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| av small logo.jpg | **Archery Victoria** |
| Title: | AV Board Meeting |
| Subject: | Minutes |
| Author: | AV Board |
| Date: | 23 March 2017 |  |
| Number: | 1040 | Pages: | 1 of 23 |

**Archery Victoria Board Meeting**

**Held via ZOOM Thursday 23 March 2017**

**1040.1. Meeting Opens**

The meeting was declared open at 1912h

**1040.2. Attendees**

Peter Bennett (PB) President

Guenter Licht (GL) Vice President / A/CFO

Alec Potts (AP) Board Member

Irene Norman (IN) Secretary

**1040.3. Apologies**

Alan Howell (AH) Members’ Representative

Brendan Jones (BJ) Board Member

**1040.4. Declaration of Proxies**

 Nil

**1040.5. 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 Trustee of Arrows Plus.
* Alec Potts declared a Material Personal Interest as Owner of Eliza Archery.

**1040.5. Minutes of Previous Meeting**

MOVED GL SECONDED AP that the minutes of the meeting dated 23 Feb 17 as circulated be accepted.

**CARRIED**

**1040.6 Business Arising from Previous Minutes**

* See Annex A

**1040.7 Business Conducted by Email since Last Meeting**

* Appointment of Team Manager National Para & VI Championships – Brendan Jones appointed.

**1040.8. Reports**

1040.8.1 **Financials.** Financial Reports were presented to the Board and are at Annex B to these minutes. MOVED GL SECONDED PB that the financial statements as presented be accepted.

**CARRIED**

1040.8.2 **Officials Reports.** Reports were received this month from the AV Ranking List Recorder, State Badges Recorder and a special report on progress with the NYAC State Team. Reports are at Annex C to these minutes. Of note is the new records recorded for Feb 17. There were 10 in all. The Board congratulated all those concerned. Of note in the State Badges Recorder report was the new process put in place by AA for clubs to directly order medals from AA. The State Badges Recorders have recommended that AV run down stocks of badges currently held and then introduce the clubs to direct ordering. This was agreed. The NYAC Team Manager has made recommendations in relation to appointment of Team Captains. It was agreed that such appointments were at the discretion of the Team Manager.

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| **Item Number** | **Item** | **Meeting Date** | **Actions to be Taken** | **Action Officer** | **Target Date** |
| 1040.8.2 | New Club Badges Procedures | 23 March 17 | Stocks of badges held by State Badges Recorder to be run down and then new procedure introduced to clubs. Paul Gardiner and Ros Greig to be advised and asked to have new procedure ready for clubs by 1 Jul 17. | IN | May 17 |

1040.8.3 **Grant Funding Updates**.

1040.8.3.1 **Travel and Accommodation Funding Grant.** Round 2 bid (for NAC funding) has been submitted. There was a glitch with putting in the bid which did not record on the SRV online system in the first instance. After much toing and froing, SRV kindly opening up the portal for 24 hours for the bid to be resubmitted. No word yet on funding availability. NYAC funding will be distributed to team members after the event and on production of receipts.

1040.8.3.2 **Supporting Victorian Sport – Workplan 2017**. Progress continues on Workplan activities. There will need to be a ramping up of activity in the next few months to ensure that we meet our objectives. Next round of funding received.

1040.8.4 **Board Mentor Reports.**

1040.8.4.1 PB advised that SETA are looking into the possibility of setting up a field course at their venue.

1040.8.4.1 GL reported on issues being experienced at Geelong Archers involving a neighbouring property owner. GL attended a meeting with the Geelong Archers committee and provided support. Deakin University are looking to get a revised Safety Audit completed and have asked for assistance. It may be necessary to have someone from AA fly down to assist. AV has agreed to meet the costs for this to occur. A decision about Warralong will be made in the next few weeks pending the outcomes of discussions. In the meantime the club is operating from their Abe Wood Reserve grounds.

1040.8.4.3 IN advised of an email from a member of the public who had found an arrow At Baxter Reserve in Frankston – outside club grounds. Initial information suggests that the arrow does not belong to any member of Frankston Archery Club. IN has been in contact with the member of the public who was appreciative of the contact. Frankston are following up and will provide a report on the incident. The Board noted that any such incidents should be reported by Clubs and investigated and reported – with notification to the Board.

