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| av small logo.jpg | **Archery Victoria** |
| Title: | AV Board Meeting |
| Subject: | Minutes |
| Author: | AV Board |
| Date: | 26 January 2017 |  |
| Number: | 1036 | Pages: | 1 of 20 |

**Archery Victoria Board Meeting**

**Held via ZOOM Thursday 26 January 2017**

**1036.1. Meeting Opens**

The meeting was declared open at 1925h

**1036.2. 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

**1036.3. Apologies**

Nil

**1036.4. Declaration of Proxies**

 Nil

**1036.5. 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.

**1036.5. Minutes of Previous Meeting**

MOVED AH SECONDED BJ that the minutes of the meeting dated 16 Nov 16 as circulated be accepted.

MOVED PB SECONDED GL that the minutes of the meeting dated 21 Dec 16 as circulated be accepted.

**CARRIED**

**1036.6 Business Arising from Previous Minutes**

* See Annex A

**1036.7 Business Conducted by Email since Last Meeting**

* Minutes of meetings of 17 Nov 16 and 21 Dec 16 were circulated and agreed by Board members.
* Recognition of Achievement – Fiona Guest – World Field Championships Dublin - approved via email.

**1036.8. Reports**

1036.8.1 **Financials.** Financial Reports for Nov/Dec 2017 have been delayed by late provision of manual membership payments from AA and annual leave taken by the bookkeeper. The reports will be distributed to Board members in Feb 17 – along with the Jan 17 report – and will be annexed to the Feb 17 minutes. BAS statement is due 28 Feb 17. The Board noted that the outstanding debtors report needs to be reconciled.

1036.8.2 **Officials Reports.** Next officials reports due for period 1 Jan – 31 Mar 17. Reports

due from all officials by 14 Apr 17.

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| **Item Number** | **Item** | **Meeting Date** | **Actions to be Taken** | **Action Officer** | **Target Date** |
| 1036.8.2 | Quarterly Reports by Officials | 26 Jan 17 | GL to advise all Board officials of need for quarterly reports and when next report is due | GL | Feb 17 |

1036.8.3 **Grant Funding Updates**.

1036.8.3.1 **Supporting Victorian Sport and Recreation Grant.** EOIs forClub Seed Funding for programmes relating to Women and Girls has gone out. Due early Feb 17. Reminder to be sent. 2017 Workplan distributed to Board prior to AGM. Needs to be redistributed.

1036.8.3.2 **NYAC Travel and Accommodation Funding Grant.** Notification has been received of the success of our grant bid for travel and accommodation funding for NYAC. Contracts to be signed by end Jan 17. Round 2 bids (NAC funding) to be submitted before end Feb 17.

1036.8.3.3 **Water Funding Grants**. No nominations were received by any clubs to be part of the trial. Most clubs do not run kiosks or canteens and archery not a suitable activity for such a trial. No clubs qualified to submit the club level grants due to significant restrictions on who could or could not apply. Those clubs which expressed an interest in the club levels grants have been encouraged to pursue this separately through LGAs.

1036.8.4 **Board Mentor Reports.** BJ advised that Archers of Warrnambool may be applying to be a member club of AV. He has provided all documentation to them for this.

1036.8.5 **Policy Reviews.**

1036.8.5.1 **Social Media Policy**. AA policy document circulated along with a draft done last year. The issue of social media has raised its head again and some work needs to be done on this. AA policy is somewhat out of date but still applies. AA policy to be highlighted to AV members in next newsletter – along with other policies on same AA page. This can be followed by a review of that policy to see if there are additional issues which are needed by Victoria. IN to include in next newsletter.

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| **Item Number** | **Item** | **Meeting Date** | **Actions to be Taken** | **Action Officer** | **Target Date** |
| 1036.8..5.1 | Social Media Policy | 26 Jan 17 | Inclusion of links to AA policy to be included in next newsletter | IN | Feb 17 |

1036.8.6 **Child Safe Updates.** This item has now become a standing agenda item. Action item has been closed.

IN advised that she had attended the Train the Trainer for Child Safe Standards. Very good training which has given us a much better idea of what is required. VICSPORT and CCYP are much clearer on what is needed. Recommendations include appointment of Child Safe Officers. This is not in line with current AV direction of using an external agency to provide MP issues and will need to be considered carefully.

