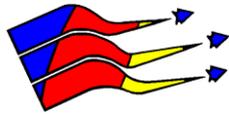


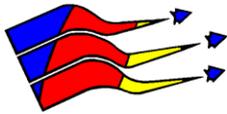
ARCHERY ACT SOCIETY INC FEB 2019 OGM REPORTS

Date of meeting	Monday 28 January 2019	
Location:	Pick Up Stix, Lyneham	
Time:	7:00pm	
Attendees:	AACT Committee	Delegates
	Melissa Mongan (President), Cherie Theyers (Youth Coordinator) Rachel Morgan (Recorder) Claire Johnson (Coaching Coordinator) Steve Slack (Vice president) Adrian Excell (Secretary) Aaron Lowther (Webmaster) Paul Smith (Judges Coordinator)	Ian Mackinnon (TAC) Astin Darcy (CAC) Aaron Lowther (CAC) Rachel Morgan (CAC) Neil Martin (WVAC) Cherie Theyers (WVAC) Steve Slack (WVAC)
Apologies:	Julie Lyons (Treasurer)	
Absences:	None	
Guests	None	
Conflicts of Interest:	None	
Previous meetings minutes		
Business arising from previous minutes:	Refer to the actions list in Appendix A	
Acceptance details	Melissa moved the minutes from the January meeting be accepted with two amendments to the actions items: Accepted: Cherie Seconded: Aaron	

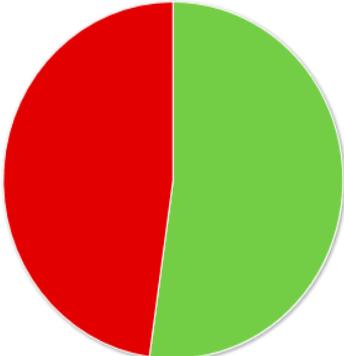


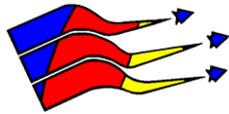
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Officer Updates	
President	<p>Policy</p> <ul style="list-style-type: none"> • Still working on Member Protection Policy, first basic draft completed <ul style="list-style-type: none"> ○ Behaviours expected at clubs need to be developed • Looking at complaints handling processes – need to make visible at all clubs • Spending time working through lodged complaints and working with AA • Drafting strategic plan – developing questions to send to all ACT members <ul style="list-style-type: none"> ○ Asked questions at the president’s forum • Streamlining banking – looking at credit card, additional signatories <ul style="list-style-type: none"> ○ Claim form now available <p>Participation</p> <ul style="list-style-type: none"> • Level 2 Coaching course run – alignment of development days <ul style="list-style-type: none"> ○ Go ahead for coaching shirt – 1 only upon accreditation to wear at development days • Judges gaining experience at tournaments • Calendar been set – secretary liaising with clubs • Working on trophies for end of year event <p>Performance</p> <ul style="list-style-type: none"> • Youth selection for Armidale <p>Partnerships</p> <ul style="list-style-type: none"> • Presidents forum <ul style="list-style-type: none"> ○ 5 year plan, challenges, ideas for the future • Fielding emails from sport and rec, cerebral palsy alliance • Storage facility in Phillip <p>Promotion:</p> <ul style="list-style-type: none"> • Still working on flier that includes all clubs • Merchandise – go ahead for caps and jackets
Vice President	<p>During this quarter I have undertaken the following activities,</p> <p>Contact was made with WIN News for coverage of the Australia Day competition, A cameraman came out and took footage also interviews with ACT members unfortunately the footage was not shown.</p> <p>Research and Quotes on both AACT Ball caps , Jackets, Coaching shirt and Non ACT Team Shirts. From one sport in Fyshwick. This is ongoing</p> <p>AACT held its first Presidents and Vice Presidents meeting with all clubs Represented. The meeting was a success with many ideas passed around all three clubs.</p> <p>All clubs have now formally replied to AACT State titles and Agreeing with the following</p> <ul style="list-style-type: none"> • CAC 1440 and Short Course • TAC Field and State/National Indoor • WVAC Clout and Blue shoot <p>Email was Sent out asking for nominations for the Youth Archery National Championships to be held at Armidale NSW with 6 applications received.</p>
Secretary	<ul style="list-style-type: none"> • Calendar <ul style="list-style-type: none"> ○ Coordinating with clubs to schedule the six AACT events for the year on



