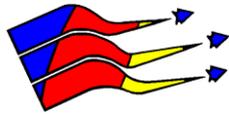




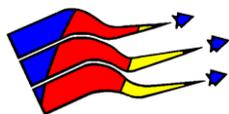
ARCHERY ACT SOCIETY INC MEETING AGENDA & MINUTES

Date of meeting	Saturday 1 September 2018
Location:	Canberra Archery Club
Time:	3:40pm
Attendees:	Melissa Mongan (president), Cherie Theyers (youth Coordinator), Aaron Lowther (webmaster), Rachel Morgan (recorder), Andrew Blunden (coaching coordinator), Paul Smith (judges Coordinator), CAC Delegates: Astin Darcy, Rachel Morgan, Andrew Blunden WVAC Delegates: Steve Slack, Cherie Theyers TAC Delegates: Michael Jard, Julie Lyons
Apologies:	Andrew Heldon (treasurer) (WVAC delegate – transferred in email to Steve Slack), Alex Gutierrez (WVAC delegate)
Absences:	Ian Mackinnon (TAC delegate)
Guests	none
Conflicts of Interest:	Melissa Mongan declared conflict of interest in voting for board members. Delegate voting was transferred via email to Rachel Morgan
Previous meetings minutes	
Business arising from previous minutes:	See matters for discussion/decision/noting: <ul style="list-style-type: none"> • ACT items • Pamphlet – still to happen • Storage – quotes received – decision still to be made • Handicap Event – still to complete • Strategic Planning – Melissa sent ideas previously • MPO – still to complete • Open Development Day – schedule for rest of 2018 and for 2019 •
Acceptance details	Moved to be accepted: Seconded:
Officer Updates	
President	<ul style="list-style-type: none"> • Been busy working on governance papers • Received reports from Grant recipients – Greg Blunden and Jason Hurnall
Vice President	VACANT – no report
Secretary	VACANT – no report
Treasurer	No report – apologies given
Recorder	<ul style="list-style-type: none"> • All ACT events are now completed • Will conduct audit of medals etc and bring to next meeting



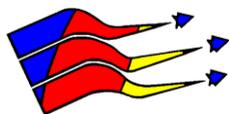
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Coaching Coordinator	<ul style="list-style-type: none"> Senior Development Day scheduled for 15 September Level 2 coaching course possible schedule for the 2nd last weekend in November 	
Youth Coordinator	<ul style="list-style-type: none"> JETS going well Cherie to investigate accessing SportsTG for access to member info 	
Judges Coordinator	<ul style="list-style-type: none"> Open Book Exam for the judge's course is tomorrow 4 out of 8 interested have returned them Suzanne will be ACTs first female judge which is exciting 	
Webmaster	<ul style="list-style-type: none"> Few jobs outstanding – need to put up reports on grant recipients, as well as merchandise available. 	
Agenda Item/Topic	Discussion/outcomes	Action (<i>who is accountable and by when</i>)
Matters for decision:		
Roles and Responsibilities	<p>Updated guidelines presented. Suggestion from TAC to make all executive – Executive. Motion to accept document with changes</p> <p>Moved: Aaron Lowther Seconded: Paul Smith All in favour</p>	Add to policies and procedures in drop box and website
Code of Conduct	<p>Guidelines presented and discussed. Suggestion to add 'or club' to first paragraph and delete 'and not as a representative of any group or club' from the Managing Interests section.</p> <p>Motion to accept guideline with proposed amendments</p> <p>Moved: Michael Jard (TAC) Seconded: Cherie Theyers (WVAC)</p>	Add to policies and procedures in drop box and website
Standing orders	<p>Guidelines presented and discussed. Suggestion made to change Council to 'Committee and Delegates'. Also, to delete 'sub' from section 5a.in relation to subclause. Also, to confirm according to constitution that the voting section is correct. Melissa checked and concluded change of 7. To delete a. and add the following 'in accordance with section 31 and 40 of the AACT Society Inc constitution.'</p> <p>Motion to accept guidelines with proposed amendments.</p> <p>Moved: Cherie Theyers (WVAC) Seconded: Steve Slack (WVAC)</p>	Add to policies and procedures in drop box and website