1040.8.5 **Policy Reviews.**

1040.8.5.1 **Policies 0102, 0103, 0104** were presented for consideration to the Board. No significant changes have been made – just some reformatting. MOVED PB SECONDED GL that the policies as presented by accepted

**CARRIED**

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| **Item Number** | **Item** | **Meeting Date** | **Actions to be Taken** | **Action Officer** | **Target Date** |
| 1040.8.5.1 | Revised Policies | 23 March 17 | Revised policies 0102, 0103, 0104 to be published on the website | AH | Apr 17 |

1040.8.5.2 **New Child Safe Policy.** A draft of a new Child Safe Policy was presented to Board Members. This draft policy is based on the recommended policy template provided by VICSPORT. (VICSPORT are guiding the implementation of the Child Safe Policy on behalf of SRV.) Board Members were asked to provide input on the policy prior to the next meeting with the view to finalising this policy at the April Board Meeting.

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| **Item Number** | **Item** | **Meeting Date** | **Actions to be Taken** | **Action Officer** | **Target Date** |
| 1040.8.5.2 | Draft Child Safe Policy | 23 March 17 | All Board members to review and provide input with the view to finalising at Apr 17 Board meeting | All Board Members | 23 Apr 17 |

1040.8.6 **Child Safe Updates.** An update on Child Safe was forwarded to all Clubs. Clubs were invited to participate in Focus Groups to assist in the development of policies and procedures for Child Safe. AV Statement of Commitment to be published on website.

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| **Item Number** | **Item** | **Meeting Date** | **Actions to be Taken** | **Action Officer** | **Target Date** |
| 1040.8.6 | AV Child Safe Statement of Commitment | 23 March 17 | Statement of Commitment to be published on website. | AH | 23 Apr 17 |

**1040.9. Notices of Motion/Discussion Papers**

None presented for this meeting.

**1040.10. General Business**

1040.10.1 **Possible Golf Victoria Partnership.** AP put forward the suggestion that there may be some benefit for Archery in Victoria to look at closer partnerships with Golf Victoria. AP to pursue and provide a Discussion Paper to the next meeting.

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| **Item Number** | **Item** | **Meeting Date** | **Actions to be Taken** | **Action Officer** | **Target Date** |
| 1040.10.1 | Partnership with Golf Victoria | 23 March 17 | Discussion Paper for next Board Meeting | AP | Apr 17 |

1040.10.2 **Membership Issues**. AP raised an issue with a current AV member who had applied for associate membership at another club. The membership had been refused. It was discussed that most clubs had a right of refusal of a membership within their constitutions and/or rules. Often this did not require any reason to be given. It was noted that AV members could appeal to the Administrative Appeals Tribunal on administrative and procedural issues if they wished. AP to pass on this information.

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| **Item Number** | **Item** | **Meeting Date** | **Actions to be Taken** | **Action Officer** | **Target Date** |
| 1040.10.2 | Appealing a Membership Decision | 23 March 17 | Information to be passed on | AP | Apr 17 |

1040.10.3 **State Matchplay Survey Results.** AP outlined the results of the latest survey on the State Matchplay. There was a good response rate with quite a number of good suggestions. AP to prepare a discussion paper for the May Board Meeting outlining recommendations for changes to the format/timing/etc of the State Matchplay for 2018.

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| **Item Number** | **Item** | **Meeting Date** | **Actions to be Taken** | **Action Officer** | **Target Date** |
| 1040.10.3 | State Matchplay | 23 March 17 | AP to present discussion paper for 2018 State Matchplay based on survey results and discussions | AP | May 17 |

1040.10.4 **Sherbrooke Archers Equipment Application**. AP advised that Sherbrooke were keen to get an answer in relation to their application in 2016 for funds to purchase equipment etc for their Youth Development program. The Board reiterated that any decision on this program needed to include work to be done at both National and RGB level. It was noted that AA has now provided some additional guidance on their Talent Identification Program and are intending to introduce this to Victoria in the near future. The decision re Sherbrooke’s application has been in abeyance pending AA decisions re this program. Work will now proceed on the development of a State Pathways Program (from grassroots to feeding into National Talent Identification). The Sherbrooke application forms part of that work still to be done. The outline of the State Program to be developed over the period May – Sep 17. AP to provide a response to Sherbrooke.

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| **Item Number** | **Item** | **Meeting Date** | **Actions to be Taken** | **Action Officer** | **Target Date** |
| 1040.10.4 | Sherbrooke Equipment Application | 23 March 17 | AP to provide response to Sherbrooke | AP | Apr 17 |

1040.10.5 **Dedicated email address for web publishing requests**. AH requested (prior to the meeting) that the meeting consider the establishment of a dedicated email address for web publishing requests. IN advised that the address has now been established and information passed to AH.

