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| av small logo.jpg | **Archery Victoria** | | | |
| Title: | AV Board Meeting | | |
| Subject: | Minutes | | |
| Author: | AV Board | | |
| Date: | 27 July 2017 | |  |
| Number: | 1048 | Pages: | 1 of 23 |

**Archery Victoria Board Meeting**

**Held via ZOOM Thursday 27 July 2017**

**1048.1. Meeting Opens**

The meeting was declared open at 1908h

**1048.2. Attendees**

Guenter Licht (GL) President/A/CFO

Alec Potts (AP) Board Member

Alan Howell (AH) Members’ Representative

Brendan Jones (BJ) Board Member

Deb Popov-Conroy (DPC) Board Member

Irene Norman (IN) Secretary

Peter Moray Secretariat to AV Board

**1048.3. Apologies**

Nil

**1048.4. Declaration of Proxies**

Nil

**1048.5. Declaration of Material Personal Interests**

* Brendan Jones declared a Material Personal Interest as Partner in Billawin Waters Ltd, Member of AA Youth Development Committee and Board Member South-West Sport.
* Alec Potts declared a Material Personal Interest as Owner of Eliza Archery.
* Irene Norman declared a Material Personal Interest as Trustee of Arrows Plus.

**1048.5. Minutes of Previous Meeting**

The minutes of the meeting dated 22 Jun 17 were distributed via email and agreed prior to the meeting. BJ advised that the State Recorder had advised that she submitted a report prior to the last meeting but that this did not seem to have been tabled. The report was found and will be tabled at this meeting. MOVED AH SECONDED DPC that the minutes of the meeting dated 22 Jun 17 as presented be formally accepted.

**CARRIED**

**1048.6 Business Arising from Previous Minutes**

* See Annex A

**1048.7 Business Conducted by Email since Last Meeting**

1048.7.1 Minutes of Meeting dated 22 Jun 17 were circulated and agreed.

1048.7.2 Finalisation of State Team Policies – including Addendums 1 and 2. Documents have now been published.

**1048.8. Reports**

1048.8.1 **Financials.** Financial Reports were presented to the Board and are at Annex B to these minutes. Grant funding for Perth NAC has been received. $45,000 has been repaid to AA. AA will now be administering these funds direct.

MOVED IN SECONDED BJ that the financial statements as presented be accepted.

**CARRIED**

1048.8.2 **Officials Reports.** Report received from Badges Recorder. Report received from State Recorder for April 17. Attached at Annex C.

1048.8.3 **Working Party and Sub-Committee Reports.** There are currently two Working Parties and one Sub-Committee working as adjuncts to the Archery Victoria Board.

1048.8.3.1 **Constitution and Governance Reform Working Party.** All members of the Working Party have been advised of their appointment. Margot has completed an introductory piece which has been distributed. Margot will be contacting all those involved to have some discussions on the good, bad and the ugly about Archery Victoria Constitution and Governance. This will be circulated and form the basis for the first meeting. Margot will outline the pathway ahead for discussion.

1048.8.3.2 **Review of State Recorder and State Badges Recorder Roles and Responsibilities.** First meeting to be organised before the August Board meeting.

1048.8.3.3 **State Team Steering Sub-Committee**. Considerable complexity in selection for Victorian State Indoor Team. Calculations and count back rules needed to be applied with selection extremely close for positions 4 and 5 in both Recurve and Compound teams. There is a possible State Team Policy breach in relation to uniforms which will be discussed with the archer/s concerned. Report will be made to the AV Board. It was noted that quite a few archers at the Indoor Championships wore State Team uniforms from previous events and other years. Sub-Committee will work through this issue and provide details of changes needed to clarify the uniform policy.

1048.8.4 **Grant Funding Updates**.

1048.8.4.1 **Travel and Accommodation Funding Grant.** Funding received for 2017 NAC travel and accommodation funding.

1048.8.4.2 **Supporting Victorian Sport – Workplan 2017**. Work continues with the Retention and Conversion Study the highest priority.

1048.8.5 **Board Mentor Reports.**

1048.8.5.1 DPC has been in touch with each of the Mentor clubs and reported on minor issues.

1048.8.6 **Policy Reviews.**

1048.8.6.1 **Sponsorship Policy.** BJ provided a draft sponsorship policy for consideration. AV needs a framework within which to engage sponsors. Comments to IN by 21 Aug 17.

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| **Item Number** | **Item** | **Meeting Date** | **Actions to be Taken** | **Action Officer** | **Target Date** |
| 1048.8.6.1 | Sponsorship Policy | 27 July 17 | Comments on draft sponsorship policy | All | 21 Aug 17 |

1048.8.6.2 **Crossbow Policy**.AP has sent around a draft information document in relation to crossbows. Comments back to AP. To be considered at next meeting.

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| **Item Number** | **Item** | **Meeting Date** | **Actions to be Taken** | **Action Officer** | **Target Date** |
| 1048.8.6.1 | Crossbow Policy | 27 July 17 | Comments on draft policy | All | 21 Aug 17 |

1048.8.6.3 **Missing Policies 0533 – 0539**. AH advised that the documents relating to policies 0533 – 0539 were missing from the website. IN advised that these policies were probably obsolete as they were covered by AA. IN to look at policies and advise.

