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| av small logo.jpg | **Archery Victoria** | | | |
| Title: | AV Board Meeting | | |
| Subject: | Minutes | | |
| Author: | AV Board | | |
| Date: | 24 August 2017 | |  |
| Number: | 1050 | Pages: | 1 of 22 |

**Archery Victoria Board Meeting**

**Held via ZOOM Thursday 24 August 2017**

**1050.1. Meeting Opens**

The meeting was declared open at 1902h

**1050.2. Attendees**

Guenter Licht (GL) President/A/CFO

Alan Howell (AH) Members’ Representative

Brendan Jones (BJ) Board Member

Deb Popov-Conroy (DPC) Board Member

Irene Norman (IN) Secretary

Peter Morey Secretariat to AV Board

**1050.3. Apologies**

Alec Potts (AP) Board Member

**1050.4. Declaration of Proxies**

Nil

**1050.5. 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.

**1050.6. Minutes of Previous Meeting**

The draft minutes of the meeting dated 27 Jul 17 were distributed via email and some amendments were made. MOVED BJ SECONDED DPC that the minutes of the meeting dated 27 Jul 17 as presented be formally accepted.

**CARRIED**

**1050.7 Business Arising from Previous Minutes**

* See Annex A

**1050.8 Business Conducted by Email since Last Meeting**

1050.7.1 Minutes of Meeting dated 27 July 17 were circulated and agreed.

1050.7.2 Appointment of Peter Bennett as Technical Adviser for Eastern Region for risk management, safety and range layout advice.

**1050.9 Reports**

1050.9.1 **Financials.**  Reports are yet to be received due to delay in receipt of information from AA. AV is up to date with payments. Financial statements will be presented to next meeting.

1050.9.2 **Officials Reports.** Verbal State Officials Report from State Officials Co-ordinator. Most of the first group of NJCs have completed or are about to complete their training. State Recorder – almost finalised Jun/Jul State Records. Ranking lists have been updated. Work continues on Para/VI records. Some inconsistencies found in Masters Women’s Recurve which DNF is working on with AA. Requested Board Mentors to advise clubs to list archers in Archers Diary with same information as per IMG – including DOB and membership number and correct name. Coaching Coordinator advised of a new course in Sep 17 – 29 nominations so far. Venue will be DVA.

1050.9.3 **Working Party and Sub-Committee Reports.** There are currently two Working Parties and one Sub-Committee working as adjuncts to the Archery Victoria Board.

1050.9.3.1 **State Team Selection Sub-Committee**. - 2017 NAC – 19 nominations. Nominations close 3 Sep 17 with scores counted up to 17 Sep 17. 2017 NYAC – 6 nominations so far. 2018 Para & VI Nationals – 3 nominations so far. Question of honorary team for NYAC was raised. Agreement to encourage BBR for NYAC honorary team. BJ to develop discussion paper in conjunction with sub-committee and submit to Board.

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| **Item Number** | **Item** | **Meeting Date** | **Actions to be Taken** | **Action Officer** | **Target Date** |
| 1050.9.3.1 | Inclusion of Honorary Team for BBR for NYAC 18 | 24 Aug 17 | Draft paper to be submitted to Board | BJ | Oct 17 |

1050.9.3.2 **Review of State Recorder and State Badges Recorder Roles and Responsibilities.** Issues with getting Working Party together via remote access. GL is working to set up first meeting.

1050.9.3.3 **Constitution and Governance Reform Working Party.** Margot Foster has spoken to all members of Working Party and drafted up an issues document. Board Member input will be sought by Margot. First meeting to be held 16 Sep 17.

1050.9.4 **Board Mentor Reports.**

1050.9.4.1 **Southern Cross.** Meeting with Council on Monday to demonstrate come and try activity. This will hopefully result in at least a restricted opening of the club. AV rep will be in attendance.

1050.9.4.2 **Orion Archers**. Follow up with Orion has occurred re risk assessments and loan issues. PB will be conducting a risk assessment tomorrow and will provide a report to AV and Orion.

1050.9.5 **Policy Reviews.**

1050.9.5.1 **State Team Addendum.** Amendment re clothing to include skirts, shorts, skorts and navy or beige bottoms. Addendum to be updated.

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| **Item Number** | **Item** | **Meeting Date** | **Actions to be Taken** | **Action Officer** | **Target Date** |
| 1050.9.5.1 | State Team Addendum | 24 Aug 17 | Updated information to be sent to AH for publication | IN | Sep 17 |

1050.9.6 **Child Safe Update.**  No new issues this meeting.

1050.9.7 **Grant Funding Updates.** IN advised funding for National Archery Championships was received. Applications for travel and accommodation funding for 2018 NYAC and Para & VI have been submitted.

