



Archery Victoria			
Title:	AV Meetings		
Subject:	Minutes		
Author:	AV Secretary – Irene Norman		
Date:	18/09/2013	Replaces:	New
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**Archery Victoria Board Meeting
Held at Waverly City Archers Clubrooms
Wednesday 18 September 2013.**

966.1. Meeting Opens

The President declared the meeting open at 1806h.

966.2. Attendees

Peter Nelson-Furnell	(PNF)	President
Guenter Licht	(GL)	Vice President
Irene Norman	(IN)	Secretary
Colin Carter	(CC)	Member's Representative
Dawn Nelson-Furnell	(DNF)	Board Member
Bonnie Hamilton	(BH)	AV Sports Administration Consultant (ex-officio)**

966.3. Apologies

Nil

966.4. Declaration of Proxies

No proxies were declared.

966.5. Declaration of Pecuniary Interests

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

966.6. AV Sports Administration Update

PNF advised that Team Hodgson finished up as the AV Sports Administrator on 10 Sep 13. The contract with Catalyst Consulting was signed and commenced on 4 Sep 13 in order for an orderly handover of activity to be undertaken. During and since the handover issues relating to documentation, completeness of records and unfinished activities have been highlighted. All issues are being worked through progressively and expected to be mostly finalised in the next 6 – 8 weeks. The priorities for Catalyst are the reconstruction of the accounts from 1 Jul 13, confirming that all BAS and tax issues have been finalised and the chasing of participation data.

The Catalyst contract has been reviewed by Archery Australia who are satisfied with the privacy provisions of the contract. The contract is available to all Board Members.

A formal review of the contract is to be undertaken at the 3 month point (4 Dec 13). A Contract review is to be undertaken by DNF and IN and presented to the Board at the December meeting (18 Dec 13).

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
966.9	Catalyst Contract Review	18 Sep 13	DNF and IN to undertake contract review and present outcomes to December Board Meeting.	DNF & IN	3 Dec 13

**BH joined the meeting at 1859h.

966.7. Minutes from Previous Meeting

The minutes of the Archery Victoria Board Meeting dated 21 August 2013 were distributed prior to the meeting. Two minor amendments were made to the Minutes (typographical errors). **MOVED GL, SECONDED DNF** that the minutes as amended be accepted.

CARRIED

966.8. Business Arising From Previous Minutes

Action items have been updated at Annex A.

966.9. Business Conducted by Email since the Last Meeting

It is noted that a number of emails were exchanged between Board Members in relation to the Catalyst contract and the purchase of the timing equipment.

966.10. Correspondence

966.10.1 Draft Financial Statements. A letter was received from LBW Chartered Accountants providing a draft copy of the 2012/2013 Financial Statements. A number of items requirement additional clarification. DNF undertook to pursue these items with LBW. BH to assist as required. It was also unclear, from the correspondence received, whether a formal audit had been completed

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
966.10.1.	2012/2013 Draft Financial Statements	18 Sep 13	DNF and BH to clarify items in the draft financial statements and to seek advice on the issue of audit completion.	DNF & BH	asap

966.11. Reports

- 966.11.1 **President Report.** The President advised that his report was covered in the initial discussions re the AV Sports Administration contract.
- 966.11.2 **Administrator's Report.** The Administrator's report is attached as Annex B to these minutes. This is the first report from Catalyst and not all information was available at the time of the meeting.
- **Memberships.** As predicted, membership numbers have risen again in August 2013 (1245). Numbers are still below the June 2013 figure but this expected and no cause for concern. Membership numbers are expected to continue to trend upwards.\
 - **Expense Claim Form.** The Expense Claim Form presented as part of the report was accepted by the Board.
- 966.11.3 **Financial Reports.** A financial report will be provided at the next meeting following reconstruction of the accounts from 1 Jul 13. Assistance will be provided by DNF and IN to Catalyst re the setting up of the new accounts from 1 Jul 13. Procedures in relation to budgets and write-off of equipment and assets need to be developed.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
966.11.3.	Financial Procedures	18 Sep 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	BH	End Nov 13

- 966.11.4 **VMA/VIP/T1000 Updates.** There were no formal updates on the VMA/VIP/T1000 grants. No advice has yet been received on the AAA funding.

