1934h.

**986.2. Attendees**

Peter Nelson-Furnell (PNF)	President
Guenter Licht (GL)	Vice President
Irene Norman (IN)	Secretary
Dawn Nelson-Furnell (DNF)	Board Member

**986.3. Apologies**

No apologies were received

**986.4. Declaration of Proxies**

No proxies were declared.

**986.5. Declaration of Pecuniary Interests**

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

**986.6. Minutes from Previous Meeting**

The minutes of the Archery Victoria Board Meeting held via Zoom on 16 Jul 14 and 20 Aug 14 were distributed prior to the meeting. **MOVED GL SECONDED** PNF that the minutes of the meeting be accepted.

**CARRIED**

The minutes of the Archery Victoria Board Meeting held via Zoom on 20 Aug 14 were distributed prior to the meeting, however Board members had not had a chance to read them. The passing of these minutes will be done via email prior to the next full Board meeting.

**986.7. Business Arising From Previous Minutes**

Action items have been updated at Annex A.

**986.8. Business Conducted by Email since the Last Meeting**

Nil

## 986.9. Correspondence

### 986.10. Reports

- 986.10.1 **Presidents Report.** Nothing significant to report
- 986.10.2 **Administrator's Report.** No administrators report was available for this meeting due to the termination of the Catalyst contract
- 986.10.3 **Financial Reports.** Financial reports for August 2014 were delayed due to the termination of the Catalyst contract. Reports for August and September will be available for the October meeting.
- 986.10.4 **Officials Reports**  
**Coaching Coordinator.** IN advised that another 7 Archery Instructor Coaches had received their accreditation this month. In addition one Archery Instructor has been upgraded to Club Coach status and two more Regional Coaches have been accredited.
- 986.10.5 **Grant Funding Updates.** A report on the SRV VMA audit has been received. The Board discussed this briefly – actions still to be determined. The revised budget for the Significant Event Funding grant has been submitted and accepted. Funding agreements for this grant are expected shortly. A request was received from SRV for us to submit an Access All Abilities Grant (AAA). This has been completed but no results yet.
- 986.10.6 **Board Mentor Reports.** Nothing significant to report.
- 986.10.7 **2014 Senior Nationals Update.** The minutes of the 2014 Senior Nationals Committee meetings are attached as Annex D to these Minutes.
- 986.10.8 **Policy Reviews.** No further work on policies this month.

### 986.11. Notices of Motion/Discussion Papers

No notices of motion were received.

### 986.12. General Business

- 986.12.1 **AA Board Elections.** IN advised that votes re the AA Board Elections had been received from 6 clubs – BHCA, WAC, GA, SA, NEA and WA. Votes from AA and DVA were received at the meeting. The aggregated votes were John Womersley, Tom Wild and Brian Hagaman in that order. The club votes were strongly in favour of the first two candidates. MOVED IN SECONDED DNF that the AV votes for the AA Board Elections be John Womersley and Tom Wild.

**CARRIED**

IN to submit vote to AA.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
986.12.1	AA Board Elections	22 Sep 14	Submit AV vote for AA Board Elections	IN	30 Sep 14

- 986.12.2 **Victorian State Team Manager – 2014 National Archery Championships.** IN advised that we received one late application for the role from Malcolm Scown. The Board agreed to the appointment of Malcolm as the team manager. As this is the first time he has undertaken this role he will require support during the event. Board Members will offer that support. IN to advise Malcolm of his success and organise for budgets and other paperwork to be completed.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
986.12.2	Victorian State Team Manager – Nationals	22 Sep 14	Advise results of applications for Team Manager position	IN	30 Sep 14

986.12.3 **Archery Victoria Membership and Participation Working Group.** GL advised that there were only 2 nominations for the working group. Nominations were received from John Womersley and Trevor Filmer. The Board discussed whether three was sufficient to conduct the business of the working group. It was determined that as the working group was a motion passed at the 2013 AGM, the work needed to be completed. The Working Party will go ahead with GL as chair. Written submissions will be accepted as input to the Working Group. PNF advised that he would provide a written submission for consideration. The Report of the Working Group is due to the Board by 31 October 2014. GL to keep the Board up to date with progress.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
986.12.	Membership & Participation Working Group	22 Sep 14	GL to ensure that report is provided to Board by 31 Oct 14 and provide regular updates.	GL	31 Oct 14

**986.13 Meeting Closes.** The President declared the meeting closed at 2146h. Next meeting will be 15 Oct 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
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				
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.	Continuing	
			22/1/14	Actions continue		
			16/4/14	Formal submission to AA will be completed by end Jun 14.		
		IN	16/7/14	Still to be completed.		
		IN	20/8/14	Still to be completed.		
976.13.1	2015 Tournament Calendar	GL & CC	19 Feb 14	Draft 2015 Tournament Calendar to be produced for Board consideration	Continuing	
			16/4/14	Action continues		
		GL	21/5/14	GL to put options into dropbox for review. Board Members to review.		
		GL/CC	16/7/14	GL and CC to overlay current traditional tournaments onto the options to see the differences		
		GL	20/8/14	Due to lack of time this issue was not discussed further. To be pursued at the next meeting.		
			21/9/14	GL to finalise calendar for issue by end Oct 14		

