



Archery Victoria			
Title:	AV Board Meeting		
Subject:	Minutes		
Author:	AV Board		
Date:	21 April 2016		
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**Archery Victoria Board Meeting
Held via ZOOM Thursday 21 April 2016**

1018.1. Meeting Opens

The meeting was declared open at 1915h

1018.2. Attendees

Peter Bennett (PB)	President
Guenter Licht (GL)	Vice-President
Irene Norman (IN)	Secretary
Damien Sinclair (DS)	Board Member
Merv Grinstead (MG)	Board Member

1018.3. Apologies

Nil

1018.4. Declaration of Proxies

Nil

1018.5. Declaration of Material Personal Interests

Peter Bennett declared a Material Personal Interest as Proprietor of Pete's Pro Shop
Irene Norman declared a Material Personal Interest as Director of Arrows Plus.

1018.6. Minutes from Previous Meeting

MOVED Damien Sinclair SECONDED Guenter Licht that the minutes of the meeting dated 10 Mar 2016 as presented be accepted.

CARRIED

1018.7. Business Arising from Previous Minutes

- See Annex A

1018.8. Business Conducted by Email since Last Meeting

Nil

1018.9. Correspondence

Advice received of resignation of Member Protection Officer due to ill health.

1018.10. Reports

1018.10.2 **Financials.** Financial Reports were not received for this meeting.

1018.10.3 Officials Reports

No formal reports were received from the AV Officials. The Board formally noted that the Vice-President – as per the recently approved Duty Statements – has responsibility for governance of the work of the AV Board Officials.

Discussions were had on the following:

1018.10.3.1 **Auto Claiming.** The issue of automatic claiming of State Records for Grand Prix events, State Championships and QREs was discussed. MOVED GL SECONDED PB that AV retain automatic claiming for these events.

CARRIED

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
1018.10.3.1	Auto Claiming of State Records	21 Apr 16	Advise State Recorder of decision	GL	19 May 16

1018.10.3.2 **AV Badges Recorder.** The Board noted the resignation of Leanne Strahan from the AV Badges Recorder position at the Annual General Meeting. The Board thanked Leanne for her efforts in this role. GL advised that Paul Gardiner and Ros Greig had agreed to take on the role of AV Badges Recorder. MOVED GL SECONDED DS that the offer from Paul Gardiner and Ros Greig be accepted.

CARRIED

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
1018.10.3.2	State Badges Recorder	21 Apr 16	Advise Paul Gardiner & Ros Greig of their appointment	GL	19 May 16
			Set up emails and contact details, advise clubs and get info put on website.	IN/DS	19 May 16

1018.10.3.3 **AV State Recorder.** GL advised that Fiona Guest – currently living overseas – was happy to relinquish the position of AV State Recorder. The Board thanked Fiona for her efforts in this role. PB advised that Dawn Nelson-Furnell had agreed to take on the role of AV State Recorder. MOVED GL SECONDED PB that the offer from Dawn Nelson-Furnell be accepted.

CARRIED

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
1018.10.3.3	State Recorder	21 Apr 16	Advise Dawn Nelson-Furnell of her appointment	GL	19 May 16
			Set up emails and contact details, advise clubs and get info put on website.	IN/DS	19 May 16

1018.10.3.4 **AV Judges Coordinator.** GL and MG discussed the current status of National Judges and National Judge Candidates. Clubs are asking for confirmation of judges for events. A reminder to be sent out to all judges to lodge their interested in judging for the remainder of the year. GL to organise for Zoom meetings for NJCs to assist with questions and workshops.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
1018.10.3.4	Judges	21 Apr 16	NJs and NJCs to be reminded to put in their commitments for the remainder of the events on the 2016 Calendar	MG	19 May 16
			Zoom meetings to be set up to assist NJCs with questions and workshops	GL	16 June 16

1018.10.4 Grant Funding Updates.

1018.10.4.1 **SRV Transitional Funding.** IN advised that the transitional funding was being acquitted with most actions complete. Some payments were still to be made.

1018.11.4.2 **SRV Grant Funding Proposal 2016 – 2019.** IN advised that SRV has agreed to grant funding of \$178,500 for the next 3.5 years based on the funding proposal put forward. A work plan needs to be developed for the first 12 months. AV should expect 2 partial payments before the end of the FY with 6 monthly payments thereafter. The Board agreed that input should be sought on aspects of the grant funding from AV member clubs.

