



Archery Victoria			
Title:	AV Meetings		
Subject:	Minutes		
Author:	AV Secretary – Irene Norman		
Date:	16 Oct 13	Replaces:	New
Number:	968	Pages:	10

**Archery Victoria Board Meeting
Held at Waverly City Archers Clubrooms
Wednesday 16 October 2013.**

968.1. Meeting Opens

The President declared the meeting open at 1838h.

968.2. Attendees

Peter Nelson-Furnell	(PNF)	President
Irene Norman	(IN)	Secretary
Dawn Nelson-Furnell	(DNF)	Board Member
Bonnie Hamilton	(BH)	AV Sports Administration Consultant (ex-officio)**

968.3. Apologies

Guenter Licht	(GL)	Vice President
Colin Carter	(CC)	Member's Representative

968.4. Declaration of Proxies

No proxies were declared.

968.5. Declaration of Pecuniary Interests

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

968.6. Minutes from Previous Meeting

The minutes of the Archery Victoria Board Meeting dated 18 September 2013 were distributed prior to the meeting. **MOVED** DNF, **SECONDED** IN that the minutes be accepted.

CARRIED

968.7. Business Arising From Previous Minutes

Action items have been updated at Annex A.

968.8. Business Conducted by Email since the Last Meeting

Email decisions were confirmed in relation to the purchase of the Tournament Kit – PA Equipment. Expenditure previously approved.

968.9. Correspondence

Nil correspondence for reporting to the meeting was received.

968.10. Reports

- 968.10.1 **President Report.** The President reported that provision of equipment for the Australian Masters at Geelong had gone well. Clout equipment had been borrowed from various clubs. Discussion ensued as to the requirement for AV to hold at least 2 sets of clout equipment as part of the Tournament Kit. CC to investigate and report back.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
968.10.1.	AV Clout Equipment	16 Oct 13	CC to investigate options for purchase of clout equipment for AV Tournament Kit CC	CC	Jan 14

- 968.10.2 **Administrator's Report.** The Administrator's report is attached as Annex B to these minutes. Participation graphs have now being updated and will be provided to future meetings.
- 968.10.3 **Financial Reports.** The financial report is attached as Annex B to these minutes.
- 968.10.4 **VMA/VIP/T1000 Updates.** Advice has been received that, although we were not successful in gaining AAA funding, SRV has contracted VicSport to assist in development of Disability Action Plans for Archery Victoria and a number of other sports. \$5,000 in funding is also being provided. Further details are not yet known. IN also advised that further rounds for T1000 and VIP are likely to be announced later in the year.
- 968.10.5 **Board Mentor Reports.** Board Mentors reported that discussions have been had with MAC, WAC, TCAG, AIM, PITA and CB. TCAG have advised of new committee details. An unregistered coach at AIM has now joined the club. PITA is having issues with their grounds and the Board are assisting. IN also advised of a potential new club in Cardinia.
- 968.10.6 **2014 Senior Nationals Update.** The next meeting of the 2014 Senior Nationals organising committee will be held on 24 Oct 13. PNF advised that Bruce Lang from AA will be attending the meeting. Budgets are also being worked on.

MOVED IN, SECONDED PNF that the Reports be accepted.

CARRIED

968.11. Notices of Motion/Discussion Papers

There were no Notices of Motion or Discussion Papers presented to the meeting.

968.12. General Business

- 968.12.1 **Licensed Premises.** Discussion was had around the serving of alcohol at AV clubs. It had been noted by some members that alcohol was being sold at some clubs. The requirements around licensing in Victoria were emphasised and that clubs should be following these laws. The AV Alcohol Policy needs to be reviewed/rewritten. Board Mentors were asked to keep an eye on alcohol in clubs and to remind the clubs of the requirements.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
968.12.1.	AV Alcohol Policy	16 Oct 13	IN (in conjunction with Catalyst) to review AV Alcohol Policy	IN	Jan 14

