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| av small logo.jpg | **Archery Victoria** |
| Title: | AV Board Meeting |
| Subject: | Minutes |
| Author: | AV Board |
| Date: | 17 November 2016 |  |
| Number: | 1032 | Pages: | 1 of 18 |

**Archery Victoria Board Meeting**

**Held via ZOOM Thursday 17 November 2016**

**1032.1. Meeting Opens**

The meeting was declared open at 1930h

**1032.2. Attendees**

Peter Bennett (PB) President

Guenter Licht (GL) Vice-President/ASecretary/ACFO

Alan Howell (AH) Members Rep

Merv Grinstead (MG) Board Member

Irene Norman (IN) Board Member

Brendan Jones (BJ) Board Member

**1032.3. Apologies**

Nil

**1032.4. Declaration of Proxies**

 Nil

**1032.5. 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 Person Interest as Partner in Billawin Waters Ltd, Member of AA Youth Development Committee and Board Member South-West Sport.

**1032.6. Minutes from Previous Meeting**

MOVED GL Licht SECONDED BJ that the minutes of the meetings dated 20 October 2017 as presented be accepted.

**CARRIED**

**1032.7. Business Arising from Previous Minutes**

* See Annex A

**1032.8 Business Conducted by Email since Last Meeting**

* Recognition of Achievement – Dawn Nelson-Furnell – approved via email. Recognition for participation in World Field in Dublin - $500 IAW current AV policy
* Recognition of Achievement – Hamish Thompson – approved via email. Recognition for participation in World Field in Dublin - $500 IAW current AV policy
* Sponsorship Alec Potts – details approved via email. Sponsorship of $5,000 to be made available to Alec towards expenses over the next 12 months. Funds can be used to benefit Alec’s future in archery. Receipts must be provided and will be reimbursed. In return Alec has agreed to be approachable to AV clubs and members to a reasonable degree. Requests may include medal presentations, presentations at seminars on subjects such as tournament preparation and mental focus. Mentoring and participation in State Team activities were also discussed. Alec has accepted the sponsorship and the requests from AV.

**1032.9. Reports**

1032.9.1 **Financials.** Financial reports for EOFY have been completed. Notes have been included. Board members asked to comment and suggest any other notes or issues that may need to be included. Feedback by 24 Nov 16. Paris Financials completed review. Reviewer advised that processes used by AV were sound. Some minor issues were picked up – nothing major – and were corrected by bookkeeper. Documentation provided by AV was comprehensive.

1032.9.2 **Officials Reports.** None for this month.

1032.9.3 **Grant Funding Updates**.

1032.9.3.1 **Acquittal of travel and accommodation funding for NAC.** Needs to be acquitted to SRV. All documentation – apart from acquittal of Team Manager advance has been provided by athletes.

1032.9.3.2 **Supporting Victorian Sport and Recreation Grant.** Update report needs to be provided to SRV by Dec 16. Some items still need to be completed. Workplan for 2017 to be distributed to Board for consideration.

1032.9.4 **Board Mentor Reports.** AH advised that he has been in contact with all his Mentor Clubs

1032.9.5 **Policy Reviews.** Badges Recorders have submitted some possible changes to document 0639. Board members discussed and the process needs to be coordinated with State Recorder requirements – particularly in relation to submission of original scorecards. This is problematic given the use of iScored. IN to amend based on discussion and resubmit to Badges Recorder for consideration.

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| **Item Number** | **Item** | **Meeting Date** | **Actions to be Taken** | **Action Officer** | **Target Date** |
| 1032.9.5 | Amendments to Form 0639 | 17 Nov 16 | Amendments to be made and discussed with Badges Recorders | IN | Jan 17 |

**1032.10 Notices of Motion/Discussion Papers**

1032.10.1 **Constitutional Changes for AGM.** Discussed in Business Arising from Previous Minutes.

1032.10.2 **President’s Forum – Agenda.**  Discussed in Business Arising from Previous Minutes.