1018.11.4.3 **Travel Funding Para/VI and NYAC.** IN advised that the funds for sponsorship of athletes to the Para/VI championships and for State Team members for the NYAC was being distributed. Funds to be acquitted when payments completed.

1018.10.5 Board Mentor Reports

All Board Members have made contact with their Mentor Clubs

1018.11 Notices of Motion/Discussion Papers

1018.11.1 **Longbow Motion.** GL advised that the Notice of Motion to Archery Australia for proposed changes to Longbow Rules had been finalised by David Annear from Diamond Valley Archers. The proposed Notice of Motion was presented to the Board. MOVED GL SECONDED PB that the Notice of Motion be supported by AV and sent to AA for consideration.

CARRIED

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
1018.11.1	Notice of Motion for Changes to Longbow Rules	21 Apr 16	Forward Notice of Motion to AA with AV endorsement	GL	19 May 16

1018.12. General Business

1018.12.1 **New Club Application – Heidelberg Archery Inc.** IN advised that a new club application had been received from Heidelberg Archery Inc. The application and relevant paperwork was distributed to Board Members prior to the meeting. MOVED PB SECONDED GL that Heidelberg Archery Inc be accepted as a member club of Archery Victoria.

CARRIED

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
1018.12.1	Heidelberg Archery Inc	21 Apr 16	Advice to HAI of acceptance as a member club Send out all required paperwork to HAI for completion Advise AV Clubs of acceptance of HAI as member club	IN	19 May 16

1018.12.2 **Resignation of Tania Sacco.** Tania Sacco (currently Members Representative and CFO) has advised the AV Board of her resignation due to ill health. The Board reluctantly accepted Tania's resignation. The Board expressed their thanks to Tania for the work she has done over the last 18 months and wished her well for the future.

The Board will determine at their next meeting whether to fill Tania's position now or wait for the next AGM.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
1018.12.2	Filling of Board position (Member's Representative)	21 Apr 16	Place on Agenda - Discuss at next Board meeting whether to fill the position temporarily or to wait to fill at the next AGM	IN	19 May 16

1018.12.3 **Expenditure Process.** Prior to her resignation Tania Sacco had proposed that the AV Board:

- Move away from an accrual accounting financial system to a cash based financial system. The merits of moving to a cash based system were discussed. The Board agreed to remain with the accrual accounting system at this stage.
- Put in place a formal process whereby the CFO is authorised to make standard payments as they come in. A process for dual approval of non-standard payments to be implemented. This process was agreed in principle by the Board. Procedures to be drafted.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
1018.12.3	Financial Procedures	21 Apr 16	Financial procedures to be drafted as per proposal for both standard payments and non-standard payments	IN	18 Jun 16

1018.12.4 **Policy Review – State Championship Schedule.** Following the receipt of EOs from member clubs in Oct/Nov 2015 a revised State Championship Schedule and Policy has been completed. The draft policy was distributed to Board members prior to the meeting. **MOVED PB, SECONDED MG** that the revised policy be accepted.

CARRIED

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
1018.12.4	Revised Policy 0415	21 Apr 16	Publish revised policy to website	DS	19 May 16

1018.12.5 **2016 State/National Indoor Championships.** In accordance with the State Championship Schedule for 2016 the Board confirmed the venues for the upcoming 2016 State/National Indoor Championships will be Twin City Archers Gippsland and Diamond Valley Archers. Both clubs have confirmed that they wish to be part of these championships this year. (It was noted that A.I.M. Archers in Melbourne Inc would join the roster for this event in 2017 as per the nearly approved State Championship Schedule.) The Board requested that both clubs ensure that fees for the championships were consistent and that they open up their entries at the same time. AA to be advised of venues.

The Board further discussed the possibility of separating the State and National Championships in 2017. This issue will be discussed again at future meetings.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
1018.12.5	2016 State/National Indoor Championships	21 Apr 16	AA to be advised of 2016 venues Agenda Item – Jun 16 meeting – possible separation of State and National Championships in 2017	IN IN	19 May 16 18 Jun 16

1018.12.6 **Board Structure & Club Involvement.**

1018.12.6.1 **Board Structure.** A discussion was had re the current structure of the Board. A review of the AV Constitution confirmed that the current structure was as per the Constitution. Any changes would need to be done following an amendment to the Constitution. No further action on this at this stage.

