



Archery Victoria			
Title:	AV Board Meeting		
Subject:	Minutes		
Author:	Secretary AV – Damien Sinclair		
Date:	22 June 15	Replaces:998	New
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**Archery Victoria Board Meeting  
Held via ZOOM  
Monday 22<sup>th</sup> June 2015 at 7pm**

**1000.1. Meeting Opens**

The President declared the meeting open at 1904h

**1000.2. Attendees**

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

**1000.3. Apologies**

**1000.4. Declaration of Proxies**

**1000.5. Declaration of Pecuniary Interests**

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

**1000.6. Minutes from Previous Meeting**

Minutes of Meetings dated 20150318, 20150415 and 20150520 were distributed prior to the meeting for review.

Motion to accept Minutes for March dated 20150318  
Moved GL  
Seconded DNF  
Minutes accepted

Motion to accept Minutes for April dated 20150415  
Moved TS  
Seconded DNF  
Minutes accepted

Motion to accept Minutes for May dated 20150520  
Moved DS  
Seconded GL  
Minutes accepted

**1000.7. Business Arising from Previous Minutes**

Action items have been updated at Annex A.

**1000.8****Business Conducted by Email since Last Meeting**

Multi-venue for State Indoor.

984.12	2015 National/State Indoor Championships	22/6/15	Action item reopened with new details available. Discussions have been held between DVA and TCAG regarding both venues hosting state and national legs of the National Indoors and an agreement has been reached that both venues will represent in the State and National legs. IN will send out notification to the AV community clarifying this. All board members have agreed to this proposal.
1000.8.1	VIS scholarship results		Recommendations for the VIS scholarship have been submitted by the board to VIS. No feedback has been received to date on scholarship awards.

**1000.10.****Reports****1000.10.1 President's Report**

1000.10.1.1 - AIM Archery – Have been in in contact with AV to advise that they have incorporated a new organisation. IN has emails AIM to ask for details of the new body including committee details and copy of the new club constitution.

1000.10.1.1 - Teachers games (Monday 21<sup>st</sup> September) – are being run in Shepparton and they have asked for AV to assist in running an event. IN is putting together information for them including an information session for archery in schools and will arrange assistance to run a community Come 'n' Try session and small competition event in the afternoon. IN will also discuss will the local council in regard to the possibility of EOI in establishing a local club in the Shepparton area.

**1000.10.2 Financial Report**

IN has submitted a copy of the financials for review and has been liaising with Top Class accounting to bring details up to date. DNF and IN discuss further details with Top Class accounting to arrange format, access, transfer of accounts, etc.  
This is to take effect from July 1.

**1000.10.3 Recorders Report**

227 record have so far been broken this year in events not including the State Short Range competition.

**1000.10.4 Grant Funding Report**

AV grant funding from SRV for coaching course reimbursement is now finished.  
No other funding is currently available or has been sort.

**1000.10.5 Board Mentor Report**

DNF has been in conversation with some clubs as to the current Tournament policy. The policy is outdated and requires renewal to bring up to date. DNF is to review the existing policy and submit to the board for review and approval.

Archers Diary – There is issues regarding information submitted to Archers Diary as to whether an event is a registered event at a club level or state/national level and should be included in the state/national rankings.

Further discussions are required to arrange a procedure to remove this issue.

**1000.11**

**Notices of Motion/Discussion Papers**

None

**1000.12.**

**General Business**

1000.12.1 - State Indoor team selection – DNF will check on updated scores submissions and who is eligible for State Team selection from 30<sup>th</sup> June.