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| **Item Number** | **Item** | **Meeting Date** | **Actions to be Taken** | **Action Officer** | **Target Date** |
| 1048.8.6.1 | Missing Policies 0533 - 0539 | 27 July 17 | Review policies for relevance | IN | Aug 17 |

1048.8.7 **Child Safe Updates.** A few enquiries have been received from clubs. Email received from VICSPORT to advise that they have formed a partnership which will provide free Police Checks to Sporting Organisations. Next steps need to be worked on

1048.8.8 **Athlete Achievements.** Particular achievements:

* + - Master Bowman (Target) award received by Steve Nadudvary
    - Grand Master Bowman (Target) award received by Paul Gardener
    - Master Bowman (indoor) award received by Kevin Davey
    - 1350 World Archery award received by Geoff Rogers
    - State Indoor Teams – compound and recurve finished No 1 in the recent National Indoor Championships.
    - Perfect 600s on the Australian Indoor round achieved by Hamish Thompson and Alec Potts.

Well done to all.

**1048.9. Notices of Motion/Discussion Papers.** Nil notices of motion or discussion papers for this meeting.

**1048.10. General Business**

1048.10.1 **2018 Archery Victoria Tournament Event Calendar**. 2018 Calendar to be commenced. EOI to be issued. GP and Championship events to be modelled on last year with the addition of State Matchplay. Discussion was had on an Indoor GP. To be considered for 2019 with some possible events in 2018. EOI for State Championship changes from 2019 onwards to be issued in September.

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| **Item Number** | **Item** | **Meeting Date** | **Actions to be Taken** | **Action Officer** | **Target Date** |
| 1048.10.1 | 2018 Archery Victoria Tournament Event Calendar | 27 July 17 | EOI to be issued | IN | Aug 17 |
| 1048.10.1 | Changes to State Championships Roster | 27 Jul 17 | EOI to be issued in Sep 17 | IN | Sep 17 |

1046.10.2 **Appointment of Auditor**. An auditor needs to be appointed to review the 2017 Financials. It was suggested that we use the auditor from 2 years ago. They are familiar with our books and are independent of the organisation. This was agreed. IN to determine if they are willing to undertake the audit this year.

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| **Item Number** | **Item** | **Meeting Date** | **Actions to be Taken** | **Action Officer** | **Target Date** |
| 1048.10.2 | Appointment of Auditor | 27 Jul 17 | Contact auditor to determine availability | IN | Aug 17 |

1048.10.3 **Beastwear and Aspect Sponsorship Proposals**. GL reported on a meeting with Beastwear who had approached AV to be an exclusive provider of uniforms to AV It was noted that since the meeting with Beastwear (some three weeks prior), no contact had been made by the company and the documentation and information requested from them had not been provided. IN noted that range and price of garments from Beastwear looked promising but their responsiveness and commitment may be in question. GL also provided a similar sponsorship proposal from Aspect (our current uniform provider). The Board confirmed that any sponsorship arrangement would need to benefit Member Clubs and not just Archery Victoria directly. This issue has been put on hold pending the finalisation of the AV Sponsorship Policy.

1048.11.4 **Cut-off Dates for National Team Selection and Uniform Dates**. GL queried the cut-off dates for National Team Selection. BJ undertook to take this to the State Team Steering Sub-Committee who will deal with the issue. An EOI for the Team Manager for the 2017 NAC needs to be issued.

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| **Item Number** | **Item** | **Meeting Date** | **Actions to be Taken** | **Action Officer** | **Target Date** |
| 1048.11.4 | EOI Team Manager 2017 NAC | 27 July 17 | EOI to be issued. | IN | Aug 17 |

1048.11.5 **Blong**. IN advised that Blong is a new provider of social media services and is situated in Gippsland. The Board considered the information provided by Blong but decided not to proceed at this time.

1048.11.6 **Grand Prix Release Info.** BJ distributed an information release for the 720 Grand Prix series. The release was considered by the Board and approved. Release to be issued to all clubs.

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| **Item Number** | **Item** | **Meeting Date** | **Actions to be Taken** | **Action Officer** | **Target Date** |
| 1048.11.6 | 720 GP Information Release | 27 July 17 | Issue release | IN | Aug 17 |

1048.11.7 **Incident Indoor Championships**. An incident was reported to the AV Board in writing which occurred outside one of the venues for the State Indoor Championships. GL is handling the issue and is awaiting a report from the venue involved. Any discussions on this issue will be completed ‘in camera’.

1048.11.8 **Inclusion of Invictus Games in Recognition Scheme (Policy 0492).** The issue of inclusion of the Invictus Games into Policy 0492 was raised. The Board believed that if AA have not run the selection process then we can’t be sure of the integrity of the process. This needs to be checked out. Policy 0492 to be reviewed with findings presented at the next Board Meeting.

