



Archery Victoria			
Title:	AV Board Meeting		
Subject:	Minutes		
Author:	AV Board		
Date:	21 July 2016		
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Archery Victoria Board Meeting
Held via ZOOM Thursday 21 July 2016

1024.1. Meeting Opens

The meeting was declared open at 1911h

1024.2. Attendees

Peter Bennett (PB)	President
Guenter Licht (GL)	Vice-President/A/Secretary
Alan Howell (AH)	Members Rep
Merv Grinstead (MG)	Board Member
Irene Norman (IN)	Board Member
Brendan Jones (BJ)	Board Member

1024.3. Apologies

Nil

1024.4. Declaration of Proxies

Nil

1024.5. 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 Director of Arrows Plus and member of AA Coaching Committee.
- 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.

1024.6. Minutes from Previous Meeting

MOVED Guenter Licht SECONDED Merv Grinstead that the minutes of the meeting dated 16 June 2016 as presented be accepted.

CARRIED

1024.7. Business Arising from Previous Minutes

- See Annex A

1024.8. Business Conducted by Email since Last Meeting

- Secondment of Members Rep – Alan Howell was confirmed by the majority of AV member clubs as the member' representative until the next AGM.
- Secondment to Vacant Board Position – Brendan Jones was seconded by the AV Board to the vacant Board Position until the next AGM.
- AA Development Program Proposal – discussions with AA in relation to a development program proposal – further discussions after 2016 Olympics.
- Radio Advertising during Olympics – collaboration with AA – agreement reached with AA to participate in a series of radio advertisements to align with the 2016 Rio Olympics. Grant funding applicable.
- Grant funding workplan for 2016. The draft workplan was distributed to all Board members and approved.

1024.9 Correspondence

Nil

1024.10. Reports

1024.10.1 **Financials.** PB advised that May 2016 reports had been received and that he will distribute to all Board Members.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
1024.10..1	Financial Reports	21 July 16	Distribute May financials to Board Members	PB	ASAP after meeting

1024.10.2 **Officials Reports**

GL advised that Officials had been asked to prepare EOFY reports – still waiting on receipt. Reports to be available for Annual Report preparation – late August/early September 2016.

1024.10.3 **Grant Funding Updates.**

1024.10.3.1 **SRV Grant Funding Proposal 2016 – 2019.** IN confirmed that funding agreements from SRV have been signed. Awaiting return of agreements from SRV. First payment should be made in late July 2016.

1024.10.3.2 **Travel Funding NAC 2016.** IN confirmed that funding agreements from SRV have been signed. Funds have been received.

1024.10.4 **Board Mentor Reports**

No specific Board Mentor Reports this month. Redistribution of Board Mentors discussed in General Business.

1024.11 Notices of Motion/Discussion Papers

No notices of motion or discussion papers were presented to this meeting.

1024.12. General Business

1024.12.1 **Appointment of Auditor.** MOVED PB SECONDED MG that Top Class Accountants be appointed as the Archery Victoria auditor for auditing of the FY2015/16 accounts.

CARRIED

1024.12.2 **Term Deposit Maturity and Banking Arrangements.** Archery Victoria currently has banking needs met by the CBA. The current term deposit is due to mature on 29 July 2016. Discussion ensued and it was determined that current banking arrangements should be reviewed to determine if more beneficial arrangements are available – including from other banks. The arrangements have not been reviewed for some time. In the meantime MOVED PB SECONDED GL that the current term deposit account be topped up to \$250,000 for a 3 month period only whilst the arrangements are reviewed.

CARRIED

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
1024.12.2	AV Banking Arrangements	21 Jul 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.	IN	18 Aug 16

1024.12.3 **Financial Write-offs.** The Board was advised that there were some minor discrepancies in accounts for 3 clubs which had been outstanding for some years and could not be reconciled given the time involved. Amounts are very minor. Details to be distributed via email for decision.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
1024.12.3	Minor Write-offs	21 Jul 16	Details to be collated with email advise to Board members	IN	18 Aug 16

1024.12.4 **Imminent Closure of PITA.** The Board was advised that PITA is in danger of imminent closure due to lack of numbers at the club. Board members agreed that it would be beneficial to maintain PITA as a strategic location for an Archery Club. PB to discuss issues with PITA and see if there is any help that AV can give to ensure continuation of the club.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
1024.12.4	Imminent closure of PITA	21 Jul 16	PB to contact PITA to determine any help that can be provided to the club – report back at next meeting.	PB	18 Aug 16

1024.12.5 **New Child Safe Standards – Jan 17 implementation.** The Board was made aware of the new Child Safe Standards which are being implemented in Victoria as of January 2017. It is unclear how this affects AV and member clubs. BJ to consult with South West Academy to see what info is available. IN to consult with VICSPORT. For discussion at next meeting.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
1024.12.5	Child Safe Standards	21 Jul 16	Consult with South West Academy and VICSPORT on implications of new requirements for AV and member clubs. For discussion at next meeting.	BJ/IN	18 Aug 16

1024.12.6 **Outcomes for National/State Indoor - Selection Procedures.** The State Team outcomes from the National/State Indoor were discussed. It was agreed that a review of selection procedures for all State Teams was warranted as part of the standard policy reviews. GL to determine review process and timeframes.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
1024.12.6	State Team Selection Processes	21 Jul 16	Determine review process and timeframes – discussion paper for September Board meeting	GL	15 Sep 16

1024.12.7 **Board Positions and Board Mentors.** With the change in Board members, positions on the board were discussed. All Board positions to remain as is with AH taking on the Members Representative position and BJ filling a Board Member position. GL to take on role of A/Secretary until the next AGM. Board Mentors were redistributed with the following results.

