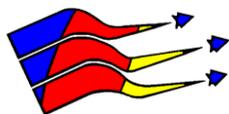


## ARCHERY ACT SOCIETY INC

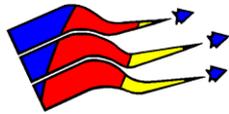
### JULY 2019 Minutes – Committee Meeting

Date of meeting	Tuesday 30 July 2019	
Location:	Pick Up Stix, Lyneham	
Time:	7:00pm	
Attendees:	AACT Committee	Delegates
	Melissa Mongan Cherie Theyers (Youth Coordinator) Claire Johnson (Coaching Coordinator) Steve Slack (Vice president) Adrian Excell (Secretary) Paul Smith (Judges Coordinator)	Mark Newnham (WVAC) BJ Ramirez (TAC)
Apologies:	Julie Lyons (Treasurer), Rachel Morgan (Recorder), Aaron Lowther (Webmaster)	
Absences:	None	
Guests	None	
Conflicts of Interest:	None	
<b>Previous meetings minutes</b>		
Business arising from previous minutes:	Refer to the actions list in Appendix A	
Acceptance details	Mel moved the minutes from the May meeting be accepted Accepted: Steve Seconded: Cherie	



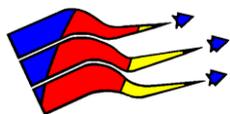
## ARCHERY ACT SOCIETY INC JULY 2019 Minutes – Committee Meeting

Officer Updates	
President	<ul style="list-style-type: none"> <li>• Pamphlet has been progressed with a new draft</li> <li>• Recently attended the RBG Forum. Report to follow shortly.               <ul style="list-style-type: none"> <li>○ Passed that indoor team for 2020 to be different, adopting 6 people to be more aligned to the National Championships.</li> </ul> </li> </ul>
Vice President	<ul style="list-style-type: none"> <li>• First order for tracksuits, shirts and vests has been submitted.</li> <li>• Shirts for indoor team ordered and distributed.</li> </ul>
Secretary	<ul style="list-style-type: none"> <li>• Archery ACT was contacted for two nominations for the Canberra Sports Person of the Year award. Not much time was given for a submission. Mel and Stuart were the two nominations submitted.</li> <li>• A few more grant applications have been received, with Nathan's and Jason's grant being approved for the World Youth Championships being held in Spain</li> <li>• Nominations for the Indoor National Team were received.</li> </ul>
Treasurer	<ul style="list-style-type: none"> <li>• See Appendix B for June and July reports and bank statements</li> </ul>
	Steve moved that the Treasurers report be accepted <ul style="list-style-type: none"> <li>• Accepted: Claire</li> <li>• Seconded: Cherie</li> </ul>
Recorder	<ul style="list-style-type: none"> <li>• No Report</li> </ul>
Coaching Coordinator	<ul style="list-style-type: none"> <li>• ODD ran successfully on 1 June 2019 with two coaches, Lou Redman and Claire Johnson, and 12 participants.</li> <li>• Next Open Development Day is 24 August at TAC. Lou Redman and Joe Neville have been lined-up as the coaches.</li> <li>• 3 club coaches have been reaccredited with AA; Stuart Atkins, Francis Atkins and Mick Turner.</li> <li>• It is expected that the AA presenter accreditation course will be announced as mid October. Therefore, planning for a Level 1 course around the end of November has begun.</li> <li>• A coaching newsletter was sent in July. There was a bigger gap between these than was my goal.</li> <li>• Vice President has arranged a second order of AACT coaches shirts to capture those who missed the cut-off for the March order.</li> </ul>
Youth Coordinator	<ul style="list-style-type: none"> <li>• JETS is running smoothly. There are a few new participants</li> <li>• Considering sending out another advertising campaign.</li> </ul>
Judges Coordinator (provided by Steve)	<ul style="list-style-type: none"> <li>• It has been a very busy period with a large number of events.</li> <li>• Steve and Paul will be the two judges for the upcoming Short Course Championship</li> <li>• All three of the Judge Candidates have volunteered for the 2019 National Championships. However, they may not all be selected.</li> </ul>
Webmaster	<ul style="list-style-type: none"> <li>• No report</li> </ul>
Steve moved that the reports are accepted Accepted: Paul Seconded: Steve	



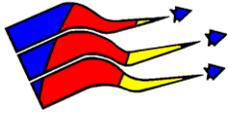
## ARCHERY ACT SOCIETY INC JULY 2019 Minutes – Committee Meeting