1040.10.6 **Confirmation of changes to security access for all users.** AH provided an update prior to the meeting on changes to security access for the AV website, Archers Diary and other systems in use by AV. Work is ongoing. AH was requested to document the access requirements so that future Boards have this information available.

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| **Item Number** | **Item** | **Meeting Date** | **Actions to be Taken** | **Action Officer** | **Target Date** |
| 1040.10.6 | Security Access to IT systems | 23 March 17 | AH to document access requirements with the view to presenting the outcomes at the May Board meeting | AH | May 17 |

**1040.11 Meeting Closes**

Meeting closed by the President at 2106h. Next meeting 27 April 2017 via Zoom.

**ANNEX A**

**To Board Minutes**

**Dated 23 Mar 17**

**Dated 23 March 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 | INAHAH/AllAHAH/All | 20/5/1518/2/1621/4/1616/6/1621/7/1618/8/1620/10/1617/11/1626/1/1723/2/1723/3/17 | A call is to be put out for EOI for updating and management of the AV websiteTS 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: TSSeconded: INMoved 6:0DS to liaise with SH and IMG re new website design and publication.DS to check on progressAccess 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. CARRIEDAH 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 | Continuing | 18 Aug 1622 Oct 1630 Nov 1631 Jan 1728 Feb 1731 Mar 17 |  |
| 1020.12.7 | Archery Development Pathway | DSPBGLGL, AH & PBBJBJ/AP | 19/5/1621/7/1618/8/1615/9/1620/10/1617/11/1626/1/1723/2/1723/3/17 | Support for Sherbrooke program and expanded State ProgramAdditional discussions with AA on this activity plus approval of some grant funding. Discussions on hold until after the OlympicsSherbrooke still to provide submission on their proposal. Discussions will continue with AA after the OlympicsSherbrooke proposal received – to be considered in conjunction with AA information at Oct 16 meetingDiscussion on proposal took place. Board considered that we need to build the RGB wide program before confirming support to clubs involved. Sherbrooke submission on hold until more work has been done on an RGB wide program. Whatever we come up with needs to align with AA proposal and funding provided by AA ($45,000). Workshop needs to occur with coaches/club reps/Board to develop a proposal for a pathways program – what does the framework look like. Is it a centre of excellence type model or some other model?**ACTION**: GL to develop workshop proposal with an independent facilitator. Central venue tba. Hopefully before Christmas but may be after. GL to follow up with AA on their requirements. Grant funding requirements need to be considered. GL to advise Sherbrooke of outcome of discussions.PB advised that AA have still not provided guidance on expenditure of grant funding from AA. GL advised that AA were still formulating their plan. Issue was discussed at AA AGM. AV still waiting on guidelines from AA on this. GL still to organise a facilitated discussion on a state archer development pathway program. GL advised that he had yet to speak with Sherbrooke on the outcome of discussions. Confirmation is required from AA on direction they wish us to take on expenditure of funds and pathway program they wish us to follow and build on. IN advised that there is some funding also available in the Vic Gov grant. Board agreed that whatever we do with our grant funding needs to line up with AA funding. Item on hold until AA have advised direction. AH and GL to discuss with Sherbrooke as soon as possible. Further discussion on equipment requested by Sherbrooke occurred. Board believed it needed more evaluation of equipment and how the equipment will be used in a State wide program. PB to follow up with Jim Larven. AH to pursue with John Hyde. GL to continue to pursue workshop with coaches/clubs/Board.BJ advised that some info has been received on coaching pathways and has given some indications of future athlete pathways but nothing about how we need to spend funds provided by AA. BJ further advised that Youth Development Committee has been disbanded by AA. The committee will continue to meet informally for the time being. Ros Greig and others have provided feedback to the Board which could form the basis of a strategy for our development activities. The Board agreed that we cannot wait much longer for direction from AA. AV has grant funding for this activity which needs to be allocated to this activity as well. The Board agreed to proceed on this issue and to wait no longer for AA direction. BJ to draft a discussion paper for the next Board meeting.BJ to do survey re programs already running in clubs. What programs are running, what are the outcomes being pursued, how can the programs be built on for the greater benefit of our athletes. Activities could encompass youth and seniors development.BJ advised that ANSW has launched their pathway development program in support of AAs pathway program. The announcement by AA of their Talent Identification Program gives us an indication of how we might structure the AV program. Concern was expressed that ANSW program was simplistic and copying it may not meet our needs. Approach was narrow in focus. AP suggested we look at a Tier system to allow athletes to work up through the levels and put themselves on show for the AA talent identification program. Progression and incentive needs to form part of the strategy. AV has access to current grant funding to establish this program. AP to draft a suggested program and Discussion Paper for consideration by Board. BJ to assist.AP advised that he and BJ have not yet been able to draft this proposed program. AP to have discussions with Steve Jennings on the AA program and report back. It was noted that AA have now published some further details of the Talent Identification program. PB has had some discussions with AA on this. The $45,000 provided by AA to AV is to be returned to AA. Details of that return to be negotiated. It was noted that these funds are currently in the AV Term Deposit account. PB advised that AA have requested input from AV in relation to a State administrator for the program. PB to request duty statement for this position from AA with the view to determining the best possible fit. Discussion continued on the State Pathway program and it was suggested that Working Party be put together to work on this program. TOR for working party required. TOR to include recommendations for coaching requirements as well as athlete recommendations.