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| av small logo.jpg | **Archery Victoria** |
| Title: | AV Board Meeting |
| Subject: | Minutes |
| Author: | AV Board |
| Date: | 15 September 2016 |  |
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**Archery Victoria Board Meeting**

**Held via ZOOM Thursday 15 September 2016**

**PLEASE NOTE THAT THIS MEETING HAS A LIMITED AGENDA DUE TO OTHER ISSUES IMPACTING BOARD MEMBERS. A MORE COMPLETE MEETING WILL BE HELD IN OCTOBER AND OTHER BUSINESS CONDUCTED BY EMAIL AS NEEDED.**

**1028.1. Meeting Opens**

The meeting was declared open at 1912h

**1028.2. 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

**1028.3. Apologies**

Nil

**1028.4. Declaration of Proxies**

 Nil

**1028.5. 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 Person Interest as Partner in Billawin Waters Ltd, Member of AA Youth Development Committee and Board Member South-West Sport.

**1028.6. Business Arising from Previous Minutes**

* Business arising was not addressed at this limited agenda meeting. Updates have been made where appropriate and additional action items have been added.

**1028.7. General Business**

1028.7.1 **State Calendar Events, AA changes, selection procedures**. Significant discussion was had around the 2017 Archery Victoria Calendar. Discussion was sparked by various AA changes announced over the last few weeks. The impact of these changes needs to be considered in relation to the Archery Victoria Calendar of Events as well as the impacts on clubs and individual archers.

AA have announced a set of 2017 MQS scores that are an increase on those previously required and are based purely on the WA720 rounds along with additional specification of the level of events they are shot at. The announcements open up the opportunity for an AV WA720 series as a means of best facilitating the needs of individual archers and clubs. The club and AV calendars could be expanded to provide opportunities for archers to improve development of skills and abilities and hence scores by more regularly shooting these rounds in tournament events. These shorter events may also be attractive to archers who seek shorter time duration events and events that align more closely with international events and the pathway to peak domestic events.

Discussion was also had around the State Target Championship. Angel Archers have asked whether they can conduct the State Target as a one day event for 2017 in line with the Archery Australia Nationals.

MOVED PB SECONDED GL that the Angel Archers suggestion for the scheduling of the State Target as a one day event could be accommodated. The event will be evaluated and reconsideration of a two day event (or note) for 2018 will be made.

**CARRIED**

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| **Item Number** | **Item** | **Meeting Date** | **Actions to be Taken** | **Action Officer** | **Target Date** |
| 1028.7.1 | One day State Target for 2017 | 15 Sep 16 | PB to advise Angel Archers that a one day State Target Championship for 2017 has been agreed. | PB | 30 Sep 16 |

MOVED GL SECONDED BJ that the AV Board agree to run a pilot series of 720 rounds for the remainder of 2016 to cater for the changes made by AA to MQS and the impact that has on selection of our team for the 2017 National Youth Archery Championships. Rounds are to be registered with AA and WA.

**CARRIED**

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| **Item Number** | **Item** | **Meeting Date** | **Actions to be Taken** | **Action Officer** | **Target Date** |
| 1028.7.1 | WA720 Pilot Series 2016 | 15 Sep 16 | PB to work with BJ and GL to determine a pilot 2016 program for WA720 events to assist in team selections following the changes made by AA | PB/BJ/GL | 30 Sep 16 |

MOVED GL SECONDED BJ that the Board agree in principle to the inclusion of the WA720 Grand Prix series in the AV calendars for 2017 and 2018.

**CARRIED**

Details of this proposal need some more work. BJ and GL agreed to cooperate and put a more detailed proposal to the AV Board prior to the October meeting.

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| 1028.7.1 | WA720 Grand Prix 2017/2018 | 15 Sep 16 | Detailed proposal to be submitted to AV Board | BJ/GL | 30 Sep 16 |

These discussions led to further consideration of the current rewrite of the State Team Selection Process. GL had previously been given the task of reviewing this document. Following on from the current discussions the Board agreed to form a short-term sub-committee consisting of GL, BJ and AH to look at a rewrite of the document for consideration by the full Board. Discussions may include the AV State Recorder as appropriate.

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| **Item Number** | **Item** | **Meeting Date** | **Actions to be Taken** | **Action Officer** | **Target Date** |
| 1028.7.1 | State Team Selection Policy | 15 Sep 16 | Sub-committee be formed to rewrite the current policy. Recommended rewrite to be submitted to AV Board prior to October Board meeting | GL/BJ/AH | 7 Oct 16 |

1028.7.2 **Changes to Rounds, Ratings and Records as at 1 Jan 17.** AA has introduced new rounds that commence 1 Jan 17 as published by them recently. These will be the rounds used at the National Youth Archery Championships in 2017 and also apply to some longbow divisions. The Board noted that these new rounds are the same length or shorter than the rounds they replace.

MOVED BJ SECONDED AH that AV adopt the four new rounds introduced by AA commencing 1 Jan 17 as replacements for the ‘intermediate’ and ‘Horsham’ and further the applicable longbow rounds and that VIC State Records and Tournament Records commence from that date for these new rounds.

**CARRIED**

MOVED BJ SECONDED AH that the AV State Recorder archive the records from ‘Intermediate’, ‘Horsham’, 25m/80cm/36 arrow, 35m/122cm/36 arrow, 55m/122cm/36 arrow, 45m/122cm/36 arrow, 35m/80cm/36 arrow, 25m/80cm/36 arrow, AA45/720, AA35/720 with the records for the four new AA rounds (and new face/distance combinations) being introduced on this same date (1 Jan 17). Further that this same process be applied to the applicable longbow rounds.

