



Archery Victoria			
Title:	AV Meetings		
Subject:	Minutes		
Author:	AV Secretary – Irene Norman		
Date:	19/6/2013	Replaces:	New
Number:	960	Pages:	14

**Archery Victoria Board Meeting  
Held at Waverly City Archers Clubrooms  
Wednesday 19 June 2013.**

**960.1. Meeting Opens**

The President declared the meeting open at 1810h.

**960.2. 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)

**960.3. Apologies**

Nil

**960.4. Declaration of Proxies**

No proxies were declared.

**960.5. Declaration of Pecuniary Interests**

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

**960.6. Minutes from Previous Meeting**

The minutes of the Archery Victoria Board Meeting dated 19 June 2013 were distributed prior to the meeting. One minor amendment to the action items was requested – survey in relation to 2014 Nationals. **MOVED** GL, **SECONDED** DNF that, subject to the amendment noted, the minutes of this meeting be accepted.

**CARRIED**

(Secretary's note: Amendment has been incorporated into the previous minutes at 956.12.5.)

**960.7. Business Arising From Previous Minutes**

Action items from the previous minutes were discussed and updates have been included in the action items at Annex A.

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

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

**960.9. Correspondence**

- 960.9.1 **T100 Grant Acquittal.** The Target 1000 Grant Acquittal was received from Sport and Recreation Victoria. Referred to Reports.
- 960.9.2 **Sports Hall of Fame Mentoring Scholarship.** Information was received in relation to this program and distributed to all Clubs.

## 960.10. Reports

- 960.10.1 **President Report.** The President provided a report on his recent attendance at an event hosted by the Minister for Sport and Recreation Mr Hugh Delahunty. The information provided at this forum was useful in reinforcing the message in relation to participation and the focus of sport in Victoria over the next several years.
- 960.10.2 **Administrator's Report.** The Administrator's report is attached as Annex B to these minutes.
- **Memberships.** Memberships in Victoria have now exceeded the 1,300 mark with memberships as at 25 Mar 2013 being 1,306.
  - **Participation Reports.** Participation reports are now being received from most clubs. A participation report was presented and forms part of Annex B to these minutes. Only five clubs are not actively supplying participation data. Board mentors were asked to follow up with their mentor clubs to help this along.
  - **AV Loans to Clubs.** All loans are being repaid.
  - **ATO BAS Lodgement.** All BAS statements have been lodged.
  - **VicSport.** Archery Victoria is now a member of VicSport.
- 960.10.3 **Financial Reports.** A financial report was received and forms part of Annex B to these minutes.
- 960.10.4 **VMA/VIP/T1000 Updates.** A final report on T1000 was submitted to the Department of Sport and Recreation Victoria on 14 June 2013. It was noted by the Board that participants of the courses had paid fees to the hosting clubs/businesses for this training and that this still needed to be refunded. Refunds are to be made to the club/business for onforwarding to the individuals involved. **MOVED CC SECONDED DNF** that reimbursement of fees and expenses for T1000 activities be made asap.
- CARRIED**
- IN and CH advised that they had commenced the work required for the next reports re VMA/VIP which are due at the end of June 2013/ mid July 2013.
- 960.10.5 **Board Mentor Reports.** Board Mentors reported on conversations with Box Hill City Archers and Yarra Bowmen. The situation regarding the future of Yarra Bowmen needs to be clarified. Report on this issue will be made at the next meeting.

**MOVED IN, SECONDED GL** that the Reports be accepted.

**CARRIED**

## 960.11. Notices of Motion/Discussion Papers

- 960.11.1 DNF presented a paper and a verbal report of her discussions with the organisers of the National Archery Series (NAS). There has been reluctance in the past for organisers to accept any support or assistance from Archery Victoria. This no longer appears to be the case and Archery Victoria is keen to offer such support. Recognition of this support – e.g. citing AV as a sponsor – is expected. **MOVED DNF SECONDED CC** that an amount of \$2,000 be made available for the 2013 NAS.