It is clear that this issue is primarily about cultural change and could be overwhelming for some clubs. There is no doubt that there are some parts of our culture which will need to be modified. This is a behaviour modification model and not an enforcement model at this point.

AV is not responsible for what the clubs do or don’t do but AV is there to guide, support and facilitate the implementation within the clubs. There are now a lot of templates and information available.

We need to do some significant work on this to ensure that we comply. This is targeted at children and young people but will push the boundaries for adults within clubs as well. Parents looking to have children in archery will soon start to look for a commitment from prospective clubs to Child Safe Standards.

IN proposed that AV work on the implementation in a staged process. EOI to be issued to clubs for three or four clubs to work through the process and develop the model specific to archery. BJ suggested that we may do a small, medium and large club. IN suggested that we also may need to do a metropolitan and rural club. Board agreed to a staged rollout and use of a focus group to work through the issues.

The legislation applies equally to coaches, officials, parents, club members. Needs to be included in future coaches and officials courses. Positive change for our clubs but considerable work required. BJ to attend training next week and BJ and IN to discuss common learnings and strategies and develop rollout pilot strategy.

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| **Item Number** | **Item** | **Meeting Date** | **Actions to be Taken** | **Action Officer** | **Target Date** |
| 1036.8.6 | Child Safe Legislation | 26 Jan 17 | Develop Pilot Rollout Strategy for Child Safe | IN/BJ | Feb 17 |

**1036.9. Notices of Motion/Discussion Papers**

None presented for this meeting.

**1036.10. General Business**

1036.10.1 **Ranking List Submitter, State Badges Recorder and State Records Recorder.** AA have provided some clarification on requirements for RLS. AA confirm that the RLS has a role to play in relation to QREs only. AA have further advised that, with the move to score by score input to Archers Diary and other recent changes that the role of the RLS may not be required by AA. AA are also looking at the use of QREs in general. AA reviewing RLS role. With this clarification it was suggested that we look again at the split of roles between the State Badges Recorder, State Records Recorder and any residual activity from the RLS role. Can these roles be combined? We need to consider the implications of the changes on these roles with the view to reducing the administrative effort by Clubs and the workload for our volunteers.

Consultation required with RLS on future direction for this role. Consultation also needs to happen with State Badges Recorder and State Records Recorder on feasibility or otherwise of combining or changing these Officials roles. The possibility of two officers of the Board in a single State Recorder role may be feasible to ensure equity of workload. Propose to initiate discussion on these roles.

Super-user access to Archers Diary was also discussed. It seems that we may have only one person with this access at the moment which is not best practice. Redundancy required. A review of Archers Diary access to be undertaken.

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| **Item Number** | **Item** | **Meeting Date** | **Actions to be Taken** | **Action Officer** | **Target Date** |
| 1036.10.1 | Review of State Level Access to Archers Diary | 26 Jan 17 | Make contact with AA and determine current access levels | IN | Feb 17 |
| 1036.10.1 | Review of roles of RLS, State Records Recorder and State Badges Recorder | 26 Jan 17 | Terms of Reference for Review to be drafted for review at or before the next meeting. Officials involved to be advised of review and included in discussions | GL | Feb 17 |

1036.10.2 **Loan Submission Wangaratta Archers Inc.** Additional information on this submission was provided by Wangaratta Archers Inc. WAI are asking for support from AV to extend their current loan to cover some of the costs involved in setting up their new ground. WAI have suggested that they repay their loan at a higher rate to ensure that it is paid off in good time. The need for the works being completed are required for ease of usage of the ground and for health and safety reasons. AV confirmed that WAI is strategically placed and we see the need to actively support the club. WAI have requested a loan of $5,000 with the ability to request an additional amount if needed. IN suggested that the request for additional funds if needed be subject to a new request from WAI if they felt the need to do so. MOVED BJ SECONDED IN that the loan for WAI be extended by a further $5,000 with loan repayments to be $100 per month (in lieu of $50 per month) with additional payments over and above the $100 per month being made by WAI as they are able.