Item Number	Item	Action Officer	Meeting Date	Actions Taken	Status	Date Completed
978.12.1	AV Officials	IN	16/4/14	Schedule of appointment/reappointment of AV Officials and EOs to be drafted by (16 Jul 14). Policy/procedural documentation to be completed.	Continuing	
		IN	21/5/14 20/8/14	Duties of the positions need to be clearly documented. Due to lack of time this issue was not further discussed. IN to continue to pursue		
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	
		GL	16/7/14 20/8/14	Action still to be taken on this item Action still to be undertaken on this item		
978.12.6	Judges Policy and Payments	IN	16/4/14 21/5/14 16/7/14 20/8/14	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	Continuing	
		GL	22/9/14	This issue was discussed at some length. GL to put a proposal to the Board for consideration.		
980.10.3	Regular Reconciliations of badges activity	DNF/ Badges Recorder	21/5/14 20/8/14	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 DNF to pursue for next meeting	Continuing	
980.12.4	Audit of Annual Returns	BH	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	Continuing	
		IN	16/7/14 20/8/14	Catalyst have completed the audit and results are with Board. IN to distribute to Board Mentors for follow-up Follow up actions underway		
982.10.2	Forms Update	BH	16/7/14 20/8/14	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	Continuing	

Item Number	Item	Action Officer	Meeting Date	Actions Taken	Status	Date Completed
982.10.8	Social Media Policy	All Board Members	16/7/14 20/8/14	Policy to be reviewed and comments provided to IN by 31 Jul 14 Due to lack of time this policy was not discussed	Continuing	
982.12.1	Crossbow Legislation	IN/DNF	16/7/14 20/8/14	Information to be prepared for AV Website an sent to Dawn for publication Still to be completed	Continuing	
982.12.3	Support to VI archers	PNF	16/7/14 20/8/14	PNF to obtain additional information prior to decision on support Still to be pursued	Continuing	
982.12.4	Future Nationals Events	IN	16/7/14	Discussion re sponsorship of future national events to be scheduled for Nov 14 meeting	Continuing	
982.12.6	AV AGM	IN	16/7/14 20/8/14	AV AGM to be organised for Nov 14 Action ongoing	Continuing	
984.12.1	New Club Application – HMAS Cerberus	PNF/DNF	20/8/14 22/9/14	Meeting with XO HMAS Cerberus re concerns – report back to meeting 17 Sep 14 Meeting still to be arranged	Continuing	
984.12.1	New Club Application – HMAS Cerberus	GL All Board Members	20/8/14 22/9/14	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.	Continuing	
984.12.1	New Club Application – HMAS Cerberus	IN IN	20/8/14 22/9/14	Review documentation for compliance – report back to meeting 17 Sep 14 Review still to be undertaken.	Continuing	
984.12.2	New Sports Administrator	All Board Members IN/All Board Members	20/8/14 22/9/14	Feedback on duties of Sports Administrator to IN by 1 Sep 14 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	Continuing	
984.12.3	Judging	IN IN/GL	20/8/14 22/9/14	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	Continuing	

Item Number	Item	Action Officer	Meeting Date	Actions Taken	Status	Date Completed
984.12.4	2015 National/State Indoor Championships	GL	20/8/14	Determine how to conduct a review of the format for 2015 Indoor Championships Discussion delayed to next meeting.	Continuing	
		GL	22/9/14			
984.12	2015 National/State Indoor Championships	GL	20/8/14 22/9/14	Respond to email from Mr Annear To be completed	Continuing	
986.12.1	AA Board Elections	IN	22/9/14	Submit AV vote for AA Board Elections	New Item	
986.12.2	Victorian State Team Manager – Nationals	IN	22/9/14	Advise results of applications for State Team Manager position	New Item	
986.12.3	Membership & Participation Working Group	GL	22/9/14	Working Group to provide report to the Board by 31 Oct 14	New Item	



**BOARD MEETING ACTION ITEMS**  
**ITEMS CLOSED THIS MEETING**

982.12.3	Judging	IN	20/8/14 22/9/14	Contact Judge Co-ordinator for information on judges for upcoming tournaments Judge Co-ordinator contacted	CLOSED	21Sep14
982.12.3	Judging	DNF	20/8/14 22/9/14	Judges for tournaments to be posted on website – ongoing requirement Judges being posted to the website	CLOSED	21Sep14