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

1024.12.8 **Risk Management Procedures.** Requirements in relation to Risk Management Procedures and the current AA guidelines were discussed. It was agreed that some additional advice needed to be presented to member clubs and that the role of AV in this process needs to be clarified. Board members were requested to read the AA policy before the next meeting with a view to discussing our role and the way forward.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
1024.12.8	Risk Management Procedures	21 Jul 16	Board members to read AA Risk Management Policy and be prepared to discuss at next meeting	All	18 Aug 16

1024.12.9 **2017 AV Calendar.** Requirements for the 2017 AV Calendar were discussed and it was agreed that an EOI for events would be issued with a closing date of first week of September for clubs to nominate events. The calendar is to be finalised by end Sep/early Oct so that clubs can finalise their own calendars. AV to continue Grand Prix events and State Championships as per previous years. Possible split of State and National Indoors to be considered. Details of national events are now available. The issue of a clash of dates with the proposed 2017 State Target was discussed. GL to liaise with the club to see how this could be resolved.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
1024.12.9	2017 AV Calendar	21 Jul 16	EOI to be sent out to clubs for events for the 2017 Calendar. Clash of dates to be negotiated	IN GL	18 Aug 16 18 Aug 16

1024.12.10 **New Longbow Rules.** GL advised the meeting that AA had approved the new longbow rules which will take effect 1 Jan 17. The Board discussed and agreed that AV would use the same wef date as AA. As such the new rules would apply from 1 Jan 17 for AV events.

1024.13 Meeting Closes

Meeting closed by the President at 2040h. Next meeting 18 Aug 16 via Zoom.

Dated 21 July 16
BOARD MEETING ACTION ITEMS

OPEN ITEMS

Item Number	Item	Action Officer	Meeting Date	Actions Taken	Status	Due Date	Date Completed
992.10.3	Policy Reviews	IN/All	18/2/15	IN to redistribute revised policies (February meeting) for review by all Board members.	Continuing	30 Sep 16	
			18/3/15	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.			
			20/05/15	IN to nominate policies for board members to review			
		DNF	22/6/15	DNF is to review the existing tournament policy and submit to the board for review and approval.			
		IN	27/8/15	Funding has been allocated to allow us to employ someone to review all documents. Awaiting funding to come through.			
		All	18/2/16	A draft of all the new policies has been submitted to the board to digest and approve			
		IN	10/3/16	IN 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.			
			21/4/16	State Championship Schedule presented for approval this month.			
	16/6/16	No reviews presented this month					
	21/7/16	Policy reviews continue and will be published as approved by the AV Board.					

998.12.1	Website management	IN AH	20/5/15 18/2/16 21/4/16 16/6/16 21/7/16	<p>A call is to be put out a call for EOI for updating and management of the AV website</p> <p>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.</p> <p>Moved: TS Seconded: IN Moved 6:0</p> <p>DS to liaise with SH and IMG re new website design and publication.</p> <p>DS to check on progress</p> <p>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</p>	Continuing	18 Aug 16	
1018.12.3	Financial Procedures	IN	21/4/16 16/6/16	<p>Financial procedures to be drafted as per proposal for both standard payments and non-standard payments</p> <p>Expense claim form completed and now in use. Other procedures still to be completed</p>	Continuing	18 Aug 16	
1018.12.6.2	President's Forums	IN	21/4/16 16/6/16 21/7/16	<p>Formal proposal for President's Forums to be developed for Jun 16 Board meeting</p> <p>Formal proposal still to be completed</p> <p>To be ready for next meeting</p>	Continuing	18 Aug 16	

1018.12.9	Archery Heroes	GL	21/4/16	Organise plaques for successful nominees	Continuing	30 May 16	
		DS		Announcement of successful nominees to clubs		30 May 16	
		IN		Agenda Item – determine date for next round of Archery Hero nominations		18 Jun 16	
		GL	16/6/16	Archery Heroes nominations have been confirmed. GL has liaised with Nicole Ashton and a pin design has been approved. MOVED PB SECONDED GL that Nicole be paid a design fee of \$300. CARRIED. 50 pins to be order in initial batch through JAS. Expected cost not to exceed \$1800-00. MOVED GL SECONDED PB that order to be placed at a cost not to exceed \$1800-00. CARRIED. Pins are expected to be available by mid-Jul. Pins and citations will be distributed to clubs for presentation at an appropriate club event – including AV nominations.		21 Jul 16	
		IN		Next round of nominations for Archery Heroes to be sent out in September 2016.		14 Sep 16	
		GL	21/7/16	GL advised that we are awaiting deliver of the pins. Once deliver, the citations will be completed and pins and citations distributed to clubs for presentation.			

