



Archery Victoria			
Title:	AV Board Meeting		
Subject:	Minutes		
Author:	Secretary AV – Damien Sinclair		
Date:	17 <sup>th</sup> September 15		
Number:	1006	Pages:	1 of 11

**Archery Victoria Board Meeting**  
**Held via ZOOM**  
**Thursday 17th September 2015 at 7pm**

- 1006.1. Meeting Opens**  
The President declared the meeting open at 19:26
- 1006.2. Attendees**
- |                           |                     |
|---------------------------|---------------------|
| Irene Norman (IN)         | President/Secretary |
| Guenter Licht (GL)        | Vice President      |
| Damien Sinclair (DS)      | Secretary           |
| Dawn Nelson-Furnell (DNF) | CFO                 |
- 1006.3. Apologies**  
Tania Sacco                                  Members Representative
- 1006.4. Declaration of Proxies**
- 1006.5. Declaration of Material Personal Interest**  
Irene Norman declared a Material Personal Interest as Director of Arrows Plus.
- 1006.6. Minutes from Previous Meeting**  
Minutes of Meeting dated 20150827
- 1006.7. Business Arising from Previous Minutes**  
See Annex A
- 1006.8. Business Conducted by Email since Last Meeting**
- 1003.12.3            A.I.M. Archers in Melbourne
- 1006.8.1            State Team Selection
- 1006.8.2            Archery Hero's Badge design
- 1006.8.3            Team Manager - National Championships 2015 – Selection
- 1006.8.4            Team Manager - National Championships 2015 - funding
- 1006.8.5            Oceania Judges Conference – Reimbursement – Peter Nelson-Furnell
- 1006.8.6            Application for Recognition of Achievement – Hazel Hockley
- 1006.8.7            Grant Applications - Athlete Pathway Travel Program
- State Team to NYAC for 2016
  - Para & VI National Championships
- 1006.9. Correspondence**
- 1006.10. Reports**
- |           |                       |                |
|-----------|-----------------------|----------------|
| 1006.10.1 | President's Report    | None submitted |
| 1006.10.2 | Financials            | None submitted |
| 1006.10.3 | Officials Reports     | None submitted |
| 1006.10.4 | Grant Funding Updates | None submitted |
| 1006.10.5 | Board Mentor Reports  | None submitted |
| 1006.10.6 | Policy Reviews        | None submitted |

**1006.11**                                    **Notices of Motion/Discussion Papers**  
None submitted

**1006.12.**                                    **General Business**

1006.12.1                    A.I.M. Archers in Melbourne

**1006.13.**                                    **Standing Agenda Items**

**1003.13.1**                    Preparation for Annual General Meeting  
**1003.13.2**                    Call for Notices of Motion to AGM  
**1003.13.3**                    Review of Constitution  
**1003.13.4**                    Approve completed policies  
**1006.13.1**                    Sign off on revised constitutional changes  
**1006.13.2**                    Confirm Notices of Motion for AGM  
**1006.13.3**                    Circulate all items for AGM  
**1006.13.4**                    Confirm NAC Team  
**1006.13.5**                    Approve completed policies

**1006.14**                                    **Policies due for Review**

0491 State Team Guidelines  
0492 Recognition of Achievement  
0501 Code Of Conduct  
0502 Member Protection Policy  
0503 Formal Complaint Procedure  
0504 Anti-Doping Policy  
0520 First Aid Policy  
0521 Risk Management Policy  
0523 Risk Analysis Examples  
0524 Safety Policy

**1006.15**                                    **Meeting Closes**

President closed the meeting at 21:39

**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.		
				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.		
			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.		
			27/9/15	Badge to be designed by TS and to have AV and Club logo with text. One badge produced as sample for evaluation before multiples are produced.		
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	
			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		

		GL	20/5/15	deemed to be successful, it will be forwarded to the AA board for consideration.		
		GL	27/9/15	GL to re-write submission and forward to the AV board for approval.		
			17/9/15	<b>A Lowbow document has been produced for submission to the board. GL to complete documents for the remaining bow types.</b>		
				<b>GL to submit to the board for review</b>	30/9/15	
980.10.3	Regular Reconciliations of badges activity <i>Amended 21/1/15</i> Regular Quarterly Reporting by AV Board Officials	DNF/ Badges Recorder	21/5/14	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	Continuing	
		DS	20/8/14 21/1/15	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.		
		DS	18/02/15 27/7/15	Officials Reports to be presented (in writing) at the April, June, September and December Board meetings. To be complete by the end of Feb DS to contact relevant officials for reports to be submitted to prior to the AGM Irene Norman – Coaching Leanne Strahan – Badges Recorder Fiona Guest – State claims Recorder Merv Grinstead - Judges Dawn Nelson Furnell – Ranking List submitter		
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		
		IN	16/7/14	Catalyst have completed the audit and results are with		

