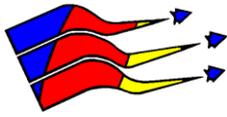


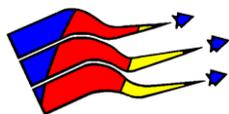
ARCHERY ACT SOCIETY INC MEETING AGENDA & MINUTES

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| Date of meeting | Saturday 1 December 2018 |
| Location: | Tuggeranong Library |
| Time: | 4:00pm |
| Attendees: | Melissa Mongan (President), Cherie Theyers (Youth Coordinator), Rachel Morgan (Recorder), Claire Johnson (Coaching Coordinator), Julie Lyons (Treasurer), Steve Slack (Vice president), Adrian Excell (Secretary) |
| Apologies: | Aaron Lowther (Webmaster), Paul Smith (Judges Coordinator) |
| Absences: | None |
| Guests | None |
| Conflicts of Interest: | None |
| Previous meetings minutes | |
| Business arising from previous minutes: July Minutes | <p>See matters for discussion/decision/noting:</p> <ul style="list-style-type: none"> • Complete <ul style="list-style-type: none"> ○ Roles and Responsibilities on website ○ Code of Conduct on website ○ Standing orders on website ○ Delegates on website ○ End of year function on website ○ Grant application on website ○ Team selection policy on website ○ Thanks sent to Lou Redman for previous AACT team shirt design ○ Voting for Archery Australia board ○ Delegate Notifications ○ NSO member protection policy added to website ○ Coaching Course <ul style="list-style-type: none"> ▪ Claire has organised a level 2 course, which is scheduled for January – see coaches report • Follow on <ul style="list-style-type: none"> ○ Memorandum of understanding – need to get agreement from clubs (Melissa) <ul style="list-style-type: none"> ▪ End of Year function ▪ Guideline on clocks ▪ Event running (Steve and Rachel to send below proposal to clubs) <ul style="list-style-type: none"> • Short course • Handicap/OzBow • TAC <ul style="list-style-type: none"> ○ Field ○ Indoor • WVAC <ul style="list-style-type: none"> ○ Clout |



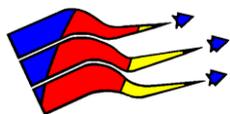
ARCHERY ACT SOCIETY INC MEETING AGENDA & MINUTES

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| | <ul style="list-style-type: none"> ○ OzBow ● CAC <ul style="list-style-type: none"> ○ Target ○ Short Course ○ New shirts due by end of February ○ Open development proposal on website (Aaron) ○ ACT events – To look at short course and send to exec by end of January (Rachel) ○ Define Coaching standards ○ Compliance/Governance. The following to be submitted to RGB by clubs (for addition into strategic plan). <ul style="list-style-type: none"> ▪ Safety Policy ▪ Constitution ▪ Members Protection Policy ▪ Coaching Policy ○ Strategic Plan – ongoing task ○ Report from Greg Blunden to be added to website (Aaron) ○ Pamphlet <ul style="list-style-type: none"> ▪ Old pamphlet has been provided to Cherie. Update to be drafted by Feb, and printed by July ○ Storage ○ Member protection policy <ul style="list-style-type: none"> ▪ Draft sent to Melissa by Michael. To be distributed to committee, for discussion at next meeting ○ Coaching and mentoring <ul style="list-style-type: none"> ▪ Build mentor sessions for level 2 using video from JETS (Claire to look at) ○ Merchandise <ul style="list-style-type: none"> ▪ Merchandise page to be added to website |
| Acceptance details | <p>Moved to be accepted: Melissa moved with minor amendment Seconded: Cherie</p> |



