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| av small logo.jpg | **Archery Victoria** | | | |
| Title: | AV Board Meeting | | |
| Subject: | Minutes | | |
| Author: | AV Board | | |
| Date: | 23 February 2017 | |  |
| Number: | 1038 | Pages: | 1 of 21 |

**Archery Victoria Board Meeting**

**Held via ZOOM Thursday 23 February 2017**

**1038.1. Meeting Opens**

The meeting was declared open at 1912h

**1038.2. Attendees**

Peter Bennett (PB) President

Guenter Licht (GL) Vice President / A/CFO

Alan Howell (AH) Members’ Representative

Alec Potts (AP) Board Member

Brendan Jones (BJ) Board Member

Irene Norman (IN) Secretary

**1038.3. Apologies**

Nil

**1038.4. Declaration of Proxies**

Nil

**1038.5. 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.
* 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.

**1038.5. Minutes of Previous Meeting**

MOVED BJ SECONDED AH that the minutes of the meeting dated 26 Jan 17 as circulated be accepted.

**CARRIED**

**1038.6 Business Arising from Previous Minutes**

* See Annex A

**1038.7 Business Conducted by Email since Last Meeting**

* Acceptance of minutes of 26 Jan 17
* Agreement to subscribe to Survey Monkey to gather feedback and increase communication with members. Subscription completed

**1038.8. Reports**

1038.8.1 **Financials.** Financial Reports were presented to the Board and are at Annex B to these minutes. Confirmation of BAS statement submission has been received. MOVED GL SECONDED PB that the financial statements as presented be accepted.

**CARRIED**

1038.8.2 **Officials Reports.** Reports were received this month from the State Officials Coordinator, the State Coaching Coordinator and the State Badges Recorder. Reports are at Annex C to these minutes.

1038.8.3 **Grant Funding Updates**.

1038.8.3.1 **Seed Funding Grants – Participation of Women and Girls.** Three EOIs forClub Seed Funding for programmes relating to Women and Girls have been received. Concerns were expressed about some aspects of the bids and further clarification needs to be sought on these. IN to discuss concerning aspects with the clubs and clarify requirements with Sport and Recreation Victoria. Board Members were asked to provide dot points on issues of concern. The lack of innovation was noted as being disappointing. The Board also noted that it was disappointing that more clubs had not taken the opportunity to be directly involved in spending some of the grant funding. It was noted that a number of members and clubs had previously expressed concern that AV ‘has all this grant money but the clubs don’t get any’ and yet, when the opportunity is offered for direct club involvement only a very limited response is received. Archery Victoria is able to use funding directly for projects as well. One suggestion was to undertake a Women and Girls Club Instructors course to build female role models.

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| **Item Number** | **Item** | **Meeting Date** | **Actions to be Taken** | **Action Officer** | **Target Date** |
| 1038.8.3.1 | Seed Funding Grants | 23 Feb 17 | Follow up on areas of concern with clubs who submitted bids. | IN | Mar 17 |
| 1038.8.3.1 | Seed Funding Grants | 23 Feb 17 | All Board members to submit dot points for clarification | All | End Feb 17 |

1038.8.3.2 **Travel and Accommodation Funding Grant.** Funds have been received for the travel and accommodation funding for the NYAC2017. Round 2 bids (NAC funding) to be submitted before end Feb 17.

1038.8.3.3 **Supporting Victorian Sport – Workplan 2017**. The Workplan for 2017 has been accepted with a couple of minor changes. Payment expected soon. The Seed Funding Grants have proceeded as per above. Board members were invited to take carriage of workplan activities. Workplan to be sent to AP.

1038.8.4 **Board Mentor Reports.** BJ advised he had visited Wendouree which was appreciated by the Club. Archers of Warrnambool are working on an application to be a member club of AV. AP advised of interactions with Angel Archers.

1038.8.5 **Policy Reviews.**

Nil new for this month.

1038.8.6 **Child Safe Updates.** Statement of Commitment to be made by clubs and AV. Update newsletter to go out to clubs – IN to draft BJ to review. Aim to have this activity tied up by end 2017. MOVED IN SECONDED BJ that the Statement of Commitment as attached at Annex D be adopted by Archery Victoria.