1032.10.3 **Strategic Plan 2017-2020.** To be discussed at President’s Forum. Seeking to gain insight into top priorities and needs of Member Clubs.

1032.10.4 **Review of AV Banking Arrangements.** Discussed in Business Arising from Previous Minutes.

**1032.11. General Business**

1032.11.1 **Report on AA AGM**. GL reported on AA AGM. Review of Strategic Plan. Emphasis on Women and Girls, Para/VI plus coaching and judging requirements. Alternate forms of membership being looked at – including casual membership. Use of IMG for Come and Try temporary membership recording being considered.

1032.11.2 **Archery Heroes Nominations.** The Board noted the relatively poor response to this round from clubs. Nominations received from Waverley City Archers, Diamond Valley Archers and Werribee Archery Club. MOVED PB SECONDED AH that the nominations be accepted.

**CARRIED**

Next round of Archery Heroes nominations will be sought in March/April 2017.

1032.11.3 **Recognition of Achievement Ros Greig – World Field.** Ros Greig has submitted a request for recognition for her achievements at the World Field in Dublin. MOVED BJ SECONDED MG that a payment be made to Ros Greig for her achievements. $500 IAW current AV policy.

**CARRIED**

1032.11.4 **Impact on Judges of Quad WA720s.** GL raised concern about the impact of Quad rounds of WA720s on judges. The issue was discussed. BJ advised that the first event for 2017 had been rearranged to reduce the impact on judges. Impact on judges will need to be monitored by Judges Co-ordinator during 2017. Judges Co-ordinator to advise the Board of any issues relating to availability and use of judges. The Board asked for an even distribution of work-loads in 2017 to reduce the burden on individuals. With the NJCs progressing well, another Judges course is to be organised to help with the workload. Course has been agreed for 14/15 January 2017.

1032.11.5 **Victorian Leg of National Matchplay.** GL raised the issue of sponsorship of the Victorian Leg of National Matchplay. Board agreed to match the payment made last year ($1000). Yering District to provide a formal request. MOVED BJ SECONDED GL that $1,000 be provided as sponsorship to Yering District Archers for the Victorian Leg of the National Matchplay.

**CARRIED**

**1032.12 Meeting Closes**

Meeting closed by the President at 2041h. Next meeting 19 January 2017 via Zoom.

**Dated 17 November 2016**

**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/AllAH | 20/5/1518/2/1621/4/1616/6/1621/7/1618/8/1620/10/1617/11/16 | A call is to be put out a call 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. | Continuing | 18 Aug 1622 Oct 1630 Nov 1631 Jan 17 |  |
| 1018.12.10 | Arnold Classic | PBPBINPBPB/IN/GLPBPB | 21/4/1616/6/1621/7/1618/8/1620/10/1617/11/16 | Further discussions with organisers on possible AV involvementConfirmation of interest in event completed – 3 year commitment from March 2017. PB to work on competition details for this event. Grant funding confirmed as part of SRV grant. Prize money to be discussed. PB to put forward a proposal for Aug 2017 meeting. Catalyst to be approached to provide event coordination and sponsorship support (for this event and general sponsorship for AV and Clubs).PB advised that discussions continue and all looks favourable. Discussions with Catalyst still to be undertakenGL advised that AA would like to be consulted on the conduct of the tournament at the Arnold Classic. IN advised that she had spoken to Catalyst Consulting and they had recommended Somer Collins as a consultant in relation to sponsorship. IN to liaise with Somer. PB to continue to liaise with Arnold Classic organisers. GL to continue to liaise with AA.PB advised that Arnold Classic will be held in Mar 17. Needs to be included in Calendar. Proposal still to be received on sponsorship. Firm dates for 2017, 2018 and 2019 need to be found so they can be included in future year calendars. An organising committee needs to be put together for this event.PB advised that organisers of Arnold Classic were proving hard to pin down to discuss arrangements. Participation in 2017 event may be confined to an information stand and perhaps a come and try activity or a demo. | Continuing | Jan 17 |  |
| 1018.12.11 | Archers Diary Training | DSPBAH | 21/4/1616/6/1621/7/1618/8/1620/10/1617/11/16 | Clubs to be canvassed for possible dates and venues – liaise with AADates to be confirmed with AA.PB advised that dates had been confirmed for 6/7 Jul 16. The clash with the Sherbrooke Silver Cup was discussed. The clash is regrettable but these dates have now been locked in. Hopefully, most clubs would be able to be represented without impact to the Sherbrooke event. MAC confirmed as venue. AH to organise catering.AH reported it went well. 22 for AD and then 16 for IMG. Another session to be scheduled for 2017 – probably after AGMs and changeover of Club Recorders (IN to liaise with AA). AH to organise for an evaluation form to go out to participants.AH to follow up on evaluationAH awaiting for a response from John Hyde re attendees. AH to follow-up with each attendee for feedback on the session | Continuing | 21 Jul 166/7 Aug 16Oct 16Jan 17 |  |
| 1020.12.7 | Junior Development Squad*Item renamed* Archer Development Pathway | DSPBGLGL, AH & PB | 19/5/1621/7/1618/8/1615/9/1620/10/1617/11/16 | 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. | Continuing | 21 Jul 1615 Sep 1622 Oct 1631 Jan 1731 Jan 17 |  |

