



Archery Victoria			
Title:	AV Meetings		
Subject:	Minutes		
Author:	AV Secretary – Irene Norman		
Date:	31/08/12	Replaces:	New
Number:	0946	Pages:	18

Archery Victoria Board Meeting
Held at 50 Campbell Street, Crib Point, VIC, 3919
Friday 31st of August 2012.

0946.1. Meeting Opens

The Vice-President declared the meeting open at 8.04 pm. The Vice-President welcomed Paul Bowen to the Board.

0946.2. Attendees

Dawn Nelson Furnell (DNF) Vice-President
Irene Norman (IN) Secretary
Peter Nelson-Furnell (PNF) Members Representative
Paul Bowen (PaB) Chief Financial Officer

0946.3. Apologies

Peter Bennett (PB) President
Trevor Filmer (CEO) Chief Executive Officer (ex-officio)

0946.4. Declaration of Proxies

No proxies were declared.

0946.5. Declaration Of Pecuniary Interests

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

946.6 Minutes from Previous Meeting

The minutes of the Archery Victoria Board Meeting dated 1 June 2012 were circulated prior to the meeting. MOVED Peter Nelson-Furnell, SECONDED Dawn Nelson-Furnell that the minutes of this meeting as circulated be accepted.

CARRIED

0946.7. Business Arising From Previous Minutes

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

0946.8. Business Conducted by Email Since the Last Meeting

0946.8.1. Acceptance of the Minutes of the Board Meeting of 1 Jun 12.

The Board Minutes of the 1 Jun 12 Meeting were circulated by email to all Board members who agreed to their publication.

0946.8.2. Flyer for interest in Judging.

A flyer calling for Expressions of Interest in Judging was drafted by the CEO and circulated by email. The Board agreed to its release.

- 0946.8.3. Flyer for sale of surplus AV assets.**
A flyer calling for bids to purchase surplus AV assets was drafted by the CEO and circulated by email. The Board agreed to its release.
- 0946.9. Reports**
- 0946.9.1 Correspondence.**
In the absence of the CEO there was no correspondence to be examined.
- 0946.9.2 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.
- 0946.9.3 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.
- 0946.10. Discussion Papers**
No discussion papers were presented to this meeting
- 0946.11. Motions on Notice**
There were no motions on notice presented.
- 0946.12. General Business**
- 0946.12.1. Exclusion of State Matchplay from the State Championship.**
DN-F suggested that the State Matchplay should be excluded from the State Championship as the results were difficult to integrate into the State Championship formula. Discussion ensued and it was agreed that the State Matchplay should be excluded. Moved Paul Bowen, Seconded Dawn Nelson-Furnell that the State Matchplay be removed from the State Championship awards.
CARRIED

Item Number	Item	Meeting Date	Actions Taken	Action Officer	Target Date
0946.12.1.	Exclusion of State Matchplay from State Championship	31/8/12	CEO to remove State Matchplay from the events which contribute to the State Championships	CEO	01/10/12

- 0946.12.2. Female State Uniform – Shirts.**
DN-F advised that she had received a number of complaints about the style of the State Uniform shirts for our female athletes. It was agreed that a committee comprising DN-F, Deb Tremelling, Fiona Guest and Leanne Strahan be formed to review the uniform shirts and to provide a suggested solution to the Board.

Item Number	Item	Meeting Date	Actions Taken	Action Officer	Target Date
0946.12.2.	Female State Uniform - Shirts	31/8/12	DN-F to form a committee to review the Female State Uniform shirts	DN-F	01/10/12

0946.12.3. Requirement to Present AA Membership Cards at all Tournaments.

The issue of presentation of AA membership cards at tournaments was discussed and agreed. Moved DN-F, Seconded PN-F that membership cards are required to be presented to judges at all tournaments. Members of other associations are required to present their Association Membership Cards.

CARRIED

Item Number	Item	Meeting Date	Actions Taken	Action Officer	Target Date
0946.12.3.	Presentation of Membership Cards at Tournaments	31/8/12	CEO to advise all clubs for inclusion on entry forms. CEO to check that this requirement is part of the on-line tournament entry process.	CEO	01/10/12

0946.13. Meeting Closes.

The Vice President declared the meeting closed at 11:24pm

Annex A to
AV Board Meeting Minutes
Dated 1 June 2012

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		
938.14.15	Investigate a low cost trophy option for the Championship Grand Prix competition	CEO	12/11/11	Trophies for Championship winners to be investigated rather than medals to distinguish overall champion award	Continuing	
			27/4/12	CEO to provide report to Board for meeting of 25 May		
			1/6/12	CEO provided some sample plaques to Board. The Board agreed to go ahead with plaques. Action: CEO to finalise plaque design and present a sample for confirmation at next meeting. Due Date: Next Board Meeting		
				Action: CEO to include cost of plaques in AV budget for next year. Due Date: Next Board Meeting		

