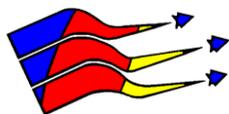


ARCHERY ACT SOCIETY INC

MAY 2019 Minutes – Delegate Meeting

Date of meeting	Tuesday 28 May 2019	
Location:	Pick Up Stix, Lyneham	
Time:	7:00pm	
Attendees:	AACT Committee	Delegates
	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) Julie Lyons (Treasurer)	Ian Mackinnon (TAC) Astin Darcy (CAC) Aaron Lowther (CAC) Rachel Morgan (CAC) Neil Martin (WVAC) Mark Newnham (WVAC)
Apologies:	Melissa Mongan (President)	
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	Steve moved the minutes from the March meeting be accepted with two amendments, being the addition of appendix A (actions) and B (financial documents) Accepted: Rachel Seconded: Cherie	



ARCHERY ACT SOCIETY INC

MAY 2019 Minutes – Delegate Meeting

President

Ordinary General Meeting – May 2018

Presidents Report - Melissa Mongan

Policy

- Still working on Member Protection Policy, have gathered some additional information from other RGB's and from complaints processes on play by the rules. I do apologise for the amount this is taking, I will endeavour to prioritise this prior to the next General Meeting.
 - Clubs are strongly encouraged to make their expectations of club members visible and clear
- Still spending time working through lodged complaints and working with AA
- Drafting strategic plan still underway, again I apologise for the delay and will again endeavour to prioritise ahead of next General Meeting
- Financial processes seem to be working well, with the addition of the Credit Card
- Team Selection Policy has been updated and is awaiting approval
- Archery Australia have advised that they want all clubs using the online system for memberships. Clubs will need to voice what support they will need to make this happen and a timeline for its implementation.

Participation

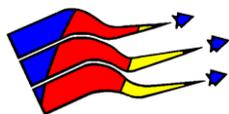
- Great to see the participation at both the Clout and Field events. Thank you to Weston Valley Archers and Tuggeranong for their running of these events.
- Call for indoor teams is currently open – the updated manual is available on AA website which includes details of the Youth.
- Details of the Barebow/Longbow teams will be published within the week ahead of the National Championships – as we have several members who prefer barebow, we may be placed in good stead to be contenders in this area!
- End of year trophies are currently being refurbished and will be ready to present
 - Need to set a date from CAC so we can support its promotion
- I attended an update from AA regarding the coaching framework. There will be presenter/assessor training completed in August, so hopefully we can run another Level 1 later in the year.

Performance

- Our Youth archers did well at the Youth Nationals – further information in the Youth Coordinators report
- Astin Darcy competed overseas in Columbia – grant process and report received
- Grants processed for Craig who has been selected to represent at the Para Worlds
- Klara and Alex Smith will be joining Astin in their participation at the AARDP program

Partnerships

- Presidents forum – I will be attending in July
 - I have already passed on our thoughts re Joeys
- I have made some initial inquiries to the Arboretum regarding possibly hosting a Matchplay Final...this is only in the beginnings for some years in the future.



ARCHERY ACT SOCIETY INC MAY 2019 Minutes – Delegate Meeting

Promotion:

- Still working on flier that includes all clubs – this has progressed but still needs work, I have given a deadline of end of June and we will send out for approval before getting printed.
- Merchandising is increasing, we will be making a poster for promotion at clubs.

Yours in Archery

Melissa Mongan

Archery ACT President

Treasurer

Prior to meeting

- **Bank balance** - As of 16 May 2019, the current AACT bank balance is \$20,324.38.
- **New Budget** - AACT now has an operating 2018/2019 budget in place to better assist in the planning and reporting of State finances.
- **JETS back payments** - The JETS coaches have now been back paid for their coaching expenses with a total of \$1,350 reimbursed.
- **Visa debit cards** - A sub-account to the main AACT bank account has been created with a number of signatory visa debit cards attached to the account for the purpose of paying AACT related invoices with no credit card fees incurred.

At meeting

- Bank balance as of 28 May: \$17,948.06
- Recent expenditure on grants, IT System, Shirts and Medals.
- New budget and Visa Debit Card are in place.