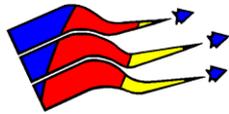
ARCHERY ACT SOCIETY INC MEETING AGENDA & MINUTES

| Officer Updates | |
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| President | <ul style="list-style-type: none"> • We had our biggest turn out to an AACT AGM • Attended Archery Australia AGM • A few complaints have come in • Waiting on sports TG access for our committee members • See us as a leading RGB • Stalling around nationals? |
| Vice President | No Report |
| Secretary | We have been notified that the 16/17 annual report has not been received by ACT government. We were also notified that there was an issue with the 17/18 annual report which was recently submitted. |
| Treasurer | <ul style="list-style-type: none"> • The current bank balance is \$27,817.98 • Spoke to NAB about changing signatories <ul style="list-style-type: none"> ○ The signatories need to go to NAB at the same time to have the excess signatories removed. • Additional information was tabled. |
| | <p>Melissa moved that the Treasurers report be accepted</p> <ul style="list-style-type: none"> • Rachel Accepted • Cherie seconded |
| Recorder | <ul style="list-style-type: none"> • There were some very good results at the recent open nationals. The highlights were as follows: <ul style="list-style-type: none"> ○ We were the only state that acted as a team ○ The ACT brought home 14 medals in total. ○ All “all gold” and other achievement badges have been ordered and handed out ○ We are the smallest RGB but had the second biggest team ○ The compound team came second ○ The recurve team came third • State Bronze medals need to be purchased |
| Coaching Coordinator | <ul style="list-style-type: none"> • Open Development day ran today (1/12/18) with 13 participants and 2 coaches in attendance. (Action to chase up people who didn't pay) • Claire and Cherie to liase non-dates for JETS ODD • Planning to run 4-5 ODD days next year. Clubs need to be contacted • Have received two EOIs for level 1 coaching • A pilot Level 2 (club coach) coaching course will be running from 17-19 January. We have 7 applicants (2 CAC, 2 WVAC, 3 TAC). |



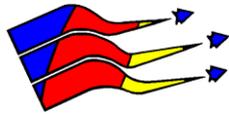
ARCHERY ACT SOCIETY INC MEETING AGENDA & MINUTES

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| Youth Coordinator | Last session of JETS ran today (1/12/18) The next JETS session will be a camp, which will run 14-18 January The finances for JETS needs to be coordinated. Considering raising price to \$25 from \$20. |
| Judges Coordinator (provided by Steve) | There are 5 new judge candidates. One junior who didn't quite make it can do the course again on their 18 th birthday A National judges webinar was held on 29/11/18 through Zoom Meeting. 27 Judges participated. Of note from the meeting: <ul style="list-style-type: none">• As of January, all QRE officials will no longer have their accreditation and will need to re-accredit via the new system. |
| Webmaster | No report |
| Melissa moved that the reports are accepted Claire accepted Cherie seconded | |



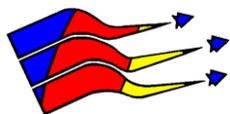
ARCHERY ACT SOCIETY INC MEETING AGENDA & MINUTES

| Agenda Item/Topic | Discussion/outcomes | Action (<i>who is accountable and by when</i>) |
|--|--|--|
| Matters for decision: | | |
| JETS (arising from Youth coordinator report) | <ul style="list-style-type: none"> • Expectation of coaches | <ul style="list-style-type: none"> • Migrate booking to Sports TG <ul style="list-style-type: none"> ○ Cherie ○ Feb • Email Rick about Sports TG access <ul style="list-style-type: none"> ○ Melissa ○ Jan • Purpose of JETS document to be written which outlines the expectation of coaches <ul style="list-style-type: none"> ○ Claire and Cherie ○ Feb |
| AACT Team Shirts | <ul style="list-style-type: none"> • Practicality of obtaining the various shirt designs • Preference of two different designs • Melissa moved motion to continue with shirts from 2018 Open Nationals • Baseball caps and jacket discussed. | <ul style="list-style-type: none"> • Investigate prices and lead times for baseball caps and jackets <ul style="list-style-type: none"> ○ Cherie ○ January |
| Storage | <p>Rachel received the following quotes for storage:</p> <ul style="list-style-type: none"> • Storage King in Fyshwick – small unit for \$145 per month (includes a monthly admin/cleaning fee) • National Storage in Phillip – 1m x 1m for \$38 per month • Kennards in Fyshwick – 1m x 0.8m ground floor unit \$68 per month <p>The LuckUP Self Storage in Mitchell has 1.5mx1.5m unit for \$66 per month</p> | |
| Proposed recommendations from TAC re MPO | <p>Correspondence was received regarding a complaint that was investigated during 2018. Part of this recommendation was for Tuggeranong to develop and promote an MPO policy. They have</p> | <ul style="list-style-type: none"> • Send member protection policy to committee <ul style="list-style-type: none"> ○ Melissa <ul style="list-style-type: none"> ▪ Early January ○ Committee <ul style="list-style-type: none"> ▪ Review by mid-January |