Item Number	Item	Action Officer	Meeting Date	Actions Taken	Status	Date Completed
			31/8/12	In the absence of the CEO, this item was held over until the next meeting.		
938.14.17	Arrange a Board meeting with the VIS – Establishing ongoing relationship with VIS.	CEO	12/11/11	Relationship with VIS to be developed. Face to face meeting to be arranged.	Continuing	
			21/2/12	Meeting held between President, CEO and VIS.		
			27/4/12	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		
			1/6/12	DN-F reported on VIS opening event. She indicated that VIS still have a very poor understanding of archery and continued to propose use of inappropriate models for our sport. More work is needed on the relationship with the VIS. Regional Sporting Assemblies (RSAs) were discussed, including the importance of these RSAs in completing the club health checks. Further instructions need to be provided to clubs re the RSAs and health checks Action: CEO to provide information on the RSAs to Board members via email. Board members to discuss strategy for engaging RSAs at the next Board Meeting. Action: CEO to develop health check strategy and circulate to the Board prior to the next meeting.		
		CEO				
		CEO				

Item Number	Item	Action Officer	Meeting Date	Actions Taken	Status	Date Completed
		Board		<p>successful archers who may be with the VIS in the future.</p> <p>Action:</p> <p>The Board agreed to follow up with the VIS relationship meeting in 3 months.</p>		
940.6.12	PN-F and TF to define the coaching system	PN-F, TF	<p>9/12/11</p> <p>19/2/12</p> <p>27/4/12</p> <p>1/6/12</p> <p>31/8/12</p>	<p>PN-F and TF to meet to review the OzBow coaching scheme</p> <p>Meeting held, Archers Timeline discussed. Some modifications to timeline chart proposed.</p> <p>Action: Discussions re AV Coaching Hierarchy and duty statements to be undertaken between P N-F and CEO Due Date: 18 May 2012</p> <p>Action: Board Members to provide comments to Peter N-F Due Date: 18 May 2012 Discussions have been held between P N-F and CEO on the coaching hierarchy and a new timeline has been drafted. Email comments were provided by Board members to inform the outcome.</p> <p>Action: Coaching hierarchy to be reviewed as part of Strategic Planning for 2012/13.</p> <p>Further discussions on the coaching program were had at this Board meeting. It was felt that we should concentrate on Level 2 coaching activity first – as well as supporting Level 1.</p> <p>Before seeking to appoint any HPCs, direction is to be sought from AA on the future direction of coaching at</p>	Continuing	

Item Number	Item	Action Officer	Meeting Date	Actions Taken	Status	Date Completed
		DN-F		<p>the national level. The Board felt that following the model that AA develops may be useful. DN-F to talk to Lucy in the first instance.</p> <p>Action: DN-F to discuss coaching hierarchy with AA</p>		
940.6.13	SDO and CEO to tidy up schools program	SDO, CEO	<p>9/12/11</p> <p>27/4/12</p> <p>1/6/12</p> <p>31/8/12</p>	<p>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.</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> <p>TF to outline outcome</p> <p>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.</p> <p>Actions: TF to complete all actions above asap. IN to assist with finalising the program.</p> <p>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.</p>	Continuing	

Item Number	Item	Action Officer	Meeting Date	Actions Taken	Status	Date Completed
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.		
		CEO	1/6/12	Outcomes for the program to be defined by CEO for discussion by Board at the next meeting. Action: TF to provide a clear synopsis of the Creating an Archery Community Program and what outcomes are required. Should include a communication and engagement strategy for club involvement. Synopsis and strategy to be provided to Board at the next meeting.		
			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.		
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	
		CEO	27/4/12	Action: CEO to create a new policy and procedure document to cover all events where a Team Manager is required. Due 30/6/12.		
		CEO	31/8/12	Action: Due to the absence of the CEO the policy and procedure document has been deferred to the next meeting. The meeting was reminded that all committee members at clubs also need to have a WWCC. CEO to remind all clubs of this requirement in upcoming AV News		

Item Number	Item	Action Officer	Meeting Date	Actions Taken	Status	Date Completed
				Updates.		
940.7.5	Draw up a draft set of clubs to be assigned to Board members to mentor	CEO	9/12/11	Board members to mentor a group of clubs, commit to visiting and consulting with them.	Continuing	
			27/4/12	Draft areas drawn up. To be discussed at meeting of 25 May 12		
			1/6/12	Awaiting appointment of new Board member before finalising.		
			31/8/12	With the appointment of Paul Bowen to the Board the breakup of clubs to be assigned to the Board members was discussed. None of the Board members had any particular preferences.		
		IN		Action: Secretary to circulate assignment of clubs to Board Members for mentoring. Due Date 30 Sep 12		
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	
			1/6/12	CEO advised that references to limited compound division had been removed from AV documentation with the exception of some already printed brochures. (Note: some other exceptions were subsequently found – CEO to confirm these have been removed)		
			31/8/12	CEO to reconfirm that all documentation has been updated. Due to the absence of the CEO this item could not be confirmed.		
				Action:		

