



Archery Victoria			
Title:	AV Meetings		
Subject:	Minutes		
Author:	Chief Executive Officer - Trevor Filmer		
Date:	01/06/12	Replaces:	New
Number:	944	Pages:	11

Archery Victoria Board Meeting
Held at 50 Campbell Street, Crib Point, VIC, 3919
Friday 1st of June 2012 at 7.00 pm.

944.1. Meeting Opens

Meeting opened at 7.30 pm

944.2. Attendees

Dawn Nelson Furnell (DNF) Vice-President
Irene Norman (IN) Secretary
Peter Nelson-Furnell (PNF) Members Representative

Trevor Filmer (CEO) Chief Executive Officer

944.3. Apologies

Peter Bennett (PB) President

944.4. Declaration of Proxies

No proxies were declared

944.5. Declaration Of Pecuniary Interests

Irene Norman declared a pecuniary interest as Director of Arrows Plus

944.6. Minutes from Previous Meeting

Moved: IN Seconded: DNF Carried

944.7. Business Completed From Previous Minutes

Attached as Appendix 1.

944.8. Business Open From Previous Minutes

Attached as Appendix 2.

944.9. Reports

944.9.1. 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.

944.9.2. Financials

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.

944.10. Nominations

944.10.1. Debbie Tremelling

944.10.2. Paul Bowen

Item Number	Item	Meeting Date	Actions Taken	Action Officer	Target Date	Date Completed
944.10.	Nominations	01/06/12	There is a third nomination from Merv Grinstead that had not been received. Once this nomination is received the Board shall discuss by email.	CEO	01/07/12	

944.11. Discussion Papers

944.11.1. 2012-2013 Budget

Item Number	Item	Meeting Date	Actions Taken	Action Officer	Target Date	Date Completed
944.11.1.	2012-2013 Budget	01/06/12	<p>The proposed budget was accepted with the following changes.</p> <p>Club Affiliation Fee to be removed.</p> <p>No fee increases for this calendar year.</p> <p>Reduce budget for brochures and replace with an A5 flyer.</p> <p>IMG Credit Card surcharge to be absorbed.</p> <p>Add \$2,000 for improved Championship Grand Prix trophies.</p> <p>Change Coaching section to Training section.</p> <p>Update QuickBooks with a budget so a budget to actual report can be produced.</p>	CEO	01/07/12	

944.11.2. Green Office

Item Number	Item	Meeting Date	Actions Taken	Action Officer	Target Date	Date Completed
944.11.2.	Green Office	01/06/12	<p>The new National Database has presented some real opportunities to enable a "Green Office" concept.</p> <p>It was agreed that the brochures shall be discontinued and replaced with an on-line version. The same to apply to the OzBow Certificates.</p> <p>All member renewal and member information booklets to be phased out and replaced with website links.</p> <p>All forms, such as record claim forms, badges, etc., to be replaced with an on-line version.</p> <p>All competitions to go on-line.</p> <p>All club communications to go via email and website news items. This overrides the 2007 motion that all electronic communications be supported by regular mail.</p>	<p>CEO</p> <p>CEO</p> <p>CEO</p> <p>CEO</p> <p>CEO</p> <p>CEO</p>	<p>01/07/12</p> <p>01/07/12</p> <p>01/10/12</p> <p>01/12/12</p> <p>01/10/12</p> <p>01/07/12</p>	

944.12. Motions on Notice

There were no motions on notice presented.

944.13. General Business

944.13.1. Geelong Archers - State Field.

Item Number	Item	Meeting Date	Actions Taken	Action Officer	Target Date	Date Completed
944.13.1.	Geelong Archers - State Field	01/06/12	<p>There was an unofficial request from Geelong Archers not to conduct the unmarked field component of the State Field Championship.</p> <p>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.</p> <p>It was therefore agreed to release Geelong Archers from its obligation to conduct unmarked field as part of the State Field Championship.</p> <p>The CEO to contact Geelong and inform them of the decision.</p> <p>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.</p>	CEO	01/07/12	
				CEO	01/08/12	