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| **Item Number** | **Item** | **Meeting Date** | **Actions to be Taken** | **Action Officer** | **Target Date** |
| 1048.11.8 | Review of Policy 0492 | 27 July 17 | Review Policy – consider Invictus and Oceania and others | IN | Aug 17 |

1048.11.9 **Southern Cross Archery Club.** City of Maribyrnong have temporarily closed down SCAC. Meeting was held between SCAC and City of Maribyrnong. IN attended on behalf of AV. Reps from Council were from Leisure and Sports area. Drive on the closure has come from the Risk Management area of Council. Urban encroachment is significantly impacting the club and the risk factors. An independent risk assessment was done by the Council insurers without reference to the club. This has resulted in a number of inaccuracies in the report. Council employees agreed to a 2 part submission. The first is to reinstate the come and try activities. The second is to reinstate archery on the site. AV has suggested that SCAC approach the elected local Councillors to seek support. This does not appear to have been done to date. AH reported on a possible alternate location which is being considered at the moment.

1048.11.10 **Property in City of Hobsons Bay.** Mobile have a buffer zone at their Altona refinery which is potentially being made available to sporting organisations. A large piece of land is involved which may make a good site for a proposed AV club or a State Archery Park. This may also be a solution for SCAC. AH provided information on the proposal to the Board. Considerable discussion ensued. The Board agreed that AH do more investigation on where the project is up to and what the opportunities might be.

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| **Item Number** | **Item** | **Meeting Date** | **Actions to be Taken** | **Action Officer** | **Target Date** |
| 1048.11.10 | Property in City of Hobsons Bay | 27 July 17 | Investigate opportunities for use of this property | AH | Sep 17 |

**1048.11 Meeting Closes**

Meeting closed by the President at 2140h. Next meeting 24 August 2017 via Zoom.

**ANNEX A**

**To Board Minutes**

**Dated 27 July 17**

**Dated 27 July 2017**

**BOARD MEETING ACTION ITEMS**

**OPEN ITEMS**

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| Item Number | Item | Action Officer | Meeting Date | Actions Taken | Status | | Due Date | Date Completed |
| 998.12.1 | Website management | IN  AH  AH/All  AH  AH/All  AH | 20/5/15  18/2/16  21/4/16  16/6/16  21/7/16  18/8/16  20/10/16  17/11/16  26/1/17  23/2/17  23/3/17  27/4/17  25/5/17  22/6/17  27/7/17 | A call is to be put out 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  DS to liaise with SH and IMG re new website design and publication.  DS to check on progress  Access is being organised for SH to the current website so that the build of the new website can continue. The issue of management of the website was discussed. MOVED BJ SECONDED AH that an AV sub-committee be formed for govern the ongoing maintenance and securing of the website (and perhaps social media into the future). AH to head up sub-committee. CARRIED  AH has been in contact with SH. John Hyde (JH) advised we need to go up to V2 – response waiting from JH. SH has been advised. Some clean-ups have been done. Charter for sub-committee. All Board members to send ideas to AH.  Progress has been made on clean up of the current site. AH to report at next meeting.  AH advised that he is having some difficulty engaging IMG in discussion. AH confirmed that IMG were migrating all data on current website. IN advised that we had agreed in the initial instance to provide some inclusive images. Plan for content migration was the responsibility of IMG – minimal downtime between old site down and new site up. SH has done a backup of current website. AH is vigorously following up with IMG and scheduling a hook-up to outline timelines.  AH has been in contact with Sports TG. Sports TG have assured him that it is on track but not convinced. Deadline is 31 Jan 17. Delays discussed. AA has already intervened with Sports TG. Suggested that we give them until drop dead date and then seek deposit back. Formal 7 days notice of withdrawal. Issues discussed were the possible down sides of moving away from the same website provider as AA and going with a proprietary product that needs specific expertise to maintain. AH has researched alternatives which could be used and will continue to pursue. AH to advise AA of what is happening.  AH advised that SportsTG has submitted the first iteration of the website. Feedback provided indicated that the result of quite underwhelming. Additional information was requested on backend information and training support. Training to be on-line tutorial which was not the original understanding. Updated timeframe on responses has been requested. Information to date has been sparse. AH to continue to follow up and provide feedback. Feedback by Board Members to be provided to AH within the next week.  AH not able to attend this meeting. Further updates at April meeting  AH provided an update from SportsTG. New version of website provided by SportsTG was closer to requirements than the first version. It was still very basic but closer. AH to send out alternative website format for review. AH to contact John Hyde at Aa for an opinion on where to go next. Discussion paper to be prepared by AH. Out of session agreement may be required to get this sorted asap.  As per agreement at the last meeting, AH emailed SPORTSTG to advise that we intended to cease their contract. SPORTSTG asked for further consideration. AH requested a look at the work completed on the new site. Some answers were forthcoming from SPORTSTG. AH recommended the use of different platform to the Board, however members of the Board felt that there was some possible adverse effects of moving from the platform currently used by Archery Australia. It was agreed that AH would email SPORTSTG with further requests and the Board desire to see a site similar to ASA. SPORTSTG to develop site and handover to AV for administration asap. AH to determined suitable time-frame. It is hoped to have this issue resolved before the next Board meeting.  AH reported that progress on the new website is good. SportsTG have advised that AV should have control of the new website by the end of the month. We are waiting on info as to when training can be conducted. Shaun Hastie and Dawn Nelson-Furnell have both expressed interest in undertaking this training (along with Alan Howell). AH is seeing if an additional person can be added to the training. The Board is happy for AH, Shaun Hastie and Dawn Nelson-Furnell to undergo this training – along with an additional person if possible.  Sports TG have advised that website is ready and they are ready for training. Training date to be verified. Face-to-face training has been agreed. 4 likely to be trained. Nominees at discretion of AH. | | Continuing | 18 Aug 16  22 Oct 16  30 Nov 16  31 Jan 17  28 Feb 17  31 Mar 17  May 17  Jun 17  July 17  Aug 17 |  |