**CARRIED**

MOVED BJ SECONDED AH that the Youth State Team ranking and selection results to 31 Dec 16 for the ‘Intermediate’, ‘Horsham’, AA45/270, AA35/720 be converted using the Archers Diary Rating tool to the new rounds that AA are commencing 1 Jan 17. These rating corrected scores are to be applicable for the 2017 NYAC selection and beyond and only scores for the new rounds will be considered for events shot after 1 Jan 17.

**CARRIED**

1028.7.3 **AV Team Manager – National Archery Championships.**  One application was received in relation to the State Team Manager position. The application lacks some detail and the applicant has been asked for further information. It was noted that it would be good to develop another Team Manager. AH to liaise with the applicant. BH and PB agreed to mentor the new Team Manager at the event. Team Manager to sign off on the Zero Tolerance Policy and complete the ASC Basic Principles Coaching Course. Confirmation of WWCC has been received, Final decision to be made following receipt of additional information.

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| **Item Number** | **Item** | **Meeting Date** | **Actions to be Taken** | **Action Officer** | **Target Date** |
| 1028.7.3 | AV Team Manager – National Archery Championships | 15 Sep 16 | AH to liaise with applicant Team Manager for additional information | AH | 23 Sep 16 |

**1028.8 Meeting Closes**

Meeting closed by the President at 2044h. Next meeting 20 Oct 16 via Zoom.

**Dated 15 September 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 |
| 992.10.3 | Policy Reviews | IN/AllDNFINAllIN | 18/2/1518/3/1520/05/1522/6/1527/8/1518/2/1610/3/1621/4/1616/6/1621/7/1618/8/1615/9/16 | 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 meeting | Continuing | 30 Sep 16 |  |

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| 998.12.1 | Website management | INAHAH/All | 20/5/1518/2/1621/4/1616/6/1621/7/1618/8/16 | 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. | Continuing | 18 Aug 1622 Oct 16 |  |

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| 1018.12.10 | Arnold Classic | PBPBINPBPB/IN/GL | 21/4/1616/6/1621/7/1618/8/16 | 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. | Continuing | Oct 16 |  |
| 1018.12.11 | Archers Diary Training | DSPBAH | 21/4/1616/6/1621/7/1618/8/16 | 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. | Continuing | 21 Jul 166/7 Aug 16Oct 16 |  |
| 1020.12.7 | Junior Development Squad | DSPB | 19/5/1621/7/1618/8/1615/9/16 | 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 meeting | Continuing | 21 Jul 1615 Sep 1622 Oct 16 |  |
| 1022.10.2 | Officials Reports | GL | 16/6/1621/7/1618/8/16 | 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. | Continuing | 21 Jul 1630 Aug 16End Sep 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 | 21/7/1618/8/16 | 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. | Continuing | 18 Aug 16Oct 16 |  |
| 1024.12.3 | Minor Write-offs | IN | 21/7/1618/8/16 | Details to be collated with email advice to Board members.Still to be completed | Continuing | 18 Aug 1630 Sep 16 |  |

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| 1024.12.4 | Imminent closure of PITA | PB | 21/7/1618/8/16 | PB to contact PITA to determine any help that can be provided to the club – report back at next meeting.PB to report back. | Continuing | 18 Aug 1630 Sep 16 |  |
| 1024.12.5 | Child Safe Standards | BJ/IN | 21/7/1618/8/1615/9/16 | 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 attend | Continuing | 18 Aug 16Oct 16 |  |
| 1024.12.8 | Risk Management Procedures | AllIN/BJ | 21/7/1618/8/16 | 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. | Continuing | 18 Aug 16End Oct 16 |  |
| 1024.12.9 | 2017 AV Calendar | INGLGLGL/AH/BH | 21/7/1618/8/1615/9/16 | 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. | Continuing | 18 Aug 1618 Aug 1630 Sep 16Mid Oct 16 |  |

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| 1026.11.2 | Catering for Archers with a Disability | IN | 18/8/16 | Proposal to be developed in relation to additional coaching and resources for archers with a disabilityOrganise first interest group session | Continuing | 30 Oct 161 Oct 16 |  |
| 1026.11.3 | DVA Coaching Proposal | GL | 18/8/16 | Liaise with archers and coaching staff re subsidy for workshopDrive development of pathways program | Continuing | 22 Sep 161 Nov 16 |  |
| 1026.11.4 | Alec Potts return from RIO | AH | 18/8/16 | AH to follow up on a return from RIO event for Alec | Continuing | 30 Sep 16 |  |
| 1028.7.1 | One day State Target for 2017 | PB | 15/9/16 | PB to advise Angel Archers that a one day State Target Championship for 2017 has been agreed | New Item | asap |  |
| 1028.7.1 | WA720 Grand Prix Series 2017/2018 | BJ/GL | 15/9/16 | Detailed proposal for WA720 Grand Prix Series be submitted to AV Board | New Item | 30 Sep 16 |  |
| 1028.7.1 | State Team Selection Policy | GL/BJ/AH | 15/9/16 | 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 meeting | New Item | 7 Oct 16 |  |

**ITEMS CLOSED THIS MEETING**

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| Item Number | Item | Action Officer | Meeting Date | Actions Taken | Status | Date Completed |
| 1024.12.6 | State Team Selection Processes | GL | 21/7/1618/8/1615/9/16 | Determine review process and timeframes – discussion paper for September Board meetingGL will continue to work on this.See Item 1028.7.1. This item to be closed and combined with 1028.7.1 | CLOSED | 18 Aug 16End Sep 16 | 15 Sep 16 |