



Archery Victoria			
Title:	AV Meetings		
Subject:	Minutes		
Author	AV Secretary – Irene Norman		
Date:	30 Apr 12	Replaces	New
Number:	942	Pages	1 of 11

**Archery Victoria Board Meeting
Held at 50 Campbell Street, Crib Point, VIC, 3919
Friday 27 April 2012**

942.1. Meeting Opens

The President declared the meeting open at 8pm

942.2. Attendees

Peter Bennet President
Dawn Nelson-Furnell Vice-President
Irene Norman Secretary
Peter Nelson-Furnell Members Representative

942.3. Apologies

Trevor Filmer Chief Executive Officer

942.4. Declaration of Proxies

Nil proxies were received

942.5. Declaration of Pecuniary Interests

Irene Norman declared a pecuniary interest as Director of Arrows Plus
Peter Bennett declared a pecuniary interest as an archery equipment merchant at Twin City

942.6. Minutes from Previous Meetings

- 942.6.1. The minutes of the Archery Victoria Board Meeting dated 12 November 2011 were circulated prior to the meeting. **MOVED** Peter Bennett, **SECONDED** Irene Norman that the minutes of this meeting be accepted as circulated. **CARRIED**
- 942.6.2. The minutes of the Archery Victoria Board Planning Meeting dated 9 December 2011 were circulated prior to the meeting. **MOVED** Dawn Nelson-Furnell, **SECONDED** Peter Bennett that the minutes of this meeting be accepted as circulated. **CARRIED**

942.7. Business Arising from Previous Meetings

Actions outstanding from the previous meetings are detailed in Annex A to these minutes. Updates have been annotated as required. Completed actions will be deleted and archived wef the next Board meeting.

942.8 Reports

- 942.8.1 **Correspondence.** In the absence of the CEO no correspondence was examined.
- 942.8.2 **CEO Report.** The CEO provides monthly reports to the AV Board and all reports since the last Board meeting have been received by all Board members. The CEO did not provide any additional reporting information other than the items detailed in these minutes.
- 942.8.3 **SDO Report.** The SDO should provide monthly reports to the AV Board meeting. It was noted by the Board that monthly reports have failed to be submitted regularly. This requirement will be reinforced with the SDO.
- 942.8.4 **Financial Reports.** The CEO provides monthly financial reports to the AV Board and all reports since the last Board meeting have been received by all Board members. Some discussion ensued in relation to payments for the SDO since the last Board meeting. Discussions were also had as to the lack of detail in the ageing summary report (creditors). The Board agreed that they would like additional information in relation to this report in future months.

942.8.4	Information to be provided to the Board on SDO payments since December 2011	CEO	4 May 2012	
	Additional information to be provided on the ageing summary report in future months	CEO	10 May 2012	

942.9 Nominations to the Board

The Board has been seeking nominations to fill vacant positions on the Board. Nil nominations have been received to date although some enquiries had been made. The Board requested that CEO provide details of any potential nominees for vacant Board positions (2 vacancies for general Board members currently unfilled). The Board President to follow up with potential nominees.

942.9	CEO to provide details of any potential Board members to Board President	CEO	4 May 2012	
	Board President to discuss positions with potential nominees	Peter Bennett	25 May 2012	

942.10 Motions on Notice

No motions on notice had been received by the Board.

942.11. General Business

- 942.11.1 **2012 State Field.** The CEO has advised that Geelong Archers have expressed the view that they do not wish to do unmarked field for the State Field. The general feeling of the Board was that our State Championships should follow the format of the Nationals. Enquiries are to be made as to the format for the 2013 field events at the Nationals and discussions are to be had with Geelong Archers. Final decision to be made at next meeting

942.11.1	2012 State Field – contact AA to determine format of National Field for 2013 and report back to next meeting	Peter Bennett	25 May 12	
	Discuss issue with Geelong Archers	Irene Norman	25 May 12	

- 942.11.2 **Removing the Limited Compound Division.** A memo submitted by CEO proposed the removal of the Limited Compound Division in Victoria. Archery Victoria was the only RGB which had taken up the division (as a result of NASP activity). The take-up in Victoria has been very limited. The Board agreed that anyone shooting Limited Compound could compete in the Barebow Compound division and with the current low profile of NASP it was not considered that the Limited Compound Division was needed. **MOVED** Peter Bennett, **SECONDED** Irene Norman that the Limited Compound Division be removed as a division within Archery Victoria events.