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| 1020.12.7 Pt 1 | Funding Application – Sherbrooke Archers | AP | 27/4/17  25/5/17  22/6/17  27/7/17 | (Note: this item has been created as a result of splitting 3 actions previously under identified under 1020.12.7. The split into three distinct activities has been made to ensure clarity of the items. The original action items has now been closed and archived.)  AP has spoken to MP at SA again. To avoid confusion AV will channel all communication through the SA Secretary. The issue of funding for SA is on hold until the State Pathway program is in a more mature state. AP to advise SA Secretary that the application remains open.  Nil updates at this stage pending more mature state of State Pathways program.  Nil updates  Nil updates | Continuing | May 17  Jul 17  Jul 17  Sep 17 |  |
| 1020.12.7 Pt 2 | AA Talent Identification Program (Regional Pathways) | AP | 27/4/17  25/5/17  22/6/17  27/7/17 | (Note: this item has been created as a result of splitting 3 actions previously under identified under 1020.12.7. The split into three distinct activities has been made to ensure clarity of the items. The original action items has now been closed and archived.)  AA have requested dates to meet with CEO AA and HP Manager and the AV Board. AP to gather dates and liaise with AA.  AP has made contact with AA re meeting to discuss introduction of RTIP into Victoria. Nil response as yet. Invoice received to return the $45,000 to Archery Australia which was paid to AV in Jun 16 for this program. Payment will be made over the next two weeks (in instalments to meet banking needs on daily limits).  A meeting has been organised with AA to discuss this program for Victoria. Meeting will be via Zoom on Thursday 29 Jun 17.  Telecon meeting with AA High Performance Co-ordinator. Outlined elite pathways and what AA is intending. Looking for expression of consent that AV are interested. Phone call to GL to confirm interest. Emphasis is target and recurve. AV are good to go with support of this program. Documentation still to be received from AA. GL to follow up with AA on documentation. | Continuing | May 17  Jun 17  Jul 17  Aug 17 |  |
| 1020.12.7 Pt 3 | AV State Pathways Program | AP/BJ  AP/BJ  AP/IN/AH  AP/BJ | 27/4/17  25/5/17  22/6/17  27/7/17 | (Note: this item has been created as a result of splitting 3 actions previously under identified under 1020.12.7. The split into three distinct activities has been made to ensure clarity of the items. The original action items has now been closed and archived.)  AP presented some initial data from his research into other programs in place. The NSW program was discussed. This program concentrates on state team requirements. The Board agreed that the AV program needed to go from grassroots to State Squad level with the Team Selection process already in draft review. Alec will continue to develop his Discussion Paper with further decisions to be made following the meeting with AA.  AP has been working hard on this program and V6 was considered by the Board. It was agreed that a framework was starting to take shape but that more fleshing out is needed. BJ advised of some previous work done on this and he will provide that work to AP and assist with the program. AP and BJ to cost their time in the development of this program for acquittal of the Grant funding. Work continues. Board thanked AP for his work on this to date.  Version 18 of the Victorian Pathways Program was presented. The Board agreed that this document was a good starting point and could be published as the foundation for future work. MOVED AP SECONDED BJ that Version 18 of the Victorian Pathways Program (may need a new name) be accepted. **CARRIED**  The latest version of the Victorian High Performance Incentive Program was also presented. Some changes were suggested. It was agreed to hold off on further work on this document until the meeting with AA on the RTIP.  Pathways document now on website. Dates for 1st training program are still being negotiated by AP. AP following up with graphic designer to have pathways document reproduced. Can then be circulated to all clubs. Printer friendly version and electronic versions to be available. Announcements to be made following completion by graphic designer.  AP/BJ reminded to submit hours spent on task to IN. | Continuing | May 17  Jun 17  Jul 17  Sep 17  Aug 17 |  |
| 1028.7.1 | WA720 Grand Prix Series 2017/2018 | BJ/GL  IN  BJ  BJ  BJ  BJ/AP  BJ/GL  BJ  GL  BJ/GL  GL | 15/9/16  20/10/16  17/11/16  26/1/17  23/2/17  23/3/17  27/4/17  25/5/17  22/7/17  27/7/17 | Detailed proposal for WA720 Grand Prix Series be submitted to AV Board.  BJ/GL have submitted a detailed proposal for Board consideration. Email approval provided.  Approved proposal for Grand Prix Series to be written into policy. IN to check policy rewrite requirements.  Policy review cannot be done until the trial is completed and reviewed. Review to be undertaken at end of trial Grand Prix.  Marcus Annear from DVA has done a program to monitor the trial events. Winning purse to be included in 2017 events. $2 per archer per event to be paid to AV to distribute at end. Pay down to top 8 being proposed (must have competed in 3 events). 50% to top archer with residual being halved down to eighth place. Administrative details to be organised – particularly relating to the prize money and process to collect and pay. BJ to work with IN on administrative details. BJ to check with Marcus on what is available from the system he is building.  BJ has advised that he has received some feedback and survey to be issued. GL and BJ have worked on and agreed the questions. Survey to go out soon. 134 individual archers competed in the pilot program – good result.  BJ to complete survey and new procedures to be completed.  Awaiting advice from BJ  BJ and AP working on survey. Results to be available for May 17 meeting.  Survey results are in. Approx 45 respondents and some good feedback. BJ made 5 recommendations as a result of the survey feedback.   1. Male and female should have different divisions for the Grant Champions. Male and Female WA70/720 and male and female WA 40/720. AGREED 2. The overall results table needs to be changed with two options: 3. Go to a Grand Prix system of points based on standings from best 4 events to a maximum of 4x25=100. AV720 with matchplay and bonus 0.1 to participants (based on their post matchplay finish as a tie breaker). 4. Require 8 x 720 scores and the best 4 count towards the overall results so each archer will have a score out of 2880.   AGREED that the 2880 (b) will be used for 2017 and that from 2018 onwards a Grand Prix points system will be introduced.   