**CARRIED**

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| **Item Number** | **Item** | **Meeting Date** | **Actions to be Taken** | **Action Officer** | **Target Date** |
| 1036.10.2 | Loan to WAI | 26 Jan 17 | PB to advise WAI of approval of loan extension. | PB | Feb 17 |

1036.10.3 **2017 NYAC Team Manager.** One application has been received for the Assistant Team Manager role from Ros Greig. BJ has spoken to Ros as a former Team Manager and asked whether she would take on the role of Team Manager rather than Assistant Team Manager. Ros agreed to take on this role if BJ was able to support her as needed. Alec Potts to act in a technical role and two parents selected by Ros and Brendan to act in the Assistant role. BJ to request Ros to put this in writing. Subject to Ros agreement, MOVED PB SECONDED IN that Ros Greig be appointed to the Team Manager role for the 2017 NYAC. Brendan Jones to be in attendance and assist as required. Alec Potts to act in a technical support role. Two parents chosen by Ros and Brendan to act as Assistant Team Managers.

**CARRIED**

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| **Item Number** | **Item** | **Meeting Date** | **Actions to be Taken** | **Action Officer** | **Target Date** |
| 1036.10.3 | NYAC Team Manager | 26 Jan 17 | BJ to seek agreement with Ros Greig and provide agreement in writing. BJ to liaise with Ros on next steps. | BJ | Feb 17 |

Note: Since the meeting Ros Greig has confirmed her commitment to this role. As such Ros Greig is appointed to the 2017 NYAC Team Manager role.

1036.10.4 **Constitution and Rules Sub-Committee.** Terms of Reference to be put together for this sub-committee. IN to support PB to develop Terms of Reference.

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| **Item Number** | **Item** | **Meeting Date** | **Actions to be Taken** | **Action Officer** | **Target Date** |
| 1036.10.4 | Constitution and Rules Sub-Committee | 26 Jan 17 | Draft Terms of Reference and contact volunteer clubs from AGM | PB/IN | Feb 17 |

1036.10.5 **Presidents’ Forum 1/17.** Suggestion that next Presidents’ Forum be in or around March 2017 perhaps in conjunction with the State Short Range – immediately after the presentation ceremony.

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| **Item Number** | **Item** | **Meeting Date** | **Actions to be Taken** | **Action Officer** | **Target Date** |
| 1036.10.5 | Presidents’ Forum 1/17 | 26 Jan 17 | Forum timings to be confirmed. Request for agenda items to be sent. Agenda to be confirmed. | IN | End Feb 17 |

1036.10.6 **2016 Championship and Grand Prix Winners**. Board members requested clarification of winners for the 2016 Championship and Grand Prix Winners and which plaques and medals have been presented. Request to be send to DNF to provide info on the schedule for presentations and the winners. IN also advised that she has a number of shields for various State events in storage. Most have not been updated in some time. A review of these shields to be completed and recommendations made for their use (or otherwise).

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| **Item Number** | **Item** | **Meeting Date** | **Actions to be Taken** | **Action Officer** | **Target Date** |
| 1036.10.6 | 2016 Championship and Grand Prix Winners | 26 Jan 17 | Seek results and timetable for presentations from DNF | GL | Feb 17 |
| 1036.10.6 | Review of AV Championship Shields | 26 Jan 17 | Stocktake of shields and current status and recommendations for usage to be presented to the next meeting | GL/IN | End Feb 17 |

1036.10.7 **Formula 1 Kids Sports Zone.** IN advised that the Formula 1 Grand Prix in Melbourne has a Kids Sports Zone. State Sporting Authorities have been asked to express an interest in being involved. Board agreed to get more information for consideration for 2018.

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| **Item Number** | **Item** | **Meeting Date** | **Actions to be Taken** | **Action Officer** | **Target Date** |
| 1036.10.7 | Formula 1 Kids Sports Zone | 26 Jan 17 | Seek more information for possible involvement in 2018 | IN | Feb 17 |

1036.10.8 **Live Streaming – Matchplay.** AP suggested that we could consider live streaming of the Victorian Leg of the National Matchplay. AV Board saw this as a good opportunity. Various suggestions were put forward to facilitate this. AP and BJ to discuss options and pursue and consult with Yering.