CARRIED

942.11.2	Archery Victoria documentation be amended to reflect removal of the Limited Compound Division	CEO	25 May 12	
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- 942.11.3 **Complaints re possible breaches of the Victorian Sporting Code of Conduct.** An ongoing complaint submitted to the AV Board was discussed 'in camera'. Separate minutes of 'in camera' discussions that involve privacy and other similar issues are kept by the Board and will only be released in accordance with Privacy and other appropriate legislation.

- 942.11.4 **Strategic Planning and Constitutional Updates.** Strategic Planning documentation and proposed constitutional updates were provided by the CEO prior to the meeting. It was agreed that the Secretary would provide the Board with a synopsis of the changes proposed to the constitution for discussion at the next meeting with the aim of having this documentation ready to be distributed to member clubs prior to the AV AGM. It was further agreed that the Secretary would put forward a revised draft Strategic Plan for the period 1 Jul 2012 – 30 Jun 2016 for discussion by the Board with a view to releasing the proposed plan and supporting documentation to Clubs

and members for comment in Jun 2012. If possible, draft Strategic Plan is to be presented to the next Board meeting.

942.11.4	Synopsis of changes to the Constitution to be provided to the Board for discussion	Irene Norman	25 May 12	
	Draft Strategic Plan 2012 – 2016 and supporting documentation to be presented to the Board for discussion prior to seeking comments from stakeholders	Irene Norman	25 May 12 (if possible)	

942.11.5 **Duty Statements for the Coaching Hierarchy.** Draft duty statements for the revised AV Coaching Hierarchy were provided to the Board by the CEO prior to the meeting. These duty statements followed on from work done by the CEO and Peter Nelson-Furnell following discussions at the AV Planning Meeting in December 2011. Peter Nelson-Furnell undertook to have follow-up discussions with the CEO and provide advise back to the Board via email for discussion.

942.11.5	Discussions re AV Coaching Hierarchy and duty statements to be undertaken with CEO	Peter Nelson-Furnell	18 May 2012	
	Board Members to provide comments to Peter N-F	All	18 May 2012	

942.11.6 **X-Ring Magazine.** The CEO provided a copy of the proposed format and content for the next X-Ring Magazine prior to the meeting. The format was discussed at some length with agreement reached that the Board would prefer to present this magazine as an e-magazine and on a more frequent basis (quarterly). The e-magazine could contain additional information including Board updates, upcoming events, hints and tips and team and individual achievements. The distribution of this e-magazine would be via email to all members and ex-members where email addresses are available. An option to unsubscribe would be made available.

942.11.6	CEO to explore options for turning the X-Ring Magazine into an e-magazine to be published on a fortnightly basis to all members and ex-members. Options to be presented to next Board Meeting	CEO	25 May 2012	
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942.11.7 **Resignation of SDO.** The Board formally acknowledged the resignation of Frank Castellucia as Sports Development Officer for Archery Victoria. The Board expressed their appreciation to Frank for his efforts in this role and especially his support to our Youth and Senior National Teams in 2012. Frank's resignation left a number of items of business unfinished and the CEO is in the process of gathering together all the information in this regard. The CEO is provide a report to the Board of all the outstanding items and issues which have resulted from the resignation of the SDO. Such items include an equipment report, report on status of Schools program and report on status of the Archery Community Project.

942.11.7	CEO to provide the Board with a report of all outstanding issues relating to the resignation of the SDO. Information can be included in CEO monthly report for April if convenient.	CEO	10 May 2012	
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942.11.8 **Full-time CEO Proposal.** With the resignation of the SDO the CEO put forward a proposal for consideration to combine the activities of the two roles into a full-time CEO proposal. This proposal was discussed at some length with the following outcomes:

- In principle, the Board prefers to have separate CEO and DSO roles on the basis that it brings two brains to bear on the activities involved. It was felt that both positions would benefit from having someone to discuss issues with and to bounce ideas off.
- General feeling was that the hours currently allocated to the CEO were inadequate but more definition of duties is needed. The duties of the CEO and SDO need to be redefined especially given the new Coaching framework which is being considered and the introduction of the National database.
- Funding options for the SDO need to be confirmed.