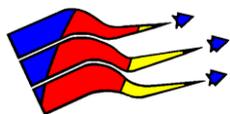
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	<p>behalf of the Vice President</p> <ul style="list-style-type: none"> ○ Working with the Youth Coordinator and Coaching coordinator to schedule JETS and Open Development Days for 2019, and ensuring availability of club facilities for these events <ul style="list-style-type: none"> ● MOU <ul style="list-style-type: none"> ○ MOU for the timing clocks has now been signed by all clubs, and money will be distributed by the treasurer ○ The MOU for the end of Year event is still to be signed by TAC and CAC. ● Youth Team <ul style="list-style-type: none"> ○ Six applications were received for the team, and one for the Team Manager position ○ Archers will be notified of the outcome shortly ● Administration <ul style="list-style-type: none"> ○ Meeting schedule created for 2019, with meetings occurring on the last Tuesday of every month. Delegate Meetings will be held every third meeting. ○ Work underway to start a AACT newsletter ○ Storage container obtained in Phillip for storage of historic paperwork, medals and merchandise.
Treasurer	<p>On 13 February 2019, the AACT bank balance is \$28,492.65.</p> <p>For the past quarter AACT's expenditure has managed to stay above its income and continues to hold steady.</p> <p>Income vs Expenses, Nov 2018 – Jan 2019</p> <div style="display: flex; align-items: center;">  <div style="margin-left: 20px;"> <ul style="list-style-type: none"> ■ Income \$2,850.58 (52.2%) ■ Expenses \$2,606.46 (47.8%) </div> </div>



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	<p><i>Update 20/2/19</i></p> <p>Bank account update:</p> <p>Attached is the January bank account statement (closing balance: \$28,312.65). As shown in the pie chart below our expenditure was greater than our income in January by \$236.66 for the month.</p> <div data-bbox="365 577 1445 1043" style="border: 1px solid gray; padding: 10px; margin: 10px auto; width: fit-content;"> <p style="text-align: center;">Income vs Expenses, Jan 2019</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="color: green;">Income</td> <td>\$932.86 (44.4%)</td> </tr> <tr> <td style="color: red;">Expenses</td> <td>\$1,169.52 (55.6%)</td> </tr> <tr> <td colspan="2" style="text-align: right;">Difference: -\$236.66</td> </tr> </table> </div>	Income	\$932.86 (44.4%)	Expenses	\$1,169.52 (55.6%)	Difference: -\$236.66	
Income	\$932.86 (44.4%)						
Expenses	\$1,169.52 (55.6%)						
Difference: -\$236.66							
	<p>Melissa moved that the Treasurers reports be accepted, with an amendment to the wording of the 13/2/19 report, that “income has managed to stay above its expenditure...”</p> <p>Accepted: Ian Seconded: Rachel</p>						
<p style="text-align: center;">Recorder</p>	<p>Two National Matchplay Series events have been held, one in Melbourne and the final round in Sydney. AACT had a great result in Melbourne with Melissa Mongan and Nathan Rowley placing 3rd, Alex Smith placing 2nd and Astin Darcy and Klara Fay placing 1st.</p> <p>The final round in Sydney was held last weekend, Alex Smith, Klara Fay and Melissa Mongan attended, with Alex Smith placing 3rd. I don't know the final placings for Klara or Melissa, they will be available on the AA website soon.</p> <p>Preparations have been made for End of Year awards, these just need to be advertised to the members (Most Improved, Overall Champion), and medals will be ordered soon.</p>						
<p style="text-align: center;">Coaching Coordinator</p>	<p>An Open Development day ran on Saturday 1/12/18 in tandem with JETS. It had 13 participants and 2 coaches in attendance.</p> <p>A pilot Level 2/Club Coaching Course ran successfully over 18-20 January:</p> <ul style="list-style-type: none"> • Mel Mongan was the sole presenter • All 8 participants fulfilled the requirements, 2 from CAC, 3 from TAC and 3 from WVAC • Accreditation with AA is underway. • For the practical assessment a general coaching session was run. 13 archers 						