Steve moved that the treasurer's report be accepted.

Accepted: Aaron

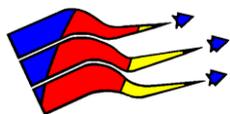
Seconded: Cherie

Vice President

- Coaching shirts have been ordered and received given out to those members whom replied to the Email.
- Email sent out on National Indoor team Selection, Youth and Open teams
- Track-suit, Vest and Shirt orders now open and will be placed once Minimum orders are met.

Secretary

- Indoor Team – We have received three entries for the Indoor Team. Hopefully some more will be received closer to the 1 June deadline



ARCHERY ACT SOCIETY INC MAY 2019 Minutes – Delegate Meeting

- Grants – we have received and approved three applications for grants. Astin Darcy, Craig Newbery and Stuart Atkins were the recipients. Astin has submitted his report, Craig and Stuart are competing next month.
- Communication to members – a number of emails have been sent to AACT members to promote development days and other events that aren't part of the normal ACT calendar. Aaron and Rachel continue to support promotion of ACT events by keeping the website and Facebook page up to date. I have not had time to explore other avenues, such as a newsletter, but hope to spend some more time on this in late June.
- Sport promotion – with the four ACT archers recently selected to represent Australia, we are investigating submitting an article to the Canberra Weekly.
- MOUs – The MOUs are now signed by all clubs, and published on the AACT website.
- Youth Team – A recurve was selected to represent ACT at the Youth Nationals.

Recorder

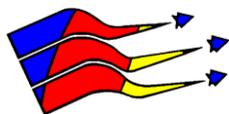
- Field Championships held recently at which 36 medals were awarded.
- Astin Darcy competed in Columbia at the World Cup, placing 43rd overall.

Coaching Coordinator Report:

- JETS Official Roles and Responsibilities Document developed in conjunction with Youth Coordinator and now in place
- Corrections to accredited coaches list made with AA
- List of TAC coaches sent to TAC secretary. It was passed to TACs newly appointed Coaching Coordinator, Lou Redman.
- Notice sent to a coach regarding expiry of their AA membership on sports TG also meaning a laps in their coaching accreditation. This has now been resolved.
- Open Development Day was successfully run on 16 March with 8 participants at WVAC. Coach was Adrian Excell. Feedback from participants was good. Feedback from coach was that 8 participants with a single coach is difficult.
- Next Open Development Day to be held on 1 June at CAC.
- Initial batch of coaches shirts have been completed and distributed, thank you to Vice President for the majority of the leg work.
- List of accredited coaches made for AACT website, thank you to webmaster for uploading.
- A request to register Level 1 course on 10-11 August was sent to AA on 17 March, but has received no response. This has been overtaken by events (ie AA presenter training), now targeting November.
- Melissa Mongan and Louise Redman were nominated as AACTs initial Coaching course presenter candidates.

Youth Coordinator

- Youth Nationals went very well, my report for that has been submitted.
- JETS continues to attract new members though it is the regular group of archers that keep the program running.
- Coaching support remains high and coaches have been offered back payments for the last couple of years.
- I don't know how many took up the offer or being paid.



ARCHERY ACT SOCIETY INC MAY 2019 Minutes – Delegate Meeting

- However, I have had to confirm a couple of their dates.

Judges Coordinator

Since the Feb 19 report, AACT Judges have supported the following events:

AACT Clout – Sat 23 Mar 19;

2 x CAC Presidents Shoots – 7 Apr and 5 May 19;

AACT Field - 11 & 12 May 19; and

TAC Short Course – 25 May 19.

The next major event on the Tournament calendar is the National Indoor on 20 and 21 Jul 19. The judges planning calendar has been forwarded to all Judges so they are aware that we will need judge support of this important event.

On the 15 May 19, some of the AACT Judges participated in a National video conference for a presentation of running Matchplay and to discuss other various issues. Post the meeting, a number of documents were forwarded to participants to assist in the local running and planning of match play events.