(Note: this item now has three distinct activities. The first is in relation to the original funding application by Sherbrooke. The second is the AA Talent Identification Program. The third is the development of the AV State Pathways program to feed into the AA pathways. As such this action item will be split into three new action items to maintain clarity.) | Continuing | 21 Jul 1615 Sep 1622 Oct 1631 Jan 1731 Jan 1728 Feb 1723 Mar 17Apr 17 |  |
| 1024.12.8 | Risk Management Procedures | AllIN/BJPB/IN | 21/7/1618/8/1620/10/1617/11/1621/1/1723/2/1723/3/17 | Board members to read AA Risk Management Policy and be prepared to discuss at next meetingIN advised that there is an existing AV policy on this. This needs to be reconciled to AA policy. There appears to be a risk if clubs aren’t doing regular risk assessments. AV had a checklist which might be useful. More work needed. BJ to send out ABA checklist for comparison and info. Consideration of enforcement re doing risk assessment. Emphasis on checklist and Club Mentor discussions with Clubs.BJ provided ABA checklist. This needs to be integrated with our current info. PB advised that he had assisted Orion Archers with a risk assessment. PB to work on current AV checklist and see what needs to be amended. Checklist to then be distributed to clubs, policy also needs to be reviewed to include requirement for annual risk assessments. IN to send checklist to PBIN still to provide copy of risk assessment checklist to PB. OngoingPB advised that process was followed for NYAC and submitted to council. IN advised that risk assessment has been done for RSL Connect as well. Will continue to work on this.Still in progressRescheduled for action post NYAC and Masters Games | Continuing | 18 Aug 16End Oct 16Feb 1723 Mar 17May 17 |  |
| 1026.11.2 | Catering for Archers with a Disability | ININBJ/INBJ/INBJ/AH | 18/8/1620/10/1617/11/1626/1/1723/2/17 | Proposal to be developed in relation to additional coaching and resources for archers with a disabilityOrganise first interest group sessionIN advised that date and time for first interest group meeting needs to be set.Disability workshop for coaches to be organised for first half of 2017.Some headway has been made into incorporating Para/VI into some of our most recent events. Due to workload, workshop will be organised in Jan 17 – to be undertaken approximately Feb 17. Hazel Hockley has agreed to participate in this activity as well as assist in developing a Para/VI coaching module. Requirement for Para/VI to be included in WA720 Grand Prix Series. Clubs hosting WA 720s in 2017 need to be advised that Para/VI should be catered for in these events in 2017 where that is possible. Disabled toilets and facilities and VI labelling needs to be considered. BJ to make contact with clubs hosting the WA720 Grand Prix Series to advise of requirements.BJ still to contact WA720 hosts on requirements. BJ to research and consult with Hazel Hockley on this issue. IN advised that coach working group would happen in Feb (after the advanced coaching workshop). It was suggested that a Team Manager be considered for the Para/VI championships. Agreed. IN to issue EOI.BJ has had discussions with Hazel on a common interest group on accessible archery. State Short Range is the same weekend as para/VI nationals. BJ asked for a para/VI short range event to be put in place during later part of 2017 – at a date to be confirmed. Separate date and venue to be considered. BJ to consider criteria for venue and dates etc and put a discussion paper to the next meeting.IN advised that EOI for Para/VI Manager has been issued.Establishment of a common interest group for accessible archery to be established. AH to look at options including Facebook. | Continuing | 30 Oct 161 Oct 16Dec 1631 Jan 1728 Feb 17Apr 17 |  |
| 1028.7.1 | WA720 Grand Prix Series 2017/2018 | BJ/GLINBJBJBJ | 15/9/1620/10/1617/11/1626/1/1723/2/1723/3/17 | 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 | Continuing | 30 Sep 16Dec 16Jan 17Feb 17Mar 17Apr 17 |  |
| 1028.7.1 | State Team Selection Policy | GL/BJ/AHGL/PB/BJBJ/AH/GLBJ | 15/9/1620/10/1617/11/1626/1/1723/2/1723/3/17 | Sub Committee to be formed to rewrite the current State Team Selection Policy. Recommended rewrite to be submitted to the AV Board prior to October Board meetingGL outlined proposal for discussion. Following discussion it was agreed to* Form a State Selection Steering Committee. GL to draft and distribute Terms of Reference for the Steering Committee.
* New uniform proposal to be drafted. Includes RGB uniform – PB/BJ. Includes ideas for new state uniform.
* State Team Selection Policy needs to be checked and adjusted –GL to submit to Board for consideration.
* New policy needs to include honorary teams – barebow/longbow/para/VI - GL
* Board agreed to remain with selection based on all round performance – not specialist. AGREED
* Selection process for para/VI state team commencing in 2017 - GL
* Review and make proposal for state uniform policy and provision of uniforms and RGB shirts - GL.