**1000.15**

**Meeting Closes**

**Meeting Closed by the president at 2121h**

**Next meeting 16<sup>th</sup> July 2015 to be conducted as a ZOOM meeting.**

**BOARD MEETING ACTION ITEMS**

**OPEN ITEMS**

Item Number	Item	Action Officer	Meeting Date	Actions Taken	Status	Date Completed
966.14.3	Archery Heroes	IN	18/9/14	IN to complete work on the Archery Heroes program for presentation at the AGM.	Continuing	
			20/11/14	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				

		TS	18/02/15	volunteers as well as individual archers.		
		TS	18/03/15	TS presented a draft document. All Board members were asked to provide input. Those previously nominated will be added to the first round. TS to progress.	25/3/15	
				Recipients are to receive an appreciation award certificate, and pin/badge to be presented to them at a club function of their choice. Their AV board mentor is to be invited to conduct the presentation. TS to resend the nomination form to the AV board for them to provide feedback. TS to then to proceed in distributing the nomination form to the AV clubs.		
			20/5/15	TS to design a badge and distribute design to the AV board for their feedback and seek approval to have them produced.		
			22/6/15	TS to forward information to DNF to be sent via email to all AV members with a call for design submissions for a pin to be made for the recipients of the Archery Hero's award.		
				TS to forward information to DNF to be sent via email to all AV members with a call for design submissions for a pin to be made for the recipients of the Archery Hero's award.		
978.12.1	AV Officials	IN	16/4/14	Schedule of appointment/reappointment of AV Officials and EOIs to be drafted by (16 Jul 14). Policy/procedural documentation to be completed.	Continuing	
		IN	21/5/14	Duties of the positions need to be clearly documented.		
			20/8/14	Due to lack of time this issue was not further discussed.		
			21/1/15	IN to continue to pursue		
				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. AV is looking to put in place the following officials for 2015:		
				<ul style="list-style-type: none"> <li>● Judges Coordinator</li> <li>● Coaching Coordinator</li> </ul>		

			18/02/15	<ul style="list-style-type: none"> <li>● State QRE and Ranking Coordinator</li> <li>● State Recorder</li> <li>● State Badges Recorder</li> <li>● Youth Coordinator</li> </ul> <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> <p>Leanne Strahan and Fiona Guest have advised that they are happy to continue in their official role.</p> <p>Merv Grinstead to be contacted. Additional roles to be made available. A policy needs to be put in place for terms for AV officials.</p>		
			22/06/15	Merged item with 980.10.3	Closed	
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	Action still to be taken on this item		
		GL	20/8/14	Action still to be undertaken on this item		
		GL	21/1/15	GL undertook to have a discussion paper ready for the next meeting.		
		GL	18/02/15	To be carried over to next meeting		
		GL	18/3/15	Proposal to be written by David Annear/GL to be submitted to the AV Board to reduce maximum distances for longbow and barebow. If the proposal is deemed to be successful, it will be forwarded to the AA board for consideration.	1/4/15	
		GL	20/5/15	GL to re-write submission and forward to the AV board for approval.		
978.12.6	Judges Policy and Payments	IN	16/4/14	Judges policy to be reviewed (30 Jul 14)	Continuing	
			21/5/14	Discussion paper to be circulated to clubs		
			16/7/14	Action still to be taken on this item		
			20/8/14	Action still to be taken on this item		
		GL	22/9/14	This issue was discussed at some length. GL to put a proposal to the Board for consideration.		