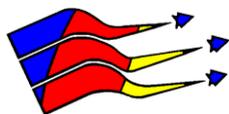
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	<p>attended and gave positive feedback.</p> <ul style="list-style-type: none"> • Steve Jennison, National Coaching Administrator, was in attendance and was very appreciative of AACTs support and assistance in developing the new coaching program. <p>A Coaches newsletter was sent out in January to assist with coach development. This is planned to be a regular thing, the goal is bi-monthly. I am happy to include any notices or requests for assistance that clubs would like distributed to coaches.</p> <p>I liaised with AA to correct their coaches list as two people were missing.</p> <p>We are planning to run 4 or 5 Open Development Days this year. Clubs will be contacted for use of grounds once a schedule that doesn't conflict with other state and national events is worked out</p>
<p>Youth Coordinator</p>	<p>Not much has happened in the last month regarding to the Youth Coordinator role.</p> <p>I still need to sort out with Julie the back pay for the coaches. Hopefully, I'll have some time tomorrow night to look closer at it.</p> <p>As we are still waiting to here from TAC and CAC regarding JETS, I haven't really gotten stuck into sorting out the coaching as yet.</p> <p>I organised through the coaches and TAC for the JETS who wished to apply for the State Team to go out to Tuggeranong and shoot field on 02 Feb 19.</p> <p>This was to make up for the inability to complete a full field during the Camp in January due to the extreme heat.</p> <p>It was a good day. Parents came out to the field with some of them shooting the course for the first time.</p> <p>Once SportsTG is set up, I will commence the organisation and advertising of JETS for 2019.</p> <p>Feedback has not been received regarding the pamphlet so I've not updated it as yet.</p>



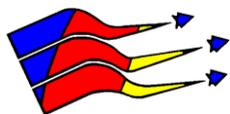
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Judges Coordinator	<p>ACT Judges recently supported Canberra Archery Club (CAC) for the Australia Day tournament and the National Match Play Series (NMS). We had three of our new Judge Candidates on the range and this was a great experience for them.</p> <p>A big thankyou goes to Weston Valley Archery Club (WVAC) for lending CAC their Timers for the Aussie Day/NMS events. This is the first time that the timers had been shared between the clubs to support an event. This meant we had four of these new Timers on the range being controlled centrally from the DOS. Given that the temperature got to 41 degrees C on the Saturday, it was pleasing to see that the timers continued to perform as designed.</p> <p>A copy of the AACT Calendar was recently provided by Adrian. This will allow me to plan ahead to ensure that adequate Judges are available to support these events throughout 2019. The next event will be the Clout on Saturday 25 Mar 19. If clubs need judge support for locally registered WA events, please let me know.</p>
Webmaster	<p>The past few months have seen general updates to the website by the way of adding meeting minutes and various documents. Also the long planned addition of promoting our overseas archers has been completed.</p> <p>General updates to the email system have been carried out, by the way of changes to delegates and general committee forwarders.</p> <p>Security issues have hopefully been resolved to the AACT Dropbox file system.</p> <p>The AACT shooting calendar has been updated for 2019, with all AACT events and QRE's added, thank you to all clubs for providing details.</p>
<p>Melissa moved that the reports are accepted Accepted: Neil Seconded: Ian</p>	



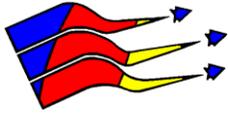
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Agenda Item/Topic	Discussion/outcomes	Action <i>(who is accountable and by when)</i>
Matters for decision:		
Tracksuit Design	<ul style="list-style-type: none"> • Mel moved that the tracksuit design obtained by Steve be accepted. <ul style="list-style-type: none"> ○ Aaron accepted 	<ul style="list-style-type: none"> • Steve to work with Aaron and Adrian to advertise and coordinate orders.
Matters for discussion:		
Shelving for storage unit	<ul style="list-style-type: none"> • Adrian requested that up to \$200 be approved to purchase appropriate shelving for the storage unit, which will be available as of 2 March, at Phillip storage. • Mel accepted the request 	<ul style="list-style-type: none"> • Adrian to purchase suitable shelving.
Credit Card	<p>From Julie:</p> <ul style="list-style-type: none"> • Low interest credit card 13.25% interest rate, \$60 annual fee. • NAB Business card 15% interest rate, \$9 per month fee. • Visa debit cards are free on this account, but we would have to remove the two signatures required. • My recommendation: Open a sub account with Visa debit cards attached to it and transfer funds from the main account to this account when a committee member with a card needs to make a purchase. This option avoids ongoing account fees with the two signatures still required when transferring the money from the primary account to the sub account. <p>In meeting:</p> <ul style="list-style-type: none"> • Discussed that this was to move away from reimbursement of committee members • General agreement received from club delegates 	<ul style="list-style-type: none"> • Julie to organise the additional account • Committee to review policy.
Dropbox settings	<ul style="list-style-type: none"> • Aaron has managed to implement device specific protection to the account. Such that when the password is changed, all connected devices will be forced to enter the new password before being granted access 	<ul style="list-style-type: none"> • Aaron to update procedure for changing Dropbox password.