Item Number	Item	Action Officer	Meeting Date	Actions Taken	Status	Date Completed
				Secretary to confirm with CEO via email that this action is completed. Due Date 30 Sep 12		
942.11.4	Draft Strategic Plan 2012 - 2016	Irene Norman	27/4/12 1/6/12 31/8/12	<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> <p>IN advised that this is still to be completed</p> <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>Action:</p> <p>Forward planning meeting to be held after the AV AGM</p>	Continuing	
942.11.6	X-Ring Magazine in e-magazine form	CEO	27/4/12 1/6/12 31/8/12	<p>CEO to explore options for turning the X-Ring Magazine into an e-magazine to be published on a quarterly basis to all members and ex-members. Options to be presented to next Board Meeting Due Date: 25 May 2012</p> <p>CEO outlined some actions taken. Work continues</p> <p>Due to the absence of the CEO this item was held over to the next meeting.</p>	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	
			1/6/12	Grant submissions were provided to the Board and IN attended presentation to SRV. We are still awaiting decision from SRV on success or otherwise of the funding.		
			31/8/12	AV was successful in gaining grants to all the bids submitted. CEO has circulated a summary of bids and required outcomes to the Board. Action: CEO to develop a draft Action Plan for achieving the outcomes required from the grants. Action Plan is to be submitted to the Board and agreed prior to implementation.		
944.10.1	2012-2013 Budget	CEO	1/6/12	CEO to revise the budget and distribute prior to the next meeting Due Date: 1 August 2012	Continuing	
			31/8/12	CEO has circulated a revised budget. This will be considered after the Forward Planning meeting to be held at the AV AGM in September 2012. Action: Board Members to consider the revised budget and provide comments via email. Due Date 30 Sep 12		
944.10.2	Green Office	CEO	1/6/12	The CEO to implement the Green Office concept. Due Date 1 October 2012 The CEO to ensure that all Clubs are part of the electronic distribution network Due Date 1 October 2012	Continuing	
			31/8/12	Item not yet due – nothing further to add at this stage		

Item Number	Item	Action Officer	Meeting Date	Actions Taken	Status	Date Completed
944.12.1	Purchase of Projector for Coaching Sessions	CEO	1/6/12 31/8/12	The CEO to include in the 2012/13 budget under the Training section. Due Date 1 July 12 CEO to provide quotes for purchase of a projector for Board approval. Due Date 1 August 12 In the absence of the CEO this item was deferred to the next meeting.	Continuing	
944.12.3	Full time CEO Proposal	CEO Board Secretary	1/6/12 31/8/12	Board requested summary feedback on forums and committee meetings attended by the CEO so that it could understand the learning and benefits gained. Due Date: Ongoing The Board is to review the entire CEO role and put in place clear roles and KPI's as part of the increase in hours. CEO to draft a new performance agreement, duty statement and contract for submission to the Secretary prior to the next Board Meeting. Due Date 27/7/12 Secretary advised that the CEO had provided a revised duty statement and a copy of the previous contract. A draft performance agreement was yet to be received. IN apologised that this item had not been finalised. Action to continue. Due Date 30 Sep 12	Continuing	
944.12.4	Archery Coach Training Session	CEO CEO Board	1/6/12	The CEO to complete training materials for the Archery Coach Training Sessions and schedule these sessions. Due Date 1/9/12 CEO to draft new duty statements for the HPCs in line with Board guidance. Due Date 1/10/12 Board to appoint HPCs once training completed Due Date 1/1/13	Continuing	