I attended the Youth Nationals and the following Youth Matchplay event and was the DOS for all of the target events including Clout. It was an excellent opportunity to be able to work with more experienced Judges, some of who have international WA tournament experience. Though some of our longer term ACT Judges have also Judged Nationally, I have suggested to others that have not to give it go – great leaning experience!!

Novice Judges Status – We now officially only have 3 Novice Judge Candidates (NJC) still going through the 12 month to 2 year training program. The NJCs, Steve Slack, Andrew Blunden and Mark Newnham, have shown they are very keen to achieve full Judge Status in the minimum 12 month period so I expect them to meet this goal in Nov 19.

If clubs need judge support for locally registered WA events, please let me know.

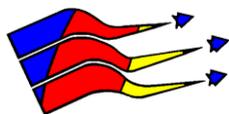
Webmaster

- Registration and Hosting of website renewed.
- Updates continuing as required

Steve moved that the reports be accepted:

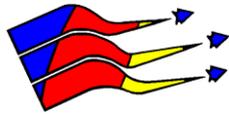
Accepted: Astin:

Seconded: Neil



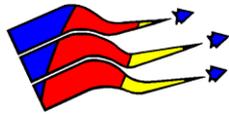
ARCHERY ACT SOCIETY INC MAY 2019 Minutes – Delegate Meeting

Agenda Item/Topic	Discussion/outcomes	Action (who is accountable and by when)
Matters for decision:		
Team Selection Policy	<ul style="list-style-type: none"> • Discussion around wording of timeframe for which scores should be attained. • In principle agreement given to the proposed changes (inclusion of a Youth Team) for the purposes of the 2019 National Indoor Championships 	<ul style="list-style-type: none"> • Mark and Adrian to work on additional changes to Team Selection Policy, to improve wording of some sections. To be ready by August OGM.
Matters for discussion:		
Online Memberships	<ul style="list-style-type: none"> • Delegates were informed that AA requires clubs to be using the online system for memberships by July 2019 • TAC raised some concerns with the system. CAC explained to TAC that they were able to overcome these issues. • Issues of concern: <ul style="list-style-type: none"> ○ Manage acceptance of members by committee ○ Slow movement of money and additional fees 	<ul style="list-style-type: none"> • TAC and WVAC strongly encouraged to contact AA to setup online memberships for the clubs.
AA RGB Forum	<ul style="list-style-type: none"> • Claire raised the issue of gender equality for RGB teams for National Indoor Championships. There is no incentive to select women, as score is the main driver for selection. There is no recognition that the equivalent scores for men and women are different (ie Master Bowman – 539 (men)/525 (women)) 	<ul style="list-style-type: none"> • Clubs encouraged to send AACT President or Secretary items for the upcoming RGB Forum



ARCHERY ACT SOCIETY INC MAY 2019 Minutes – Delegate Meeting

<p>Barebow/Longbow Overall Champion</p>	<ul style="list-style-type: none"> • Rachel raised who should be eligible for the Barebow/Longbow Overall Champion, noting the different divisions. • After much discussion, the decision was that the following divisions would be eligible for the following awards: <ul style="list-style-type: none"> ○ Recurve Champion <ul style="list-style-type: none"> ▪ Open Female/Male Recurve ○ Compound Champion <ul style="list-style-type: none"> ▪ Open Female/Male Compound ○ Masters Champion <ul style="list-style-type: none"> ▪ Master Male/Female Recurve/Compound ▪ Veteran Male/Female Recurve/Compound ○ Longbow and Barebow Champion <ul style="list-style-type: none"> ▪ Open Male/Female Longbow/Barebow ▪ Master Male/Female Longbow/Barebow ▪ Veteran Male/Female Longbow/Barebow ▪ U20/Intermediate/Cadet/Cub Male/Female Longbow/Barebow ○ Youth Champion <ul style="list-style-type: none"> ▪ U20/Intermediate/Cadet/Cub Male/Female Recurve/Compound 	<ul style="list-style-type: none"> • Rachel to update relevant documentation
<p>Merchandise Sales</p>	<ul style="list-style-type: none"> • Rachel raised that there were some issues with using Sports TG, and that she didn't have the time to investigate it further. She recommended that we contact AA directly for some support 	<ul style="list-style-type: none"> • Adrian to create flyer and send email. • Claire to contact AA to seek support setting up Sports TG for merchandise sales. • Aaron to send photos of merchandise to Adrian to help create a flyer.
<p>Visa Debit Card</p>	<ul style="list-style-type: none"> • Rachel and Aaron raised some difficulties with determining exact amounts for expenditures, and wanted a efficient mechanism of ensuring a buffer amount was available. • Julie raised that having additional funds available in the 	<ul style="list-style-type: none"> • Julie to transfer \$300 to Visa Debit