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Budget	<ul style="list-style-type: none"> Mel asked if the committee had the opportunity to review the budget, and if there were any comments. Many had not had the opportunity to review the proposed budget 	<ul style="list-style-type: none"> Committee to review budget for next committee meeting.
Items for Noting:		
Youth Team	<ul style="list-style-type: none"> Five archers selected to form the recurve team. One archer not selected, as the requirements for the team were not met 	<ul style="list-style-type: none">
Other Business		
Clocks	<ul style="list-style-type: none"> Paul re-iterated the good performance of the timing clocks on Australia day. 	<ul style="list-style-type: none">
Judges Shirts	<ul style="list-style-type: none"> It was confirmed that AACT had previously agreed to pay for one judge shirt upon accreditation. 	<ul style="list-style-type: none"> Paul to coordinate with the recently qualified judges to get reimbursement.
Coaches Shirts	<ul style="list-style-type: none"> Coach shirt design agreed to by committee and delegates, with the addition of the AACT logo 	<ul style="list-style-type: none"> Claire and Steve to coordinate shirts for coaches
Presidents meeting – joint procurement	<ul style="list-style-type: none"> Astin raised that Alec Potts of Eliza archery was willing to offer Archery ACT a wholesale account. The question was asked, who would be responsible for managing an account, and that it would be too significant for AACT to manage. It was encouraged that the clubs could coordinate this type of endeavour amongst themselves CAC will soon be ordering target faces. Other clubs are welcome to partake in this order. 	<ul style="list-style-type: none">
Joint Nationals, and Archery ACT events	<ul style="list-style-type: none"> Mel mentioned that she has been asked by AA, if AACT could run a Nationals Championship. TAC has been asked by AA to host the Australian Field Open. TAC is happy to host the Open, on the condition that they can combine it with the AACT field championship. 	<ul style="list-style-type: none">



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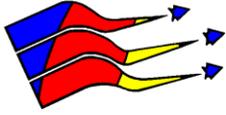
	<ul style="list-style-type: none"> • AACT asked that TAC consider how to combine the events, such that it doesn't hinder participation of entrants from the AACT (timing/cost of the event). 	
Time meeting closed:	8:06pm	
Signature of chairperson		
Date and time of next meeting:	7:00pm, 26 March 2019	



Appendix A - Actions list

As at 26 February 2019

Owner	I.D.	Action	Due	Status	Update: 26 February
Mel	2	Strategic Plan		Open	No Update
Mel	61	Member Protection Policy		In progress	Underway
Steve	7	Organise to have new shirts made for Youth Nationals	End of February	Complete	Shirts ordered
Steve	3	Host Archery ACT Presidents Meeting	9 February	Open	Meeting hosted on
Steve	40	Investigate coaches' shirts	End of February	Open	Complete – design distributed and agreed to during 26 Feb meeting
Steve	41	Order Archery ACT Caps as agreed on 28 January	End of February	Open	Complete
Steve, Adrian, Aaron	63	Work together to determine a process to advertise and coordinate orders	April	New	NA
Steve and Claire	67	Coordinate to organise an order of coaching shirts	April	New	NA



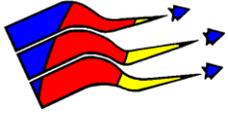
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Julie	42	Investigate Pre-Paid Credit Card	End of February	Open	<ul style="list-style-type: none"> • Low interest credit card 13.25% interest rate, \$60 annual fee. • NAB Business card 15% interest rate, \$9 per month fee. • Visa debit cards are free on this account, but we would have to remove the two signatures required. • My recommendation: Open a sub account with Visa debit cards attached to it and transfer funds from the main account to this account when a committee member with a card needs to make a purchase. This option avoids ongoing account fees with the two signatures still required when transferring the money from the primary account to the sub account.
Julie	64	Organise an additional account as per previous recommendation.	April	New	NA
Julie	43	Develop a policy for the use of a pre-paid credit card			Completed but may not be required pending credit card decision
Julie	44	Arrange to have Steve and Adrian to be added as signatories to the bank account	End of March	Open	Complete
Julie	45	Develop Asset List	End of February	Open	Waiting on storage unit. Will do an asset list when all goods are together in storage.
Julie	46	Talk to Paul regarding uniform for judges	End of February	Open	Paul advised that new judges are supplied with two free shirts from AACT and one from AA
Julie	24	Work with Cherie on JETS coaches back payment.	End of February	Open	Currently drafting a letter for coaches
Julie	48	Work with Cherie and Claire on determining a JETS organiser payment – bring to Feb meeting	End of February	Open	Not sure what is meant by “organiser payment”