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| **Item Number** | **Item** | **Meeting Date** | **Actions to be Taken** | **Action Officer** | **Target Date** |
| 1036.10.8 | Live Streaming – Matchplay | 26 Jan 17 | Options to be considered | BJ/AP | Feb 17 |

1036.10.9 **Survey Monkey – State Target Championships**. AP advised that we have received over 90 responses to the survey to date. Survey to remain open for 7 days with a reminder to go out. AP to provide results to Board when available. IN suggested that we do a similar Survey Monkey for each of the State Championship events or workshops. AP suggested that we need to make sure that feedback goes out to everyone so they can see the results and decisions made.

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| **Item Number** | **Item** | **Meeting Date** | **Actions to be Taken** | **Action Officer** | **Target Date** |
| 1036.10.9 | Survey Monkey – State Target Championship | 26 Jan 17 | Results to be provided to Board | AP | Feb 17 |

1036.10.10 **Competitors in 2017 National and State Indoor Championships competing interstate or overseas**. It was suggested that competitors shooting interstate (or in NZ if NZ offer a venue) in the combined National & State Indoor Championships be eligible for the State Championship for 2017. If we go to a single venue and/or a separate State Indoor for 2018 this will need to be reviewed. MOVED BJ SECONDED GJ that all AV members who enter the combined National and State Indoor Championships in 2017 be eligible for the Victorian State Indoor Championship.

**CARRIED**

**1036.11 Meeting Closes**

Meeting closed by the President at 2134h. Next meeting 22 February 2017 via Zoom.