1. Skill up and encourage clubs to add in matchplay (but not compulsory). AGREED. Workshops to be conducted. 2. Ensure that each host club registers their event as a World Archery Tournament as it sounds like a few respondents thought they were simply QREs. AGREED 3. Ensure that if members want different/additional tournament formats on the AV Calendar that they work with their Club Committees to nominate these to AV for potential inclusion. We added the 720 series to the calendar, we didn’t take anything out. AGREED   BJ to write up documentation based on the above agreements.  Designs for belt buckles and medals to be finalised.  The 720 Series was discussed at the Presidents Forum on 16 Jun 17. Information is to be sent out to Presidents and details of the series finalised. BJ to work with DNF on the implications of this series on State Team Selection etc.  Some initial design work on the belt buckles and medals has been circulated. GL to continue to work on this.  BJ has circulated an information release for GP series. See General Business.  Design work continues | Continuing | 30 Sep 16  Dec 16  Jan 17  Feb 17  Mar 17  Apr 17  May 17  Jun 17  Jul 17  Aug 17 |  |
| 1034.6.1 | Seeking Financial Advisor to assist an AV Finance, Grants and Audit Committee | AH  AH/GL  AH  AH  AH/BJ  BJ/AH | 21/12/16  26/1/17  23/2/17  23/3/17  27/4/17  25/5/17  22/6/17  27/7/17 | Email to be drafted and sent to identified organisations and individuals  AH drafted an email and circulated to Board. Feedback provided. AH to do another draft and plan for circulation.  Finance, Grants and Audit Committee to be formed. MOVED BJ SECONDED PB that GL chair the committee and IN to be second Board member. External person to be sought as per action above. CARRIED  AH advised that he has had no responses to date. We may need to look further afield. AH to distribute information to the wider AV community to see what response is received.  Awaiting advice from AH  AH advised that no responses have been received to external advertising. Position to be put out for an internal candidate within AV to sit on this sub-committee.  AH advised that there were still no responses from external advertising. AH to prepare an email to all members to seek assistance.  AH advised that there had been no further feedback from Pro-Bono. One applicant had been received via VICSPORT but did not appear to be suitably qualified. Volunteers Victoria to be contacted to see if they may be able to source a suitable person. Follow-up with AV member who may be able to assist in sourcing a suitable individual to be undertaken.  BJ advised that person he had in mind appears to be no longer a financial member. AH distributed information on an applicant but not suitable. BJ advised that My Community has the ability to advertise for a nominee. AH to send info for this position to BJ and GL. | Continuing | Jan 17  Feb 17  Mar 17  Apr 17  May 17  Jun 17  Jul 17  Aug 17 |  |
| 1034.6.8 | Requirements for State Championships | AH/GL  AH/GL/AP  AH/GL | 21/12/16  26/1/17  23/2/17  23/3/17  27/4/17  25/5/17  22/6/17  27/6/17 | Expectations document and policy review to be undertaken  Still to be undertaken  Continuing. Survey to be completed on State Matchplay – AP to put out.  State Matchplay survey completed – see General Business. Expectations document still to be completed  AH and GL continue to work on this document. Draft to be presented to May 17 meeting.  AH & GL still discussing.  AH& GL still working on this. Draft to be presented to Jul 17 meeting  Still in train | Continuing | Jan 17  Feb 17  Mar 17  Apr 17  May 17  Jun 17  Jul 17  Aug 17 |  |
| 1036.10.6 | Review of AV Championship Shields | GL/IN  IN  IN | 26/1/17  23/2/17  25/5/17  22/6/17 | Stocktake of shields and current status and recommendations for usage to be presented to next meeting  Action continuing  IN presented the stocktake of the Champion Shields – stocktake information is at Annex C to these minutes. The Board decided that the shields needed to be updated. It was suggested that Tim Roberts may be willing to take on this task. IN to approach him. Some information is available from the archives on our website (AH is the contact). Some information may also be available from the State Records Recorder.  Tim Roberts from GHA has agreed to undertake the research to update the State Shields. Restoration work needs to be undertaken on the shields themselves. It was discussed as to whether AV should pursue the filling of gaps in the shields (some divisions, age groups etc not represented). It was determined that we sort out the ones we have first before we look at any more. The work on the shields will proceed in slower time but will hopefully be completed by the end of 2017 | Continuing | Feb 17  May 17  Jul 17  Dec 17 |  |
| 1038.10.1 | Victorian Leg of NMS | GL/BJ  GL/AH/IN  IN | 23/2/17  25/5/17  22/6/17  27/7/17 | Guidelines for Victorian Leg of NMS to be included in AV guidelines for State Championship Events  Still with GL and AH. Nominations for NMS 2018 and State Matchplay (as a separate event) to be sought. IN to put out EOI.  EOI issued to clubs. Nil responses to date. IN to follow up with clubs  Two responses received by due date. Another response two weeks after closure. Board confirmed Yering to conduct the Victorian Leg of NMS. MAC and TCAG to be advised that they will be considered for State Matchplay. IN to advise AA, Yering, MAC and TCAG. BJ to be contact for Yering. BJ to discuss prize money with Yering. Yering to provide submission on sponsorship. | Continuing | May 17  Jun 17  Jul 17  Aug 17 |  |
| 1038.10.2 | Technical Advisors to the AV Board | GL | 23/2/17  25/4/17  22/6/17 | Discussion Paper to be developed for April Board meeting on concept of technical advisors to the AV Board  Apologies for delay. Given other priorities discussion paper to be presented for Jun 17 meeting.  Work still to be undertaken. To be considered again at Sep 17 meeting. | Continuing | Apr 17  Jun 17  Sep 17 |  |
| 1038.10.3 | Live Streaming | BJ | 23/2/17  25/5/17  22/6/17 | BJ to discuss live streaming proposal with David Gaze. Discussion paper to be put to May 17 Board Meeting (or earlier if ready).  BJ apologised for delay. Discussion paper will be ready for next meeting.  Work continuing | Continuing | May 17  Jun 17  Aug 17 |  |
| 1040.10.1 | Partnership with Golf Victoria | AP | 23/3/17  27/4/17  25/5/17  22/6/17 | Discussion paper to be presented to Board Meeting  AP still working on this proposal.  AP to meet with Golf Victoria HP Manager. Discussion paper due next meeting.  AP has met with Golf Victoria. Trial being discussed. They are coming back to AP with more info. Likely to be in next 3 months. Proceeding in slower time. | Continuing | Apr 17  Jun 17  Sept 17 |  |
