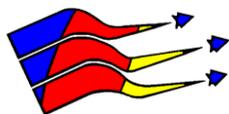




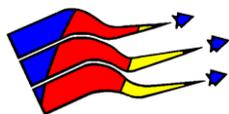
ARCHERY ACT SOCIETY INC MEETING AGENDA & MINUTES

Date of meeting	Sunday 18 March 2018
Location:	Tuggeranong Archery Club
Time:	2:50pm
Attendees:	Melissa Mongan (president), Cherie Theyers (youth Coordinator), Aaron Lowther (webmaster), Rachel Morgan (recorder), Andrew Blunden (coaching coordinator)
Apologies:	Paul Smith (judges Coordinator), Andrew Heldon (treasurer)
Absences:	None
Guests	Mick Turner, Glen Hunt
Conflicts of Interest:	Cherie Theyers – Youth team
Previous meetings minutes	
Business arising from previous minutes:	None
Acceptance details	Moved to be accepted: Cherie Theyers Seconded: Rachel Morgan
Officer Updates	
President	Since last meeting been busy at the AA AGM, got together with Rachel to design criteria for end of year presentations, still looking for a vice president and secretary. Applications for Youth team were received and uploaded into drop box
Vice President	VACANT – no update
Secretary	VACANT – no update
Treasurer	Sent apologies. Bank balance sent through as \$28 716
Recorder	Spent the past few months getting up to date. State rewards etc. Have spent \$1500 getting up to date with pins. Probably another \$300 to go. Met with a couple of challenges re archer's diary and the AA database. Tabled for action in General Business.
Coaching Coordinator	Looking to hold another Level 1 and Level 2 course this year. Coaches have been attending the JETS days with success, need to somehow investigate mentoring program. Tabled for discussion in general business
Youth Coordinator	January Camp held at Tuggeranong had 8 kids attending, very successful. More interest is coming in. Using the new registration system – Sports TG, next one is the 3 rd March at CAC. Need to make sure dates are on the website. Discussion around coaches and duty statements needed – tabled for discussion in general business



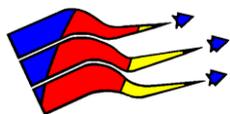
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Judges Coordinator	Sent apologies. Informed via email that a judges course is in the works in collaboration with Karen O'Malley.	
Webmaster	Have now launched the new website – Plan is to update with success of archers. Action regarding Astin tabled in general business	
Agenda Item/Topic	Discussion/outcomes	Action (<i>who is accountable and by when</i>)
Matters for decision:		
Youth Team 2018	All applicants were tabled. Expressions for consideration without scores also tabled. Team ratified.	Mel to send out info to successful applicants
Uniforms	Concerns given timeframe tabled. Previous sublimated shirts with flag design require 8 weeks turn around, also require large numbers ordered. This needs further discussion with delegates, however trail going ahead with a simpler design.	Andrew still to contact Beastwear re sponsorship. Cherie to check some suppliers and options and send to Mel and Andrew.
Matters for discussion:		
Coaching/mentoring	Discussion took place regarding the need for mentoring sessions to occur with aspiring coaches, to build confidence. Coaching mentor session Establish who wants Level 1 and Level 2	Andrew B to organise a session with photos/video of JETS technique – Mel M to mentor as level 3 coach
Open Development Days	Committee discussed the need/possibilities of holding open development days, now that the juniors are underway. Perhaps a day once a quarter – this could also be a great opportunity to have the grant recipients feed back into the ACT by running workshops/discussing their trips etc. Mel M and Adrian Excell expressed an interest in being coaches involved in these days.	Andrew B to find a date, (possibly May) also find coaches.
JETS Update	Main coaches – Chris, BJ and Paul Duty Statement coming in draft Duty statement for program manager – draft	Double check Aaron has dates for website Aaron to investigate permission from drop box regarding coach's access
Presentation Night	Tabled for discussion, but paperwork was unavailable. Discussed changing Junior to youth – will possibly need delegate approval. Makes sense to align with all other things from AA.	Mel to send out to committee for feedback by beg March, so can be tabled for delegates end of March. All to give feedback.



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	Will then change the email forwarder.	Name change for agenda for general meeting.
Pamphlet	Cherie has been working on an Archery ACT pamphlet. Tabled for discussion. Hard copies given to those at meeting.	All committee members to give feedback by end of March to Cherie.
Roles and Responsibilities	These were tabled for discussion, but paperwork was unavailable. Want to take to General Meeting for delegate approval.	Mel to send out to committee for feedback by mid-March
Storage	Recently we have purchased merchandise and Mel has been working on an asset register. Sometimes difficult to get access to clubs and items get lost. Discussion took place regarding paying for storage unit, which was agreed	Mel to investigate storage and costings and come to next meeting with details.
Merchandise	Thank you to Cherie for organising the recent Merchandise purchase. Items were popular at recent events. All JETS to receive. Will have on sale at all ACT events. Discussion had regarding putting on website. Investigate having an online shop – prices would need to include postage.	Aaron to investigate setting up a tab with photos and prices.
Grants	There was a health grant available, but we missed the deadline. Need to find ways to know ahead of time about grants/sponsorship	Rachel to investigate ActewAGL grants for teams or events.
Handicap Event	Proposed new event – possibly called Short course. Looking at running 900 rounds at 20m, 30m, 40m etc	Rachel to develop guidelines and send out for feedback
Strategic Planning	Tabled as something to discuss in the future. Discussed avenues to get feedback from ACT members. Perhaps a survey or a forum. Suggestion made to also put out what the ACT committee does.	Committee asked to put ideas together and email to Mel by end of March, so something actioned in April.
Matters for noting:		
Recorder – archers Diary	Archers Diary – working out who is current under ACT – some people have multiple records –to ascertain who is current	Rachel to work with Archery Australia to remedy
Recorder – AA database	Still waiting for access to the AA database. – Mel sent through paperwork, yet to receive info for access	Mel to email Majella and find out where up to
Judges Coordinator	Initiated Judges course with AA	Update to come



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Webmaster	Want to upload a picture of Astin with details of his successes at Indoor Worlds	Aaron and Mel to follow up and Aaron to upload onto website.
Coaching courses	Discussed need for further Coaching courses to be run this year – Level 1 and Level 2. They wouldn't be run until later half of the year.	Mel M to contact AA with update Andrew B to send out expression of interests from clubs
Delegate notifications	Clubs need to update delegates using official form.	Mel to send out to Tuggeranong. Mel to send info to Aaron to put in distributor email.
Dates for events	Webmaster enquired into dates for other events.	Aaron to email club secretaries for information and upload onto ACT Calendar
MPO	Reminder of importance of being trained in MPO and following process. At the moment ACT has no named MPO. It is difficult given the proximity to prevent conflicts of interest, and as we follow AA member protection policy, any complaints will be acknowledged by the committee, but then ask AA to supply an independent MPO to investigate.	Mel M to attend upcoming training. Mel M to send out upcoming training info to clubs.
Code of Conduct and Standing Orders	Mel M working on establishing these for committee members.	Will send out for feedback once complete
Time meeting closed:	4:12pm	
Signature of chairperson		
Date and time of next meeting:	General Meeting proposed for end of March Next committee meeting TBA – April, perhaps during week.	