**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 | INAHAH/AllAH | 20/5/1518/2/1621/4/1616/6/1621/7/1618/8/1620/10/1617/11/1626/1/17 | 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.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 produce 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. | Continuing | 18 Aug 1622 Oct 1630 Nov 1631 Jan 1728 Feb 17 |  |
| 1020.12.7 | Junior Development Squad*Item renamed* Archer Development Pathway | DSPBGLGL, AH & PBBJ | 19/5/1621/7/1618/8/1615/9/1620/10/1617/11/1626/1/17 | Support for Sherbrooke program and expanded State ProgramAdditional discussions with AA on this activity plus approval of some grant funding. Discussions on hold until after the OlympicsSherbrooke still to provide submission on their proposal. Discussions will continue with AA after the OlympicsSherbrooke proposal received – to be considered in conjunction with AA information at Oct 16 meetingDiscussion on proposal took place. Board considered that we need to build the RGB wide program before confirming support to clubs involved. Sherbrooke submission on hold until more work has been done on an RGB wide program. Whatever we come up with needs to align with AA proposal and funding provided by AA ($45,000). Workshop needs to occur with coaches/club reps/Board to develop a proposal for a pathways program – what does the framework look like. Is it a centre of excellence type model or some other model?**ACTION**: GL to develop workshop proposal with an independent facilitator. Central venue tba. Hopefully before Christmas but may be after. GL to follow up with AA on their requirements. Grant funding requirements need to be considered. GL to advise Sherbrooke of outcome of discussions.PB advised that AA have still not provided guidance on expenditure of grant funding from AA. GL advised that AA were still formulating their plan. Issue was discussed at AA AGM. AV still waiting on guidelines from AA on this. GL still to organise a facilitated discussion on a state archer development pathway program. GL advised that he had yet to speak with Sherbrooke on the outcome of discussions. Confirmation is required from AA on direction they wish us to take on expenditure of funds and pathway program they wish us to follow and build on. IN advised that there is some funding also available in the Vic Gov grant. Board agreed that whatever we do with our grant funding needs to line up with AA funding. Item on hold until AA have advised direction. AH and GL to discuss with Sherbrooke as soon as possible. Further discussion on equipment requested by Sherbrooke occurred. Board believed it needed more evaluation of equipment and how the equipment will be used in a State wide program. PB to follow up with Jim Larven. AH to pursue with John Hyde. GL to continue to pursue workshop with coaches/clubs/Board.BJ advised that some info has been received on coaching pathways and has given some indications of future athlete pathways but nothing about how we need to spend funds provided by AA. BJ further advised that Youth Development Committee has been disbanded by AA. The committee will continue to meet informally for the time being. Ros Greig and others have provided feedback to the Board which could form the basis of a strategy for our development activities. The Board agreed that we cannot wait much longer for direction from AA. AV has grant funding for this activity which needs to be allocated to this activity as well. The Board agreed to proceed on this issue and to wait no longer for AA direction. BJ to draft a discussion paper for the next Board meeting.BJ to do survey re programs already running in clubs. What programs are running, what are the outcomes being pursued, how can the programs be built on for the greater benefit of our athletes. Activities could encompass youth and seniors development. | Continuing | 21 Jul 1615 Sep 1622 Oct 1631 Jan 1731 Jan 1728 Feb 17 |  |
| 1024.12.8 | Risk Management Procedures | AllIN/BJPB/IN | 21/7/1618/8/1620/10/1617/11/1621/1/17 | Board members to read AA Risk Management Policy and be prepared to discuss at next meetingIN advised that there is an existing AV policy on this. This needs to be reconciled to AA policy. There appears to be a risk if clubs aren’t doing regular risk assessments. AV had a checklist which might be useful. More work needed. BJ to send out ABA checklist for comparison and info. Consideration of enforcement re doing risk assessment. Emphasis on checklist and Club Mentor discussions with Clubs.BJ provided ABA checklist. This needs to be integrated with our current info. PB advised that he had assisted Orion Archers with a risk assessment. PB to work on current AV checklist and see what needs to be amended. Checklist to then be distributed to clubs, policy also needs to be reviewed to include requirement for annual risk assessments. IN to send checklist to PBIN still to provide copy of risk assessment checklist to PB. OngoingPB advised that process was followed for NYAC and submitted to council. IN advised that risk assessment has been done for RSL Connect as well. Will continue to work on this. | Continuing | 18 Aug 16End Oct 16Feb 17 |  |
| 1026.11.2 | Catering for Archers with a Disability | ININBJ/INBJ/IN | 18/8/1620/10/1617/11/1626/1/17 | Proposal to be developed in relation to additional coaching and resources for archers with a disabilityOrganise first interest group sessionIN advised that date and time for first interest group meeting needs to be set.Disability workshop for coaches to be organised for first half of 2017.Some headway has been made into incorporating Para/VI into some of our most recent events. Due to workload, workshop will be organised in Jan 17 – to be undertaken approximately Feb 17. Hazel Hockley has agreed to participate in this activity as well as assist in developing a Para/VI coaching module. Requirement for Para/VI to be included in WA720 Grand Prix Series. Clubs hosting WA 720s in 2017 need to be advised that Para/VI should be catered for in these events in 2017 where that is possible. Disabled toilets and facilities and VI labelling needs to be considered. BJ to make contact with clubs hosting the WA720 Grand Prix Series to advise of requirements.BJ still to contact WA720 hosts on requirements. BJ to research and consult with Hazel Hockley on this issue. IN advised that coach working group would happen in Feb (after the advanced coaching workshop). It was suggested that a Team Manager be considered for the Para/VI championships. Agreed. IN to issue EOI. | Continuing | 30 Oct 161 Oct 16Dec 1631 Jan 1728 Feb 17 |  |

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| 1028.7.1 | WA720 Grand Prix Series 2017/2018 | BJ/GLINBJBJ | 15/9/1620/10/1617/11/1626/1/17 | 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. | Continuing | 30 Sep 16Dec 16Jan 17Feb 17 |  |
| 1028.7.1 | State Team Selection Policy | GL/BJ/AHGL/PB/BJBJ/AH/GL | 15/9/1620/10/1617/11/1626/1/17 | Sub Committee to be formed to rewrite the current State Team Selection Policy. Recommended rewrite to be submitted to the AV Board prior to October Board meetingGL outlined proposal for discussion. Following discussion it was agreed to* Form a State Selection Steering Committee. GL to draft and distribute Terms of Reference for the Steering Committee.
* New uniform proposal to be drafted. Includes RGB uniform – PB/BJ. Includes ideas for new state uniform.
* State Team Selection Policy needs to be checked and adjusted –GL to submit to Board for consideration.
* New policy needs to include honorary teams – barebow/longbow/para/VI - GL
* Board agreed to remain with selection based on all round performance – not specialist. AGREED
* Selection process for para/VI state team commencing in 2017 - GL
* Review and make proposal for state uniform policy and provision of uniforms and RGB shirts - GL.