- 968.13 **Meeting Closes.** The President declared the meeting closed at 2205h

BOARD MEETING ACTION ITEMS
OPEN ITEMS

Item Number	Item	Action Officer	Meeting Date	Actions Taken	Status	Date Completed
942.11.4	Strategic Plan 2012 - 2016	IN	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	
			1/6/12	IN advised that this is still to be completed		
			31/8/12	The Forward Planning meeting to be held in conjunction with the AV AGM 2012 will set the scene for drafting a new strategic plan		
			16/11/12	Action: Forward planning meeting to be held after the AV AGM Forward planning meeting was held after the AV AGM. A draft of the outcomes was submitted to Board meeting and agreed. The outcomes to be published on the website. Based on the outcomes of the planning meeting, Secretary to draft a strategic plan for consideration by the Board in the February 2013 meeting. Following the meeting the draft plan will be circulated for club comment. Plan to be put into place by end Jun 13.		
			19/6/13	Due to other pressing issues this action item has been delayed. Strategic Plan draft to board for Jul 13 meeting.		
			21/8/13	Strategic Plan Draft to be completed for presentation to the 2013 AGM. Period of the plan to be 2014 – 2017		
			18/9/13	IN advised that the final draft of the Strategic Plan will be ready for review by the Board at the end of Oct 13.		

948.9.1	Board Meeting Standing Items	Secretary	16/11/12 19/12/12	Secretary to draft discussion paper on standing items for Board meetings – Due date Jan 13 Meeting Secretary proposal re consent agenda proposed at this meeting meets this requirement. NFA CEO to draft a Board meeting calendar with those regular items which should be included in each month by month meeting – Due date Jan 13 Meeting	Continuing	
		CEO		IN to complete this activity		
		IN	20/2/12 19/6/13 21/8/13	Actions will be completed by Jul 13 meeting Action still pending		
954.13.4	QRE Payments	DNF	20/2/2013	Procedural guidelines to be developed for reimbursement of QRE fees on successful and compliant completion of QRE events	Continuing	
		DNF/IN	17/4/13	DNF to provide dot points to IN to draft procedural guidelines.		
		IN	19/6/13 21/8/13 18/9/13	DNF to provide dot points before next meeting DNF provided draft material. IN to complete procedure DNF outlined some changes to QRE regulations. DNF will circulate		

954.13.5	Tournament Kit	CC	20/2/13	Investigate the purchase of suitable timing equipment for an AV Tournament Kit	Continuing	
			17/4/13	CC provided an update to the meeting along with some examples of products. Further investigation to be undertaken		
			15/5/13	CC provided a further update with a locally sourced timing set being available for approximately \$7,000. CC to finalise and present a formal proposal to the next Board meeting.		
			19/6/13	CC provided further information to Board. MOVED DNF SECONDED PNF that 2 timing devices be purchased at a cost not to exceed \$4,500. CARRIED Action: CH to purchase.		
		CH CC		Further discussion was had in relation to other items from the tournament kit. It was suggested that some good hand held radios and charger be purchased, a leader board be considered and a clout set be considered. A trailer to transport it may be required. CC to continue to look at other items		
		CC	21/8/13	MOVED GL SECONDED CC that an amount NTE \$1,000 be authorised for the purchased of additional items to complete the timing equipment – cables, storage, etc. CARRIED		
		CC/IN	21/8/13	ACTION: Procedure for borrowing of timing equipment to be completed.		
		CC	18/9/13	Discussion ensued re the purchase of the PA System in time for use at the Australian Masters. CC was tasked to identify suitable timing equipment and seek email approval from the Board. CC advised that the timing equipment will be provided to Geelong for the Australian Masters. Work on this kit has been completed and all is operational. Hand held radios would be the next item to be pursued in the building up of the Tournament Kit CONTINUED		

954.13.5 cont including 968.10.1	Tournament Kit	CC	16/10/13	Timing equipment work and the PA purchases were completed. Equipment was provided to Geelong Archers for use during the Australian Masters. Testing at both the Masters and at DVA has concluded that an additional timing kit was required. MOVED PNF SECONDED DNF that an additional kit be purchased at a value not to exceed \$2k. CARRIED	CC/GL	January 2014
				CC to investigate options for purchase of clout equipment for AV Tournament Kit.	CC	January 2014
956.12.2	AV Coaching Coordinator	IN	17/4/13 19/6/13 16/10/13	Guidelines for the position of AV Coaching Coordinator to be drafted EOI to be issued along with EOI for CFO Board member EOI has been issued. No responses to date	Continuing	
958.12.1	Coaching Programs	IN	15/5/13	IN to obtain copy of National Coaching Program and associated material for comparison with current AV training material and processes	Continuing	
			19/6/13	Nothing from AA as yet. See invitation to Board meeting at 956.12.5.		
			21/8/13	It was noted that the July meeting with AA did not proceed due to illness of AA CEO. No further information has been provided by AA on this item.		
		IN & PNF 18/9/13	GL advised that Rod Miller believes he has a disk with all the coaching curriculum information on it. GL to contact Rod. PNF to again make contact with AA CEO on this issue			
IN & PNF 16/10/13	PNF advised that he had contacted Jim Larven in relation to curriculum material and Jim had undertaken to provide the information as soon as possible. Discussions also continued around the courses being run in SA. SA will be contacted if AA cannot provide in a timely manner					