1050.9.8 **Athlete Achievements.** Nil updates.

**1050.10. Notices of Motion/Discussion Papers.** Nil notices of motion or discussion papers for this meeting.

**1050.11. General Business**

1050.11.1 **Portable Property Insurance**. The Sporting Shooters Association of Australia has an offer to members to cover firearm insurance. This was investigated for possible application to portable property insurance for archery. Proved not to be viable due to lack of serial numbers and security relating to archery equipment. No sound offering for our members. Recommendation is that archers should approach their own insurance providers should they wish to have portable insurance. It is noted that archers travelling to a registered AA tournament or QRE, archers should advise AA (via email) that they are travelling. Insurance cover is available for this from AA. Archers should be reminded of this requirement.

1050.11.2 **Para and VI Support Session.** As per business arising, session on 17 Sep 17 will be AV endorsed. Some funding may be available via grant funding. AV to subsidise event if required.

1050.11.3 **Judges Indoor.** At last State and National Indoors a number of judges only judged one flight as opposed to others who judged 2 or 3 flights. All of those judges are receiving the same payment. It might be prudent to review payments made and conditions under which judges perform. State Officials Co-ordinator to be requested to provide a submission on amendments to Judges Policy which need to be considered. Consideration of equipment which could be provided to NJCs and NJs needs to be included. Items may be provided to clubs rather than judges.

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| **Item Number** | **Item** | **Meeting Date** | **Actions to be Taken** | **Action Officer** | **Target Date** |
| 1050.11.3 | Review Judges Payments & Policy | 24 Aug 17 | Submission re amendments to Judges Policy including payments and travel etc for long distance travel for NJCs and NJs.  Consideration of equipment provision to new NJCs. | SL | Oct 17 |

1050.11.4 **Judges Course.** A review of availability of judges indicates that it would be prudent to run another judges course. SL to investigate and organise.

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| **Item Number** | **Item** | **Meeting Date** | **Actions to be Taken** | **Action Officer** | **Target Date** |
| 1050.11.4 | Judges Courses | 24 Aug 17 | SL to investigate and organise another Judges course | SL | Oct 17 |

**1050.12 Meeting Closed**

Meeting closed by agreement at 2119h. Next meeting is 28 September 2017 via Zoom, at 7 p.m.

**ANNEX A**

**To Board Minutes**

**Dated 24 Aug 17**

**Dated 24 Aug 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  24/8/17 | 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.  AH reported that progress is proceeding. Documentation and images have been transferred. Allocation to correct menus and locations need to be done. Link to Mail Chimp has been included. On track if a little slower than hoped. AH to provide a write-up of progress on website for publication on website and Facebook. AH to distribute write-up to Board prior to publication. | | 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  Sept 17 |  |
| 1020.12.7 Pt 1 | Funding Application – Sherbrooke Archers | AP | 27/4/17  25/5/17  22/6/17  27/7/17  24/8/17 | (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  Nil Updates | | Continuing | May 17  Jul 17  Jul 17  Oct 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  24/8/17 | (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.  GL still to follow up with AA on information requested. | | Continuing | May 17  Jun 17  Jul 17  Aug 17  Sep 17 |  |
| 1020.12.7 Pt 3 | AV State Pathways Program | AP/BJ  AP/BJ  AP/IN/AH  AP/BJ  AP | 27/4/17  25/5/17  22/6/17  27/7/17  24/8/17 | (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.  No further update – Alec was following up.  AP following up with graphic designer | | Continuing | May 17  Jun 17  Jul 17  Sep 17  Aug 17  Sept 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  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  24/8/17 | 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.  BJ to do “My Community” course in September/October.  Matter proceeding. | | Continuing | Jan 17  Feb 17  Mar 17  Apr 17  May 17  Jun 17  Jul 17  Aug 17  Sept. 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  27/8/17 | 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.  GL/AH still working on this one. | | Continuing | Jan 17  Feb 17  Mar 17  Apr 17  May 17  Jun 17  Jul 17  Aug 17  Sep 17 |  |