| 1042.8.2.1 | AV Tournament and State Records for World Archery recognised rounds in Open division for Para and VI archers | BJ | 27/4/17  25/5/17  22/6/17  27/7/17 | Liaise with State Records Recorder to establish these records. Optimal use of Archers Diary for these records where possible.  BJ has commenced discussions  AA have now issued a statement in relation to this. Victorian response should follow AA guidance. BJ will work with DNF on this.  BJ and DNF have discussed. DNF is pulling together some questions. Will move forward from there. | Continuing | Jul 17  Aug 17 |  |
| 1042.8.2.1 | AV supported Para & VI interest group | BJ | 27/4/17  22/6/17  27/6/17 | Set up an interest group to champion para & VI archery in Victoria and to make recommendations to the AV Board for development of this aspect of our sport  AV Para & VI Facebook Page has been established. There are some issues with VI archers being able to access this information and more work is to be done on this. An interest group meeting will be convened in the near future.  No further progress. | Continuing | July 17  Aug 17 |  |
| 1042.8.2.1 | Classification of Para & VI archers | BJ  BJ/IN | 27/4/17  22/6/17  27/7/18 | Organise for a classification session 6 months prior to the 2018 Para & VI Nationals  A classification session is to be booked for Jan 18 and notification provided to all clubs when information is available.  Notice to be sent out advising of para & VI classification opportunity. Notice to all clubs seeking candidates for classification. Seek candidates and information on disability. IN to send out notice. BJ to be contact for clubs with questions. Classification likely to be Dec/Jan. AV to pay for classifiers to travel to Melb. BJ to contact AA. | Continuing | Aug 17 |  |
| 1042.8.2.2 | 2017 NYAC Recommendations | BJ | 27/4/17 | Liaise with Ros on any changes to policies and procedures as a result of her recommendations. Work with Ros on a program for the lead up to the 2018 Championships | Continuing | Sept 17 |  |
| 1042.8.6 | Implications of child Safe for NYAC18 | BJ  BJ/AP | 27/4/17  25/5/17  22/6/17  27/7/18 | Determine implications of Child Safe for NYAC18 and develop a plan of action (in conjunction with AA as necessary)  BJ has been in contact with PB. BJ working on a letter to other RGBs informing them of implications of the new Child Safe legislation.  BJ continues to work with TCAG on this issue. Also see General Business for Child Safe input to all tournament and event registrations  BJ and AP have discussed. Plan is coming together. | Continuing | July 17  Aug 17 |  |
| 1042.9.2 | Risk Management Strategy | IN  GL/IN | 27/4/17  25/5/17  22/6/17  27/7/17 | Action plan based on discussion paper recommendations to be prepared – including assignment of responsibilities.  Action plan presented and agreed. GL & IN to work on actions jointing.  Updates will be available for next meeting  Working on it. | Continuing | May 17  Jun 17  Jul 17  Aug 17 |  |
| 1042.9.3 | WWCC Changes to Legislation | IN | 27/4/17  25/5/17  22/6/17  27/7/17 | Action plan based on discussion paper recommendations to be prepared – including assignment of responsibilities  Action Plan presented and agreed. IN to implement.  Clubs advised via Child Safe Update No 2 of new WWCC requirements. A draft policy is expected to be ready for the next meeting.  Not yet complete. Should be available for next meeting | Continuing | May 17  Jun 17  Jul 17  Aug 17 |  |
| 1042.10.1 | New AV Medals | GL | 27/4/17  25/5/17  22/6/17  27/7/17 | GL to prepare designs for Grand Prix series medals and submit for consideration  GL advised that new designs will be sent out soon.  Draft designs have been submitted. Work continuing  GL waiting on final designs. Will distribute as soon as available. | Continuing | Jun 17  Jul 17  Aug 17 |  |
| 1046.8.1 | Orion Archers Loan | DPC | 22/6/17  27/7/17 | Follow up on loan repayment commencement. Loan repayment to be $50 per month or $150 per quarter paid direct to the AV Bank Acct.  DPC advised that Orion Treasurer will be in touch in relation to loan repayments. DPC offered assistance to get Orion up and running. Some issues still being encountered by club in getting operational. DPC to determine what has been done with seed funding. | Continuing | Jul 17  Aug 17 |  |
| 1046.9.1 | Victorian Matchplay | BJ/AP | 22/6/17  27/7/17 | Work on dates, times, formats etc for both a ‘training ‘ matchplay event in 2017 and the 2018 Victorian State Matchplay  Work continues | Continuing | Jul 17  Aug 17 |  |
| 1046.10.1 | Tournament and Event Child Safe Commitment | BJ/AP | 22/6/17  27/7/17 | Work on recommendations for incorporating Child Safe requirements into tournaments and events  Work continues. Statement for all entries to be completed | Continuing | Jul 17  Aug 17 |  |
| 1046.10.2 | Pathways Development Day | AP | 22/6/17  27/7/17 | Further development of workshop concept and details  AP working on this with host club and presenters | Continuing | Jul 17  Aug 17 |  |
| 1046.10.3 | Clout Tournaments/VRRs | BJ/GL | 22/6/17  27/7/17 | Discuss events with interested clubs and organise  Still being worked on | Continuing | Jul 17  Aug 17 |  |
| 1046.10.4 | Schedule of Delegations | IN | 22/6/17  27/7/17 | Prepare draft schedule  Still being prepared | Continuing | Jul 17  Aug 17 |  |
| 1046.10.5 | Police Incident | IN | 22/6/17  27/7/17 | Investigate procedure for Persona Non-Grata  Information still coming. | Continuing | Jul 17  Aug 17 |  |
| 1048.8.6.1 | Sponsorship Policy | All | 27/7/17 | Comments on draft sponsorship policy | New Item | 21 Aug 17 |  |
| 1048.8.6.1 | Crossbow Policy | All | 27/7/17 | Comments on draft policy | New Item | 21 Aug 17 |  |
| 1048.8.6.1 | Missing Policies 0533-0529 | IN | 27/7/17 | Review policies for relevant | New Item | Aug 17 |  |
| 1048.10.1 | 2018 Archery Victoria Tournament Event Calendar | IN | 27/7/17 | EOI to be issued | New Item | Aug 17 |  |
| 1086.10.1 | Changes to State Championships Roster | IN | 27/7/17 | EOI to be issued in Sep 17 | New Item | Sep 17 |  |
| 1048.10.2 | Appointment of Auditor | IN | 27/7/17 | Contact auditor to determine availability | New Item | Aug 17 |  |
| 1048.11.4 | EOI Team Manager 2017 NAC | IN | 27/7/17 | EOI to be issued | New Item | Aug 17 |  |
| 1048.11.6 | 720 GP Information Release | IN | 27/7/17 | Issue Release | New Item | Aug 17 |  |
| 1048.11.8 | Review of Policy 0492 | IN | 27/7/17 | Review Policy – consider Invictus, Oceania and others | New Item | Aug 17 |  |