GL advised that he had distributed a draft. Board members had not yet had an opportunity to review. GL provided a brief review of the draft document. All Board members to review and contribute via email to GLDraft policy distributed to all members for comment. Some feedback received and was constructive. BJ suggested that we should NOT implement the new processes before the NYAC due to time limitations. Agreed – current procedure to stand until after NYAC selections. List of those selected needs to be submitted to Board prior to notification. Test against published policy to be undertaken. Peer review to be conducted by Board, invitations can be issued. DNF to be advised. BJ to advise.Intent is to have honorary team for Para/VI Championships.BJ to undertake a next draft of the new policy for Board consideration. AH and GL to assist.Policy to be published before NYAC 2017.BJ still to complete final draft. Archery Victoria Qualifying Rounds (AVQs) 90/720s to be considered to support NYAC team selection along with other AVQs. List of proposed AVQs to be included in Team Selection Draft. AVQs to be part of AV calendar for backend 2017 and then in 2018. Policy needs to be completed before the start of NYAC17.Rescheduled for Apr 17 meeting | Continuing | 7 Oct 16Dec 16Jan 17Feb 17Mar 17Apr 17 |  |
| 1030.11.4 | Support for Para and VI classification | INBJ | 20/10/1617/11/1626/1/1723/3/17 | AA para/VI committee to be advised of decision and support for classification soughtIN advised that request re classification still needs to be made to AA sub-committee. IN to liaise with Hazel Hockley on this.Action still to be undertaken. Need to determine who requires classification before classifiers can be allocated. EOI to go out for who needs to be classified. AV to fund travel for classifiers as required.BJ has information from Hazel Hockley and will advise on what is required once he has digested the information.Classifications to be undertaken at Para/VI Nationals. NFA at this time | CLOSED | Jan 17Feb 17Mar 17 | 23 Mar 17 |
| 1034.6.1 | Seeking Financial Advisor to assist an AV Finance, Grants and Audit Committee | AHAH/GLAH | 21/12/1626/1/1723/2/1723/3/17 | Email to be drafted and sent to identified organisations and individualsAH 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. CARRIEDAH 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 | Continuing | Jan 17Feb 17Mar 17Apr 17 |  |
| 1034.6.7 | Secretariat to the AV Board | AH | 21/12/1626/1/1723/2/1723/3/17 | 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 communityOne 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. | Continuing | Jan 17Feb 17Mar 17Apr 17 |  |
| 1034.6.8 | Requirements for State Championships | AH/GLAH/GL/AP | 21/12/1626/1/1723/2/1723/3/17 | Expectations document and policy review to be undertakenStill to be undertakenContinuing. Survey to be completed on State Matchplay – AP to put out.State Matchplay survey completed – see General Business. Expectations document still to be completed | Continuing | Jan 17Feb 17Mar 17Apr 17 |  |
| 1036.10.1 | Review of State Level Access to Archers Diary | INAH | 26/1/1723/2/1723/3/17 | Make contact with AA and determine current access levels to ADAH advised that he had sought information from various officials and was in discussion with AA on the issue. Overall levels of access to be reviewed. AA can produce reports to assist with various State Officers to use as needed rather than provide wide reaching access to the system. AH to continue work on this.Rescheduled for Apr 17 meeting. | Continuing | Feb 17Mar 17Apr 17 |  |
| 1036.10.1 | Review of roles of RLS, State Records Recorder and State Badges Recorder | GL | 26/1/1723/2/1723/3/17 | Terms of Reference for Review to be drafted and presented at or before the next meeting. Officials involved to be advised of review and included in discussionsContinuingContinuing | Continuing | Feb 17Mar 17Apr 17 |  |
| 1036.10.4 | Constitution and Rules Sub-Committee | PB | 26/1/1723/2/1723/3/17 | Draft Terms of Reference and contact volunteer clubs from AGMAction continuingAction to continue after NYAC and Masters Games | Continuing | Feb 17Mar 17Apr 17 |  |
| 1036.10.5 | Presidents’ Forum 1/17 | IN | 26/1/1723/2/1723/3/17 | Forum timings to be confirmed. Request for agenda items to be sent. Agenda to be confirmed.Action continuingAction to continue after NYAC and Masters Games | Continuing | End Feb 17Mar 17May 17 |  |
| 1036.10.6 | Review of AV Championship Shields | GL/IN | 26/1/1723/2/17 | Stocktake of shields and current status and recommendations for usage to be presented to next meetingAction continuing | Continuing | Feb 17May 17 |  |
| 1038.8.3.1 | Seed Funding Grants | IN | 23/2/1723/3/17 | Follow up on areas of concern with grant EOIs from ClubsAwaiting advice from SRV re equipment purchases | Continuing | Mar 17Apr 17 |  |
| 1038.8.3.1 | Seed Funding Grants | All | 23/2/1723/3/17 | All Board members to submit dot points to IN on items for clarification with EOIsNil received. For further discussion | Continuing | End Feb 17Apr 17 |  |
| 1038.10.1 | Victorian Leg of NMS | GH/BJ | 23/2/17 | Guidelines for Victorian Leg of NMS to be included in AV guidelines for State Championship Events | Continuing | May 17 |  |
| 1038.10.2 | Technical Advisors to the AV Board | GH | 23/2/17 | Discussion Paper to be developed for April Board meeting on concept of technical advisors to the AV Board | Continuing | Apr 17 |  |
| 1038.10.3 | Live Streaming | BJ | 23/2/17 | BJ to discuss live streaming proposal with David Gaze. Discussion paper to be put to May 17 Board Meeting (or earlier if ready). | Continuing | May 17 |  |
| 1040.8.2 | New Club Badges Procedures | IN | 23/3/17 | Stocks of badges held by State Badges Recorder to be run down and then new procedure introduced to clubs. Paul Gardiner and Ros Greig to be advised and asked to have new procedure ready for clubs by 1 Jul 17 | New Item | May 17 |  |
| 1040.8.5.1 | Revised Policies | AH | 23/3/17 | Revised policies 0102, 0103 and 0104 to be published to website | New Item | Apr 17 |  |
| 1040.8.5.2 | Draft Child Safe Policy | All | 23/3/17 | All Board members to review and provide input to new policy with view to finalising at Apr 17 Board meeting | New Item | Apr 17 |  |
| 1040.10.1 | Partnership with Golf Victoria | AP | 23/3/17 | Discussion paper to be presented to Board Meeting | New Item | Apr 17 |  |
| 1040.10.2 | Appealing a Membership Decision | AP | 23/3/17 | Information re Administrative Appeals to be passed on | New Item | Apr 17 |  |
| 1040.10.3 | State Matchplay | AP | 23/3/17 | AP to present discussion paper for 2018 State Matchplay based on survey results and discussions  | New Item | May 17 |  |
| 1040.10.4 | Sherbrooke Equipment Application | AP | 23/3/17 | AP to provide response to Sherbrooke | New Item | Apr 17 |  |
| 1040.10.6 | Security Access to IT systems | AH | 23/3/17 | AH to document access requirements with the view to presenting the outcomes at the May Board Meeting | New Item | May 17 |  |