1018.12.6.2 **Club Involvement in AV.** It was agreed by the Board that there should be more formal involvement by Member Clubs in the business of AV. It was further agreed that President's Forums would be instigated 2-3 times per year to involve Club Presidents in discussions and to seek input on future directions. Details to be determined. Formal proposal to be put to Board Meeting in Jun 2016.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
1018.12.6.2	President's Forums	21 Apr 16	Formal proposal for President's Forums to be developed for Jun 16 Board meeting	IN	18 Jun 16

1018.12.7 **Recognition of Achievement.** Applications received from Harri Howden and Niamh Jones. MOVED GL SECONDED DS that a recognition payment be made to Harri and Niamh in relation to their selection for, and participation in, the Australian Team to the Oceania Games.

CARRIED

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
1018.12.7	Recognition of Achievement	21 Apr 16	Payments to be made for Niamh & Harri	GL	19 May 16

1018.12.8 **Review of Board Positions.** With the resignation of Tania Sacco, Board positions were again discussed. Board Members will now take up the following positions:

President	Peter Bennett
Vice-President	Guenter Licht
Secretary	Damien Sinclair
CFO	as per current duty statements GL will take on this role until vacant position filled – assisted by MG/IN as required
Members Rep	as per current duty statements GL will take on this role until vacant position filled
Board Member	Merv Grinstead
Board Member	Irene Norman

1018.12.9 **Archery Heroes.** The nominations for Archery Heroes were considered and confirmed. It was agreed that a plaque would be presented to each successful nominee and that presentations would be made at clubs at a suitable occasion to be determined by the club. Plaques should be available to clubs by mid June 2016. Announcement of successful nominees to be made by end May 16.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
1018.12.9	Archery Heroes	21 Apr 16	Organise plaques for successful nominees	GL	30 May 16
			Announcement of successful nominees to clubs	DS	30 May 16
			Agenda Item – determine date for next round of Archery Hero nominations	IN	18 Jun 16

1018.12.10 **Arnold Classic.** PB advised that he had been approached by the organisers of the Arnold Classic for AV support to the event over the next three years. PB outlined a proposal for staging a Vegas type tournament at the event (to be held in the Melbourne Exhibition Centre) as well as running a come and try session. IN confirmed that grant funding would be available to support some aspects of such an event. PB to discuss further and update at the next meeting.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
1018.12.10	Arnold Classic	21 Apr 16	Further discussions with organisers on possible AV involvement	PB	19 May 16

108.12.11 **Archers Diary Training.** CEO AA has offered to run Archers Diary training for AV Club Recorders and others who are interested. IN advised that there had been considerable interest expressed by clubs already. Clubs to be canvassed for possible dates and venues. Timings to be agreed with CEO AA.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
1018.12.11	Archers Diary Training	21 Apr 16	Clubs to be canvassed for possible dates and venues – liaise with AA	DS	18 Jun 16

1018.14 Meeting Closes

Meeting closed by the president at 2110h. Next meeting 18 May 16 via Zoom.

Dated 21 April 2016
BOARD MEETING ACTION ITEMS

OPEN ITEMS

Item Number	Item	Action Officer	Meeting Date	Actions Taken	Status	Due Date	Date Completed
992.10.3	Policy Reviews	IN/All DNF IN All IN	18/2/15 18/3/15 20/05/15 22/6/15 27/8/15 18/2/16 10/3/16 21/4/16	IN to redistribute revised policies (February meeting) for review by all Board members. DNF to forward draft copy of revised Championship and Tournament rules documentation to IN for compare and contrast. To be then forwarded to Board for final approval. IN to nominate policies for board members to review DNF is to review the existing tournament policy and submit to the board for review and approval. Funding has been allocated to allow us to employ someone to review all documents. Awaiting funding to come through. A draft of all the new policies has been submitted to the board to digest and approve IN is going through the revised documents and duty statements for the board to then approve. IN will send them out over the next two months. State Championship Schedule presented for approval this month.	Continuing	Sep 16	
998.12.1	Website management	IN	20/5/15 18/2/16	A call is to be put out a call for EOI for updating and management of the AV website TS is currently in discussions with a website developer in regard to updating the current website. Shaun Hastie has expressed an interest in helping with the management of the AV website. Motion to bring Shaun on to help with this role. Moved: TS Seconded: IN Moved 6:0	Continuing	Jun 16	

