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| av small logo.jpg | **Archery Victoria** |
| Title: | AV Board Meeting |
| Subject: | Minutes |
| Author: | AV Board |
| Date: | 21 December 2016 |  |
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**Archery Victoria Board Meeting**

**Held via ZOOM Wednesday 21 December 2016**

**Note: This was a limited Agenda meeting primarily for the allocation of Board Positions and Board Mentors following the 2016 AGM**

**1034.1. Meeting Opens**

The meeting was declared open at 2125h

**1034.2. Attendees**

Peter Bennett (PB) Board Member

Guenter Licht (GL) Board Member

Alan Howell (AH) Members’ Representative

Alec Potts (AP) Board Member

Irene Norman (IN) Board Member

Brendan Jones (BJ) Board Member

**1034.3. Apologies**

Nil

**1034.4. Declaration of Proxies**

 Nil

**1034.5. 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.

**1034.6. General Business**

1034.6.1 **Allocation of Board Positions**. MOVED GL SECONDED AH that Peter Bennett be appointed to position of President of the Archery Victoria Board. PB accepted the nomination.

**CARRIED**

MOVED BJ SECONDED AH that Guenter Licht be appointed to the position of Vice-President of the Archery Victoria Board. GL accepted the nomination

**CARRIED**

MOVED GL SECONDED AH that Irene Norman be appointed to the position of Secretary of the Archery Victoria Board. IN expressed concern at this appointment. Members of the Board expressed that they were reluctant to undertake the Secretary role and expressed the opinion that IN was the best person for this role. Under those conditions IN accepted the nomination.

**CARRIED**

The role of CFO was discussed. BJ suggested that the Vice President continue in this role for the time being. BJ further presented the idea that a Finance, Grants and Audit Committee be formed to guide the financial decisions of the Board. AH suggested that it may be a good idea to have an independent financial advisor to this sub-committee. AH had already looked into some of the organisations suggested at the AGM but had not had success in sourcing information about them. AH had however found an organisation called Pro-Bono Australia who may have suitable volunteers who could mentor the Board in the financial aspects of the AV business. IN advised that AV is a member of Volunteering Australia who have a panel of professionals who may wish to be on the sub-committee to assist the members in Financial, Audit and Grant activities. Other groups were also discussed. AH agreed to pursue this option and will draft an email for Board consideration. MOVED AH SECONDED BJ that AV look at forming a Finance, Grants and Audit Committee to guide the financial direction of AV and to seek a Financial Advisor to assist that Committee. The Vice-President (as acting CFO) to chair the Committee.

**CARRIED**

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| **Item Number** | **Item** | **Meeting Date** | **Actions to be Taken** | **Action Officer** | **Target Date** |
| 1034.6.1 | Seeking Financial Advisor to assist an AV Finance, Grants and Audit Committee | 21 Dec 16 | Email to be drafted and sent to identified organisations and individuals | AH | Jan 17 |

MOVED GL SECONDED PB that Brendan Jones and Alec Potts be appointed to the positions of Board Members to the Archery Victoria Board.

**CARRIED**

IN to advise AA of AV allocated Board positions.

1034.6.2 **Allocation of Board Mentors.** The following allocation of Board Mentors was agreed.

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| Alec Potts | SA | AA | HA | BHCA |  |  |
| Peter Bennett | SETA | TCAG | PITA | WAI | NEA | OA |
| Guenter Licht | DVA | GA | YDA | SCAC |  |  |
| Alan Howell | AIM | YB | KCB | WCA | MAC |  |
| Brendan Jones | GHA | CB | WAC | HCA |  |  |
| Irene Norman | WA | FAC | PAC | YVA |  |  |

1034.6.3 **Board Meetings for 2017**. IN suggested that meetings for 2017 be on the 4th Thursday of the month. This was agreed in principle. There will be times when this needs to change. There is generally no Board Meeting in the month of the AGM.

1034.6.4 **Protocol for Dealing with Correspondence**. PB suggested that the Mentor of the Member Club sending the correspondence take primary responsibility for any issues raised and for finalising the issue with the Club. This does not mean that the Board Mentor needs to do all the work but that they take responsibility for ensuring the issue is dealt with and closed.

1034.6.5 **Website Update.** AH advised that SportsTG have undertaken to have the first iteration of the new website ready by end Jan 17. 9 hours of training are included in the contract. It is likely that 3 people will be trained in the first instance.

1034.6.6 **Minute Secretary to AV Board**. BJ suggested that the role should be a Secretariat role rather than just a Minute Secretary. AH to draft email for an Expression of Interest for a Secretariat role to assist the AV Board. Confidentiality Agreement will be required for this role (and Financial Advisor role).

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| **Item Number** | **Item** | **Meeting Date** | **Actions to be Taken** | **Action Officer** | **Target Date** |
| 1034.6.7 | Secretariat to the AV Board | 21 Dec 16 | 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. | AH | Jan 17 |

1034.6.7 **2017 State Target Championships.** AH updated the Board on issues raised in relation to the 2017 State Target at AA. AH to discuss with AA pricing issues, water, devices for scoring, toilets and provision of a National Judge. GL reminded the Board that entry forms and information fliers for State Championships should be submitted to the Board prior to publication. Forms and fliers should be submitted to archeryadmin@archeryvic.org.au . GL suggested that AV should provide all those holding State Championships with a document outlining the conditions and requirements expected for the Championship. AH and GL to discuss and prepare a document for consideration by the AV Board. A review of the current State Championship policy guidelines also needs to be undertaken – AH and GL to discuss and draft. The expectations document may form part of the policy and procedures document. IN reminded the Board that this should include expectations in relation to inclusion of para/VI divisions. State Championships include the Victorian Leg of the National Matchplay Series.

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| **Item Number** | **Item** | **Meeting Date** | **Actions to be Taken** | **Action Officer** | **Target Date** |
| 1034.6.8 | Requirements for State Championships | 21 Dec 16 | Expectations document and policy review to be undertaken. | AH/GL | Jan 17 |

1034.6.8 **Official Celebration of Olympic Achievement – Alec Potts.** Date has been agreed as 21 January 2016. City of Kingston to be approached for a venue. AH running with this.

**1034.7 Meeting Closes**

Meeting closed by the President at 2229h. Next meeting 26 January 2017 (to be confirmed) via Zoom.