**CARRIED**

**1038.9. Notices of Motion/Discussion Papers**

None presented for this meeting.

**1038.10. General Business**

1038.10.1 **Review of Victorian Leg of NM and State Matchplay.** The venue for this event was well presented. The organisers of these events need additional support to ensure that the event can be run quickly and effectively. Additional support and guidelines need to be put in place to assist. Electronic scoring needs to be in place. The inclusion of the State Matchplay at the event was perhaps not the best decision as it is currently run. The State Matchplay may be able to be run in conjunction with the State Target. The Victorian Leg of the National Matchplay probably needs to be split over two days. It was suggested that AV have a technical advisor on the organising committee. The development of guidelines for this event to be included in guidelines currently being prepared for State Championship Events.

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| **Item Number** | **Item** | **Meeting Date** | **Actions to be Taken** | **Action Officer** | **Target Date** |
| 1038.10.1 | Victorian Leg of NMS \ | 23 Feb 17 | Guidelines for Victorian Leg of NMS to be included in AV guidelines for State Championship Events | GH/BJ | May 17 |

1038.10.2 **Appointment of Technical Advisors to the Archery Victoria Board**. As per discussion above it was suggested that the Archery Victoria Board appoint a panel of technical advisors to assist clubs who host championship and grand prix events. Technical Advisor to be on the organising committee. Checklists and conditions for running of the events to be in place (as per AA model for National Championships of checklists at various points in the organising process). Concept to be explored more and Discussion Paper to be put to Board in Apr 17.

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| **Item Number** | **Item** | **Meeting Date** | **Actions to be Taken** | **Action Officer** | **Target Date** |
| 1038.10.2 | Technical Advisors to the AV Board | 23 Feb 17 | Discussion Paper to be developed for April Board meeting | GH | Apr 17 |

1038.10.3 **Live Streaming – update and vote of thanks.** Live streaming was deemed a success with a lot of lessons learnt. Costs incurred by David Gaze to be reimbursed on production of receipts. David Gaze to be requested to put a proposal forward for the live streaming of 6 or 7 events in 2017/2018. BJ to approach David. The Board expressed their thanks to David for his work on the live streaming.

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| **Item Number** | **Item** | **Meeting Date** | **Actions to be Taken** | **Action Officer** | **Target Date** |
| 1038.10.3 | Live Streaming | 23 Feb 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 | Mar 17 |

1038.10.4 **World Archery (WA) Centre of Excellence**. AH advised that he has been in touch with WA in relation to the possibility of the establishment of a Centre of Excellence in Australia. AH will advise if and when response received.

**1038.11 Meeting Closes**

Meeting closed by the President at 2138h. Next meeting 23 March 2017 via Zoom.

**ANNEX A**

**To Board Minutes**

**Dated 23 Feb 17**

**Dated 26 January 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 | 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 | 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. | | Continuing | 18 Aug 16  22 Oct 16  30 Nov 16  31 Jan 17  28 Feb 17  31 Mar 17 |  |

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| 1020.12.7 | Archery Development Pathway | DS  PB  GL  GL, AH & PB  BJ  BJ/AP | 19/5/16  21/7/16  18/8/16  15/9/16  20/10/16  17/11/16  26/1/17  23/2/17 | Support for Sherbrooke program and expanded State Program  Additional discussions with AA on this activity plus approval of some grant funding. Discussions on hold until after the Olympics  Sherbrooke still to provide submission on their proposal. Discussions will continue with AA after the Olympics  Sherbrooke proposal received – to be considered in conjunction with AA information at Oct 16 meeting  Discussion 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. | Continuing | 21 Jul 16  15 Sep 16  22 Oct 16  31 Jan 17  31 Jan 17  28 Feb 17  23 Mar 17 |  |
| 1024.12.8 | Risk Management Procedures | All  IN/BJ  PB/IN | 21/7/16  18/8/16  20/10/16  17/11/16  21/1/17  23/2/17 | Board members to read AA Risk Management Policy and be prepared to discuss at next meeting  IN 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 PB  IN still to provide copy of risk assessment checklist to PB. Ongoing  PB 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 progress | Continuing | 18 Aug 16  End Oct 16  Feb 17  23 Mar 17 |  |
| 1026.11.2 | Catering for Archers with a Disability | IN  IN  BJ/IN  BJ/IN  BJ/AH | 18/8/16  20/10/16  17/11/16  26/1/17  23/2/17 | Proposal to be developed in relation to additional coaching and resources for archers with a disability  Organise first interest group session  IN 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 16  1 Oct 16  Dec 16  31 Jan 17  28 Feb 17  Apr 17 |  |
| 1028.7.1 | WA720 Grand Prix Series 2017/2018 | BJ/GL  IN  BJ  BJ  BJ | 15/9/16  20/10/16  17/11/16  26/1/17  23/2/17 | 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. | Continuing | 30 Sep 16  Dec 16  Jan 17  Feb 17  Mar 17 |  |