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| 1022.10.2 | Officials Reports | GL | 16/6/1621/7/1618/8/1620/10/1617/11/16 | Officials EOFY reports to be available for next meeting. Reports due end Sep, end Dec, end Mar and end Jun each year.GL advised that reports for EOFY had been requested from officials. To be available by end Aug for inclusion in the Annual ReportReports still outstanding. GL to chase and provide to IN by end Sep 16 latest.GL to chase again.Reports received from Coaching Coordinator and Badges Recorder. Reports still required from Judges Coordinator and State Recorder GL to chase again. | Continuing | 21 Jul 1630 Aug 16End Sep 16Nov 16 |  |
| 1024.12.5 | Child Safe Standards | BJ/ININ | 21/7/1618/8/1615/9/1620/10/1617/11/16 | Consult with South West Academy and VICSPORT on implications of new requirements for AV and member clubs. For discussion at next meeting.BJ contacted Sports West – department not yet ready to talk to sporting clubs. IN advised that Fiona from VICSPORT rang today to advise that they are working on it and they should have something out to us in the next 2 weeks.Seminar on this topic 29 Sep 16. IN to attendIN advised that VICSPORT session was attended. Content was sound but were short on specifics. 2nd session attended. Commission for Children and Young People (who are responsible for Child Safe) ran the session. Guide to the Establishment of Child Safe Organisation to be distributed to Board members. 1 Jan 17 is a target date. The compliance portion of this legislation has not passed Parliament yet. IN also noted that there is now a Royal Commission at Federal level on the same issues. It is likely that there will be similar outcomes and we will need to integrate with federal requirements. AV needs to integrate this into Member Protection and discrimination to make it a coherent whole. AV and clubs need to make a commitment to Child Safe in the first instance and then work through the requirements. MOVED BJ SECONDED IN that Archery Victoria agrees to in principle support of the Child Safe Standards and commits to working with clubs to fully implement the standards within all clubs. **CARRIED**IN noted that there is probably about 100 hours of work to get this sorted. Plan to commit those hours needs to be completed.Discussion occurred as to having a club registration/ re-registration process for clubs which requires clubs to comply. This re-registration process could include commitment to Child Safe.Topic for President’s Forum to be held in conjunction with AGM.More info has been received from Commission for Children and Young People and VICSPORT. Train the Trainer sessions are being offered for Dec/Jan/Feb. IN nominated for January/February session. | Continuing | 18 Aug 16Oct 16Jan 17 |  |
| 1024.12.8 | Risk Management Procedures | AllIN/BJPB/IN | 21/7/1618/8/1620/10/1617/11/16 | 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. Ongoing | Continuing | 18 Aug 16End Oct 16Feb 17 |  |
| 1026.11.2 | Catering for Archers with a Disability | ININBJ/IN | 18/8/1620/10/1617/11/16 | 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. | Continuing | 30 Oct 161 Oct 16Dec 1631 Jan 17 |  |
| 1028.7.1 | WA720 Grand Prix Series 2017/2018 | BJ/GLINBJ | 15/9/1620/10/1617/11/16 | 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. | Continuing | 30 Sep 16Dec 16Jan 17 |  |
| 1028.7.1 | State Team Selection Policy | GL/BJ/AHGL/PB/BJ | 15/9/1620/10/1617/11/16 | 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 GL | Continuing | 7 Oct 16Dec 16Jan 17 |  |