**ITEMS CLOSED THIS MEETING**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Item Number | Item | Action Officer | Meeting Date | Actions Taken | Status | Date Completed | |
| 1034.6.7 | Secretariat to the AV Board | AH | 21/12/16  26/1/17  23/2/17  23/3/17  27/4/17  25/5/17  22/6/17  27/6/17 | Email to be drafted and sent to all AV members in the first instance. External candidates may be sought if no suitable candidates come from within the AV community  One application received. Application looks sound. BJ and AH to meet with applicant for informal interview. IN to see if applicant available 11 Feb 17.  BJ and AH met with applicant. ABN and invoicing was put to the applicant. Applicant to advise if this is acceptable and also asked to set a rate. Response received that an ABN/invoicing system was acceptable and he has nominated a payment per hour rate. BJ/AH recommended a probation period of 3 months or 6 months. Job description required along with Confidentiality Agreement. Retainer of 12 hours per month with provision of 16 hours and any additional hours on provision of evidence of need. Review process at 3 months and 6 months to be included. Cost to AV is likely to be about $7,000 per annum. AH/BJ to draft job description, IN to draft Confidentiality Agreement and look at a Performance Agreement.  Further discussions with candidate have been undertaken. Awaiting outcomes. Draft job description still required.  AH and BJ to finalise draft job description and send to IN.  Draft duties have been provided. Awaiting advice of ABN. Should be ready to go by Jun 17 meeting.  Draft confidentiality statement and Service Agreement provided to applicant for consideration. Minor changes have been requested by applicant.  Peter is now on Board. All paperwork has been completed. | CLOSED | Jan 17  Feb 17  Mar 17  Apr 17  May 17  Jun 17  Jul 17 | 27 Jul 17 |
| 1042.9.1 | Mandatory Board Quotas | IN | 27/4/17  22/6/17  27/7/17 | Action plan based on discussion paper recommendations to be prepared – including assignment of responsibilities  Action plan still to be completed  Being included in Governance and Constitutional Reform sub-committee work. | CLOSED | June 17  July 17 | 27 Jul 17 |
| 1046.8.1 | 2016 NAC Advance | IN | 22/6/17  27/7/17 | Issue invoice to 2016 NAC Team Manager. Letter to accompany invoice.  Unused funds have been received. Receipts have been received. | CLOSED | Jul 17 | 27 Jul 17 |
| 1046.8.2 | Officials Reports | IN | 22/6/17  27/7/17 | Reminder to AV Officials that quarterly reports are due before Jul 17 meeting and remind them of need to prepare EOFY2017 reports for Annual Report.  Reminder sent. | CLOSED | Jul 17 | 27 Jul 17 |
| 1046.8.5.2 | Board Mentors | All | 22/6/17  27/7/17 | Contact your mentor clubs and advise of new Board Mentor arrangements  Mentors have been in contact | CLOSED | Jul 17 | 27 Jul 17 |
| 1046.8.6.1 | State Team Policy | IN/AH | 22/6/17  27/7/17 | Document to be formatted and published  Formatting and publication completed | CLOSED | Jul 17 | 27 Jul 17 |
| 1046.8.6.2 | State Team Policy Addendum 1 | IN/AH | 22/6/17  27/7/17 | Document to be formatted and published  Formatting and publication completed – including Addendum 2 | CLOSED | Jul 17 | 27 Jul 17 |
| 1046.8.6.3 | Event Registration Checklist | IN/AH | 22/6/17  27/7/17 | Document to be formatted and published  Formatting and publication completed | CLOSED | Jul 17 | 27 Jul 17 |
| 1044.10.6 | Athlete Achievement | AH | 22/6/17  27/7/17 | Acknowledgment of achievement on website and Facebook  Completed | CLOSED | Jul 17 | 27 July 17 |
| 1044.10.6 | Athlete Achievement | IN | 22/6/17  27/7/17 | Include athlete achievement as Standing Agenda Item  Has been included in Standing Agenda from this meeting. | CLOSED | Jul 17 | 27 July 17 |