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| 1028.7.1 | State Team Selection Policy | GL/BJ/AH  GL/PB/BJ  BJ/AH/GL  BJ | 15/9/16  20/10/16  17/11/16  26/1/17  23/2/17 | 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 meeting  GL 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 GL  Draft 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. | Continuing | 7 Oct 16  Dec 16  Jan 17  Feb 17  Mar 17 |  |
| 1030.11.4 | Support for Para and VI classification | IN  BJ | 20/10/16  17/11/16  26/1/17 | AA para/VI committee to be advised of decision and support for classification sought  IN 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. | Continuing | Jan 17  Feb 17  Mar 17 |  |
| 1030.11.7 | Badges Bank Account | IN | 20/10/16  17/11/16  26/1/17  23/2/17 | Discussions with CBA and Paul and Ros re requirements  IN 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 month  Action continuing. Imminent AA changes may change requirements. | Continuing | Nov 16  Jan 17  Feb 17  Mar 17 |  |
| 1032.9.5 | Amendments to Form 0639 | IN | 17/11/16  26/1/17  23/2/17 | Amendments to be made to Form 0639 and discussed with Badges Recorders  To be dealt with in Zoom meeting at 1030.11.7.  Continuing. Imminent AA changes and new forms may change requirements. | Continuing | Jan 17  Feb 17  Mar 17 |  |
| 1034.6.1 | Seeking Financial Advisor to assist an AV Finance, Grants and Audit Committee | AH  AH/GL  AH | 21/12/16  26/1/17  23/2/17 | 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. | Continuing | Jan 17  Feb 17  Mar 17 |  |
| 1034.6.7 | Secretariat to the AV Board | AH | 21/12/16  26/1/17  23/2/17 | 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. | Continuing | Jan 17  Feb 17  Mar 17 |  |
| 1034.6.8 | Requirements for State Championships | AH/GL  AH/GL/AP | 21/12/16  26/1/17  23/2/17 | Expectations document and policy review to be undertaken  Still to be undertaken  Continuing. Survey to be completed on State Matchplay – AP to put out. | Continuing | Jan 17  Feb 17  Mar 17 |  |
| 1036.10.1 | Review of State Level Access to Archers Diary | IN  AH | 26/1/17  23/2/17 | Make contact with AA and determine current access levels to AD  AH 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. | Continuing | Feb 17  Mar 17 |  |
| 1036.10.1 | Review of roles of RLS, State Records Recorder and State Badges Recorder | GL | 26/1/17  23/2/17 | 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 discussions  Continuing | Continuing | Feb 17  Mar 17 |  |
| 1036.10.4 | Constitution and Rules Sub-Committee | PB | 26/1/17  23/2/17 | Draft Terms of Reference and contact volunteer clubs from AGM  Action continuing | Continuing | Feb 17  Mar 17 |  |
| 1036.10.5 | Presidents’ Forum 1/17 | IN | 26/1/17  23/2/17 | Forum timings to be confirmed. Request for agenda items to be sent. Agenda to be confirmed.  Action continuing | Continuing | End Feb 17  Mar 17 |  |
| 1036.10.6 | 2016 Championship and Grand Prix Winners | GL | 26/1/17  23/2/17 | Seek results and timetable for presentations from DNF  Action continuing | Continuing | Feb 17  Mar 17 |  |
| 1036.10.6 | Review of AV Championship Shields | GL/IN | 26/1/17  23/2/17 | Stocktake of shields and current status and recommendations for usage to be presented to next meeting  Action continuing | Continuing | Feb 17  May 17 |  |
| 1038.8.3.1 | Seed Funding Grants | IN | 23/2/17 | Follow up on areas of concern with grant EOIs from Clubs | New Item | Mar 17 |  |
| 1038.8.3.1 | Seed Funding Grants | All | 23/2/17 | All Board members to submit dot points to IN on items for clarification with EOIs | New Item | End Feb 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 | New Item | 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 | New Item | 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). | New Item | Mar 17 |  |