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| 1030.11.4 | Inclusion of para and VI divisions in State Indoor and State Short Range for 2017 | BJBJ | 20/10/1617/11/16 | Details to be finalised and information provided to championship hosts – clubs to be advisedShort 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. | Continuing | Dec 16Jan 17 |  |
| 1030.11.4 | Support for Para and VI classification | IN | 20/10/1617/11/16 | 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. | Continuing | Jan 17 |  |
| 1030.11.6 | Constitutional Amendments AGM | INAll Board Members | 20/10/1617/11/16 | Notice of Motion to be prepared for circulationNotice of Motion and draft constitution have been circulated to the Board. Not all Board members had been able to review the document. Board members to review and provide feedback. Feedback required by Thursday 24 Nov 16. | Continuing | Nov 1624 Nov 16 |  |
| 1030.11.7 | Badges Bank Account | IN | 20/10/1617/11/16 | 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. | Continuing | Nov 16Jan 17 |  |
| 1032.9.5 | Amendments to Form 0639 | IN | 17/11/16 | Amendments to be made to Form 0639 and discussed with Badges Recorders | New Item | Jan 17 |  |

**ITEMS CLOSED THIS MEETING**

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| Item Number | Item | Action Officer | Meeting Date | Actions Taken | Status | Date Completed |
| 992.10.3 | Policy Reviews | IN/AllDNFINAllIN | 18/2/1518/3/1520/05/1522/6/1527/8/1518/2/1610/3/1621/4/1616/6/1621/7/1618/8/1615/9/1620/10/1617/11/16 | IN to redistribute revised policies (February meeting) for review by all Board members.DNF to forward draft copy of revised Championship and Tournament rules documentation to IN for compare and contrast. To be then forwarded to Board for final approval.IN to nominate policies for board members to review DNF is to review the existing tournament policy and submit to the board for review and approval.Funding has been allocated to allow us to employ someone to review all documents. Awaiting funding to come through.A draft of all the new policies has been submitted to the board to digest and approveIN is going through the revised documents and duty statements for the board to then approve. IN will send them out over the next two months.State Championship Schedule presented for approval this month.No reviews presented this monthPolicy reviews continue and will be published as approved by the AV Board.Further policies presented this month. Reviews continueFurther policies to be presented to next meetingPolicy 0215 State Records Recorder Duty Statement. MOVED BJ SECONDED GL. **CARRIED**.Due Date for reviewed policies extended to 28 Feb 17.State Team Guidelines being worked on by GL.As this item is now part of the standing agenda, Action Item to be closed and monitored by the Board as part of each meeting. | CLOSED | 28 Feb 17 | Moved to Standing Agenda Item |
| 1022.12.2 | State Team Shirts for Victorian Team for National Indoor Championships | INGL | 16/6/1620/10/1617/11/16 | Policy review to be conducted to take into account the provision of State Team shirts for State Indoor team. Policy to be presented to Board for decision.Policy still to be rewrittenGL advised that a design of a new State Shirt is in hand. 1028.7.1 Redrafting of State Team Guidelines will incorporate this item. This item to be CLOSED. | CLOSED | 30 Sep 16Nov 16 | 17/11/16 |
| 1024.12.2 | AV Banking Arrangements | IN | 21/7/1618/8/1620/10/1617/11/16 | Review of banking arrangements to be undertaken and discussion paper presented to Aug Board Meeting.Term deposit to be topped up to $250,000 and extended for a further 3 months – compounding interest.Rollover of Term deposit completed – additional funds transferred as authorised. Approach CBA first and see what they can offer. New additional product of debit card. Effective online banking. Community support preferable.IN reported that review is in train. Indications are that staying with CBA would be the best option to avoid excessive administration. Further discussions with CBA to be undertaken.Discussion Paper submitted to Board with Agenda. Issue discussed. MOVED GL SECONDED PB that the recommendations as per the Discussion Paper be accepted. **CARRIED.**Discussion paper is appended as Annex B to these minutes. | CLOSED | 18 Aug 16Oct 16Nov 16 | 17/11/16 |