942.11.8	CEO to assess the impacts of the implementation of the National Data base on work required by his position. An estimate of hours required is to be broken down by function.	CEO	10 May 2012	
	Duty statements of CEO and SDO to be re-examined and updated. Drafts to be provided to Board via email for discussion	CEO	10 May 2012	
	Current and future funding options for SDO to be provided to Board.	CEO	10 May 2012	

942.11.9 **Funding Grants.** CEO provided details of two funding grants (\$5,000 and \$75,000 - \$25,000 over 3 years - respectively). Grant submissions need to be in by end of May 2012. The Board supported the submission of grants and noted that additional time may be needed by the CEO to complete the grants within the specified time. Submission for additional hours for CEO specifically for submission of funding grants to be made by CEO. This submission is to be simple and include an estimate of time requirements over and above current time allocation for the CEO.

942.11.9	CEO to prepare grant submissions for review by the Board	CEO	25 May 2012	
	CEO to provide submission for additional hours for grant preparation if needed	CEO	8 May 2012	

942.11.10 **Archery Australia AGM.** The AA AGM will be held at Tullamarine on 20 May 2012. The Board President advised that he would be attending and all Board members were urged to attend if possible. It is understood that the AV CEO has been invited to present to the AGM. CEO is to provide the Board with a summation of his presentation before the day.

A number of motions have been circulated by AA to the RGBs. AV has also circulated these motions to the clubs for comment. Nil comments have been received from clubs to date. Discussion ensued as to the stance of AV on each of the motions. AV Board President to report back to the clubs on the outcomes of the motions following the AA AGM.

942.11.10	CEO to provide the Board with a summation of his proposed presentation to the AA Board prior to the AA AGM	CEO	14 May 2012	
	AV Board President to report back to AV clubs on the outcomes of the AA AGM	Peter Bennett	25 May 2012	

942.11.11 **Email Decision Making.** In order to ensure timeliness of decision making, some activities of the Board are conducted via email. With effect the next Board meeting, any decisions which are made by email discussion or poll are to be detailed in the minutes. Individual team members should ensure that they respond to decision or input requests from the CEO or other Board members in a timely manner. The CEO is to confirm the results of any email decision poll or discussion via an email to all Board Members detailing the outcome.

942.11.11	Email decision making to be recorded in Board Minutes.	CEO	25 May 12	
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942.11.12 **Publication of Board Meeting Minutes.** The Board confirmed the decision to publish all Board Meeting minutes on the Archery Victoria website with the exception of 'in camera' discussions which may have privacy or similar content. Any 'in camera' discussions are to be recorded separately but noted as having occurred in the Minutes.

942.11.12	All Board Meeting minutes (with the exception of 'in camera' sessions) are to be published on the Archery Victoria website within 5 days of sign-off by the Board.	CEO	ongoing	
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942.12. Next Meeting.

The next meeting will be held on 25 May 2012 at 50 Campbell Street, Crib Point, Vic, 3919 – 6:30 for 7:00pm.

942.13. Meeting Closure.

The meeting was closed at 2358hours.