- 966.11.5 **Board Mentor Reports.** GH reported on his visit to SCAC. The club has issues around fencing due to the recent violent storms and may need help with their approach to Local Government on this issue.
- 966.11.6 **2014 Senior Nationals Update.** PNF reported that the 1st committee meeting had been held and format for the Nationals agreed in principle. Representatives from Angel Archers, Diamond Valley Archers, Moorabbin Archery Club and Werribee Archery are represented on the Committee.

MOVED IN, SECONDED GL that the Reports be accepted.

CARRIED

966.12. Notices of Motion/Discussion Papers

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

966.13. General Business

- 966.13.1 **2014 Tournament and Event Calendar.** Discussion around the 2014 Calendar determined that bids would be called for in relation to the staging of tournaments and other events. AA has issued the calendar of National Events (including the 2014 Senior Nationals in Victoria). This event will be used as the lead into the placing of other events on the Calendar with a number of lead in events to maximise the chances for our Victorian athletes. AV will again support the Target and Field Grand Prix events and expressions of interest to run these events would be part of the bid process. It is hoped to include NAS in the Calendar and Clubs will be asked to advise their intention to register QREs. It is hoped that this process will provide a balanced calendar and ensure that sufficient events are held to support our athletes at all ends of the spectrum. Newbie events will be considered in line with other tournaments.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
966.13.1	2014 Tournament & Events Calendar	18 Sep 13	IN to issue an EOI to clubs in relation to the 2014 AV Calendar	IN	30 Oct 13

- 966.13.2 **2014 Training Calendar.** In line with one of our Strategic Priorities in the coming year, an aggressive training calendar targeted at coaches and judges will be established. The current issue of the verification of our training programmes by AA is still unresolved but the Board agreed we needed to resolve this quickly and move forward.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
966.13.2	2014 Training Calendar	18 Sep 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.	IN & PNF	30 Oct 13

- 966.13.3 **Archery Heroes – Volunteer Reward and Recognition Scheme.** IN outlined the concept of the Archery Heroes program. This program is being developed as part of the VIP funding arrangements. In principle agreement to the concept was received.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
966.13.3	Archery Heroes	18 Sep 13	IN to complete work on this program for presentation at the AGM.	IN	30 Oct 13

- 966.14. **Meeting Closes.** The President declared the meeting closed at 2247h

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 the 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		
956.12.2	AV Coaching Coordinator	IN	17/4/13	Guidelines for the position of AV Coaching Coordinator to be drafted	Continuing	
			19/6/13	EOI to be issued along with EOI for CFO Board member		

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		

958.12.3	Tiered Membership Structure – Sherbrooke trial	PNF IN/PNF	15/5/13 19/6/13 21/8/13 18/9/13	<p>PNF to organise a meeting between President and Secretary of affected club and the AV Board</p> <p>Meeting held 6 Jun 13 – separate minutes prepared by PNF. Club agreed to a number of actions including the provision of a proposal for consideration by the Board</p> <p>A Notice of Motion has been received from Sherbrooke in relation to a multi-tier membership trial at that club. Email correspondence between Sherbrooke and AA was noted. AA has asked for the notice of motion to be put through the AV Board and that the AV Board seek endorsement from other RGBs prior to submission to AA. Significant discussion ensued with Board members. It was agreed that there were some points of merit in the Sherbrooke proposal. The Board did not however, endorse the proposal as it stands. Further work on the proposal needs to be undertaken.</p> <p>ACTION: IN to draft an alternate proposal for reconsideration. New draft by end Sep 13.</p> <p>ACTION: PNF advised that he was still to complete the list of benefits document which had been agreed with Sherbrooke.</p> <p>ACTION: PNF to write to Sherbrooke in relation to the provision of information formerly requested in relation to the introduction of the Sherbrooke Social Club. Assurance to be sought that the process was constitutional and that members of Sherbrooke Archers Inc had been consulted in the process. Copies of meeting minutes, constitution, rules and by laws are still to be provided by Sherbrooke.</p> <p>This item was carried over to the next meeting</p>	Continuing	
958.12.7	GHA – Outdoor Adventure Fair	CH IN	15/5/13 19/6/13 21/8/13 18/9/13	<p>CH to contact GHA to determine what support can be provided</p> <p>Action still to be taken</p> <p>CH has discussed requirements with GHA and will ensure that this event is supported.</p> <p>Information on this item was not part of the handover from CH. IN to pursue with GHA</p>	Continuing	