Agenda Item/Topic	Discussion/outcomes	Action ( <i>who is accountable and by when</i> )
<b>Matters for decision:</b>		
Change to Open Development Day	<ul style="list-style-type: none"> <li>• Claire motioned that the open development days have a minimum of two coaches, but otherwise maintain a ratio of 1:8.</li> </ul>	<ul style="list-style-type: none"> <li>• Claire to update coaching guidelines.</li> </ul>
<b>Matters for discussion:</b>		
Blue Shoot	<ul style="list-style-type: none"> <li>• Intention to encourage new archers to compete in competitions</li> <li>• Intent to get ozbow type archers to shoot without top archers competing alongside them</li> <li>• Various ideas discussed:               <ul style="list-style-type: none"> <li>○ 72 arrows</li> <li>○ Merchandise as prizes, not medals</li> <li>○ Pro-am</li> <li>○ Not a AA registered event, to allow exclusion of experienced archers.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Mel to write to WVAC regarding the event and AACT's expectations</li> <li>• AACT to create Tournament Guidelines</li> </ul>
JETS	<ul style="list-style-type: none"> <li>• Original proposal for 7<sup>th</sup> September, may be difficult to accommodate</li> </ul>	<ul style="list-style-type: none"> <li>• Cherie to talk to coaches to determine if it needs to be moved.</li> </ul>
Team Selection Policy	<ul style="list-style-type: none"> <li>• Aim to have two documents ready for AGM, a new version and a version indicating what changes have been made to the original policy</li> </ul>	<ul style="list-style-type: none"> <li>• Mark and Adrian to work towards redrafting policy for AGM</li> </ul>
VETS Day/Archery Expo	<ul style="list-style-type: none"> <li>• Background:               <ul style="list-style-type: none"> <li>○ AA used to get allocated budget. Now the only way to get money will be via project proposals.</li> <li>○ One of the proposed projects it to partner with Veterans Sports Australia</li> </ul> </li> <li>• Mel and Steve had a teleconference with Veterans Sports Australia</li> <li>• Initial idea was to run a come and try for veterans. However, this has shifted to a open day with various stalls and activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Mel and Steve to meet with TAC committee</li> <li>• Steve and Mel to form sub-committee for organisation of event.</li> </ul>



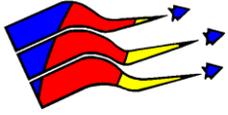
## ARCHERY ACT SOCIETY INC JULY 2019 Minutes – Committee Meeting

	<ul style="list-style-type: none"> <li>• EOIs has previously been sent to the clubs, with CAC and TAC both responding. TAC is the best suited to this event, due to their facilities.</li> <li>• This is planned to be a pilot in the ACT, with it being roled out to other areas if successful.</li> <li>• Avenue for AACT to get pamphlets, flags, posters, etc.</li> <li>• This is expected to take a reasonable amount of time of management and would benefit from someone with event management experience</li> </ul>	
<b>Items for Noting:</b>		
National Indoor Team	<p>The National Indoor Teams selected were:</p> <ul style="list-style-type: none"> <li>• Juniors:             <ul style="list-style-type: none"> <li>○ Jason Hurnall</li> <li>○ Nicholas Slack</li> <li>○ Caitlin Slack</li> <li>○ Christopher Jackson</li> </ul> </li> <li>• Recurve             <ul style="list-style-type: none"> <li>○ Claire Johnson</li> <li>○ Astin Darcy</li> <li>○ Klara Fay</li> <li>○ Alex Smith</li> </ul> </li> <li>• Compound             <ul style="list-style-type: none"> <li>○ Rachel Morgan</li> <li>○ Aaron Lowther</li> <li>○ Glen Hunt</li> <li>○ Chris Goodman</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• No action</li> </ul>
Grants	<ul style="list-style-type: none"> <li>• Grants have been awarded to Jason Hurnall and Nathan Rowley for the upcoming Youth World Championship in Spain</li> </ul>	<ul style="list-style-type: none"> <li>• Adrian to add to register</li> </ul>
Presentation Dinner	<ul style="list-style-type: none"> <li>• Presentation Dinner is to be held on X November</li> </ul>	<ul style="list-style-type: none"> <li>• No Action</li> </ul>
Code of Conduct	<ul style="list-style-type: none"> <li>• Mel reminded everyone of their responsibilities as committee members, and that they had all signed the code of conduct.</li> </ul>	<ul style="list-style-type: none"> <li>• No Action</li> </ul>
Merchandise	<ul style="list-style-type: none"> <li>• All merchandise is now in the storage locker.</li> </ul>	<ul style="list-style-type: none"> <li>• No Action</li> </ul>



**ARCHERY ACT SOCIETY INC**  
**JULY 2019 Minutes – Committee Meeting**

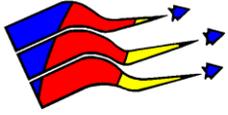
Time meeting closed:	9:20 pm
Signature of chairperson	
Date and time of next meeting:	Tuesday 24 September 7:00 pm Venue : Pick Up Stix