Peter Bennett
 President
 Archery Victoria
 May 2012

Irene Norman
 Secretary
 Archery Victoria
 May 2012

Annex:

- A. Actions Item Table

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 27/4/12	Red arm bands to be investigated for shooting judges who are unable to shoot in judges shirts Trevor to provide update of progress	Continuing	
938.14.8	Advertise for a general Board Member	CEO	12/11/11 27/4/12	CEO to advertise for additional Board positions Advertising completed Some interested members have not received notice of position. Action: CEO to provide details of any potential Board members to Board President Due Date: 4 May 2012 Action: Board President to discuss positions with potential nominees Due Date: 25 May 2012	Continuing	
938.14.15	Investigate a low cost trophy option for the Championship Grand Prix competition	CEO	12/11/11 27/4/12	Trophies for Championship winners to be investigated rather than medals to distinguish overall champion award CEO to provide report to Board for meeting of 25 May	Continuing	

Item Number	Item	Action Officer	Meeting Date	Actions Taken	Status	Date Completed
938.14.17	Arrange a Board meeting with the VIS – Establishing ongoing relationship with VIS.	CEO	12/11/11 21/2/12 27/4/12	Relationship with VIS to be developed. Face to face meeting to be arranged. Meeting held between President, CEO and VIS. Peter B provided an update on the meeting with himself the CEO and VIS. An initial relationship has been established and invitations to VIS events are now starting. Dawn N-F to attend opening of new VIS facility in May 12. Discussions relating to Regional Sporting Assemblies were had with CEO to research and provide information on these Assemblies to Board meeting of 25 May 12	Continuing	
938.14.21	Check the measurements of the SAP armguards	SDO	12/11/11 27/4/12	Issues identified with the fit of neoprene armguards being manufactured for SAP program TF to advise status of armguards at next meeting	Continuing	
940.6.12	PN-F and TF to define the coaching system	PN-F, TF	9/12/11 19/2/12 27/4/12	PN-F and TF to meet to review the OzBow coaching scheme Meeting held, Archers Timeline discussed. Some modifications to timeline chart proposed. Action: Discussions re AV Coaching Hierarchy and duty statements to be undertaken between P N-F and CEO Due Date: 18 May 2012 Action: Board Members to provide comments to Peter N-F Due Date: 18 May 2012	Continuing	
940.6.13	SDO and CEO to tidy up	SDO, CEO	9/12/11	Schools program is worthwhile but will never gain AV		

Item Number	Item	Action Officer	Meeting Date	Actions Taken	Status	Date Completed
	schools program			<p>members as it operates outside AV. Efforts are being put into supplying merchandise to schools which may be better used elsewhere.</p> <p>Action: Merchandising to be transferred to archery businesses as soon as practical, no further equipment to be ordered by AV.</p> <p>Action: Schools program to be converted to a form which does not rely on SDO/CEO effort to sustain it. SDO to scale down involvement.</p>		
			27/4/12	TF to outline outcome		
940.6.14	SDO to get back on track with the Creating an Archery Community Program	SDO	9/12/11	SDO to focus on the CACP to create a demonstrator model for building club numbers	Continuing	
			27/4/12	With the resignation of the SDO the project will be supported by the Board and CEO. For further discussion at meeting of 25 May 12		
940.6.15	SDO to define the schools program in detail	SDO	9/12/11	SDO asked to provide details of the status and operation of the schools program	Continuing	
			27/4/12	With the resignation of the SDO a progress report on the schools program to be provided by the CEO. CEO to provide report to Board before meeting on 25 May 12		
940.6.16	Ensure that all team managers have Working With Children Certificates	SDO	9/12/11	WWCC confirmed as required for all team managers at Youth Nationals.	Continuing	
			27/4/12	CEO to create a new policy and procedure document to cover all events that a Team Manager is required. Due		

