



Archery Victoria			
Title:	AV Meetings		
Subject:	Minutes		
Author:	AV Secretary – Irene Norman		
Date:	22 Jan 14	Replaces:	New
Number:	974	Pages:	15

**Archery Victoria Board Meeting  
Held via ZOOM  
Wednesday 22 January 2014**

**974.1. Meeting Opens**

The President declared the meeting open at 1931h.

**974.2. Attendees**

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

**974.3. Apologies**

Colin Carter	(CC)	Member's Representative
Bonnie Hamilton (BH)		AV Sports Administration Consultant (ex-officio)

**974.4. Declaration of Proxies**

No proxies were declared.

**974.5. Declaration of Pecuniary Interests**

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

**974.6. Minutes from Previous Meeting**

974.6.1 The minutes of the Archery Victoria Board Meeting held via email and commencing 24 Dec 13 were distributed prior to the meeting. **MOVED** GL, **SECONDED** DNF that the minutes be accepted.

**CARRIED**

974.6.2 The minutes of the Archery Victoria Board Meeting (Special Meeting) held on 8 Jan 14 were distributed prior to the Meeting. **MOVED** GL, **SECONDED** DNF that the minutes be accepted

**CARRIED**

974.6.3 The draft minutes of the Archery Victoria Annual General Meeting held on 11 Dec 14 were discussed. Some minor amendments were discussed and approved. The draft minutes will be published on the Archery Victoria website pending approval at the 2014 Annual General Meeting.

**974.7. Business Arising From Previous Minutes**

Action items have been updated at Annex A.

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

No decisions, other than those documented in Minutes as per para 974.6 above were made via email since the last scheduled Board Meeting.

## 974.9. Correspondence

- 970.9.1 Out – Letter to Sherbrooke Archers Inc dated 29 Dec 13.  
 970.9.2 In – Email from Sherbrooke Archers Inc dated 7 Jan 14.

## 974.10. Reports

- 974.10.1 **President 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.
- 974.10.2 **Administrator’s Report.** The Administrator’s report is attached as Annex B to these minutes.
- 974.10.2.1 Catalyst has continued to report additional hours of work over and above those anticipated in the contract. DNF and IN to undertake a contract review meeting with Catalyst with the intention of bringing the hours worked into line with the contract. The residual tasking will need to be considered by the Board to determine a way forward. This item is a continuation of the action item 966.9.
- 974.10.2.2 IN noted in the provided membership figures that there are a number of clubs who may need some assistance in relation to dwindling numbers or lack of growth in numbers. The relevant Board Mentors were asked to contact the following clubs to determine the state of play with the clubs and what assistance AV can provide to them:
- Yarra Valley Archers
  - Kew City Bowmen
  - Horsham Company of Archers
  - Phillip Island Target Archers
  - South Eastern Target Archers

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
974.10.2.2	Membership numbers	22 Jan 14	Contact with YVA, KCB, HCA, PITA and SETA to discuss membership numbers and how AV can assist	All Board Mentors	Feb 14

- 974.10.2.3 The Board noted the contents of the participation reporting. These reports are now being circulated to all clubs and need to be simplified for both the clubs and use by the Board. It was requested that Catalyst look at providing an overview table or graph to the clubs and the Board whilst having the more complex data available for grant reporting and as needed. IN to discuss with Catalyst.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
974.10.2.3	Participation Reporting	22 Jan 14	Catalyst to provide a simplified format to Clubs and Board.	IN	Feb 14

- 974.10.3 **Financial Reports.** The financial report is attached at Annex C to these minutes. DNF raised the following issues in relation to the Financial Report:

- 974.10.3.1 Loans Receivable. An amount is listed as Loans Receivable of \$283.60. It is unclear what this amount is for and which club it refers to. Catalyst to advise.

974.10.3.2 Expenditure. The Catalyst contract payment is listed in expenditure as \$3,000. It was queried as to whether this amount should be \$3,300 or if the GST is listed separately in the statement. Catalyst to advise.