ARCHERY ACT SOCIETY INC MEETING AGENDA & MINUTES

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| | requested AACT develop 4 policies – 1 for ACT and 1 for each club. | |
| Matters for discussion: | | |
| Archery Australia AGM | As tabled | |
| Role Descriptions and focus for 2019 | <p>Melissa asked the committee if they were content with their role descriptions. She added that for this year she would like the various roles to take on the following:</p> <ul style="list-style-type: none"> • Coaching: <ul style="list-style-type: none"> ○ ACTAS support • Vice President <ul style="list-style-type: none"> ○ Promotion and Team selection process ○ Arrange a meeting between all club presidents and vice presidents • Youth Coordinator <ul style="list-style-type: none"> ○ Clean up administration of JETS • Treasurer <ul style="list-style-type: none"> ○ Develop a budget • Recorder <ul style="list-style-type: none"> ○ Coordinate AACT events with clubs • Secretary <ul style="list-style-type: none"> ○ Work with the webmaster on the website ○ Look at having a bi-annual newsletter | |
| Payment of JETS coaches | <ul style="list-style-type: none"> • Claire and Cherie to sign off on any future coaching claims. • Coaches to complete claim forms within 14 days of JETS day | <ul style="list-style-type: none"> • Organise back pay of coaches who have been involved in JETS <ul style="list-style-type: none"> ○ Cherie ○ January |



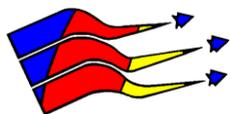
ARCHERY ACT SOCIETY INC MEETING AGENDA & MINUTES

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| Memorandum of Understanding (Clock) | | <ul style="list-style-type: none"> • Send out end of year awards <ul style="list-style-type: none"> ○ Adrian ○ January |
| Meeting schedule | <p>Monthly meetings General Meeting every third month Use of Zoom for meetings was proposed as an idea</p> | <ul style="list-style-type: none"> • Schedule dates for meetings for 2019 <ul style="list-style-type: none"> ○ Adrian ○ January |
| Strategic Plan | <p>5-year plan -> 2024 Committee to brainstorm on ideas</p> <ul style="list-style-type: none"> • Club compliance • Development opportunities • Effective collaboration between clubs • Intra club events • Various visitor fees • Access to club facilities to AACT members • Procurement • President forums • Visible pathways • Overseas achievements • Promotion of AACT • FB/videos/JETS/ODD • Photographer • Feedback from events • Sponsorship/Grants • International • Community coaching courses • To get into schools • Process • Org structure • Pathway for committee members • Clubs online • Governance • Online payments • Coaching • Judges | <ul style="list-style-type: none"> • Formulate small group to write and compile a strategic plan for AACT <ul style="list-style-type: none"> ○ Melissa ○ February |
| Time meeting closed: | 6:40pm | |
| Signature of chairperson | | |



ARCHERY ACT SOCIETY INC MEETING AGENDA & MINUTES

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| Date and time of next meeting: | 28 January 2019 |
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ARCHERY ACT SOCIETY INC MEETING AGENDA & MINUTES

2018 President Report attendance at AGM

I attended the Archery Australia AGM and Strategic Planning Meeting/RGB Forum on the 19th November as a representative of Archery ACT.

The AGM followed process and we accepted all reports. The motion regarding membership was voted as a No to be tabled. Minutes of this will be available on the AA website.

Following this meeting an RGB forum was held with a maximum 2 representatives from each RGB. See notes from Archery Australia regarding attendees.

Prior to open discussion there were a couple of presentations.

Officials Coordinator Karen O'Malley

- New Online Learning platform ready: archeryeducation.com.au.
 - Users need to create an account
 - Info in Archery News regarding changes for club officials – they will become 'event' judges, required to complete additional modules online.
 - Club officials will wear blue judges shirts

High Performance – Graeme Rose

- Discussed results for the year, including Indoor, Para Cup, Berlin
- Each year there are benchmark events used to discuss funding with AIS/ASC
- There is lobbying happening currently for commonwealth games
- 2020 – need to expose to international competition
- 2019 – focus is on Quotas – Pacific Games, Berlin May/June – possible
- Expressions of interest have gone out regarding team management
- Gave a review of the AARDP – how it has been rolled out
 - Working with coaches and archers

Then we moved into the forum aspect of the session – see notes provided by Archery Australia