**ITEMS CLOSED THIS MEETING**

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| Item Number | Item | Action Officer | Meeting Date | Actions Taken | | Status | | Date Completed | |
| 1030.11.4 | Inclusion of para and VI divisions in State Indoor and State Short Range for 2017 | BJ  BJ | 20/10/16  17/11/16  26/1/17  23/2/17 | Details to be finalised and information provided to championship hosts – clubs to be advised  Short Range clashes with Para/VI National Championships so not suitable for 2017. Should be included in State Indoor. All host clubs for State Indoor need to be advised.  Guidelines to be provided to all those hosting the State/National Indoor championships and State Short Range. BJ to confirm details in discussions with Hazel Hockley and National Para/VI committee. Not all venues may be able to cater for para/VI this year. TCAG and DVA should be able to cater for para/VI.  BJ to confirm rounds for Indoor. Item to be closed and further discussions included in 1026.11.2 above. | CLOSED | | Dec 16  Jan 17  Feb 17 | | 23/2/17 |
| 1036.8.2 | Quarterly Reports by Officials | GL | 26/1/17  23/2/17 | GL to advise all Board officials of need for quarterly reports and when next report is due  Action completed | CLOSED | | Feb 17 | | 23/2/17 |
| 1036.8.5.1 | Social Media Policy | IN | 26/1/17  23/2/17 | Inclusion of Links to AA policy to be included in next newsletter  Action completed | CLOSED | | Feb 17 | | 23/2/17 |
| 1036.8.6 | Child Safe Legislation | IN/BJ | 26/1/17  23/2/17 | Develop Pilot Rollout Strategy for Child Safe  Clubs need more guidance.  This item now part of Standing Agenda – close this item | CLOSED | | Feb 17 | | 23/2/17 |
| 1036.10.2 | Loan to WAI | PB | 26/1/17  23/2/17 | PB to advise WAI of approval of loan extension  Payment made. Action completed | CLOSED | | Feb 17 | | 23/2/17 |
| 1036.10.3 | NYAC Team Manager 2017 | BJ | 26/1/17  23/2/17 | BJ to seek agreement with Ros Greig and provide Ros to provide agreement in writing. BJ to liaise with Ros on next steps.  Action completed. | CLOSED | | Feb 17 | | 23/2/17 |
| 1036.10.7 | Formula 1 Kids Sports Zone | IN | 26/1/17  23/2/17 | Seek more information for possible involvement in 2018  Initial enquiries indicate that this is probably not a suitable event. Close item at this stage | CLOSED | | Feb 17 | | 23/2/17 |
| 1036.10.8 | Live Streaming – Matchplay | BJ/AP | 26/1/17  23/2/17 | Options to be considered for live streaming of 2017 Victorian Leg of the National Matchplay Series  Live streaming went well. Lots of lessons learnt. David Gaze did a great job given the resources and time available. Thanks expressed by the Board to David for his efforts at this event. Further feedback from survey. This item to be closed at this stage. | CLOSED | | Feb 17 | | 23/2/17 |
| 1036.10.9 | Survey Monkey – State Target Championships | AP | 26/1/17  23/2/17 | Results to be provided to Board  AP provided feedback to the Board via email prior to the meeting. Summary – single day, keep divisions together, different activities such as 720 to be included. Feedback to be considered in design of next year’s event. Included in guidance document being completed at 1034.6.8. This item to be closed. | CLOSED | | Feb 17 | | 23/2/17 |

**ANNEX B**

**To Board Minutes**

**Dated 23 Feb 17**

**FINANCIAL STATEMENTS**

Appended as a separate document.