974.10.3.3 DNF advised that the AV Term Deposit had been rolled over for a period of three months at the rate of 3.25%. Concern was raised that we had almost missed the opportunity to roll these funds over due to late receipt of advise of maturity. The maturity date of the term deposit needs to be diarised to ensure that plenty of notice is provided prior to the maturity date.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
974.10.1 974.10.2	Financial Queries	22 Jan 14	Explanations for Financial Statement entries to be provided	Catalyst	Feb 14
974.10.3	Term Deposit Maturity	22 Jan 14	Maturity date of term deposit to be diarised to ensure early advice of upcoming requirement	Catalyst	Mar 14

974.10.4 **Grant Funding Updates.** IN advised that an addendum to the final VIP report would be provided to Sports & Recreation Victoria (SRV) in Jan 14. The 18 month VMA report was also due to SRV in Jan 14. A grant bid for \$4,000 has been submitted to SRV under the Local Coaches for Local Sports program (replacement for T1000 program). This grant is for subsidies to be provided for Level 1 coaching (Archery Instructor) during 2014. Advice is expected on the success or otherwise of this funding in Feb 14. The first draft of the Archery Victoria Inclusion Plan (as part of the AAA funding) will be submitted in Jan 14 for consideration by the Board and VicSport. VicSport are expected to attend the Feb 14 AV Board Meeting to discuss this plan.

974.10.5 **Board Mentor Reports.** DNF reported that the Judging Calendar for 2014 was provided to the Judges Co-ordinator. The Target Grand Prix medals for 2014 have been announced and distributed to recipients. The Board congratulated all winners. A number of Board Mentors noted conversations with Club Presidents and members.

974.10.6 **2014 Senior Nationals Update.**

974.10.6.1 The Nationals Committee is due to meet on 23 Jan 14. Minutes of meetings are being kept and will be included in an Annex to future AV Board Meetings.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
974.10.6.1	Minutes of Senior Nationals 2014 Organising Committee	22 Jan 14	Minutes from this sub-committee to be included in future AV Board Minutes as an Annex	IN	Feb 14

974.10.6.2 The Nationals Committee noted that approximately 54 targets will need to be built to facilitate the running of the Nationals. The cost for these targets is expected to be approximately \$10,000. Given that one of Archery Victoria's specific outcomes for the 2014 Nationals was to fast track the development of the club at Balnarring for future events for Victoria, the targets built for the Nationals will remain at Angel Archers following the event. It was further noted that this is part of the Archery Victoria Strategic Plan to establish additional facilities at clubs. Other clubs will be targeted for assistance by Archery Victoria following this event. MOVED GL SECONDED IN that a 2014 Nationals account be set up to sponsor the 2014 Nationals at the Angel Archers venue. The account is to have an initial balance of

\$10,000. All income and expenditure for the 2014 Senior Nationals is to be paid into and out of this account.

**CARRIED**

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
974.10.6.2	Bank account for 2014 Senior Nationals	22 Jan 14	A separate bank account to be set up for all income and expenditure for the 2014 Senior Nationals. Initial balance of \$10,000.	DNF	Feb 14

**974.11. Notices of Motion/Discussion Papers**

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

**974.12. General Business**

There were no items of General Business presented to the meeting.

**974.13 Meeting Closes.** The President declared the meeting closed at 2316h

**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.		

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. <b>MOVED DNF SECONDED PNF</b> that 2 timing devices be purchased at a cost not to exceed \$4,500. <b>CARRIED</b> <b>Action:</b> CH to purchase.		
		CH CC		Further discussion was had in relation to other items for 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	<b>MOVED GL SECONDED</b> CC that an amount NTE \$1,000 be authorised for the purchased of additional items to complete the timing equipment – cables, storage, etc. <b>CARRIED</b>		
		CC/IN	21/8/13	<b>ACTION:</b> 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	22/1/14	CC to investigate options for purchase of clout equipment for AV Tournament Kit. Discussion deferred pending report from CC.	CC CC	January 2014 March 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	
		IN	22/1/14	Issue discussed. EOI to be reissued to all AV via IMG system. IN to prepare and send to DNF.		

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.		
		IN	22/1/14	IN advised that AA had now put up all coaching programs and training materials on the AA website. AA had been approached to get a current list of all Victorian coaches as it seems that the list currently held by AV may not be current. ACTION: Once list received from AA, IN to undertake an audit with all clubs and individuals if necessary. Funding has been applied for to subsidise Level 1 coaching (Archery Instructor) under the Local Coaches for Local Clubs grant program. Funding confirmation is expected in Feb 14. In the meantime, EOIs for those interested in Archery Instructor coaching to be issued. CONTINUED		



Item Number	Item	Action Officer	Meeting Date	Actions Taken	Status	Date Completed
958.12.1	Coaching Programs CONT	IN	22/1/14	<p>ACTION: IN to issue EOI for Archery Instructor coaching.</p> <p>PNF reported that he had been in contact with Jim Park in relation to training for Regional Coaches. PNF suggested that once the list of AV coaches had been confirmed then the Club Coaches be approached with a view to undertaking Regional Coach training. AV will consider subsidies for those undertaking that training subject to a commitment from those participating in undertaking training at other coaching levels.</p>	Continuing	