ARCHERY ACT SOCIETY INC MAY 2019 Minutes – Delegate Meeting

	<p>account doubled the amount of work for the treasurer, as it was a second account that would need to be audited.</p> <ul style="list-style-type: none"> An idea was discussed of having \$300 “petty cash” on the account to provide a buffer, when exact expenditures were unknown. 	Account, and update policy as appropriate.
Time meeting closed:	8:31 pm	
Signature of chairperson		
Date and time of next meeting:	Tuesday 30 July 7:00 pm Venue : Pick Up Stix	



ARCHERY ACT SOCIETY INC
MAY 2019 Minutes – Delegate Meeting

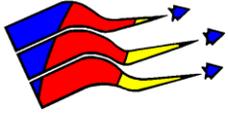
Appendix A – Business arising/continuing from March 2019 Meeting

Owner	I.D.	Action	Due	Status	Update: 28 May
Mel	2	Strategic Plan		Open	No Update - ongoing
Mel	61	Member Protection Policy		In progress	See May '19 President's report
Mel	69	Advise Astin of successful grant application		Open	Complete
Mel	70	Edit ACT blurb		Open	No Update
Mel	71	Email AA with RGB response re Joey division		Open	Complete
Mel (and Clubs)	72	Prepare for RGB Forum		Open	In progress
Steve, Adrian, Aaron, Rachel	63	Work together to determine a process to advertise and coordinate orders for jackets		Open	<i>March Update:</i> <i>Discussed possibly using Sports TG. Discussed getting a poster professionally made.</i> <i>In Progress</i>
Steve	73	Order coaching Shirts		Open	Complete
Julie	68	Share policy for the use of a pre-paid credit card with committee		Open	Complete
Julie	45	Develop Asset List		Open	Ongoing
Julie	24	Work with Cherie on JETS coaches back payment.		In progress	Complete
Julie	74	Make Payment to Astin for Grant		Open	Complete
Julie		Transfer \$300 "Petty Cash" to Visa Debit Card		New	N/A
Adrian, Steve	75	Distribute advice regarding selection of indoor team		Open	Complete



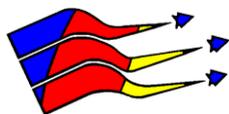
ARCHERY ACT SOCIETY INC MAY 2019 Minutes – Delegate Meeting

Adrian	76	Save Astin's grant application and save it to the register		Open	In progress
Adrian	77	Send pamphlet blurb to each club		Open	Complete – awaiting feedback from TAC
Adrian	50	Investigate Privacy Compliance – regarding information stored on Dropbox		In progress	<i>March Update: Initial investigation of Privacy Act Guidelines. Preliminary read suggests that we shouldn't be storing any information that we don't have a need to store.</i> Ongoing
Adrian	78	Create flyer for merchandise		New	N/A
Adrian	14	Plan to publish a newsletter bi-annually		Open	No Update
Adrian		Work with Mark N on further changes to the team selection policy		New	N/A
Adrian	39	Turn WWVP card info into register, and obtain reminder of delegate details		Open	No Update
Rachel	17	Purchase new state bronze medals.		In progress	Complete
Rachel	79	Resend short course championships to committee		Open	Complete
Rachel		Update documentation relating to Longbow/Barebow champion		New	N/A
Cherie	19	Update Pamphlet as per feedback		Open	Blocked by other actions
Cherie	20	Print New pamphlet		Open	No Update
Cherie	80	Seek advice from graphic designer re pamphlet		Open	Blocked by other actions
Claire	26	Organise mentoring sessions for coaches. Videos from JETS to be used for sessions		Open	Low priority due to other activity
Claire		Contact AA regarding Sports TG online shop for merchandise		New	N/A