**ITEMS CLOSED THIS MEETING**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Item Number | Item | Action Officer | Meeting Date | Actions Taken | Status | Date Completed |
| 1030.11.7 | Badges Bank Account | IN | 20/10/1617/11/1626/1/1723/2/1723/3/17 | Discussions with CBA and Paul and Ros re requirementsIN advised that she has not been able to discuss with Paul and Ros as yet. AH, IN and PB advised that Badges Recorders needed to put in a large order. Board has no issues with that.Zoom meeting to be set up with Ros & Paul on this issue and other badges issues. To be done in next monthAction continuing. Imminent AA changes may change requirements.Changes by AA mean that the role of State Badges Recorder will diminish over time. 1036.10.1 Action Item has overtaken this item | CLOSED | Nov 16Jan 17Feb 17Mar 17 | 23 Mar 17 |
| 1032.9.5 | Amendments to Form 0639 | IN | 17/11/1626/1/1723/2/1723/3/17 | Amendments to be made to Form 0639 and discussed with Badges RecordersTo be dealt with in Zoom meeting at 1030.11.7.Continuing. Imminent AA changes and new forms may change requirements.Changes by AA mean that the role of State Badges Recorder will diminish over time. 1036.10.1 Action Item has overtaken this item  | CLOSED | Jan 17Feb 17Mar 17 | 23 Mar 17 |
| 1036.10.6 | 2016 Championship and Grand Prix Winners | GL | 26/1/1723/2/1723/3/17 | Seek results and timetable for presentations from DNFAction continuingInformation provided by DNF. NFA required at this time. | CLOSED | Feb 17Mar 17 | 23 Mar 17 |