GL advised that he had distributed a draft. Board members had not yet had an opportunity to review. GL provided a brief review of the draft document. All Board members to review and contribute via email to GLDraft policy distributed to all members for comment. Some feedback received and was constructive. BJ suggested that we should NOT implement the new processes before the NYAC due to time limitations. Agreed – current procedure to stand until after NYAC selections. List of those selected needs to be submitted to Board prior to notification. Test against published policy to be undertaken. Peer review to be conducted by Board, invitations can be issued. DNF to be advised. BJ to advise.Intent is to have honorary team for Para/VI Championships.BJ to undertake a next draft of the new policy for Board consideration. AH and GL to assist.Policy to be published before NYAC 2017. | Continuing | 7 Oct 16Dec 16Jan 17Feb 17 |  |
| 1030.11.4 | Inclusion of para and VI divisions in State Indoor and State Short Range for 2017 | BJBJ | 20/10/1617/11/1626/1/17 | 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.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. | Continuing | Dec 16Jan 17Feb 17 |  |
| 1030.11.4 | Support for Para and VI classification | IN | 20/10/1617/11/1626/1/17 | AA para/VI committee to be advised of decision and support for classification soughtIN advised that request re classification still needs to be made to AA sub-committee. IN to liaise with Hazel Hockley on this.Action still to be undertaken. Need to determine who requires classification before classifiers can be allocated. EOI to go out for who needs to be classified. AV to fund travel for classifiers as required. | Continuing | Jan 17Feb 17 |  |
| 1030.11.7 | Badges Bank Account | IN | 20/10/1617/11/1626/1/17 | Discussions with CBA and Paul and Ros re requirementsIN advised that she has not been able to discuss with Paul and Ros as yet. AH, IN and PB advised that Badges Recorders needed to put in a large order. Board has no issues with that.Zoom meeting to be set up with Ros & Paul on this issue and other badges issues. To be done in next month | Continuing | Nov 16Jan 17Feb 17 |  |
| 1032.9.5 | Amendments to Form 0639 | IN | 17/11/1626/1/17 | Amendments to be made to Form 0639 and discussed with Badges RecordersTo be dealt with in Zoom meeting at 1030.11.7. | Continuing | Jan 17Feb 17 |  |