ARCHERY ACT SOCIETY INC MAY 2019 Minutes – Delegate Meeting

Aaron	81	Upload Masters Games info to website		Open	Complete
Aaron		Send Merchandise photos to Adrian		New	
Committee	56	Review Archery ACT Pamphlet and give feedback to Cherie		In Progress	Complete
Committee	57	Review Member Protection Policy		Open	Blocked by other actions
Committee	58	Advise Adrian on what policies/agreements they know exist that should be communicated on the website		Open	In progress
Clubs		Send AACT anything they want raised at the RGB Forum		New	N/A
TAC and WVAC		Work with AA to transfer to online memberships via Sports TG.		New	N/A
Executive	60	Select National Indoor Team		Open	Entries still open at time of meeting
Uniform Sub committee	35	Investigate current policy regarding non-selected representatives.		Proposal for OGM	Feb Update: 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. Complete



ARCHERY ACT SOCIETY INC

MAY 2019 Minutes – Delegate Meeting

Appendix B – Bank Statement



NAB Business Cheque Account

For further information call 13 22 65 for Personal Accounts or 13 10 12 for Business Accounts.



ARCHERY ACT INC
PO BOX 5104
LYNEHAM ACT 2602

A 2-923

Account Balance Summary

Opening balance	\$22,166.22	Cr
Total credits	\$640.35	
Total debits	\$2,268.99	
Closing balance	\$20,537.58	Cr

Statement starts 30 March 2019
Statement ends 30 April 2019

Outlet Details

Tuggeranong
Shop 163/164, Tuggeranong Hyperdome
Cnr Anketell and Reed St, Tuggeranong Dc ACT 2901

Account Details

ARCHERY ACT INC
BSB number 082-923
Account number 61-600-4659

Transaction Details

Date	Particulars	Debits	Credits	Balance
30 Mar 2019	Brought forward			22,166.22 Cr
3 Apr 2019	Subs 290319 One Sport Techno			
	384676.....		128.00	22,294.22 Cr
8 Apr 2019	Internet Transfer Aa Badges R Morgan Archery ACT.....	86.00		22,208.22 Cr
10 Apr 2019	Subs 050419 One Sport Techno			
	384676.....		100.00	
	Events 050419 One Sport Techno			
	384676.....		239.00	22,547.22 Cr
11 Apr 2019	Internet Transfer Invoice 5312.....	21.00		
	Internet Transfer Invoice 70101759.....	32.00		22,494.22 Cr
17 Apr 2019	Internet Transfer Money not spent Archery ACT.....		13.35	
	Subs 120419 One Sport Techno			
	384676.....		110.00	22,617.57 Cr
18 Apr 2019	Internet Transfer Aact Grant.....	500.00		22,117.57 Cr
24 Apr 2019	Subs 190419 One Sport Techno			
	384676.....		50.00	22,167.57 Cr
30 Apr 2019	Internet Transfer Jets Reimbursement.....	279.99		
	Internet Transfer Aact Jets.....	390.00		
	Internet Transfer Aact Jets.....	450.00		
	Internet Transfer Aact Jets.....	510.00		20,537.58 Cr

Summary of Government Charges

	From 1 July to date	Last year to 30 June
Government		
Withholding tax	\$0.00	\$0.00
Bank Account Debit (BAD) tax	\$0.00	\$0.00
Bank Accounts Debits (BAD) Tax or State Debits Duty has been abolished for all states & territories effective 1/7/2005. Any amount shown on this statement applies to debits processed on or before 30/06/2005.		
For further information on any applicable rebates, fees or government charges, please refer to the NAB's "A Guide to Fees & Charges" booklet. Please retain this statement for taxation purposes		

Explanatory Notes

Please check all entries and report any apparent error or possible unauthorised transaction immediately.
We may subsequently adjust debits and credits, which may result in a change to your account balance to accurately reflect the obligations between us.
For information on resolving problems or disputes, contact us on 1800 152 015, or ask at any NAB branch.

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