960.11.1	2014 NAS	DN	19/6/13	DNF to discuss listing the 2014 NAS in the Archery Victoria Calendar	Continuing	
960.12.2	SRV SDO Christmas party	IN	19/6/13 18/9/13	IN to obtain further details of the proposed event and keep the Board updated IN advised that this event will be held on 15 Dec 13. Further details to follow.	Continuing	
964.9.4	Team Manager Report 2013 Youth Nationals	PNF	21/8/13	PNF to thank Brendan Jones for his report and good work of him and his team and Youth Nationals	Continuing	
964.9.4	Compliance with Team Rules	PNF	21/8/13	PNF to write to youth team member re breach of rules in relation to wearing of team uniform	Continuing	
964.10.2	MPO Audit	CH BH	21/8/13 18/9/13	CH to conduct an MPO audit of all clubs. Information re club MPOs to be made available on the website BH to pursue	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	New Item	
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.	New Item	
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	New Item	
966.13.1	2014 Tournament & Event Calendar	IN	18/9/13	IN to issue an EOI to clubs in relation to the 2014 AV Calendar	New Item	

966.13.2	2014 Training Calendar	IN & PNF	18/9/13	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.	New Item	
966.13.3	Archery Heroes	IN	18/9/13	IN to complete work on the Archery Heroes program for presentation at the AGM.	New Item	

BOARD MEETING ACTION ITEMS
ITEMS CLOSED THIS MEETING

956.7	New Board Member (CFO)	IN	31/3/2013 17/4/13 15/5/13 19/6/13 18/9/13	<p>Calls for nominations for Board position of CFO to be sought. Position to be filled until next AGM</p> <p>Action still to be completed</p> <p>An EOI has been circulated with a closing date prior to June 13 meeting.</p> <p>IN advised that no EOI were received for the Board Position. Discussion determined that a further expression of interest be issued (18month term) to all AV members via the database – combine this with EOI for Coaching Coordinator</p> <p>Due to the delay in the issue of this EOI it was determined that nominations will be called for as part of the 2013 AGM activity</p>	CLOSED	18/9/13
956.12.3	Fee Refund	DNF/CH/IN	17/4/13 15/5/13 19/6/13 18/9/13	<p>DNF to provide details of member. CH to refund AV fees. IN to send request to AA for consideration of refund of AA fees.</p> <p>Details have been provided by DNF. IN has sent submission to AA. CH to confirm AV refund made.</p> <p>AV refund has been made. Nothing yet from AA</p> <p>This item has been completed</p>	CLOSED	18/9/13
958.12.6	Sherbrooke Unmarked Field	PNF GL	15/5/13 19/6/13 21/8/13 18/9/13	<p>PNF to formally write to the club and relevant participants re the World Archery ruling</p> <p>Action still to be taken</p> <p>GL took carriage of this issue. A ruling has been sought and provided by the AA Rules Committee. ACTION: GL to write to Sherbrooke and advise them of the ruling. GL to contact Fiona and request that she write to those members who were issued with records for this event and advise that these will be rescinded.</p> <p>GL advised that this item has been completed</p>	CLOSED	18/9/13
964.12.1	Elite Athlete Travel Grant	PNF	21/8/13 18/9/13	<p>PNF to advise SRV of endorsement of nominees and priority for Elite Athlete Travel Grant</p> <p>PNF advised that this item has been completed</p>	CLOSED	18/9/13
964.12.2	AV Sports Administrator	PNF, DNF, IN	21/8/13 18/9/13	<p>PNF, DNF & IN to negotiate contract with Catalyst Consulting</p> <p>Contract signed 4 Sep 13</p>	CLOSED	18/9/13

964.12.2	AV Sports Administrator	PNF	21/8/13 18/9/13	PNF to notify clubs of new arrangements once contract in place PNF advised that notification had been provided to all clubs	CLOSED	18/9/13
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