



Archery Victoria			
Title:	AV Board Meeting		
Subject:	Minutes		
Author:	Secretary AV – Damien Sinclair		
Date:	29 July 15		
Number:	1002	Pages:	1 of 12

Archery Victoria Board Meeting
To be held via ZOOM
Wednesday 29th July 2015 at 7.00pm

1002.1. Meeting Opens

The President declared the meeting open at 1907h

1002.2. Attendees

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

1002.3. Apologies

1002.4. Declaration of Proxies

1002.5. Declaration of Material Interests

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

1002.6. Minutes from Previous Meeting

Motion to accept the Minutes of Meeting dated 20150617
Moved TS
Seconded DS
Minutes accepted 5:0

1002.7. Business Arising from Previous Minutes

- See Annex A

1002.8 Business Conducted by Email since Last Meeting

1002.8.1 2015 Multi Venue National Indoor Tournament

For 2015, the Board have affirmed the desire to hold the State component of the National Indoor at both TCAG and DVA. Both venues appear to be full or very near to being full which will mean close to 250 archers competing at both State and National.

1002.8.2 DVA Field change of date.

Discussions were held amongst the board regarding the date change of the DVA Field Grand Prix to the 29th November and if there would be any negative effects from the change. As there was ample notice given and there was no conflict shown on the calendar, the announcement of the new date would be put forward.

1002.8.3 AV Recognition of Achievement Award

Applications have been received from Alec Potts, Harri Howden, Madeline McSwain and Hamish Thompson for the AV Recognition of Achievement Award. They have each attach a copy of their results and letters from AA inviting them to represent Australia at the World Championships in Yankton USA last month after a selection process.

Motion: to allow a payment of \$500 each in recognition of their achievements in being selected to compete at the World Championships in Yankton, USA

Moved: DS
 Seconded: GL
 Motion Carried 5:0

1002.9 **Correspondence**
 None

1002.10. **Reports**
 1002.10.1 President's Report
 1002.10.3 Board Mentor Reports

1002.11 **Notices of Motion/Discussion Papers**
 None

1002.12. **General Business**

1002.12.1

The board is concerned that the new Rules of Association for A.I.M. Archers in Melbourne Inc. does not met the purpose of the AV constitution.
 As issue with the proposed committee structure and that no member can cast a vote without being a member for 4 years. This appears to include all of the board.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
1002.12.1	Club Application from A.I.M. Archers in Melbourne Inc.	29/7/15	To check with CAV to see if the previous AIM archery Club incorporation registration has been closed.	IN	29 th August

1002.12.1

In principle Motion to upgrade the indoor nationals plaques not exceeding \$2000

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
1002.12.2	Upgrade the indoor nationals plaques	29/7/15	Quote for the upgrade of the Indoor national Plaques to be sent out to the board for approval to proceed	DNF	29 th August

Action item for DNF to get cost to update plaugues

1002.13. **Standing Agenda Items**
 1002.13.1

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
1002.13.1	Call for nominations for NAC Team Manager	29/7/15	IN to send out EOI and to be to be decided by	IN	29 th August

1002.14 **Meeting Closes**

Meeting closed by President at 2105h. Next Meeting via Zoom 20th August 2015

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.		
			29/07/15	TS to send out a revised Design submissions request to extend to the 30 th August for a decision to be made by 30 th September.		
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 29/07/15	deemed to be successful, it will be forwarded to the AA board for consideration. GL to re-write submission and forward to the AV board for approval. GL awaiting information from David Annear to complete the proposal		
980.10.3	Regular Reconciliations of badges activity <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 29/07/15	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 7:23 To determine if the current proposed roles <ul style="list-style-type: none"> • Judges Co-ordinator • Coaching Co-ordinator • State QRE and Ranking Co-ordinator • State Recorder • State Badges Recorder • Youth Co-ordinator Are the ones which are suitable and if so to, determine if the offices are already held, when they are to be renewed (odd or even years) and to send out EOI for the roles which are not currently filled.	Continuing	
980.12.4	Audit of Annual Returns	BH	21/5/14	Audit of all club annual returns to CAV to be undertaken	Continuing	