**ANNEX B**

**To Board Minutes**

**Dated 23 Feb 17**

**FINANCIAL STATEMENTS**

Appended as a separate document.

**ANNEX C**

**To Board Minutes**

**Dated 23 Mar 17**

**OFFICIALS REPORTS**

State Records Recorder

AV State Ranking list as at 28.02.2017 – these ranking lists *Only* include shoots that are on the official QRE and events page that are used for the national ranking list. They do not include – unmarked Field , Challenge shoots, Brisbane Rounds, Adelaide rounds short range Canberra rounds etc

1501 Target

<https://assets.sportstg.com/assets/console/document/documents/91BE204C-5056-BD36-A3D0489B26BC98A0.pdf>

1502 Field

<https://assets.sportstg.com/assets/console/document/documents/91D4C72F-5056-BD36-A3032C27CBC5B425.pdf>

1503 Indoor

<https://assets.sportstg.com/assets/console/document/documents/91F7323C-5056-BD36-A3F47E89E55E4313.pdf>

1504 Clout

<https://assets.sportstg.com/assets/console/document/documents/978CC85D-5056-BD36-A357C8315D96BF90.pdf>

State Records as at 28022017 -State Recorder

10 new Tournament records for the month of Feb

<https://assets.sportstg.com/assets/console/document/documents/98170EE2-5056-BD36-A37F6D13AA5F347D.pdf>

State Badges Recorder

A new document arrived from AA about badges, after examining it was my opinion that AA had coded all the stock currently found on Medal and Awards order forms. This document did not explain what to do with this information.

Of interest, amongst the codes were two field distance pins for all gold and perfect 5m, as per the AA website documentation for Field awards these awards don’t exist. This will cause some confusion.

Since Paul and I took over with the badges we have found the delivery of orders from AA sporadic and at times unreliable. They have been dealing with only RGB Badge Recorders (BR). Victoria alone has around 26 clubs. How many clubs Australia wide will AA be dealing with? Service will become even more frustrating for clubs. Large orders are unlikely to be delivered in full, as I have already experienced they want to keep stock to supply other RGB’s.

The current documentation (order forms) have all orders going directly to Fiona Hyde, including any elite awards, yet the new ordering documentation states that the RGB BR has to confirm the documentation first. This is not explained on the current documentation. Clubs are being given conflicting information.

With this new order system gearing up, where does that leave Victoria who currently has a large order in to AA?

My recommendation is that clubs continue to deal with Paul and myself until we can run the stock down and the new system has settled.