		Board Members IN	20/8/14 21/1/15 18/02/15 18/3/15	<p>Board. IN to distribute to Board Mentors for follow-up Follow up actions underway 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.</p> <p>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. 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.</p> <p>IN to conduct an audit to see which clubs still have outstanding reports.</p>		
		DS DNF/IN	20/5/15 22/6/15 27/7/15	<p>Most clubs have now submitted their returns. IN to check again for outstanding returns.</p> <p>Reminder email to be sent to clubs for returns and forms to be submitted with changes of committee</p> <p>End of year returns to be lodged.</p>	Continuing	
984.12.1	New Club Application – HMAS Cerberus	PNF/DNF IN	20/8/14 22/9/14 21/1/15	<p>Meeting with XO HMAS Cerberus re concerns – report back to meeting 17 Sep 14 Meeting still to be arranged</p> <p>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:</p> <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</li> </ul>		

		IN	20/5/15	<p>official input on the application.</p> <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>	Continuing	
984.12.2	New Sports Administrator	All Board Members IN/All Board Members IN	20/8/14 22/9/14 21/1/15	<p>Feedback on duties of Sports Administrator to IN by 1 Sep 14</p> <p>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</p> <p>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:</p> <ul style="list-style-type: none"> <li>● Bookkeeping</li> <li>● Web &amp; Social Media development and maintenance</li> <li>● General Administration.</li> </ul> <p>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.</p> <p>IN has a meeting arrange to discuss looking after managing and maintenance for AV accounts.</p> <p>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</p>		
		IN	18/3/15			
		IN	20/5/15			

				<p>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> <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. Moved by IN Seconded by DS Moved 3:0</p> <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>		
		DNF	20/5/15		Continuing	
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	21/1/15	GL to collate and summarise submissions received on State Team selection procedures		



		DNF & TS	18/02/15	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 & TS to tidy up existing document (0491 – State Team 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.		
		DNF & TS	18/3/15 20/5/15	TS to ligase with DNF to read the guideline and amend as required. This is then to be submitted to the board for approval.		
		DNF	27/8/15	DNF has completed the review and to be sent out for board review		
		All Board Members	17/09/15	<b>Board to review and return to be published to the AV website. Selection date cutoff to be 31<sup>st</sup> January 2016. DNF to publish to the website.</b>	Continuing	
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	18/2/15	IN to redistribute revised policies (February meeting) for review by all Board members.		
			18/3/15	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.		
			20/05/15	IN to nominate policies for board members to review		
		DNF	22/6/15	DNF is to review the existing tournament policy and submit to the board for review and approval.		
		IN	27/8/15	Funding has been allocated to allow us to employ someone to review all documents. Awaiting funding to	Continuing	

				come through.		
992.12.7	Joey Division	DNF & GL  DNF/GL	18/2/15  20/5/15  22/6/15 27/8/15	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 will shoot as cubs on national events. DNF and GL to form a proposal to put forward to AV board	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 - Shepparton	IN	22/6/15  27/8/15	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. Wangaratta Archers are running the event on AV behalf and AV have grant funding for the Games and will refund the purchase of targets from the grant funding.	Continuing	
1000.10.2	Updating of financial management	IN/DNF  IN	22/6/15  27/8/15	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. Accounts for the end of financial year now completed and ready for upload one the new system is up and running.	Continuing	21/09/15
1003.12.3	SRV Transition funding	29/8/15	IN	An Athlete pathway travel grant in now available and is to be applied for by SSA (AV) not individuals. IN to digest and then determine how we progress.		

		17/09015	IN	IN has put in application for travel grant funding for the youth Nationals in the first half of the year 2016 and plans to apply for further grants for the senior national in the second half 2016	Continuing	
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**BOARD MEETING ACTION ITEMS**  
**ITEMS CLOSED THIS MEETING**

1002.12.1	Club Returns	29/7/15	DS	DS to send out reminder to clubs for returns to be lodged for CAV and Club directory to AV	Closed	17/09/2015
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