



Archery Victoria			
Title:	AV Meetings		
Subject:	Minutes		
Author:	Chief Executive Officer - Trevor Filmer		
Date:	11/12/11	Replaces:	15/11/11
Number:	938	Pages:	1 of 8

Archery Victoria Board Meeting
Held at 32 Conn Street
Ferntree Gully, VIC, 3156
Saturday 12th November 2011

938.1. Meeting Opens

Meeting opened at 3.50pm

938.2. Attendees

Peter Bennett Dawn Nelson-Furnell Irene Norman Peter Nelson-Furnell
Trevor Filmer

938.3. Visitors

Frank Castelluccia Merv Grinstead Sam Crawford

938.4. Apologies

None

938.5. Declaration of Proxies

None

938.6. Declaration of Pecuniary Interests

Irene Norman Arrows Plus
Frank Castelluccia Archery Zone

938.7. Minutes from Previous Meeting

Moved: DNF Seconded: IN

938.8. Previous Minutes Correction

- 938.8.1. State Badges Recorders report to be included
- 938.8.3. Permission granted to the SDO to purchase bows for the SDO training pack
- 938.8.4. To be noted that the previous Members Representative lodged no reports during their term
- 938.8.5. That the Board had authorised the change of date for the State Field
- 938.8.6. That the State Ranking List be on the AV website
- 938.8.7. That the AV website can be updated by the Board and its Officers

938.9. Business Arising From Minutes

938.9.2. Judges arm bands to be followed up

938.10. Correspondence

The correspondence folder was available for perusal

938.11. Reports

938.11.1. SDO Report attached
938.11.2. CEO Report attached

938.12. Nominations

938.12.1. Chief Financial Officer None received



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938.13. Motions on Notice

938.13.1. **Motion 601-48** Barebow Archery
The Board accepted this motion

938.13.1.	Motion 601-48 Barebow Archery to be incorporated into the rules	CEO	01/12/11	
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938.13.2. **Motion 601-49** State Championship Points Table
The Board accepted this motion

938.13.2.	Motion 601-49 Championship Grand Prix points table to be incorporated into the rules	CEO	01/12/11	
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938.13.3. **Motion 601-50** Indoor Grand Prix
The Board accepted this motion

938.13.3.	Motion 601-50 Indoor Grand Prix to be incorporated into the rules	CEO	01/12/11	
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938.13.4. **Motion 601-51** Competition Lodgement Fee
The Board accepted this motion
This was clarified at \$30 per judge per day. 3 judges each day.

938.13.4.	Motion 601-51 Competition Lodgement Fee to be incorporated into the rules	CEO	01/12/11	
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938.14. General Business

938.14.1. **Shall the CEO go full-time?**
The Board has asked for a program, schedule and budget for discussion at the next meeting.

938.14.1.	CEO to produce a program, schedule and budget	CEO	10/12/11	
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938.14.2. **Creating An Archery Community update**
The SDO must be congratulated for the effort he has put in to try and get the clubs to be part of the project. The following clubs are part of the project; AZ, GHA, PITA, SA, WAC and WDA. Two of the clubs took advantage of the interest free loan that was available.

The CEO recommended to the Board that the Creating An Archery Community Project (CACP) was to have all applications processed, including loan applications, by June 30th. That means that the project should have commenced from July 1st. It was agreed that, as the target number of clubs engaged in the scheme had not been reached there would be no further efforts to engage other clubs and there would be no further applications accepted or start-up loans issues. The program would be allowed to run with the clubs currently enrolled and its success evaluated before extending the concept.

The booklets that support the archers timeline have been available for a few years. The Board asked that we reduce our printing costs so these will now be available as a download from the website wherever possible. This includes the OzBow Qualification Certificates.



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938.14. General Business (continued)

938.14.2. Creating An Archery Community update (continued)

The CEO suggested that since the take-up on the project was so low that details again be sent to the clubs.

938.14.2.	CEO to make the OzBow Qualification Certificates available on the website	CEO	01/12/11	
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938.14.2.	CEO to send a memo to the clubs outlining the Archers Timeline	CEO	01/12/11	
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938.14.3. School Clubs and mentoring

The CEO and SDO have been approached by the NASP with the possibility of resurrecting the NASP well-being program in Victoria. The Board said that most clubs are not in favour of the NASP and that all things that relate to the NASP should be removed from our booklets, website, etc.

938.14.3.	CEO to remove all references of the NASP from AV	CEO	01/12/11	
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The CEO reported that the bows and arrows for the Schools Archery Program (SAP) have been selected. It is the Fuse Recurve Bow 66" 18lb and the NEOS 1618 Arrow.

Numerous e-mails and telephone calls to the USA have failed to cement a deal on a foam target butt for around \$70. Meetings with various representatives from 3 different Men's Shed has failed to find a builder of the folding bow racks and ground quivers.