944.13.2. Projector for the Coaching Sessions.

Item Number	Item	Meeting Date	Actions Taken	Action Officer	Target Date	Date Completed
944.13.2.	Projector for coaching sessions	01/06/12	<p>It was agreed that considering the high number of sessions scheduled for 2013 that a suitable projector be purchased.</p> <p>The CEO to include in the budget under the Training section.</p>	CEO	01/11/12	
				CEO	01/07/12	

944.13.3. Minute Secretary.

Item Number	Item	Meeting Date	Actions Taken	Action Officer	Target Date	Date Completed
944.13.3.	Minute Secretary	01/06/12	It was concluded that there is no need for a minute secretary at this time.	Board		01/06/12

944.13.4. Distribution of Regions to the Board.

Item Number	Item	Meeting Date	Actions Taken	Action Officer	Target Date	Date Completed
944.13.4.	Distribution of Regions to the Board	01/06/12	Upon decision of the next Board Member the Board shall then allocate the regions.	Board	01/07/12	

944.13.5. Full-time CEO proposal.

Item Number	Item	Meeting Date	Actions Taken	Action Officer	Target Date	Date Completed
944.13.5.	Full-time CEO proposal	01/06/12	<p>The objectives that are part of the Victorians More Active (VMA) and the Volunteering Innovation Program (VIP) require an enormous amount of management.</p> <p>These programs amount to \$45,000 of funding a year and are ongoing over several years.</p> <p>In addition, the resignation of the SDO has left AV understaffed so the Board has authorised an increase of hours of the CEO from 20 hours a week to 40 hours a week.</p> <p>This should produce a net saving of \$13,500 for the 2012/2013 financial year.</p>	Board	01/07/12	

944.13. General Business (continued)

944.13.6. Club Coach training session, appointment of the RHPC's.

Item Number	Item	Meeting Date	Actions Taken	Action Officer	Target Date	Date Completed
944.13.6.	Club Coach training session, appointment of the RHPC's	01/06/12	<p>Archery Victoria now has the handouts for the Club Coach training session. It will require a powerpoint presentation to be designed along with the session notes.</p> <p>Once the Club Coach sessions have been completed the Board of Archery Victoria shall appoint up to 5 Regional High Performance Coaches (RHPC's).</p> <p>The Board also takes the opportunity to clarify the term RHPC. This was originally part of the Pathway Program where the term Region related to the State. There was also confusion that region meant "a part of an area" like Victoria.</p> <p>The term RHPC is now replaced with High Performance Coach (HPC) and will take on some of the SDO duties.</p> <p>The CEO to draft new duty statements with this in mind.</p>	<p>CEO</p> <p>Board</p> <p>Board</p> <p>CEO</p>	<p>01/10/12</p> <p>01/11/12</p> <p>01/07/12</p> <p>01/08/12</p>	

944.13.7. Schools Program.

Item Number	Item	Meeting Date	Actions Taken	Action Officer	Target Date	Date Completed
944.13.7.	Schools Program	01/06/12	<p>The SDO has done some good work in promoting Archery Victoria into the schools. There was much discussion on the value of a schools program since historically AV doesn't appear to attract a lot of members from this venture.</p> <p>The CEO is aware that nearly every other sport has a schools program. The earlier you can expose a sport to a school child the better the chance they may take it up later in life.</p> <p>Archery Victoria is not in a position to manage a program of this scale nor does it want to follow the South Australian model where it becomes a simple pastime for the school.</p> <p>The CEO is to draw up a Schools Program. The objective is to create school clubs that are taught by the school teachers as per the success of the Police Youth Clubs in NSW.</p> <p>The CEO to create a mix of products for sale into the schools by the clubs and archery businesses.</p>	<p>CEO</p> <p>CEO</p>	<p>01/08/12</p> <p>01/08/12</p>	

944.13.8. 2012-2013 State Squad.