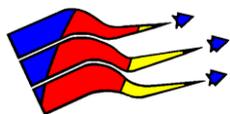
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<p>Delegate notification</p>	<p>Form presented with update including Signatures, and reference to code of conduct and standing orders Motion to accept updated form Moved: Julie Lyons (TAC) Seconded: Astin Darcy (CAC) All in favour</p>	<p>Change form in Dropbox and website</p>
<p>End of year function and awards</p>	<p>Proposed guidelines tabled and discussed. TAC delegated suggested a change in relation to eligibility for overall awards. Change to state only archers who are members of Archery ACT will be eligible Motion to accept guidelines with proposed amendments Moved: Steve Slack Seconded: Astin Darcy All in favour</p>	<p>Changes to be made and uploaded to drop box and website</p>
<p>Team Selection Policy</p>	<p>Amendment to Team Selection Policy tabled and discussed. The amendment was in relation to minors. Motion to accept addition to Team Selection Policy under section 'Parents and Carers – final dot point. Moved Cherie Theyers (WVAC) Seconded: Rachel Morgan (CAC)</p>	<p>Updates to be made and changed in drop box and added to website</p>
<p>Team shirts</p>	<p>As previously discussed trialled new shirts for Youth Nationals. Blue with gold piping. Need shirts that can be done with small order, and short timeframe. Motion to do same shirts for Open Nationals 2018 Moved: Michael Jard (TAC) Seconded: Cherie Theyers (WVAC)</p> <p>A point was raised about representatives who are not part of the state team. Astin and Rachel offered to form a subcommittee to investigate that part of the policy and come up with a plan.</p>	<p>Melissa to send a thank you letter to Lou regarding previous shirt design</p> <p>Sub committee formed and will report back.</p>
<p>Clocks</p>	<p>Motion from previous committee meeting discussed. WVAC agreed, TAC posed some questions, CAC hasn't responded. What is the responsibility if broken, all agreed that if a club borrowed, they would be responsible, if it was for an ACT event, then ACT would be responsible. Delegates</p>	<p>Melissa to put together a guideline document for the clocks regarding responsibility if broken</p>



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	were happy with this Motion to accept proposed guidelines pending approval from CAC Moved: Michael Jard Seconded: Andrew Blunden	
Voting for Board	An open ballot was conducted with regards to the AA Board nominations. TAC – E 3, S3; WVAC – L 3, A 3; CAC E 3, S 3 Rachel and Melissa signed paperwork and ballot papers	Melissa to send of paperwork to AA
Matters for discussion:		
Open Development Proposal	Melissa presented the proposal guidelines regarding Open Development Days. These were abled and discussed and given feedback	Melissa to make amendments and send out and add to website.
Feedback from Rick/AA	Melissa explained communication system for ACT as an RGB giving feedback to the Board. Prior to a board meeting, Rick will email presidents and ask for any questions etc. Following a board meeting, he will send the Board News to presidents first, with any additional information/updates.	none
ACT events	Question was raised regarding how we cater for members who are not capable of shooting distances required at ACT events. This was discussed. Resolution was that these events are aimed at the Bronze level and above and that perhaps these archers are encouraged to shoot at other tournaments provided by clubs.	Rachel still to undertake looking at Handicap event or Short course for an ACT level
Coaching Standards	Question was raised regarding how we standardise what people are doing for coaching and at Level 1 Come n Try events. Michael Jard (TAC) raised concerns over his observations. Valid points but no real answer – discussed possible solutions	Melissa asked for queries to come in email and will forward to National Coaching Coordinator for clarification
Strategic Planning	Melissa sent email out to committee and delegates for their initial thoughts. 5 Ps – Partnerships, Policy and Promotion, Participation, Performance Motion to seek a subcommittee to develop Strategic Plan Moved: Melissa Mongan (President) Seconded: Cherie Theyers (WVAC)	Melissa to send out request to members for sub committee
Matters for noting:		



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Report received from Greg Blunden	Saved into Drop Box	Need to add to website
PE Pulse	Info came through to Cherie regarding working with teachers. This was tabled and discussed Resolution not to participate	none
AGM	This was tentatively scheduled for the 6 th October. Melissa requested a bit more time to get info to members. Date changed to 13 October – venue to be confirmed. At 3pm	
Handicap Event	As per previous minutes	Rachel still to complete
Pamphlet	As per previous minutes.	Tuggeranong to provide Cherie with example of pamphlet. Cherie to continue to work on
Storage	As per previous minutes. Rachel sourced costings, still to be tabled at meeting for discussion.	Melissa to table for next committee meeting
ACT items	Tried to sell camera – John Dowden requested to borrow it	When finished with will try and sell again.
MPO update	As per previous minutes	Melissa to table for discussion at next meeting Aaron still to reference on website
Delegate notifications	Tuggeranong delegates form was received at meeting	Melissa to upload to drop box, Aaron to update email forwarder
Time meeting closed:	5:30 pm	
Signature of chairperson		
Date and time of next meeting:	Annual General Meeting October 13 – 3pm	