The CEO will do an advertising flyer to the clubs to see if a member wishes to make these items.

938.14.3.	CEO to send a memo to the clubs advertising for a builder of the folding bow racks	CEO	01/12/11	
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938.14.4. National Planning Committee Update

TF reported on the activities of the National Planning Committee (NPC). Discussed what role this committee has in decision making and policy and concluded that the nature of its discussions and recommendations were very clearly more than just a discussion forum, that it was formulating potential policy and that AV therefore required formal Board representation.

Full minutes of this Committee to be circulated to the Board.

IN to represent the Board on this committee.

938.14.4.	CEO to send a copy of the NPC minutes to the Board	CEO	01/12/11	
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938.14.5. State Records

The CEO to update documents 403, 404 and 405 to reflect that the organising body ensures that one set of scorecards are given to the archer on the day of the completion of the event and that the other scorecard be forwarded to the State Recorder.

Archers to submit an original scorecard with document 631 when making a record claim.

938.14.5.	CEO to update documents 403,404 and 405	CEO	01/12/11	
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938.14. General Business (continued)

938.14.6. Booklets

The Board endorsed the the continuation of the Member Renewal Booklet and the Member Information Booklet until the the National Database is fully operational at which time we shall be able to see Archery Australia's intention on membership renewal advise.

The CEO to provide the Board with a draft copy of the 2012 Member Information Booklet and a draft 2011 X-Ring Magazine.

938.14.6.	CEO to send a draft of the 2012 Member Information Booklet and X-Ring magazine to the Board	CEO	01/12/11	
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938.14.7. OzBow Certificates

The Board decided that the OzBow material, and in particular the OzBow Qualification Certificates would not be printed by AV, but be made available to clubs to download and print themselves as required. The CEO to arrange that.

938.14.7.	CEO to make the OzBow Qualification Certificates available on the website	CEO	01/12/11	
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938.14.8. Board Composition

There were discussions around the naming of the positions of Board Members.

It was agreed that the role of Chief Financial Officer be replaced with the role of Board Member. The CEO suggested that it was the perceived workload of the position as to why people were not applying. The CEO suggested that it was the role of the each member of the Board to oversee the finances of the organisation rather than one Board Member.

It was agreed that the CEO submit a Constitutional change to the AGM and in the meantime that we advertise for a general Board Member to be appointed by the Board.

CEO to provide a full balance sheet and such financial reports to Board members as they request.

938.14.8.	CEO to amend the Draft Constitution regarding Board Member titles	CEO	01/06/12	
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938.14.8.	CEO to advertise for a general Board Member	CEO	01/12/11	
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938.14. General Business (continued)

938.14.9. Roles And Governance Of The CEO And SDO

The CEO asked that the relationship between Board and CEO be clarified. He suggested that the Board is a governance and management body and that the CEO is the operational arm of the organisation, and that this clarification will avoid the blurring of the operational aspects of the CEO position

Discussed the activities of the CEO and SDO with respect to the level and type of support being provided to such activities as Archery in Schools. In particular discussed the role of AV as a manufacturer and supplier of equipment. Agreed that it is necessary to define what is and what is not AV's 'core business', and that extensive effort by AV staff is currently invested in the task of sourcing and supplying equipment on behalf of those running archery programs. Agreed that equipment supply is not core business and that CEO and SDO should not be engaged in this task.

A strategy meeting is to be held to ensure that the AV strategy is clearly understood, endorsed and resourced. This will include the role of the Board and its Officers. Refer also to item 938.14.17.

938.14.10. State Clout to remain 10 ring scoring

It was decided that since so many archers objected to the 5-ring scoring that Archery Victoria would revert back to 10-ring scoring.

938.14.10.	CEO to adjust our advertising and website to reflect 10 ring Clout	CEO	01/12/11	
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938.14.11. Complaints

Discussion held in camera.

938.14.12. State Recorder Reports

The Board asked how many Records were sent and which State Certificates have been issued from the immediate past State recorder, prior to Fiona taking up the position.

Outstanding record certificates have still not been received by many members, although FC reported that all of these certificates had been posted out the previous day.

State Recorder to be provided with all documents in relation to record claims prior to her taking on the role in order for there to be a complete record.

938.14.13 State Badge Recorder Report

The sales of badges for the 11-12 period is \$541.50. The purchases for the 11-12 period is \$488.00.



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938.14. General Business (continued)

938.14.14. Club Members Status

There are several documented instances where clubs are not passing on member information to Archery Victoria. This is a clear violation of the Archery Australia agreement and places a lot of archers in jeopardy as they are not covered by insurance. Clubs found to be carrying out this practice are subject to deregistration.

The CEO to write a memo to the clubs on this matter.