**ANNEX B**

**To Board Minutes**

**Dated 27 July 17**

**FINANCIAL STATEMENTS**

Appended as a separate document.

**ANNEX C**

**To Board Minutes**

**Dated 27 July 17**

**OFFICIALS REPORTS**

**Badges Report July 2017**

Recent delivery of master and grandmaster bowman awards

Master Bowman Steve Nadudvary (T)

Grand master Bowman Paul Gardener (T)

Master Bowman Kevin Davey (Indoor)

1350 for Geoff Rogers from Wendouree Archers

Silver Arrowhead Geelong Archers

Master, Grand master, Elite Bronze and Elite Silver awards for past member Tammy Richards.

This is the second time Tammy has contacted Archery Australia directly about outstanding awards. Tammy indicated that she has paid the club, the club says she didn’t. To avoid any unpleasantness I have issued a number of awards and badges she was entitled to.

Due to a difference of opinion between Tammy and the club I made the executive decision to send her the awards. If Tammy has any more claims she will be asked to go through TCAG her ex club.

Archery Australia continues to get orders wrong. A medal for a Tasmanian Archer was included in one order. They sent incorrect classification badges, which were returned at our expense, the new ones were incorrect - we received Indoor classification blanks instead of Target classification blanks. This is an ongoing problem, which does not bode well with club trying to deal with AA. As each time I have to return incorrect orders costs AV postage, I have decided to keep the indoor classification blanks and requested new target blanks.

Geoff Rogers (Wendouree) achieved his 1350 award. Unfortunately when I posted it to him it didn’t arrive. The envelope had a hole in it. The plastic bag that contained the badge was there, but not the badge. Considering that most badges like that come in a sealed bag, how could it have gone missing? A request to AA has been made for a replacement. Fiona Hyde has forwarded that onto WA. Apparently there policy is not to replace lost badges. I’m not sure what will happen, nor how to apologise for this unfortunate incident. If WA will not replace it, what next?

Ros Greig

**State Records Recorder Report – April 2017**

There has been 55 new records broken in Vic for the month of April. I have not received the Youth National Scoresheets so no AA National records will be claimed or issued until Fiona or myself receive them ( I have been in contact with Fiona today as I thought she had received them and I was making sure she had them all true and correct, but she too has not seen them.).  I will be posting the records out to clubs next week.

Dawn Nelson-Furnell