Item Number	Item	Meeting Date	Actions Taken	Action Officer	Target Date	Date Completed
944.13.8.	2012-2013 State Squad	01/06/12	<p>The resignation of the SDO has left a hole in the management of the State Squad.</p> <p>It was decided to remove the reference to the State Squad in document 491.</p> <p>The CEO to prepare a draft of a revised document 491 for submission at the next meeting.</p>	<p>Board</p> <p>CEO</p>	<p>01/07/12</p> <p>01/07/12</p>	

944.13. General Business (continued)**944.13.9. Judges Names On Claim Forms.**

Item Number	Item	Meeting Date	Actions Taken	Action Officer	Target Date	Date Completed
944.13.9.	Judges Names On Claim Forms	01/06/12	It was agreed that all forms that are claims or badges shall require the name of the Judge at the event to be listed.	CEO	01/10/12	

944.13.10. Constitutional Reform.

Item Number	Item	Meeting Date	Actions Taken	Action Officer	Target Date	Date Completed
944.13.10.	Constitutional Reform	01/06/12	<p>Discussion took place on the difficulty in attracting the Chief Financial Officer (CFO) Board Member.</p> <p>It was agreed that this task is perceived to be onerous whereas the historical duties of the CFO (nee Treasurer) are all undertaken by the CEO.</p> <p>The Secretary to draw up a draft of proposed changes to the Constitution that include the nomination and election by the Clubs of Board Members only and that the Board shall then select the President and other Officer Bearers in line with the Archery Australia model.</p>	IN	01/08/12	

944.13.11. Stock Disposal Policy.

Item Number	Item	Meeting Date	Actions Taken	Action Officer	Target Date	Date Completed
944.13.11.	Stock Disposal Policy	01/06/12	The CEO to prepare a proposal for selling off the stock held by Archery Victoria.	CEO	01/07/12	

944.13.12. Regional Sports Assemblies.

Item Number	Item	Meeting Date	Actions Taken	Action Officer	Target Date	Date Completed
944.13.12.	Regional Sports Assemblies	01/06/12	<p>The CEO to determine which club is associated with each Regional Sports Assembly (RSA).</p> <p>This will enable the regional clubs to complete the Health Check as part of the VMA funding application.</p>	CEO	01/07/12	

944.13.13. SRV Funding Overview.

Item Number	Item	Meeting Date	Actions Taken	Action Officer	Target Date	Date Completed
944.13.13.	SRV Funding Overview	01/06/12	The CEO to amalgamate the various SRV submissions into one document.	CEO	01/07/12	

944.14. Meeting Closes

Meeting closed at 11.45 pm

944. Appendix 1 Business Completed From Previous Minutes

Item Number	Item	Meeting Date	Actions Taken	Action Officer	Target Date	Date Completed
942.8.4			Information to be provided to the Board on SDO payments since December 2011	CEO	04/05/12	01/06/12
942.8.4			Additional information to be provided on the ageing summary report in future months	CEO	10/05/12	01/06/12
942.9			CEO to provide details of any potential Board members to Board President	CEO	04/05/12	01/06/12
942.9			Board President to discuss positions with potential nominees	PB	25/05/12	01/06/12
942.11.1			2012 State Field – contact AA to determine format of National Field for 2013 and report back to next meeting	PB	25/05/12	01/06/12
942.11.1			Discuss issue with Geelong Archers	IN	25/05/12	01/06/12
942.11.2			Archery Victoria documentation be amended to reflect removal of the Limited Compound Division	CEO	25/05/12	01/06/12
942.11.4			Synopsis of changes to the Constitution to be provided to the Board for discussion	IN	25/05/12	01/06/12
942.11.5			Discussions re AV Coaching Hierarchy and duty statements to be undertaken with CEO	PNF	18/05/12	01/06/12
942.11.5			Board Members to provide comments to PNF	Board	18/05/12	01/06/12
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	25/05/12	01/06/12
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	10/05/12	01/06/12
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	10/05/12	01/06/12
942.11.8			Duty statements of CEO and SDO to be re-examined and updated. Drafts to be provided to Board via email for discussion	CEO	10/05/12	01/06/12
942.11.8			Current and future funding options for SDO to be provided to Board.	CEO	10/05/12	01/06/12
942.11.9			CEO to prepare grant submissions for review by the Board	CEO	25/05/12	01/06/12
942.11.9			CEO to provide submission for additional hours for grant preparation if needed	CEO	08/05/12	01/06/12
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	14/05/12	01/06/12
942.11.10			AV Board President to report back to AV clubs on the outcomes of the AA AGM	PB	25/05/12	01/06/12