**Elite Award**

In the post, a package arrive with the following elite awards. (no invoice)

Troy Balmer FTA Gold 2015 National Championships

Adam Bielby FTA Gold 2015 National Championships

Brett Horwood Silver Arrowhead 2015 National Championships

Brett Horwood FTA Gold 2015 National Championships

Harri Howden FTA Gold 2015 National Championships

Madeline McSwain FTA Gold 2015 National Championships

Madeline McSwain FS 1350 2016 Youth National Championships

Alec Potts Silver Arrowhead 2015 National Championships

Hamish Thompson FTA Gold 2016 Youth National Championships

Chris Wood FTA Gold 2015 National Championships

I tried to do a presentation at MAC last Sunday, unfortunately by the time the matchplay had finished most people had left. Hopefully I will have more success at this weekend Short Range.

It’s wonderful to see such awards being awarded, but it concerns me that it has taken 2 years for AA / WA to do this. Such delays are disparaging for archers at all levels.

One club has admitted to me that they are discouraging members applying for elite awards due to the fact it takes far too long to receive them. When you look at the 2015 awards arriving 2 years later you can’t blame them.

Paul has decided not to renew the Corowa Post Box and asked if any AV Badge mail could come to my personal Post Office box in Warburton.

Paul has spoken to Allan Howell about changing the details on the webpage to

P.O.Box 48

Warburton 3799.

NYAC Pre Event Update

Sherbrooke’s Silver Cup

The following Youth State Team members Zac Tonizzo, Tian Mortimer and Adrian Angus won three of the eight Silver Cup divisions at this years Silver Cup held at Sherbrooke February 25/26th.

Tian Female Recurve

Zac Male Recurve

Adrian Male Compound

March 1st

Emailed Ellesmere Archery Club NZ, inviting Riley Griffiths to join the Victorian team.

Mother was rapt and looking forward to the event.

Sue Hayes Angus and Stacey Anagnostou have offered to cut up fruit. They wish to use the fridge at Boola Club rooms.

Aileen David and husband Dodz, compiled some reminders and notes on common things they had observed as judges that they thought our youth archers would benefit being reminded of; such as the rules on arrow corrections, unsportsmanlike behaviour. It has important notes on archer's rights & responsibilities and how our squad (team & independents) can work as a whole team.

An excellent document which was uploaded to the facebook page.

March 11th

10 archers attended a field practice at TCAG, this was an optional training session organised after a number of parents requested an opportunity to shoot TCAG prior to the NYAC. Adrian Angus, Chris Vissariou, Gus Anagnostou, Tian Mortimer, Arunav Chatterjee, Riley Morrison, Sam Breeden, Zac Tonizzio, Harris Grant and Ethan Ingram both who have never shot field before.

Ethan Ingram has been encouraged by Hans Wright to register for all 3 disciplines, despite not having shot some of them. He wanted Ethan to experience them. An interesting response considering Hans is usually very selective in which competitions his archers shoot. A positive move forward.

March 15th

All state team have finally registered. It was disappointing to have to remind state team members to register. It could have been embarrassing for them.

March 17th

At the close of entries for nationals Victoria had 35 entries. Seven, being new people experiencing their first nationals.

NSW has 50. I would have like to have seen more Victorians entered considering it is in our home state. Hopefully 2018 might be better.

March 18

17 of the state team, 6 independent entries a few YDA archers attended the Training day at Yering.

I think all got something from the day. Alec designed the program which ran smoothly throughout the day. We started with some clout practice and advice on adjusting sight settings. Archers shot a half fita round. Alec spoke of his mental preparation, indicating that one’s consciousness, self consciousness and self image need to be in balance.

Alec’s shot process

Pre-load

Set

Setup

Loading

Anchor

Transfer

and (aim)

expand

3,2,1

March 19th

MAC Double 720 and Matchplay

After exhausting heat and fatigue issues 6 of the 8 finalists were archers competing at the 2017 NYAC.

Compound: Tazmin Forrest, Sam Breeden, and DeVilliers Duvenage,

Recurve: Tian Mortimer, Ethan Ingram, and Laura Paeglis

I have asked parents to leave any questions about uniforms to me. I have already spoken to Guenter and his is confident everything is on track and have relayed that via the Facebook page. Blue shorts has been my recommendation for those who prefer shorts with the new shirt rather than khaki.

There are some questions about spectator areas for parents especially in relation to target. Peter I’ll be in contact seeking info.

Through the Facebook page I have called a brief update meeting after the Short Range on Sunday as quite a few archers will be there.

Guenter and Peter it would be good if you are able to be there to clarify any questions.

Team Captains recommendation

DeVilliers and Laura