**CARRIED**

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
960.11.1	2013 NAS	19 Jun 13	DNF to liaise with NAS organisers re the use of sponsorship funds provided by Archery Victoria	DNF	Asap
960.11.1	2014 NAS	19 Jun 13	DNF to discuss listing the 2014 NAS in the Archery Victoria Calendar.	DNF	31 Jul 13

**960.12. General Business**

960.12.1 **Volunteer Insurance for Carers – VI Program.** DNF reminded the meeting of a previous discussion re a request from Waverley City Archers in relation to the insurance coverage for carers of visually impaired archers participating in the VI trial program at that club. IN undertook to clarify the situation for these carers and the carers of other archers with a disability before the next meeting.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
960.12.1.	Volunteer Insurance – Carers	19 Jun 13	IN to obtain advice re the insurance status for carers of VI and archers with a disability.	IN	Next Meeting

960.12.2 **Sport and Recreation Victoria (SRV) – Sports Development Officers (SDO) Christmas Party.** IN advised that the former CEO had committed to Archery Victoria hosting the SRV SDO Christmas Party for 2014. Details of the event are not yet clear. IN to follow up with SRV and keep Board advised.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
960.12.2.	SRV SDO Christmas Party	19 Jun 13	IN to obtain further details of the proposed event and keep Board updated.	IN	Next Meeting

960.12.3 **Angel Archers Inc – Seed Funding.** Angel Archers have advised that they have now been granted access to a ground at Balnarring which will facilitate club activities including the ability to host State and National events. Angel Archers have submitted a request for a \$5,000 seed funding loan in order to buy equipment and other items required to get the grounds up and running **MOVED GL SECONDED** CC that a loan of \$5,000 be made to Angel Archers Inc as seed funding for establishment of their new ground. Loan to be repaid over 5 years – nil interest.

**CARRIED**

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
960.12.3.	Angel Archers Seed Funding	19 Jun 13	CH to issue funding and set up invoicing and repayment schedule	CH	asap

960.12.4 **AV Equipment - Angel Archers.** Angel Archers have requested to borrow the AV equipment until such time as they are able to purchase their own. **MOVED CC SECONDED** GL.

**CARRIED**

(Note: Future requests to borrow this equipment will not need to go through the Board. The administrative procedure will detail how requests will be dealt with.)

960.12.5 **2013 Indoor National State Team Selection.** The cut-off for the team selection for the 2013 Indoor Nationals will be 30 Jun 13. Selection will be based on the ranking list in place at that time. **MOVED GL SECONDED** DNF that the fees for entry to the State and National Indoor Tournament for members selected for the Victorian State Team will be reimbursed by Archery Victoria.

**CARRIED**

**960.13. Meeting Closes.** The President declared the meeting closed at 2208h

**BOARD MEETING ACTION ITEMS**  
**OPEN ITEMS**

Item Number	Item	Action Officer	Meeting Date	Actions Taken	Status	Date Completed
932.11.7	Organise red armbands for the judges	CEO	22/7/11	Red arm bands to be investigated for shooting judges who are unable to shoot in judges shirts	Continuing	
			27/4/12	Trevor to provide update of progress		
			1/6/12	CEO advised that he was having difficulty getting the armbands sewn. CEO to pass armbands to IN for sewing. Due Date 1 Jul 12		
			31/8/12	Action still continuing – IN to chase CEO to finalise		
		CEO	19/12/12	CEO to send design file to Secretary		
		DNF	20/2/13	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	19/6/13	IN to organise for these to be made up.		

940.6.13	SDO and CEO to tidy up schools program	SDO, CEO	9/12/11	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.	Continuing	
			27/4/12	<b>Action:</b> Merchandising to be transferred to archery businesses as soon as practical, no further equipment to be ordered by AV. <b>Action:</b> 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		
			1/6/12	Schools program is part of our funding submissions and needs to continue, however, it should not continue with any significant AV resources. Outsourcing of this program to archery businesses is the preferred model. IN offered to assist TF to complete this activity. <b>Actions:</b> TF to complete all actions above asap. IN to assist with finalising the program.		
			31/8/12	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.		
			16/11/12	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.					