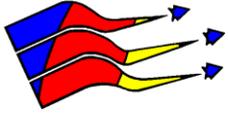
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Adrian (Secretary)	49	Hire Phillip Storage container	End of February	Open	Complete
Adrian	50	Investigate Privacy Compliance – regarding information stored on Dropbox	End of February	Open	In progress
Adrian	14	Plan to publish a newsletter bi-annually	March	Open	In progress
Adrian	38	Update ACT Contact list	January	Open	In progress
Adrian	39	Request copy of delegate WWVP Cards	January	Open	In progress
Adrian	51	Respond to TAC regarding events for 2019	5 February	Open	Complete
Adrian	1	Obtain agreement from clubs on MOU End of Year Event	End of January	Open	In progress – waiting on TAC to return form
Adrian (Secretary)	52	Draft and send a letter to Nicholas Slack regarding his good sportsmanship at the Australia Day Tournament	End of February	Open	Ongoing
Adrian	62	Purchase suitable shelving for storage unit	March	New	NA
Rachel	17	Purchase new state bronze medals.	February	Open	Ongoing
Rachel (Recorder)	53	Work with Cherie to add JETS sessions to Sports TG	ASAP	Open	Complete
Cherie	19	Update Pamphlet as per feedback	14 February	Open	Review by committee has not been complete
Cherie (Youth Coordinator)	20	Print New pamphlet	July	Open	Pending review
Cherie	21	Work with Julie to reassess pricing and finances for JETS	February	Open	Complete
Cherie	22	Work with Rachel to migrate JETS booking to Sports TG	February	Open	Complete



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Cherie	23	Construct a document to define the purpose of JETS, which outlines the expectation of coaches involved. (Claire and Cherie)	February	Open	Complete. Sent to executive for consideration
Cherie	24	Work with Julie to decide how much to backpay coaches who have helped with JETS prior to 2019 – Bring amount to Feb meeting	End of February	Open	Pending item 29
Cherie	48	Work with Julie and Claire on determining a JETS organiser payment – bring to Feb meeting	End of February	Open	Pending item 29
Claire (Coaches Coordinator)	25	Work with Melissa to draft a 'Coaching Standards' document	April	Open	In progress
Claire	26	Organise mentoring sessions for coaches. Videos from JETS to be used for sessions	February	Open	On going
Claire	28	Coordinate with clubs and coaches 4-5 Open Development days for 2019	January	Open	In progress
Claire	29	Construct a document to define the purpose of JETS, which outlines the expectation of coaches involved. (Claire and Cherie)	February	Open	Complete. Sent to executive for consideration
Claire	47	Coordinate coaches for JETS sessions with the assistance of Cherie	ASAP	Open	Complete
Claire	48	Work with Cherie and Julie on determining a JETS organiser payment – bring to Feb meeting	End of February	Open	Pending item 29
Paul (Judges Coordinator)	30	Roster Judges for AACT events	End of February	Open	In Progress



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Paul	66	Coordinate shirt re-imburement of recently qualified judges	April	New	NA
Aaron	31	Add 'Open Development Proposal' to website	End of February	Open	Complete
Aaron	32	Add report from Greg Blunden to website	End of February	Open	Complete
Aaron	33	Add merchandise page to website	End of February	Open	In progress
Aaron	54	Investigate Security Settings on Dropbox	End of February	Open	Complete. Ability to remove "known devices" to force password change. Will be added to webmaster documentation
Aaron	65	Update webmaster procedures as per item 54 – Dropbox security settings	April	New	NA
Committee	55	Review Budget created by Julie	End of February	Open	In progress
Committee	56	Review Archery ACT Pamphlet and give feedback to Cherie	12 February	Open	In progress
Committee	57	Review Member Protection Policy	End of February	Open	In progress
Committee	58	Advise Adrian on what policies/agreements they know exist that should be communicated on the website	End of February	Open	In progress
Committee	59	Send reports for OGM to Secretary	12/2/19	Open	Complete
Executive	60	Select Youth Nationals Team		Open	Complete
Uniform Sub committee	35	Investigate current policy regarding non-selected representatives.	End of March	Open	In progress. Discussion that ACT shirt could be provided, and that the element that distinguished an archer from being on the team, would be ACT Team and their name printed on the back of the shirt.