Item Number	Item	Meeting Date	Actions Taken	Action Officer	Target Date	Date Completed
940.6.12	PN-F and TF to define the coaching system	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 PNF and CEO Due Date: 18 May 2012 Action: Board Members to provide comments to PNF Due Date: 18 May 2012	PNF, TF		01/06/12
940.6.13	SDO and CEO to tidy up schools program	9/12/11 27/4/12	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. Action: Merchandising to be transferred to archery businesses as soon as practical, no further equipment to be ordered by AV. 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. TF to outline outcome	SDO, CEO		01/06/12
940.6.14	SDO to get back on track with the Creating an Archery Community Program	9/12/11 27/4/12	SDO to focus on the CACP to create a demonstrator model for building club numbers 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	SDO		01/06/12
940.6.15	SDO to define the schools program in detail	9/12/11 27/4/12	SDO asked to provide details of the status and operation of the schools program 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	SDO		01/06/12
940.8.2	ANSW Police Youth Citizen Clubs model as applied to schools archery	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	CEO		01/06/12
942.8.4	Financial Reports – Aging Summary Report	27/4/12	Additional information to be provided on the ageing summary report in future months Due Date: 10 May 2012	CEO		01/06/12

Item Number	Item	Meeting Date	Actions Taken	Action Officer	Target Date	Date Completed
942.11.1	Unmarked Field as part of State Field Championships	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	Peter Bennett		01/06/12
942.8.4	Financial Reports – SDO Payments	27/4/12	Information to be provided to the Board on SDO payments since December 2011 Due Date: 4 May 2012	CEO		01/06/12
942.11.1	Unmarked Field as part of State Field Championships	27/4/12	Discuss issue of running unmarked field with Geelong Archers Due Date: 25 May 12	Irene Norman		01/06/12
942.11.2	Removal of Limited Compound Division	27/4/12	Archery Victoria documentation be amended to reflect removal of the Limited Compound Division Due Date: 25 May 12	CEO		01/06/12
942.11.4	Proposed changes to AV Constitution	27/4/12	Synopsis of changes to the Constitution to be provided to the Board for discussion Due Date: 25 May 12	Irene Norman		01/06/12
942.11.6	X-Ring Magazine in e-magazine form	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	CEO		01/06/12
942.11.7	SDO Resignation – Outstanding Issues	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	CEO		01/06/12
942.11.8	CEO and SDO roles/Full Time CEO proposal	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	CEO		01/06/12
942.11.8	CEO and SDO roles/Full Time CEO proposal	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	CEO		01/06/12
942.11.8	CEO and SDO roles/Full Time CEO proposal	27/4/12	Current and future funding options for SDO to be provided to Board. Due Date: 10 May 2012	CEO		01/06/12
942.11.9	Grant Funding Submissions Due May 2012	27/4/12	CEO to prepare grant submissions for review by the Board Due Date: 25 May 2012	CEO		01/06/12
942.11.9	Grant Funding Submissions	27/4/12	CEO to provide submission for additional hours for grant preparation if needed Due Date: 8 May 2012	CEO		01/06/12
942.11.10	Archery Australia AGM – AV CEO Presentation	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	CEO		01/06/12
942.11.11	Email Decision Making by Board	27/4/12	Out of Session email decision-making to be recorded in the Minutes of the subsequent Board Meeting.	CEO		01/06/12

Item Number	Item	Meeting Date	Actions Taken	Action Officer	Target Date	Date Completed
942.11.12	Publication of minutes of Board meetings on AV web site	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.	CEO		01/06/12

944. Appendix 2 Business Open From Previous Minutes

Item Number	Item	Meeting Date	Actions Taken	Action Officer	Target Date	Date Completed
932.11.7	Organise red armbands for the judges	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 details of design to IN.	CEO		ongoing
940.6.16	Ensure that all team managers have Working With Children Certificates	9/12/11 27/4/12	WWCC confirmed as required for all team managers at Youth Nationals. CEO to create a new policy and procedure document to cover all events that a Team Manager is required. Due 30/6/12.	SDO		ongoing
940.7.5	Draw up a draft set of clubs to be assigned to Board members to mentor	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	CEO		ongoing
942.11.4	Proposed changes to AV Constitution	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)	Irene Norman		ongoing
942.11.10	Archery Australia AGM	27/4/12	AV Board President to report back to AV clubs on the outcomes of the AA AGM Due Date: 25 May 2012	Peter Bennett		ongoing