942.11.4	Draft Strategic Plan 2012 - 2016	IN	27/4/12	<p>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)</p>	Continuing	
			1/6/12	IN advised that this is still to be completed		
			31/8/12	<p>The Forward Planning meeting to be held in conjunction with the AV AGM 2012 will set the scene for drafting a new strategic plan</p> <p><b>Action:</b></p> <p>Forward planning meeting to be held after the AV AGM</p>		
			16/11/12	<p>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.</p>		
			19/6/13	<p>Due to other pressing issues this action item has been delayed. Strategic Plan draft to board for Jul 13 meeting.</p>		

948.9.1	Board Meeting Standing Items	Secretary  CEO  IN	16/11/12  19/12/12  20/2/12 19/6/13	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 IN to complete this activity Actions will be completed by Jul 13 meeting	Continuing	
954.13.4	QRE Payments	DNF  DNF/IN	20/2/2013  17/4/13  19/6/13	Procedural guidelines to be developed for reimbursement of QRE fees on successful and compliant completion of QRE events DNF to provide dot points to IN to draft procedural guidelines. DNF to provide dot points before next meeting	Continuing	
954.13.5	AV Come and Try Equipment	IN	20/2/2013  15/5/13  19/6/13	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 Approximately 8 sets are ready to go. Arrows still to be made for the remainder. 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). <b>Action:</b> IN to finish sets and complete procedure for come and try equipment	Continuing	

954.13.5	Tournament Kit	CC    CH CC	20/2/13  17/4/13  15/5/13  19/6/13	Investigate the purchase of suitable timing equipment for an AV Tournament Kit CC provided an update to the meeting along with some examples of products. Further investigation to be undertaken 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. 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. Further discussion was had in relation to other items from 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 the it may be required. CC to continue to look at other items	Continuing	
956.7	New Board Member (CFO)	IN	31/3/2013  17/4/13 15/5/13  19/6/13	Calls for nominations for Board position of CFO to be sought. Position to be filled until next AGM Action still to be completed An EOI has been circulated with a closing date prior to June 13 meeting. IN advised that no EOI were received for the Board Position. Discussion determined that a further expression of interest be issued (18month term) to all av members via the database – combine this with EOI for Coaching Coordinator	Continuing	
956.10.1	Financial and Membership Reconciliations	CH	17/4/13  15/5/13 19/6/13	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.	Continuing	
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	



956.12.2	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.	Continuing	
956.12.2	AV Officials	IN	17/4/13 19/6/13	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).	Continuing	
956.12.5	2014 Senior Nationals	PNF	17/4/13 15/5/13 19/6/13	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	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	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.	Continuing	

958.12.3	Tiered Membership Structure	PNF	15/5/13 19/6/13	PNF to organise a meeting between President and Secretary of affected club and the AV Board 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	Continuing	
958.12.4	Outstanding Invoices – Club membership	CH	15/5/13 19/6/13	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	Continuing	
958.12.5	Member Protection Officer	CH	15/5/13 19/6/13	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	Continuing	
958.12.6	Sherbrooke Unmarked Field	PNF	15/5/13 19/6/13	PNF to formally write to the club and relevant participants re the World Archery ruling Action still to be taken	Continuing	
958.12.7	GHA – Outdoor Adventure Fair	CH	15/5/13 19/6/13	CH to contact GHA to determine what support can be provided Action still to be taken	Continuing	
960.11.1	2013 NAS	DNF	19/6/13	DNF to liaise with NAS organisers re the use of sponsorship funds provided by Archery Victoria	New Item	
960.11.1	2014 NAS	DN	19/6/13	DNF to discuss listing the 2014 NAS in the Archery Victoria Calendar	New Item	
960.12.1	Volunteer Insurance – Carers	IN	19/6/13	IN to obtain advice re the insurance status for carers of VI and disabled archers	New Item	
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	New Item	
960.12.3	Angel Archers Seed Funding	CH	19/6/13	CH to issue funding and set up invoicing and repayment schedule	New Item	