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| 1034.6.1 | Seeking Financial Advisor to assist an AV Finance, Grants and Audit Committee | AHAH/GL | 21/12/1626/1/17 | Email to be drafted and sent to identified organisations and individualsAH drafted an email and circulated to Board. Feedback provided. AH to do another draft and plan for circulation.Finance, Grants and Audit Committee to be formed. MOVED BJ SECONDED PB that GL chair the committee and IN to be second Board member. External person to be sought as per action above. CARRIED | Continuing | Jan 17Feb 17 |  |
| 1034.6.7 | Secretariat to the AV Board | AH | 21/12/1626/1/17 | Email to be drafted and sent to all AV members in the first instance. External candidates may be sought if no suitable candidates come from within the AV communityOne application received. Application looks sound. BJ and AH to meet with applicant for informal interview. IN to see if applicant available 11 Feb 17. | Continuing | Jan 17Feb 17 |  |
| 1034.6.8 | Requirements for State Championships | AH/GL | 21/12/1626/1/17 | Expectations document and policy review to be undertakenStill to be undertaken | Continuing | Jan 17Feb 17 |  |
| 1036.8.2 | Quarterly Reports by Officials | GL | 26/1/17 | GL to advise all Board officials of need for quarterly reports and when next report is due | New Item | Feb 17 |  |
| 1036.8.5.1 | Social Media Policy | IN | 26/1/17 | Inclusion of Links to AA policy to be included in next newsletter | New Item | Feb 17 |  |
| 1036.8.6 | Child Safe Legislation | IN/BJ | 26/1/17 | Develop Pilot Rollout Strategy for Child Safe | New Item | Feb 17 |  |
| 1036.10.1 | Review of State Level Access to Archers Diary | IN | 26/1/17 | Make contact with AA and determine current access levels to AD | New Item | Feb 17 |  |
| 1036.10.1 | Review of roles of RLS, State Records Recorder and State Badges Recorder | GL | 26/1/17 | 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 | New Item | Feb 17 |  |
| 1036.10.2 | Loan to WAI | PB | 26/1/17 | PB to advise WAI of approval of loan extension | New Item | Feb 17 |  |
| 1036.10.3 | NYAC Team Manager 2017 | BJ | 26/1/17 | BJ to seek agreement with Ros Greig and provide Ros to provide agreement in writing. BJ to liaise with Ros on next steps. | New Item | Feb 17 |  |
| 1036.10.4 | Constitution and Rules Sub-Committee | PB/IN | 26/1/17 | Draft Terms of Reference and contact volunteer clubs from AGM | New Item | Feb 17 |  |
| 1036.10.5 | Presidents’ Forum 1/17 | IN | 26/1/17 | Forum timings to be confirmed. Request for agenda items to be sent. Agenda to be confirmed. | New Item | End Feb 17 |  |
| 1036.10.6 | 2016 Championship and Grand Prix Winners | GL | 26/1/17 | Seek results and timetable for presentations from DNF | New Item | Feb 17 |  |
| 1036.10.6 | Review of AV Championship Shields | GL/IN | 26/1/17 | Stocktake of shields and current status and recommendations for usage to be presented to next meeting | New Item | Feb 17 |  |
| 1036.10.7 | Formula 1 Kids Sports Zone | IN | 26/1/17 | Seek more information for possible involvement in 2018 | New Item  | Feb 17 |  |
| 1036.10.8 | Live Streaming – Matchplay | BJ/AP | 26/1/17 | Options to be considered for live streaming of 2017 Victorian Leg of the National Matchplay Series | New Item  | Feb 17 |  |
| 1036.10.9 | Survey Monkey – State Target Championships | AP | 26/1/17 | Results to be provided to Board | New Item | Feb 17 |  |

**ITEMS CLOSED THIS MEETING**

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| --- | --- | --- | --- | --- | --- | --- |
| Item Number | Item | Action Officer | Meeting Date | Actions Taken | Status | Date Completed |
| 1018.12.10 | Arnold Classic | PBPBINPBPB/IN/GLPBPB | 21/4/1616/6/1621/7/1618/8/1620/10/1617/11/1626/1/17 | 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.PB advised little response from Arnold Classic. Sick of chasing them. Close out for now and work with them later if they are prepared to discuss.A replacement promotion and events activity needs to be identified. | CLOSED | 26 Jan 17 |  |
| 1018.12.11 | Archers Diary Training | DSPBAH | 21/4/1616/6/1621/7/1618/8/1620/10/1617/11/1626/1/17 | 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 sessionAH has chased John Hyde for details of attendees. JH advised that they did not get a participant list on the day. Comment was that it was now probably too late to seek this feedback. A quicker response from the Board is needed re feedback and the use of feedback surveys will be utilised wherever possible. Close this item | CLOSED | 21 Jul 166/7 Aug 16Oct 16Jan 17 | 26 Jan 17 |
| 1022.10.2 | Officials Reports | GL | 16/6/1621/7/1618/8/1620/10/1617/11/1626/1/17 | 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.All reports were received prior to the AGM although some came at the last minute. All officials to be reminded that reports are due to the Board quarterly. Next officials reports due for period 1 Jan – 31 Mar 17. Reports due by 14th of the following month (next reports due 14 Apr 17). | CLOSED | 21 Jul 1630 Aug 16End Sep 16Nov 16 | 26/1/17 |
| 1024.12.5 | Child Safe Standards | BJ/ININ | 21/7/1618/8/1615/9/1620/10/1617/11/1626/1/17 | 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. CARRIEDIN 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.This item is now a standing agenda item. Action to be closed and information continue to be provided and monitored via the agenda. | CLOSED | 18 Aug 16Oct 16Jan 17 |  |
| 1030.11.6 | Constitutional Amendments AGM | INAll Board Members | 20/10/1617/11/1626/1/17 | 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.Actions completed. | CLOSED | Nov 1624 Nov 16 | 26 Jan 17 |