		GL GL	21/1/15 18/02/15 18/03/15	GL agreed to have a discussion paper ready for the next meeting GL to distribute discussion paper to Board for comment. GL and DNF to rewrite judges' policy, base around current AA policy, in conjunction with the duty statement and submit to the AV board for review. GL to review and rewrite duty statement and submit to the AV board for review. GL and DNF to review costing model to see if it is suitable as a reasonable reimbursement of costs. IN to discuss the running of judges courses with Merv Grinstead.	For April meeting	
		GL	20/5/15	GL has submitted the revised Duty statement to the AV board for approval. Motion raised to accept. Motion accepted 4:0. GL to re-write policy to be submitted to the board for approval. <b>Merged item with 980.10.3</b>	For June meeting	
			22/06/15		Closed	
980.10.3	<del>Regular Reconciliations of badges activity</del> <i>Amended 21/1/15</i> Regular Quarterly Reporting by AV Board Officials	DNF/ Badges Recorder  DS  DS	21/5/14  20/8/14 21/1/15  18/02/15	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. To be complete by the end of Feb	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	Catalyst have completed the audit and results are with Board. IN to distribute to Board Mentors for follow-up		
			20/8/14	Follow up actions underway		
			21/1/15	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.		
		Board Members	18/02/15	Most Board members indicated that they had followed up with clubs. Those still outstanding to be contacted. IN to provide a status update to the March meeting.		
		IN	18/3/15	Clubs which have not been contacted or still have outstanding returns to be contacted. IN will confirm which clubs are still delinquent and forward to Board Mentors to follow up.		
		DS	20/5/15	IN to conduct an audit to see which clubs still have outstanding reports.		
	22/6/15	Most clubs have now submitted their returns. IN to check again for outstanding returns. Reminder email to be sent to clubs for returns and forms to be submitted with changes of committee End of year returns to be lodged				
982.12.1	Crossbow Legislation	IN/DNF	16/7/14	Information to be prepared for AV Website and sent to Dawn for publication	Continuing	
			20/8/14	Still to be completed		
			21/1/15	IN to provide this information to DNF for publication on the website prior to the next meeting.		
984.12.1	New Club Application – HMAS Cerberus	PNF/DNF	20/8/14	Meeting with XO HMAS Cerberus re concerns – report back to meeting 17 Sep 14	Continuing	
			22/9/14	Meeting still to be arranged		
		IN	21/1/15	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:		



		IN	20/5/15	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul> <p>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.</p> <p>Updated report at the next meeting.</p> <p>IN in contact with AA regarding Cerberus and at present AA in investigating the formation of Defence based Archery Clubs as a national exercise. As a result, nothing will be done with Cerberus in the short term awaiting further feedback from AA.</p>		
984.12	2015 National/State Indoor Championships	GL  GL  IN	20/8/14 22/9/14 21/1/15 18/2/15 18/3/15  22/6/15	<p>Respond to email from Marcus Annear To be completed GL to report back at the next meeting Carried over until next meeting GL has spoken with Marcus Annear to advise that DVA range is not currently compliant. GL will provide this in writing.</p> <p>Action item reopened with new information. Discussions have been held between DVA and TCAG regarding both venues hosting state and national legs of the National Indoors and an agreement has been reached that both venues will represent in the State and National legs. IN will send out notification to the AV groups clarifying this. All board members have agreed to this proposal.</p>	Continuing	
984.12.2	New Sports Administrator	All Board Members	20/8/14	Feedback on duties of Sports Administrator to IN by 1 Sep 14	Continuing	

		IN/All Board Members	22/9/14	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		
		IN	21/1/15	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: <ul style="list-style-type: none"> <li>● Bookkeeping</li> <li>● Web &amp; Social Media development and maintenance</li> <li>● General Administration.</li> </ul> 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.		
		IN	18/3/15	IN has a meeting arrange to discuss looking after managing and maintenance for AV accounts.		
		IN	20/5/15	IN has engaged a book keeping firm to go through the existing account using quickbooks, to bring them into line. A proposal has been suggested for AV to go to Quickbooks online which allows for information to be visible to all authorised people instantaneously. Accounts to be brought up to date by the end of May. Now looking for someone to look after administration support, social media, etc. <p>Motion to engage Top Class accounts to keep the AV books at a cost of approx. \$500 p/m which is expected to reduce with online management.</p> <p>Moved by IN  Secoded by DS  Moved 3:0</p>		

		DNF	20/5/15	<p>Motion to move to online, cloud based accounting system.  Moved: IN  Seconded: DS  Moved 3:0</p> <p>DNF to supply to IN bank statements for April and to lodge new signatories.</p>		
986.12.3	Membership & Participation Working Group	GL IN	22/9/14 21/1/15	<p>Working Group to provide report to the Board by 31 Oct 14</p> <p>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.</p>	Continuing	
990.12.3	State Youth Team Selection	GL DNF & TS	21/1/15 18/02/15	<p>GL to collate and summarise submissions received on State Team selection procedures</p> <p>A number of issues and concerns have been received by various Board Members in relation to the team selection for the NYAC. It was agreed that although the policy does need to be reviewed it was felt that the main issue was about the communication between clubs, coaches, individuals and AV in relation to the requirements. AV needs to look at ways to ensure that the information being provided is easily obtained, digestible and presented in a way that is understood. This issue will be looked at as part of the policy reviews. A communication strategy to be developed. DNF &amp; TS to tidy up existing document (0491 – State Team</p>	Continuing	