1018.12.10	Arnold Classic	PB	21/4/16	Further discussions with organisers on possible AV involvement	Continuing	18 Aug 16	
		PB	16/6/16	Confirmation 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.			
		IN	21/7/16	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 undertaken			
1018.12.11	Archers Diary Training	DS	21/4/16	Clubs to be canvassed for possible dates and venues – liaise with AA	Continuing	21 Jul 16 6/7 Aug 16	
		PB	16/6/16 21/7/16	Dates 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.			
1020.12.1	Debit Card	IN	19/5/16	Explore option of Debit Card on AV Band Account or prepaid card	Continuing	21 Jul 16 18 Aug 16	
			21/7/16	Continuing along with review of banking arrangements			
1020.12.7	Junior Development Squad	DS	19/5/16	Support for Sherbrooke program and expanded State Program	Continuing	21 Jul 16 15 Sep 16	
			21/7/16	Additional discussions with AA on this activity plus approval of some grant funding. Discussions on hold until after the Olympics			
1022.10.1	Financial Reports	IN	16/6/16	Debtors outstanding accounts to be reconciled	Continuing	Prior to finalisation of EOFY accounts	

1022.10.2	Officials Reports	GL	16/6/16 21/7/16	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 Report	Continuing	21 Jul 16 30 Aug 16	
1022.10.3.2	Travel Funding NAC	IN	16/6/16 21/7/16	Discussion paper for distribution of funds to State Team athletes to 2016 NAC to be presented to next meeting IN apologised for not meeting this timeframe. Will be completed prior to next meeting. Consideration of Team Manager funding to be included	Continuing	21 Jul 16 18 Aug 16	
1022.12.2	State Team Shirts for Victorian Team for National Indoor Championships	IN	16/6/16	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.	Continuing	30 Sep 16	
1024.12.2	AV Banking Arrangements	IN	21/7/16	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.	New Item	18 Aug 16	
1024.12.3	Minor Write-offs	IN	21/7/16	Details to be collated with email advice to Board members	New Item	18 Aug 16	
1024.12.4	Imminent closure of PITA	PB	21/7/16	PB to contact PITA to determine any help that can be provided to the club – report back at next meeting.	New Item	18 Aug 16	
1024.12.5	Child Safe Standards	BJ/IN	21/7/16	Consult with South West Academy and VICSPORT on implications of new requirements for AV and member clubs. For discussion at next meeting.	New Item	18 Aug 16	
1024.12.6	State Team Selection Processes	GL	21/7/16	Determine review process and timeframes – discussion paper for September Board meeting	New Item	18 Aug 16	
1024.12.8	Risk Management Procedures	All	21/7/16	Board members to read AA Risk Management Policy and be prepared to discuss at next meeting	New Item	18 Aug 16	
1024.12.9	2017 AV Calendar	IN GL	21/7/16	EOI to be sent out to clubs for events for the 2017 Calendar. Clash of dates to be negotiated	New Item	18 Aug 16 18 Aug 16	

ITEMS CLOSED THIS MEETING

Item Number	Item	Action Officer	Meeting Date	Actions Taken	Status	Date Completed
1018.12.5	2016 State/National Indoor Championships	DS	21/4/16	AA to be advised of 2016 venues	Completed	19 May 16
				Agenda Item – Jun 16 meeting – possible separation of State and National Championships	Completed	18 Jun 16
1020.12.6	State Indoor Championships 2017	DS	19/5/16 16/6/16 21/7/16	Include the splitting of the State and National Indoor Championships in Agenda for next President's Forum Agenda item included. In principle agreement from Board. Details to be worked out as part of 2017 AV Calendar arrangements.	Completed	21 Jul 16
1022.10.3.1	Grant Funding	IN	16/6/16 21/7/16	Implementation plan for 1 st 12 month's work plan to be confirmed Draft plan distributed via email and confirmed by Board Members. SRV asked for some minor changes which were included.	Completed	21 Jul 16
1022.12.1	Mark up on AV Badges	GL	16/6/16 21/7/16	GL to notify AV Badges Recorder of Board decision – no mark-up on badges GL advised that he notified the AV Badges Recorder of the Board Decision	Completed	21 Jul 16
1020.12.4	Secondment of Members Representative	DS	19/5/16 16/6/16 21/7/16	Seek ratification by Member Clubs for Members Rep nomination Email sent to all clubs – request for feedback by 24 Jun 16. Details to be distributed via email for Board decision Results from clubs distributed via email. Alan Howell confirmed as members rep until the next AGM. Alan was welcomed to the Board.	Completed	21 Jul 16