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

948.12.9	Recreational Membership	Secretary	16/11/12 17/4/13 19/6/13	Secretary to allocation discussion time in a future meeting (Apr 13) It was agreed to postpone further discussion on this item. It was noted that the AA Board is also discussing this issue and has postponed that discussion to a future date. This item will be deferred pending the outcome of the AA discussions. Board decision not to pursue this further at this time.	CLOSED	19/6/13
958.10.2	Participation Reports	CH	15/5/13 19/6/13	CH to provide a participation update to next meeting CH provided a participation update (Annex B). We have exceeded the 1300 mark.	CLOSED	19/6/13

**AV BOARD MEETING JUNE – ADMINISTRATOR’S REPORT AND FINANCIALS**

**ACCOUNTS**

Term deposit	063510	50149828	\$170,000
Saver	063239	10456775	\$62,598.72
Transaction	063510	10097031	\$6.58 (This account was closed on 14 June 2013)

**This is a financial summary from the 1<sup>st</sup> of May to the 31 May 2013**

**INCOME** **\$31657.07**

MEMBERSHIPS	\$ 6,368.07
GRANTS	\$24,750.00
ATO REFUND	\$539.00

**EXPENDITURE** **\$8474.15**

AA MEMBERSHIPS	\$4140.00
ATO	\$635.00
JUDGES	
SHOOTING	\$80.00
NON-SHOOTING	\$320.00
ARCHERS NO UNIFORMS	\$150.00
TEAM HODGSON	\$3000
AUS POST	\$43.20
LABELS FOR MEDALS	\$105.95

More information on money paid to Trevor

**TREVOR FILMER**

15 FEB 2013	\$150.00	phonecalls
7 FEB 2013	\$987.29	Softwear
2 FEB 2013	\$3750.00	Wages

AV Memberships

25 May 2013

Total memberships	1306		
AIM	59	SA	71
ANGEL	13	SETA	4
BHCA	38	SOUTHERN CROSS	17
CB	35	TWIN CITY	60
DVA	168	WANG	24
FRANKSTON	106	WCA	114
GA	72	WENDOUREE	54
GHA	44	WERRIBEE	39
KCA	27	YB	3
MAC	242	YARRA VALLY	15
PITA	5	YERING	68
PHENIX	27		

Clubs owing money to AV

GHA Loan \$4200

PITA Loan \$3700

WANGARATTA Loan \$3438.68

KEW memberships \$1630

Wendouree memberships \$265

Waverley memberships \$2900

QRE PAYMENT

Moorabbin archery club \$60 for QREs sent not cashed yet.

3 MARCH & 31 MARCH

14 APRIL & 28 APRIL

12 MAY & 19 MAY

Waverly City Archers refund \$30 for Alan Davies has been paid - not cashed yet.

Refunds for over payment by the following clubs has been done.

AIM	\$16.86	MAC	\$79.68
YDA	\$2.91		
WCA	\$71.88	GHA	\$14.77

#### ATO Payments

February	\$540	refund
March	\$635	paid
April	\$1467	refund
May	\$94	refund

We are now a member of VICSPORT. We will start receiving communications shortly.

#### Consumer affairs

These clubs are not incorporated at the moment

All have been contacted by email

PITA –	registered the club on 1/8/2011 but don't seem to have lodged a statement for last year
Sherbrooke –	don't seem to have lodged a return since 2010 as listed below
Southern Cross	registered but haven't lodged a return since 2011
Yarra Valley Archery Club	haven't lodged a return since 30/6/2011
Yarra Bowmen	have not lodged a return since 2008

The other clubs are all up to date.