| 1024.12.9 | 2017 AV Calendar | INGLGLGL/AH/BHGL/AHAH | 21/7/1618/8/1615/9/1620/10/1617/11/16 | EOI to be sent out to clubs for events for the 2017 Calendar.Clash of dates to be negotiatedEOI has been sent out. GL spoke to Angel Archers (AA) re clash of dates. AA coming back with a proposal re swapping short range and long range as well as other options. Waiting for reply from AA.See decision re AA proposal at this meeting.The AV Board noted the kind offer of Bronwyn Howell to assist in the compilation of the 2017 AV Calendar. This offer was gratefully accepted. GL to liaise with AH and BH to ensure this is done asap. Target is to have calendar out by mid October 2016.GL has sent out a revised draft to Board. Only a few listings need to be confirmed. GL will send final draft to AH for compilation. Calendar to be out asapGL advised that he has passed all the info for the calendar to AH. AH working through it and has distributed V3 to Board for consideration. Colour coding still needs to be completed. Calendar to be published on website asap and advice sent out to clubs. Item to be closed. | CLOSED | 18 Aug 1618 Aug 1630 Sep 16Mid Oct 16Mid Nov 16 | 17 Nov 16 |
| 1030.11.1 | State Team Management NAC 2016 | PB | 20/10/1617/11/16 | Pass thanks to David GazePB confirmed that he had passed thanks to David Gaze. Report and acquittal still to come. | CLOSED | Nov 16 | 17/11/16 |
| 1030.11.1 | State Team Management Policy Review | IN | 20/10/1617/11/16 | Review of policy to be undertaken to reflect changed arrangements.Included in 1028.7.1 – this item to be closed. | CLOSED | Dec 16 | 17/11/16 |
| 1030.11.2 | 2016 AV AGM Venue | BJ/GL | 20/10/1617/11/16 | Discuss availability of MAC as a venue. Discuss set up for Zoom including possibility of camera.BJ has spoken to MAC re best dates. MAC will not charge for use of the venue. 17 Dec 16 is preferred date for MAC. Date agreed. Time to start 1pm. AGM to be followed by President’s Forum. | CLOSED | Nov 16 | 17/11/16 |
| 1030.11.2 | 2016 AV AGM Board Report | PB | 20/10/1617/11/16 | Board Report to be completed and sent to IN.PB to submit. Item to be closed | CLOSED | Nov 16 | 17/11/16 |
| 1030.11.2 | 2016 AV AGM Officials Reports | GL | 20/10/16 | Officials Reports to be compiled and sent to INGL to follow up with officials. Item to be closed. Action already included at 1022.10.2 | CLOSED | Nov 16 | 17/11/16 |
| 1030.11.2 | President’s Forum | IN | 20/10/1617/11/16 | Draft agenda to be distributed to BoardDraft agenda has been distributed. IN advised that a further agenda item re Seed Funding Grants needs to be included. Agenda agreed. To be distributed with AGM documentation | CLOSED | Nov 16 | 17/11/16 |
| 1030.11.2 | Board Nominations and Notices of Motion | INAH | 20/10/1617/11/16 | EOI to be sent out for nominations for Board positions. Request for submission of Notices of Motion to be sent out to all clubsEOI completed – to be sent out to all members via email. | CLOSED | Nov 16 | 17/11/16 |
| 1030.11.3 | AV720 Grand Prix Series Prize Pool | BJ | 20/10/1617/11/16 | Proposal re Prize Pool for 2017 to be prepared and submitted to BoardDiscussed as part of 1028.7.1 – this item to be closed. | CLOSED | Nov 16 | 17/11/16 |
| 1030.11.3 | AV720 Grand Prix Series Other RGB participants | GL | 20/10/1617/11/16 | Advice to be provided to other RGBs at AA AGM of eligibility by members of other RGBs for AV720 Grand Prix seriesGL advised other RGBs at AA AGM. | CLOSED | Nov 16 | 17/11/16 |
| 1030.11.5 | Sponsorship – Alec Potts | PB | 20/10/1617/11/16 | Agreement to be reached with Alec Potts re sponsorship and returnsSponsorship of $5,000 and conditions have been accepted by Alec. First batch of receipts have been submitted. Payments to be made up to $5,000 and monitored and report at each Board meeting following payment. | CLOSED | Nov 16 | 17/11/16 |