Item Number	Item	Action Officer	Meeting Date	Actions Taken	Status	Date Completed
				30/6/12.		
940.7.5	Draw up a draft set of clubs to be assigned to Board members to mentor	CEO	9/12/11 27/4/12	Board members to mentor a group of clubs, commit to visiting and consulting with them. Draft areas drawn up. To be discussed at meeting of 25 May 12	Continuing	
940.8.2	ANSW Police Youth Citizen Clubs model as applied to schools archery	CEO	9/12/11 27/4/12	NSW PYCC may be a good model for schools memberships. CEO to get details from Jim Larven with a view to using a similar model with our schools program Contact made. CEO to provide report to Board for meeting of 25 May 12	Continuing	
942.8.4	Financial Reports – SDO Payments	CEO	27/4/12	Information to be provided to the Board on SDO payments since December 2011 Due Date: 4 May 2012	Continuing	
942.8.4	Financial Reports – Aging Summary Report	CEO	27/4/12	Additional information to be provided on the ageing summary report in future months Due Date: 10 May 2012	Continuing	
942.11.1	Unmarked Field as part of State Field Championships	Peter Bennett	27/4/12	2012 State Field – contact AA to determine format of National Field for 2013 and report back to next meeting Due Date: 25 May 12	Continuing	
942.11.1	Unmarked Field as part of State Field Championships	Irene Norman	27/4/12	Discuss issue of running unmarked field with Geelong Archers Due Date: 25 May 12	Continuing	
942.11.2	Removal of Limited Compound Division	CEO	27/4/12	Archery Victoria documentation be amended to reflect removal of the Limited Compound Division Due Date: 25 May 12	Continuing	
942.11.4	Proposed changes to AV Constitution	Irene Norman	27/4/12	Synopsis of changes to the Constitution to be provided to the Board for discussion Due Date: 25 May 12	Continuing	

Item Number	Item	Action Officer	Meeting Date	Actions Taken	Status	Date Completed
942.11.4	Proposed changes to AV Constitution	Irene Norman	27/4/12	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)	Continuing	
942.11.6	X-Ring Magazine in e-magazine form	CEO	27/4/12	CEO to explore options for turning the X-Ring Magazine into an e-magazine to be published on a fortnightly basis to all members and ex-members. Options to be presented to next Board Meeting Due Date: 25 May 2012	Continuing	
942.11.7	SDO Resignation – Outstanding Issues	CEO	27/4/12	CEO to provide the Board with a report of all outstanding issues relating to the resignation of the SDO. Information can be included in CEO monthly report for April if convenient. Due Date: 10 May 2012	Continuing	
942.11.8	CEO and SDO roles/Full Time CEO proposal	CEO	27/4/12	CEO to assess the impacts of the implementation of the National Data base on work required by his position. An estimate of hours required is to be broken down by function. Due Date: 10 May 2012	Continuing	
942.11.8	CEO and SDO roles/Full Time CEO proposal	CEO	27/4/12	Duty statements of CEO and SDO to be re-examined and updated. Drafts to be provided to Board via email for discussion Due Date: 10 May 2012	Continuing	
942.11.8	CEO and SDO roles/Full Time CEO proposal	CEO	27/4/12	Current and future funding options for SDO to be provided to Board. Due Date: 10 May 2012	Continuing	
942.11.9	Grant Funding Submissions Due May 2012	CEO	27/4/12	CEO to prepare grant submissions for review by the Board Due Date: 25 May 2012	Continuing	

Item Number	Item	Action Officer	Meeting Date	Actions Taken	Status	Date Completed
942.11.9	Grant Funding Submissions	CEO	27/4/12	CEO to provide submission for additional hours for grant preparation if needed Due Date: 8 May 2012	Continuing	
942.11.10	Archery Australia AGM – AV CEO Presentation	CEO	27/4/12	CEO to provide the Board with a summation of his proposed presentation to the AA Board prior to the AA AGM Due Date: 14 May 2012	Continuing	
942.11.10	Archery Australia AGM	Peter Bennett	27/4/12	AV Board President to report back to AV clubs on the outcomes of the AA AGM Due Date: 25 May 2012	Continuing	
942.11.11	Email Decision Making by Board	CEO	27/4/12	Out of Session email decision-making to be recorded in the Minutes of the subsequent Board Meeting.	Continuing	
942.11.12	Publication of minutes of Board meetings on AV web site	CEO	27/4/12	All Board Meeting minutes (with the exception of 'in camera' sessions) are to be published on the Archery Victoria website within 5 days of sign-off by the Board.	Continuing	