Item Number	Item	Action Officer	Meeting Date	Actions Taken	Status	Date Completed
		CEO	31/8/12	<p>CEO advised prior to the meeting that he had completed a first draft of the training materials for the Coach Training Sessions. These will be circulated shortly. Board requested that CEO obtain endorsement from AA before putting these training materials in place.</p> <p>Action:</p> <p>CEO to get endorsement of new training materials from AA. Due Date 30/9/12.</p>		
944.12.5	2012-2013 State Squad	CEO Board	1/6/12 31/8/12	<p>The CEO to prepare a revised State Team Guidelines document</p> <p>CEO circulated the new guidelines. These have been issued to the Board members for consideration and email decision. Some Board members have responded. Other members were asked to complete their comments and forward to IN by 17/9/12.</p>	Continuing	
944.12.6	Judges Name on Claim Forms	CEO	1/6/12 31/8/12	<p>The CEO to update all claim forms as required</p> <p>In the absence of the CEO this item could not be confirmed.</p>	Continuing	
944.12.7	Constitutional Reform	IN	1/6/12 31/8/12	<p>The Secretary to draw up a draft of proposed changes to the Constitution</p> <p>Draft constitution changes to be completed by IN and circulated in time to be presented to Clubs at the AGM. Due Date 1 Sep 12</p>	Continuing	
0946.12.1	Exclusion of State Matchplay from State Championship	CEO	31/8/12	CEO to remove State Matchplay from the events to count for the State Championships. Due Date 1/10/12	New Item	
0946.12.2	Female State Uniform – Shirts	DN-F	31/8/12	DN-F to form a committee to review the Female State Uniform Shirts. Due Date 1/10/12	New Item	
0946.12.3	Presentation of Membership Cards at Tournaments	CEO	31/8/12	CEO to advise all clubs that AA membership cards are required to be presented to judges at all tournaments.	New Item	

Item Number	Item	Action Officer	Meeting Date	Actions Taken	Status	Date Completed
				CEO to check that this requirement is part of the on-line tournament entry process. Due Date 1/10/12		

BOARD MEETING ACTION ITEMS

ITEMS CONFIRMED COMPLETED THIS MEETING

Item Number	Item	Action Officer	Meeting Date	Actions Taken	Status	Date Completed
938.14.8	Advertise for a general Board Member	CEO	12/11/11	CEO to advertise for additional Board positions Advertising completed	Completed	31/8/12
		CEO	27/4/12	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		
		PB		Action: Board President to discuss positions with potential nominees Due Date: 25 May 2012		
		CEO/Board	1/6/12	Two nominations were received for Board Members. Nominations were received from Paul Bowen and Debbie Tremelling. A third nomination from Merv Grinstead had not yet been received. Action: CEO to circulate all nominations to Board members for email decision. Due Date: 1 Jul 12		
			31/8/12	All nominations were considered by the Board and voting was conducted via email. Paul Bowen was the successful appointee. Advice was provided by PB to both the successful and unsuccessful candidates. Both unsuccessful candidates agreed for their resumes to remain with the Board for future consideration.		
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	Completed Refer to 940.6.13	31/8/12
			27/4/12	With the resignation of the SDO a progress report on the		

Item Number	Item	Action Officer	Meeting Date	Actions Taken	Status	Date Completed
				schools program to be provided by the CEO. CEO to provide report to Board before meeting on 25 May 12		
			1/6/12	As per actions for 940.6.13 above.		
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	Completed	31/8/12
			1/6/12	After consultation with Archery Australia and the Nationals Organising Committee it was concluded that unmarked field will not be conducted at the Nationals in the near future. It was therefore agreed to release Geelong Archers from its obligation to conduct unmarked field as part of the State Field Championship. Action: The CEO to contact Geelong and inform them of the decision. The Board agreed that it would be beneficial to continue to encourage unmarked field as part of the AV Calendar. Action: The CEO to contact Geelong Archers, Twin City Archers and Diamond Valley Archers with a view to conduct a one day unmarked field competition in the same vein as the UnMarked@Sherbrooke event.		
			31/8/12	All actions completed.		
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	Completed	31/8/12

Item Number	Item	Action Officer	Meeting Date	Actions Taken	Status	Date Completed
			1/6/12	IN advised that this is still to be completed		
			31/8/12	See new Item 944.12.7. This item closed off.		
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	Completed	31/8/12
			1/6/12	In the absence of PB this item will be reported on at the next meeting.		
			31/8/12	PB previously advised that this item was completed.		
944.12.2	Board Minutes	CEO	1/6/12	Draft minutes to be circulated to the Board within one week of the meeting. Due Date 8/6/12	Completed	31/8/12
		Board		Board to complete the review process within one week thereafter to allow publication to the AV web site. Due Date 25/6/12		
			31/8/12	There was considerable email discussion on the Board Minutes. All items were resolved and the minutes published on the AV website.		
944.12.8	Stock Disposal Policy	CEO	1/6/12	CEO to prepare a policy proposal for disposal of AV assets	Completed	31/8/12
			31/8/12	CEO circulated via email a proposal to dispose of current AV stock assets. This was accepted by email vote. No further action at this time.		
944.12.9	SRV Funding Overview	CEO	1/6/12	CEO to amalgamate the various SRV submissions into one document and distribute to the Board	Completed	31/8/12
			31/8/12	CEO circulated a funding overview to the Board via email. No further action at this time.		