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. <b>ACTION:</b> IN to draft an alternate proposal for reconsideration. New draft by end Sep 13. <b>ACTION:</b> PNF advised that he was still to complete the list of benefits document which had been agreed with Sherbrooke. <b>ACTION:</b> 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;"><b>CARRIED</b>                      <b>CONTINUED</b></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
966.9	Catalyst Contract Review	DNF & IN	18/9/13 20/11/13 22/1/14	DNF and IN to undertake contract review and present outcomes to December Board Meeting Action continues DNF and IN to organise meeting with Catalyst before end of Feb 14	Continuing	
966.11.3	Financial Procedures	BH  IN	18/9/13  22/1/14	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 Some initial drafts completed. To be reviewed	Continuing	
966.13.3	Archery Heroes	IN	18/9/13 20/11/13 22/1/14	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	Continuing	
968.12.1	AV Alcohol Policy	IN	16/10/13 22/1/14	IN (in conjunction with Catalyst) to review AV Alcohol Policy Catalyst has provided a draft for review. More work to be completed in relation to the bringing of alcohol into an archery venue. Drafts to be considered at Mar 14 Board Meeting	Continuing	
970.11.1	Change to Longbow Rules	IN	29/11/13 22/1/14	Circulate the motion to the other RGBs for support. Raise the motion for consideration by the AA Board. Actions continue	Continuing	
970.12.1	North Eastern Archers Inc	PNF IN  IN and GL	29/11/13  22/1/14	PNF to advise NEA of success of their application – Dec 13 IN to liaise with AA on acceptance of NEA – Dec 13 Actions with AA completed. Group email lists and website to be updated. GL to make contact as Board Mentor. Advice to AA re insurance policy. Other clubs to be notified.	Continuing	
974.10.2.2	Membership Numbers	All Board Mentors	22/1/14	Contact with YVA, KCB, HCA, PITA and SETA to discuss membership numbers and how AV can assist	New Item	

Item Number	Item	Action Officer	Meeting Date	Actions Taken	Status	Date Completed
974.10.2.3	Participation Reporting	IN	22/1/14	IN to liaise with Catalyst on a simplified format for participation report for Clubs and Board	New Item	
974.10.1 and 974.10.2	Financial Queries	DNF	22/1/14	Catalyst to advise explanations for financial statement entries	New Item	
974.10.3	Term Deposit Maturity	Catalyst	22/1/14	Maturity date of term deposit to be diarised to ensure early advice of upcoming requirements.	New Item	
974.10.6.1	Minutes of Senior Nationals 2014 Organising Committee	IN	22/1/14	Minutes from this sub-committee to be included in future AV Board Minutes as an Annex	New Item	
974.10.6.2	Bank account for 2014 Senior Nationals	DNF	22/1/14	A separate bank account to be set up for all income and expenditure for the 2014 Senior Nationals. Initial balance of \$10,000	New Item	

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

960.12.2	SRV SDO Christmas party	IN  BH	19/6/13  18/9/13  16/10/13  20/11/13  22/1/14	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 The Board noted that this event was successfully held in Dec 13. The Board thanked Moorabbin Archery Club for the use of their venue and equipment and for their hospitality.	CLOSED	22 Jan 14
964.12.4	Registration of Events for 2014 Calendar	CH  BH & DNF	21/8/13  20/11/13 22/1/14	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 Clubs to register their own events and seek reimbursement from AV follow the event and completion of all paperwork. Clubs advised	CLOSED	22 Jan14
966.13.1	2014 Tournament & Event Calendar	IN	18/9/13  16/10/13  20/11/13 22/1/14	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 Calendar Issued	CLOSED	22/1/14

966.13.2	2014 Training Calendar	IN & PNF	18/9/13  16/10/13 20/11/13 22/1/14	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 Actions on this item are the same as 958.12.1. This item to be closed and action continued at 958.12.1.	CLOSED	22/1/14
970.12.4	AV 2013 AGM	IN	29/11/13  22/1/14	IN to issue advice on date of AGM and distribute all documentation AGM conducted 11 Dec 14.	CLOSED	22/1/14
970.12.5	AV Strategic Plan 2014-2017	IN	29/11/13 22/1/14	IN to distribute draft plan for comment to all Clubs. Plan circulated for comment and presented at AGM. Updates completed and plan issued. Published on website	CLOSED	22/1/14
970.12.6	Archery Heroes Program	IN	29/11/13  22/1/14	IN to distribute the draft program for comment to all clubs Draft distributed – actions continue at 966.13.3.	CLOSED	22/1/14