**ANNEX C**

**To Board Minutes**

**Dated 23 Feb 17**

**OFFICIALS REPORTS**

Officials Coordinator

I am happy to inform the Board that all seven prospective NJC’s have passed the recent Judge’s Course. At least one NJC will be upgraded to NJ in early March, with a few more by July. We are on track to have a good number of Officials for the future.

Coaching Coordinator

Three new Club Instructor Courses have been run since Oct 16. Courses were run at MAC, SA and GA. Since January 2017 we have accredited 9 new instructors with more to come. Notifications to coaches who require reaccreditation have gone out and several have already done so. Notifications will go out on a quarterly basis. Seminar in Advanced Coaching with Dr James Park has already been conducted. Dr Park is willing to run additional sessions should we wish. Great feedback received on this seminar.

State Records Recorder

The State Records recorder advised that 690 new State Record Certificates have been issued in the last few months. Details have been posted on the Archery Victoria Facebook Site.

State Badges Recorder

We recently discovered that orders sent via Fiona Hyde, had not reached Archery Australia’s Office. We wasted 2 months waiting for an order that was never going to arrive.

Paul’s email expressing concern in the tardiness of badge orders came as a big surprise to Jim Larven, not to us, Victorian clubs and other RGB’s. Obviously communication between Fiona and AA’s office breaks down.

After communicating with AA a partial order did arrive quickly. Despite apparently having the stock we have been restricted in what we could have, AA needs to have stock available for other RGB’s. As a result AA has sent the outstanding medals order directly to their supplier for them to fill. It has been unusual for AA to get such a large order.

When I pointed out that I had received 10 of 100 50m inserts and needed 45 to fill out standing orders I was told they would let me have another 35, so they could have sent more stock.

With the arrival of the new supplies we have been able to catch up on some orders, there are still a number that are incomplete but we are getting there. Clubs have been fantastic with their patience and Paul and I greatly appreciate it.

A couple of clubs were requesting an 80m insert, when enquired about, we were given a price with a minimum order of 100 from Fiona, when requested from AA Jim Larven said “In answer to your question about 80m inserts, the answer is no as we have no rounds shot in Archery Australia that have an 80m distance, hence no medals”. I pointed out that through Archers Diary clubs can create their own rounds and are requesting inserts for the club level. He was going to take the request to the board.

Prices for medals and inserts appear to be constantly changing without any notification. As per the order form inserts are $2 each, a recent invoice has charged us $2.25 each. I have emailed AA to clarify whether there has been a price change. This issue caused some problems with invoicing.

A number archers (6), have received Australian Field Stars, and a small trickle of the new style all gold and perfect field pins have had claims made. Latest delivery included the following elite awards,

Elite Gold Poom Sangruang

Laura Paeglis

Elite Bronze Mick Simmons

Grand Master Bowman Mick Simmons

Master Bowman Cameron Bicknell

AA and WA are currently processing some more elite claims and hopefully we will see those shortly.

Finance / Petty Cash

In January I banked $150 from the petty cash I was holding.

I have receipted the following

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Balance | $ 205.50 |  |  |  |  |
| $ 211.00 |  | $ 7.75 | Ros G | Aus field star |  |
| $ 218.75 |  | $ 31.00 | sheryn / jan | Aus field star |  |
| $ 249.75 |  | $ 6.50 |  |  |  |
| $ 249.75 |  |  | $ 150.00 | banked | jan in wangaratta |
| $ 99.75 |  | $ 6.50 | Wang | Distance AG |  |
| $ 106.25 |  |  | $ 5.00 | postage |  |
| $ 101.25 |  | $ 8.00 | peter missen |  |  |
| $ 109.25 |  | $ 7.75 | guenter l | Aus field star |  |
| $ 117.00 |  | $ 7.00 | laura p included 50c donation | Elite gold |  |
| $ 124.00 |  |  |  |  |  |

Ros Greig

**ANNEX D**

**To Board Minutes**

**Dated 23 Feb 17**

CHILD SAFE STATEMENT OF COMMITMENT ATTACHED AS SEPARATE DOCUMENT