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| 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  24/8/17 | 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.  Dates have been confirmed with AA and published. BJ to meet with Yering. Prize money and planning is ongoing. Submission on sponsorship to be submitted by YDA. | Continuing | May 17  Jun 17  Jul 17  Aug 17  Sep 17 |  |
| 1038.10.2 | Technical Advisors to the AV Board | GL | 23/2/17  25/4/17  22/6/17  24/8/17 | 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.  Peter Bennett was appointed as a Technical Adviser to the Board to provide risk assessments, range design/layout and safety issues for Eastern Region Clubs. Subject to success of this model, Technical Advisers may be appointed to Northern and Western Regions. Duties of the role are to be defined. GL will provide an update at the next meeting. | Continuing | Apr 17  Jun 17  Sep 17  Sep 17 |  |
| 1038.10.3 | Live Streaming | BJ | 23/2/17  25/5/17  22/6/17  24/8/17 | 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.  BJ is going to work further on this and identify what is required, for future events. Specifications have been identified in principle.  BJ has spoken to David Gaze and they are working on a specification for this work including cost. | Continuing | May 17  Jun 17  Aug 17  Sep 17  Sep 17 |  |
| 1040.10.1 | Partnership with Golf Victoria | AP | 23/3/17  27/4/17  25/5/17  22/6/17  24/8/17 | 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.  AP continues to work on this. | Continuing | Apr 17  Jun 17  Sep 17  Sep 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  24/8/17 | 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.  BJ is working with DNF on this. Waiting on info from AA on types of records, officials requirements etc. | Continuing | Jul 17  Aug 17  Sep 17 |  |
| 1042.8.2.1 | AV supported Para & VI interest group | BJ | 27/4/17  22/6/17  27/6/17  24/8/17 | 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.  BJ is proposing an event on 17 September. This will be an AV activity. Venue, funding, and reimbursement issues and coaches are to be clarified. MOVED BJ SECONDED IN that a para/VI event be held for interested para/VI athletes and their coaches on 17 Sep 17. **CARRIED**. Venue to be confirmed.  All abilities archery to be considered for development. | Continuing | July 17  Aug 17  Sep 17 |  |
| 1042.8.2.1 | Classification of Para & VI archers | BJ  BJ/IN  BJ/IN | 27/4/17  22/6/17  27/7/17  24/8/17 | 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.  Notice still to go out. BJ has 1 person seeking classification at this stage. 3 only have nominated for Para/VI honorary team at this stage. | Continuing | Aug 17  Sep 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 |  |
| 1042.9.2 | Risk Management Strategy | IN  GL/IN | 27/4/17  25/5/17  22/6/17  27/7/17  28/8/17 | 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.  Still in train | Continuing | May 17  Jun 17  Jul 17  Aug 17  Oct 17 |  |
| 1042.9.3 | WWCC Changes to Legislation | IN | 27/4/17  25/5/17  22/6/17  27/7/17  28/8/17 | 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  Draft policy document to be completed. | Continuing | May 17  Jun 17  Jul 17  Aug 17  Oct 17 |  |
| 1042.10.1 | New AV Medals | GL | 27/4/17  25/5/17  22/6/17  27/7/17  28/8/17 | 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.  Design changes have been suggested to designer and awaiting new design | Continuing | Jun 17  Jul 17  Aug 17  Sep 17 |  |

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| 1046.8.1 | Orion Archers Loan | DPC | 22/6/17  27/7/17  28/7/17 | 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.  Orion treasurer has provided update on status of loan. Repayment schedule to be agreed. | Continuing | Jul 17  Aug 17  Sep 17 |  |
| 1046.9.1 | Victorian Matchplay | BJ/AP | 22/6/17  27/7/17  24/8/17 | Work on dates, times, formats etc for both a ‘training ‘ matchplay event in 2017 and the 2018 Victorian State Matchplay  Work continues  BJ/AP have discussed format. BJ suggested two events in February as pilots (indoor). Two 2-day event is proposed. Further details will be provided to Board Members. In principle agreement by Board to proposed pilots and then design the State Matchplay event. | Continuing | Jul 17  Aug 17  Sept 17 |  |
| 1046.10.1 | Tournament and Event Child Safe Commitment | BJ/AP | 22/6/17  27/7/17  24/8/17 | Work on recommendations for incorporating Child Safe requirements into tournaments and events  Work continues. Statement for all entries to be completed  Still being completed | Continuing | Jul 17  Aug 17  Sep 17 |  |
| 1046.10.2 | Pathways Development Day | AP | 22/6/17  27/7/17  28/8/17 | Further development of workshop concept and details  AP working on this with host club and presenters  AP still working on this. | Continuing | Jul 17  Aug 17  Sep 17 |  |
| 1046.10.3 | Clout Tournaments/VRRs | BJ/GL | 22/6/17  27/7/17  24/8/17 | Discuss events with interest clubs and organise  Still being worked on.  2 clubs nominated at President’s Forum. AA 2/12, YDA 3/12. 4 clout events to be scheduled. Clash with AIM event needs to be sorted. AIM is considering. Pending acceptance of conflict by AIM archers, Board will consider the VRR events. | Continuing | Jul 17  Aug 17  Sept 17 |  |