			21/4/16	DS to liaise with SH and IMG re new website design and publication.			
1018.10.3.1	Auto Claiming of State Records	GL	21/4/16	Advise State Recorder of decision	New Item	19 May 16	
1018.10.3.2	State Badges Recorder	GL IN	21/4/16	Advise Paul Gardiner & Ros Greig of their appointment Set up emails and contact details, advise clubs and get info put on website.	New Item	19 May 16	
1018.10.3.3	State Recorder	GL IN	21/4/16	Advise Dawn Nelson-Furnell of her appointment Set up emails and contact details, advise clubs and get info put on website.	New Item	19 May 16	
1018.10.3.4	Judges	MG GL	21/4/16	NJs and NJCs to be reminded to put in their commitments for the remainder of the events on the 2016 Calendar Zoom meetings to be set up to assist NJCs with questions and workshops	New Item	19 May 16 18 Jun 16	
1018.11.1	Longbow Motion	GL	21/4/16	Forward Notice of Motion to AA with AV endorsement	New Item	19 May 16	
1018.12.1	Heidelberg Archery Inc	IN	21/4/16	Advice to HAI of acceptance as a member club Send out all required paperwork to HAI for completion Advise AV Clubs of acceptance of HAI as member club	New Item	19 May 16	
1018.12.2	Filling of Board Position	DS	21/4/16	Place on Agenda - Discuss at next Board meeting whether to fill the position temporarily or to wait to fill at the next AGM	New Item	19 May 16	
1018.12.3	Financial Procedures	IN	21/4/16	Financial procedures to be drafted as per proposal for both standard payments and non-standard payments	New Item	18 Jun 16	
1018.12.4	Revised Policy 0415	DS	21/4/16	Publish revised policy to website	New Item	19 May 16	
1018.12.5	2016 State/National Indoor Championships	DS	21/4/16	AA to be advised of 2016 venues Agenda Item – Jun 16 meeting – possible separation of State and National Championships	New Item	19 May 16 18 Jun 16	
1018.12.6.2	President's Forums	IN	21/4/16	Formal proposal for President's Forums to be developed for Jun 16 Board meeting	New Item	18 Jun 16	
1018.12.7	Recognition of Achievement	GL	21/4/16	Payments to be made for Niamh Jones & Harri Howden	New Item	19 May 16	

1018.12.9	Archery Heroes	GL	21/4/16	Organise plaques for successful nominees	New Item	30 May 16	
		DS		Announcement of successful nominees to clubs		30 May 16	
		IN		Agenda Item – determine date for next round of Archery Hero nominations		18 Jun 16	
1018.12.10	Arnold Classic	PB	21/4/16	Further discussions with organisers on possible AV involvement	New Item	19 May 16	
1018.12.11	Archers Diary Training	DS	21/4/16	Clubs to be canvassed for possible dates and venues – liaise with AA	New Item	18 Jun 16	

ITEMS CLOSED THIS MEETING

Item Number	Item	Action Officer	Meeting Date	Actions Taken	Status	Date Completed
984.12.1	New Club Application – HMAS Cerberus	PNF/DNF IN	20/8/14 22/9/14 21/1/15	<p>Meeting with XO HMAS Cerberus re concerns – report back to meeting 17 Sep 14</p> <p>Meeting still to be arranged</p> <p>Brief discussion was held on this application. Concerns in relation to how this club is intending to set up and the proximity to existing clubs still prevails. The following actions will be undertaken:</p> <ul style="list-style-type: none"> ● Critical analysis of the documentation provided by CAC be undertaken. Of particular note is the issue of payment of association fees, incorporation and safety issues associated with the proposal. ● Angel Archers to be formally approached (outside the Board discussion process noting that members of Angel Archers had been part of the Board discussions in the past) for their official input on the application. <p>The Board noted that AA had indicated that they are looking at archery clubs on Defence establishments at a national level. IN to have further discussions with AA to determine timeframes and intentions.</p> <p>Updated report at the next meeting.</p>		
		IN	20/5/15	<p>IN in contact with AA regarding Cerberus and at present AA in investigating the formation of Defence based Archery Clubs as a national exercise. As a result, nothing will be done with Cerberus in the short term awaiting further feedback from AA.</p> <p>IN updated on follow work that AA are doing in ADF as a complete group. Closed awaiting AA feedback on what status this will hold.</p>	In abeyance pending further advice from AA	
			10/3/16 21/4/16	Item to be closed at this stage	CLOSED	21/4/16