BOARD MEETING ACTION ITEMS
ITEMS CONFIRMED COMPLETED THIS MEETING

Item Number	Item	Action Officer	Meeting Date	Actions Taken	Status	Date Completed
938.13.1	Motion 601-48 Barebow Archery to be incorporated into the rules	CEO	12/11/11	Incorporated into rules	Completed	1/12/11
938.13.2	Motion 601-49 Championship Grand Prix points table to be incorporated into the rules	CEO	12/11/11	Incorporated into rules	Completed	1/12/11
938.13.3	Motion 601-50 Indoor Grand Prix to be incorporated into rules	CEO	12/11/11	Incorporated into rules	Completed	1/12/11
938.13.4	Motion 601-51 Competition Lodgement Fee to be incorporated into the rules	CEO	12/11/11	Incorporated into rules	Completed	1/12/11
938.14.2	OzBow Qualification Certificates available on the website	CEO	12/11/11	Certificates now available on the website	Completed	1/12/11
938.14.2	Memo to the clubs outlining the Archers Timeline	CEO	12/11/11	Memo sent to all clubs	Completed	1/12/11
938.14.3	Remove all references to NASP from AV	CEO	12/11/11	All references removed from website	Completed	1/12/11
938.14.3	Memo to clubs advertising for a builder for the folding bow racks	CEO	12/11/11	Memo sent to all clubs The CEO has appointed Ian Simmonds from Yarra Valley Archers as the supplier of the bow racks. Ian now has a sample of the racks and is ready to complete any orders that may be received.	Completed	1/12/11
938.14.4	Copy of the NPC minutes to be sent to the Board	CEO	12/11/11	Copy of NPC minutes sent to the Board	Completed	1/12/11
938.14.5	Update documents 403, 404 and 405	CEO	12/11/11	Documents updated	Completed	1/12/11

Item Number	Item	Action Officer	Meeting Date	Actions Taken	Status	Date Completed
938.14.6	Draft of the 2012 Member Information Booklet and X-Ring magazine to be sent to the Board	CEO	12/11/11	Documents sent	Completed	1/12/11
938.14.7	OzBow Qualification Certificates available on the website	CEO	12/11/11	Certificates now available on the website	Completed	1.12/11
938.14.7	Ammend the Draft Constitution regarding Board Member titles	CEO	12/11/11	Draft constitution prepared and sent to Board members for discussion at meeting of 27 April 12 – new action from meeting of 27 Apr 12.	Completed	1/6/12
938.14.10	Advertising and website to reflect 10 ring for 2011 State Clout	CEO	12/11/11	2011 State Clout information changed to 10 ring	Completed	1/12/11
938.14.14	Copy of the membership database to be sent to the Board each month	CEO	12/11/11	Information now being provided to Board on monthly basis	Completed	1/12/11
938.14.14	Memo to the clubs on ensuring all archers are affiliated	CEO	12/11/11	Memo sent	Completed	1/12/11
938.14.16	Advise clubs that dating on membership fees is to be withdrawn	CEO	12/11/11	Clubs advised	Completed	1/12/11
938.14.16	Send copy of the Accounts Receivable to the Board each month	CEO	12/11/11	Accounts Receivable information now being sent to Board each month	Completed	1/12/11
938.14.17	Arrange a Board Planning Session	CEO	12/11/11	Board Planning Meeting arranged for 9 Dec 11	Completed	10/12/11
938.14.19	Update document 611	CEO	12/11/11	Document updated	Completed	1/12/11
938.14.20	Create advertising materials for the ACHPER conference	CEO	12/11/11	Materials prepared. ACHPER conference successful	Completed	21/11/11

Item Number	Item	Action Officer	Meeting Date	Actions Taken	Status	Date Completed
938.14.20	Find a come'n'try provider for the ACHPER Conference	CEO	12/11/11	The CEO and the SDO were unable to find a come'n'try supplier for either day of the conference.	Completed	22/11/11
938.14.23	Go back to the travel company for a formal proposal	SDO	12/11/11	Meeting of 27 Apr 12 – no formal proposal has been received. The Board determined to take no further action on this item.	Completed	27/4/12
940.6.17	IN to have a chat with the SDO	IN	19/12/11	Meeting of 27 Apr 12 – the resignation of the SDO has made this chat redundant. No further action at this time	Completed	27/4/12
940.8.1	Put up details of the club uniform grants on the AV website	CEO	19/12/11	Details of grants put up on website	Completed	1/1/12