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| 1044.10.4 | Schedule of Delegations | IN | 22/6/17  27/7/17  24/8/17 | Prepare draft schedule  Still being prepared  In train | Continuing | Jul 17  Aug 17  Oct 17 |  |
| 1048.8.6.1 | Sponsorship Policy | All  IN | 27/7/17  24/8/17 | Comments on draft sponsorship policy  No comments received. Policy to be formatted and recirculated for comment/agreement. | Continuing | 21 Aug 17  Oct 17 |  |
| 1048.8.6.1 | Crossbow Policy | All  AP | 27/7/17  24/8/17 | Comments on draft policy  Comments received by AP. AP still working on it. | Continuing | 21 Aug 17  Oct 17 |  |
| 1048.8.6.1 | Missing Policies 0533-0529 | IN | 27/7/17  24/8/17 | Review policies for relevant  Policies reviewed. Most appear to be duplicates of AA policy. Still confirming any Victorian specific requirements. IN to advise AH when review completed | Continuing | Aug 17  Oct 17 |  |
| 1048.10.1 | 2018 Archery Victoria Tournament Event Calendar | IN | 27/7/17  24/8/17 | EOI to be issued  EOI to go out in next few days. MAC have submitted their bids to GL. GL to pass on to IN | Continuing | Aug 17  Sep 17 |  |
| 1048.10.1 | Changes to State Championships Roster | IN | 27/7/17 | EOI to be issued in Sep 17 | Continuing | Sep 17 |  |
| 1048.10.2 | Appointment of Auditor | IN | 27/7/17  24/8/17 | Contact auditor to determine availability  Nil confirmation from previous auditor. Yarra Business Group have been approached. | Continuing | Aug 17  Sep 17 |  |
| 1048.11.4 | EOI Team Manager 2017 NAC | IN | 27/7/17  24/8/17 | EOI to be issued  EOI has been issued | Continuing | Aug 17  Sep 17 |  |
| 1048.11.8 | Review of Policy 0492 | IN | 27/7/17  24/8/17 | Review Policy – consider Invictus, Oceania and others  Policy review must include good standing with AV. Possible tiered recognition with reduced amounts for lower level international games. | Continuing | Aug 17  Oct 17 |  |
| 1048.11.9 | Southern Cross Archery Club | AH | 27/7/17 | 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. | Continuing | Sep 17 |  |
| 1048.11.10 | Property in City of Hobsons Bay. | AH | 27/7/17 | 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. | Continuing | Sept 17 |  |
| 1048.10.3 | Beastwear and Aspect Sponsorship Proposals | GL/IN | 27/7/17 | 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. | Continuing | Sep 17 |  |
| 1050.9.3.1 | Inclusion of Honorary Team for BBR for NYAC 18 | BJ | 24 Aug 17 | Draft paper to be submitted to Board | New Item | Oct 17 |  |
| 1050.9.5.1 | State Team Addendum | IN | 24 Aug 17 | Updated information to be sent to AH for publication | New Item | Sep 17 |  |
| 1050.11.3 | Review of Officials Payments and Policy | SL | 24 Aug 17 | Submission re amendemtns to Judges Policy including payments and travel etc for long distance travel by NJCs and NJs. Consideration of equipment provision for new NJCs. | New Item | Oct 17 |  |
| 1050.11.4 | Judges Courses | SL | 24 Aug 17 | SL to investigate and organise another Judges course | New Item | Oct 17 |  |

**ITEMS CLOSED THIS MEETING**

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| Item Number | Item | Action Officer | Meeting Date | Actions Taken | Status | Date Completed | |
| 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  28/8/17 | 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.  Work on these aspects of the 720 GP series has been concluded. Review and updates will occur regularly. | CLOSED | 30 Sep 16  Dec 16  Jan 17  Feb 17  Mar 17  Apr 17  May 17  Jun 17  Jul 17  Aug 17 | 24/8/17 |
| 1042.8.6 | Implications of child Safe for NYAC18 | BJ  BJ/AP  BJ | 27/4/17  25/5/17  22/6/17  27/7/18  24/8/17 | 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.  BJ advised all in hand with PB. Jan/Feb timeframe. NFA required at this stage. | CLOSED | July 17  Aug 17 | 24/8/17 |
| 1044.10.5 | Police Incident | IN | 22/6/17  27/7/17  24/8/17 | Investigate procedure for Persona Non-Grata  Information still coming.  Procedure is unclear. Not proceeding at this time. | CLOSED | Jul 17  Aug 17 | 24/8/17 |
| 1048.11.6 | 720 GP Information Release | IN | 27/7/17  24/8/17 | Issue Release  Information has been released. NFA required | CLOSED | Aug 17/ | 24/8/17 |

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