960.12.2	SRV SDO Christmas party	IN BH	19/6/13 18/9/13 16 Oct 13	IN to obtain further details of the proposed event and keep the Board updated IN advised that this event will be held on 13 Dec 13. Further details to follow. IN advised that DVA had been approached to host this event. Discussions continue with SRV. BH offered to contact caterers for the event.	Continuing	
964.9.4	Team Manager Report 2013 Youth Nationals	PNF	21/8/13 16 Oct 13	PNF to thank Brendan Jones for his report and good work of him and his team and Youth Nationals PNF advised that action is still to be taken on this item.	Continuing	
964.9.4	Compliance with Team Rules	PNF	21/8/13 16 Oct 13	PNF to write to youth team member re breach of rules in relation to wearing of team uniform PNF advised that he would have a conversation with the member soon.	Continuing	
964.10.2	MPO Audit	CH BH	21/8/13 18/9/13 16/10/13	CH to conduct an MPO audit of all clubs. Information re club MPOs to be made available on the website BH to pursue Action continues on this item.	Continuing	
964.12.3	2013 AGM	CH & IN BH, DNF & IN	21/8/13 18/9/13	CH to follow up on audited accounts. IN to determine time, date and location for AGM Audited accounts are still being pursued. Date etc will be set following confirmation of audit.	Continuing	
964.12.3	Constitutional Review	IN	21/8/13 19/8/13	IN to complete constitutional review prior to AGM IN advised that constitutional changes were minimal. A draft will be available to the Board by end Oct 13	Continuing	
964.12.4	Registration of Events for 2014 Calendar	CH BH & DNF	21/8/13	CH to ensure that registration of events with AA and WA for the 2014 AV Calendar is included on a checklist for this activity. Checklist to be included in AV procedures on the website BH to pursue once Calendar set. Tournament Procedures need to be reviewed. BH & DNF to liaise	Continuing	
966.9	Catalyst Contract Review	DNF & IN	18/9/13	DNF and IN to undertake contract review and present outcomes to December Board Meeting	Continuing	
966.10.1	2012/2013 Draft Financial Statements	DNF & BH	18/9/13	DNF and BH to clarify items in the draft financial statements and to seek advice on the issue of audit completion.	Continuing	

966.11.3	Financial Procedures	BH	18/9/13	BH to consider what procedures need to be completed in relation to the financial operations of AV. Once agreed, draft procedures to be completed and provided to the Board	Continuing	
966.13.1	2014 Tournament & Event Calendar	IN	18/9/13 16/10/13	IN to issue an EOI to clubs in relation to the 2014 AV Calendar EOI has been issued. Results are coming in slowly but steadily.	Continuing	
966.13.2	2014 Training Calendar	IN & PNF	18/9/13 16/10/13	IN to seek input from clubs in relation to training requirements. PNF to seek further advice from AA on the curriculum issues re training of coaches. Information has been requested from clubs.	Continuing	
966.13.3	Archery Heroes	IN	18/9/13	IN to complete work on the Archery Heroes program for presentation at the AGM.	Continuing	
968.12.1	AV Alcohol Policy	IN	16/10/13	IN (in conjunction with Catalyst) to review AV Alcohol Policy	New Item	

BOARD MEETING ACTION ITEMS
ITEMS CLOSED THIS MEETING

958.12.7	GHA – Outdoor Adventure Fair	CH IN	15/5/13 19/6/13 21/8/13 18/9/13 16 Oct 13	CH to contact GHA to determine what support can be provided Action still to be taken CH has discussed requirements with GHA and will ensure that this event is supported. Information on this item was not part of the handover from CH. IN to pursue with GHA IN made contact with GHA – short notice meant that not much could be offered. GHA advised that this event will run again next year and they are looking at improving on the format etc	CLOSED	16 Oct 13
960.11.1	2014 NAS	DNF	19/6/13 16 Oct 13	DNF to discuss listing the 2014 NAS in the Archery Victoria Calendar DNF discussed the 2014 NAS with Marcus Annear. Marcus will be providing input to the 2014 Calendar. Marcus is happy to run the NAS Final in conjunction with the 2014 Nationals. NFA on this as a separate item	CLOSED	16 Oct 13