		IN	16/7/14 20/8/14 21/1/15	and results presented to be provided to Board Mentors for follow up Catalyst have completed the audit and results are with 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.		
		Board Members IN	18/02/15 18/3/15	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. 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 22/6/15	IN to conduct an audit to see which clubs still have outstanding reports. 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		
		IN/DS	29/07/15	For follow-up reminders to be sent out and to be checked again in September		
982.12.1	Crossbow Legislation	IN/DNF	16/7/14 20/8/14 21/1/15	Information to be prepared for AV Website an sent to Dawn for publication Still to be completed IN to provide this information to DNF for publication on the website prior to the next meeting.	Continuing	
		IN	29/7/15	Two options are available to allow the use of a crossbow. 1. Requirement to obtain a licence under the prohibited weapons act as you would for a gun and the crossbow must be stored in a gun safe with the bolts and trigger mechanism to be		

				<p>stored separately to the crossbow.</p> <p>2. Apply for an exemptions as a registered member of a sporting association. The only two associations listed in the legislation are Archery Australia (AA) and Australian Bowhunters Association (ABA).</p> <p>IN to distribute ruling.</p>		
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</p> <p>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"> • 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. • 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. <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	20/8/14 22/9/14	<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</p>		

		Board Members		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"> ● Bookkeeping ● Web & Social Media development and maintenance ● General Administration. 		
		IN	18/3/15	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	20/5/15	IN has a meeting arrange to discuss looking after managing and maintenance for AV accounts. 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. 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 Motion: to move to online, cloud based accounting		

		DNF	20/5/15	system. Moved: IN Seconded: DS Moved 3:0		
		IN	29/7/15	DNF to supply to IN bank statements for April and to lodge new signatories. Awaiting return of signatories for authorisation of account for online access	Continuing	
986.12.3	Membership & Participation Working Group	GL	22/9/14	Working Group to provide report to the Board by 31 Oct 14	Continuing	
		IN	21/1/15	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.		
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		

		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		
		DNF & TS	29/7/15	TS & DNF have set a date for discussions to finalise the State Team guidelines	Continuing	
992.10.1	Draft Budget 2015/16	All Board Members	18/2/15	All Board Members to provide input to 2015/2016 budget to DNF	Continuing	
992.10.3	Policy Reviews	IN/All	18/2/15 18/3/15	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.		
		DNF	20/05/15 22/6/15 29/7/15	IN to nominate policies for board members to review DNF is to review the existing tournament policy and submit to the board for review and approval. DNF to finalise policy for submission to the AV board for approval	Continuing	
992.12.5	Mobile Insurance cover	DNF	18/2/15 18/3/15 22/6/15	Check to see if AV is covered for equipment when 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.		
		IN	29/7/15	IN to carry out an audit for the asset register to submit to the insurance company.	continuing	
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.		

		IN	29/7/15	IN to distribute to AV clubs the document outlining the changes for how QREs are to be submitted to AA	continuing	
992.12.7	Joey Division	DNF & GL	18/2/15	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	continuing	
		DNF/GL	20/5/15	DNF and GL to put forward a proposal to John Hyde to have the Joey division included in Archers Diary		
			22/6/15	Proposed rounds to be submitted for addition into Archers Diary with the understanding that Joeys with shoot as cubs on national events.		
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	
		IN	29/7/15	IN creating a work plan for website upgrade for submission to SRV for funding of transferring and upgrading the current archeryvic.org.au website.		
1000.10.1.1	Teachers Games - Shepparton	IN	22/6/15	Teachers games (Monday 21 st 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.	Continuing	21/09/15
			29/7/15	IN has asked Wangaratta archers and Benalla archer for assistance in running the event and for the use of equipment		
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.		
		IN	29/7/15	IN to arrange a new bank feed to be set up prior to the August meeting to transfer the existing financials to Top Class accounting.	Continuing	19/8/15

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BOARD MEETING ACTION ITEMS
ITEMS CLOSED THIS MEETING

984.12	2015 National/State Indoor Championships	GL	20/8/14	Respond to email from Marcus Annear	
			22/9/14	To be completed	
		GL	21/1/15 18/2/15 18/3/15	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.	
		IN	22/6/15	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.	
		DNF	29/7/15	DNF is awaiting final scorecards submission from DVA Medal will then be sent to the clubs.	Closed
992.12.2	Archers Diary	DNF	18/2/15	Audit of all clubs for access to Archers Diary. Training sessions to be organised	
		All board Members	18/3/15	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	20/5/15	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	

		DNF	<p>22/6/15</p> <p>29/7/15</p>	<p>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 Most clubs now have access to Archers Diary. DNF to assist TCAG with setup management of Archers Diary for the National Indoors</p> <p>7:47</p>	Closed
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