		DNF & TS	18/3/15 20/5/15	Guidelines) and develop a communication strategy. TS to examine current selection guidelines to ensure they are well-defined and submit to the board for approval. TS to ligase with DNF to read the guideline and amend as required. This is then to be submitted to the board for approval		
992.10.1	Draft Budget 2015/16	All Board Members	18/2/15	All Board Members to provide input to 2015/2015 budget to DNF	Continuing	
992.10.3	Policy Reviews	IN/All  DNF	18/2/15  18/3/15  20/05/15 22/6/15	IN to redistribute revised policies (February meeting) for review by all Board members. DNF to forward draft copy of revised Championship and Tournament rules documentation to IN for compare and contrast. To be then forwarded to Board for final approval. IN to nominate policies for board members to review <b>DNF is to review the existing tournament policy and submit to the board for review and approval.</b>	Continuing	
992.12.2	Archers Diary	DNF  All board Members  IN  DNF	18/2/15  18/3/15  20/5/15  22/6/15	Audit of all clubs for access to Archers Diary. Training sessions to be organised All board members to check with their respective clubs to ensure an access request has been submitted and ensure they have access. Once completed, training is to be arranged. IN to check with John Hyde on entry who is currently registered so that outstanding clubs can be followed up. The proposal was discussed for John Hyde to conduct a Zoom meeting presentation to all clubs to bring then up to speed with Archers Diary. Discussions are to be had with TCAG for submitting results for the Indoors event as they are currently not familiar with Archers Diary and how to entry information <b>Most clubs now have access to Archers Diary. DNF to assist TCAG with setup management of Archers Diary for the National Indoors</b>	continuing	
992.12.5	Mobile Insurance cover	DNF	18/2/15	Check to see if AV is covered for equipment when	continuing	

			18/3/15 22/6/15	mobile or on loan IN to forward to DNF a copy of the AV asset register Inventory has been checked against the current asset register and it is all accounted for. Asset register to be updated with new equipment and look at equipment kits for tournaments.		
992.12.6	QRE Reimbursements	DNF	18/2/15 20/5/15 22/6/15	Discussion paper for consideration – revised policy on QREs IN to distribute revised QRE document for approval Checked with DNF that the document is prepared to distribute. This has been clarified and to be distributed to all clubs.	continuing	
992.12.7	Joey Division	DNF & GL  DNF/GL	18/2/15  20/5/15  22/6/15	Look at options for Joey Division to be included in Archers Diary and whether AV should be recommending this division to AA and other RGBs DNF and GL to put forward a proposal to John Hyde to have the Joey division included in Archers Diary Proposed rounds to be submitted for addition into Archers Diary with the understanding that Joeys with shoot as cubs on national events.	continuing	
998.12.1	Website management	IN	20/5/15	A call is to be put out a call for EOI for updating and management of the AV website	Continuing	
1000.10.1.1	Teachers Games - Sheparton	IN	22/6/15	Teachers games (Monday 21 <sup>st</sup> September) – are being run in Shepparton and they have asked for AV to assist in running an event. IN is putting together information for them including an information session for archery in schools and will arrange assistance to run a community Come 'n' Try session and small competition event in the afternoon. IN will also discuss will the local council in regard to the possibility of EOI in establishing a local club in the Shepparton area.	New	21/09/15
1000.10.2	Updating of financial management	IN/DNF	22/6/15	IN has submitted a copy of the financials for review and has been liaising with Top Class accounting to bring details up to date. DNF and IN discuss further details with Top Class accounting to arrange format, access, transfer of accounts, etc.	New	1 July 2015


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