938.14.14.	CEO to send a memo to the clubs on ensuring all archers are affiliated	CEO	01/12/11	
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The Board also asked that since clubs are not sending in the tournament entry lists to the CEO before competitions, such as DVA, MAC and WCA, that a membership list be sent to the Board each month so registered members can be checked on the day.

938.14.14.	CEO to send a copy of the membership database to the Board each month	CEO	01/12/11	
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938.14.15. State Champions of the Year

The Board discussed the value of the Archery Victoria State Medal for the State Champions Competition. This competition is a reflection of the overall ability of an archer and as such should be reflected with a trophy. The CEO noted that in 2012 some 106 categories will be eligible for this competition and that we already have some perpetual trophies that are not made use of.

CEO to investigate options for better quality medals or trophies for the State Champion awards.

938.14.15.	CEO to investigate a low cost trophy option for the Championship Grand Prix competition	CEO	01/02/12	
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938.14.16. AV Financial Balance sheet

Questions were raised about the outstanding amounts owing on the AV Balance Sheet. The CEO explained there are 3 main areas of monies owing to AV. Monies owed by the two clubs for the CACP, monies owed by schools that are ordering equipment and monies owed by clubs for unpaid membership fees.

938.14.16.	CEO to advise clubs that dating on memberships fees is to be withdrawn	CEO	01/12/11	
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938.14.16.	CEO to send a copy of the Accounts Receivable to the Board each month	CEO	01/12/11	
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938.14. General Business (continued)

938.14.17. Victorian Institute of Sport

There has been a lot of work going on trying to repair our relationship with the VIS. This had the effect of the VIS including Archery Victoria in the latest round of scholarships. The scholarships were intended for up and coming youth archers unfortunately the VIS information was poorly worded and a few senior archers applied for it as well.

This brought about the discussion on where Archery Victoria stands with its strategic plan to support our elite archers. It was agreed that the Board shall meet to have a specific planning meeting with a focus on grassroots archery all the way through to our elite.

After that meeting the Board instructed the CEO to arrange a meeting with the VIS.

938.14.17.	CEO to arrange a Board planning session	CEO	10/12/11	
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938.14.17.	CEO to arrange a Board meeting with the VIS	CEO	10/12/11	
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938.14.18. Longbow State Team

There was discussion on having Longbow Archers on the State Team. This has been brought about because we have a Barebow Recurve State Team. The CEO stated that the Barebow Recurve became part of the State Team in early 2009. It was as a response to trying to have a pathway for these archers to make a National Team for the World Field Championships.

The CEO stated it would be very difficult to justify the cost of a Longbow State Team where there are no World Championships to support them.

938.14.19. Club Application Form (611)

There was a discussion on the formation of new clubs covered under Document 611. A new club applying to be part of Archery Victoria must be an Incorporated body. As an Incorporated body must be a not-for-profit organisation, an archery club cannot also be a business. Clubs which exist in conjunction with businesses must be separate Incorporated bodies and must have 4 committee members, a business plan, a constitution and must sign the Memorandum of Understanding.

938.14.19.	CEO to update document 611	CEO	01/12/11	
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938.14.20. ACHPER

The Board discussed AV's participation in The Australian Council for Health, Physical Education and Recreation (ACHPER) event. Concerns were raised by the CEO that the Archery in Schools program does not have the capacity to deal with the large number of schools which may wish to enrol in the program. It was decided that this could be addressed by taking expressions of interests rather than promising immediate programs with the programs being run as and when resourcing is available.

Speaking slot to be utilised if still available. IN and DN-F to be involved in the event and to prepare speaking presentation if required.

938.14.20.	CEO to create advertising materials for the ACHPER conference	CEO	21/11/11	
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938.14.20.	CEO to find a come'n'try provider for the ACHPER conference	CEO	22/11/11	
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938.14. General Business (continued)

938.14.21. SAP Armguards

The first batch of armguards for the schools archery program appear to be too small.

There were questions raised by Board members as to why the neoprene armguards were being used, at a cost of \$10, when commercial armguards can be sourced far cheaper. Frank demonstrated the benefit of the armguard being able to cover the elbow.

The SDO will have the measurements checked to see if they meet the original specifications.

938.14.21.	SDO to check the measurements of the SAP armguards	SDO	01/12/11	
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938.14.22. Travel Sponsorship

The SDO mentioned that if we can channel our travel through a certain travel company then AV could earn a 10% commission to put towards our training funds.

It was proposed to run archery tourism with AV endorsement. It was discussed, and the Board agreed that they need to receive more detail, including some assurance of quality and fair pricing.

The Board asked for more detail or a formal proposal.

938.14.23.	SDO to go back to the travel company for a formal proposal	SDO	01/01/12	
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938.15. Meeting Closes

Meeting closed at 8.15pm.