**ANNEX B**

**To Minutes Dated**

**17 November 2017**

**DISCUSSION PAPER**

**REVIEW OF ARCHERY VICTORIA BANKING ARRANGEMENTS**

**Background**

At the Archery Victoria Board Meeting of 21 July 2016 it was agreed that a review of the banking arrangements for Archery Victoria was well overdue. Archery Victoria currently banks with the Commonwealth Bank.

AV has a business transaction account for day to day banking requirements and a term deposit account for funds currently surplus to requirements. As at 16 Nov 16 the balance of the transaction account was just over $64,000 whilst the term deposit balance was just over $254,000.

The value of the term deposit account was increased by $50,000 at the last renewal as a result of the $45,000 being held by AV awaiting advice from AA on pathway development expenditure. Other than this the values in the AV bank accounts have remained relatively steady for some time.

In addition to these standard banking arrangements, AV is looking to have a VISA/Mastercard Debit Card available to pay for minor items which cannot be invoiced (such as the subscription for ZOOM).

**Review**

As requested by the Board, alternative banking arrangements were looked at to see if the Board should look at switching banking institutions. With the exception of the provision of a debit card, the Board determined that the basic arrangements should remain. Alternatives to the term deposit arrangements were looked at (bonds, shares, etc) but given the nature of the business of AV these will not be recommended at this time. They may however, form part of future reviews.

A number of alternative institutions were looked at. These included Bendigo Bank, Westpac, ANZ and NAB. Credit Unions were not looked at as part of this review but this may be considered for future reviews.

**Findings**

The various banks were considered based on the current type of banking arrangements in place. All of those considered were comparable to the current arrangement with percentage interest rates within 0.1% on day to day transactional accounts. The Term Deposit rate varied only a little more although the deposit periods were different in some cases.

In considering the Bendigo Bank there was the element of community support which may be worth considering in a future review if we are looking for sponsorship or community support from our banking partner.

On balance it was not considered that there would be any substantial benefit in changing banking partners at this time. The time and effort to move accounts and notify suppliers and clubs etc would outweigh the very small advantage we may be able to gain.

Discussions with CBA indicate that they are happy to consider the issue of a debit card and that they will look favourably on a request for consideration of a higher interest rate for our term deposit on the next renewal (Jan 17).

**Recommendations**

1. That Archery Victoria maintain the Commonwealth Bank of Australia as its banking partner at this time.
2. That Archery Victoria undertake a banking review once every 2 years to ensure that we remain current with changes in the banking sector.
3. That Archery Victoria expand the scope of the banking review to consider Credit Unions and other similar institutions plus consider other investments besides a Term Deposit during future banking reviews.

**Presented to AV Board Meeting: 17 November 2016**