## ARCHERY ACT SOCIETY INC JULY 2019 Minutes – Committee Meeting

### Appendix A – Business arising/continuing from May 2019 Meeting

Owner	I.D.	Action	Status	Update: 30 July
Mel	2	Strategic Plan	Open	No Update
Mel	61	Member Protection Policy	In progress	No Update
Mel	70	Edit ACT blurb on pamphlet	Open	Mel presented a new draft pamphlet which she will distribute to the committee
Mel (and Clubs)	72	Prepare for RGB Forum	Open	Complete
Steve, Adrian, Aaron, Rachel	63	Work together to determine a process to advertise and coordinate orders for jackets	Open	<i>Steve has submitted the first order, having obtained orders in person at the National Indoor. Claire is investigating setting up a shop using Sports TG.</i>
Julie	45	Develop Asset List	Open	In progress
Julie		Transfer \$300 "Petty Cash" to Visa Debit Card	<b>Open</b>	Complete
Adrian	76	Save Astin's grant application and save it to the register	Open	Complete
Adrian	77	Send pamphlet blurb to each club	Open	Superseded by new pamphlet.
Adrian	78	Create flyer for merchandise	<b>Open</b>	Waiting on photos from Aaron or Steve
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	<b>Open</b>	Optimistic goal of having a draft ready for the OGM.
Adrian	39	Turn WWVP card info into register, and obtain reminder of delegate details	Open	No Update
Rachel		Update documentation relating to Longbow/Barebow champion	<b>Open</b>	No Update
Cherie	19	Update Pamphlet as per feedback	Open	Superseded by new effort
Cherie	20	Print New pamphlet	Open	Superseded by new effort



## ARCHERY ACT SOCIETY INC JULY 2019 Minutes – Committee Meeting

Cherie	80	Seek advice from graphic designer re pamphlet	Open	Superseded by new effort
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	<b>Open</b>	AA has been contacted – no reply yet
Aaron		Send Merchandise photos to Adrian	<b>Open</b>	No update
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	Complete during meeting
Clubs		Send AACT anything they want raised at the RGB Forum	<b>Open</b>	Complete
TAC and WVAC		Work with AA to transfer to online memberships via Sports TG.	<b>Open</b>	Complete
Executive	60	Select National Indoor Team	Open	Complete



## ARCHERY ACT SOCIETY INC JULY 2019 Minutes – Committee Meeting

### Appendix B: Treasurer Report

20 June 2019

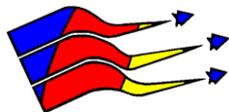
Breakdown of May 2019 transactions	Income	Expenditure	Income vs Expenses, May 2019
Memberships	\$279.00		<p style="font-size: small;">Income \$301.80 (5.5%) Expenses \$5,160.32 (94.5%)</p> <p style="text-align: right; font-size: x-small;">Difference: <span style="color: red;">-\$4,858.52</span></p>
Events	\$191.20		
Grants		\$1,000.00	
Merchandise		\$848.86	
JETS		\$38.39	
Medals		\$2,504.50	
JETS Coaching		\$60.00	
Web & Tech		\$465.00	
<b>Bank Balance</b>	\$16,326.06		
<b>Bank Statement</b>	Please see the May 2019 bank statement enclosed.		
<b>Annual Audit</b>	In preparation for this year's annual audit, I have contacted Suzanne who is happy to audit our books again this year. The audit will commence in August.		
<b>Petty Cash</b>	\$300 has been transferred into the visa debit card sub account.		
<b>Annual Budget</b>	At the end of this month I will have the 2019/2020 budget prepared and in place for the new financial year. The budget will be maintained each month so that we can monitor how the State finances are travelling throughout the year.		
<b>Asset List</b>	I am in the process of creating an asset register for AACT. Thank you Claire for providing me with photos of the equipment stored in the storage unit. If anyone is in possession of any AACT assets, can you please send me an email with a description of the asset and/or picture.		



## ARCHERY ACT SOCIETY INC JULY 2019 Minutes – Committee Meeting

17 July 2019

Breakdown of June 2019 transactions	Income	Expenditure	<p><b>Income vs Expenses, June 2019</b></p>  <table border="1" style="margin: 10px auto;"> <caption>Income vs Expenses, June 2019</caption> <thead> <tr> <th>Category</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Income</td> <td>\$588.60</td> </tr> <tr> <td>Expenditure</td> <td>\$160.00</td> </tr> </tbody> </table>	Category	Amount	Income	\$588.60	Expenditure	\$160.00
Category	Amount								
Income	\$588.60								
Expenditure	\$160.00								
Memberships	\$398.00								
Events	\$145.60								
Merchandise	\$20								
JETS	\$25								
Reimbursements		\$80							
Coaching		\$80							
<b>Bank Balance</b>	\$16,683.34								
<b>Bank Statement</b>	Please see the June 2019 bank statement enclosed.								
<b>Annual Audit</b>	All 2018/2019 financials have now been sent to Suzanne for auditing.								
<b>Annual Budget</b>	<p>I was planning to have the 2019/2020 budget in operation for the new financial year however I noticed that AACT registration income was down by \$11,108.33 from the previous financial year.</p> <p>Two weeks ago I spoke with Rick (AA) who advised that every six months AA transfer monies accrued from non-online registrations for TAC and WVAC into AACT's bank account.</p> <p>After looking through our AACT bank statements, the last payment received by AA was on 27/6/18 which explains the reduction in income last financial year.</p> <p>I have since informed Rick of this finding and he is arranging for the money to be transferred in the couple of days.</p>								



# ARCHERY ACT SOCIETY INC

## JULY 2019 Minutes – Committee Meeting

May 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	\$20,537.58	Cr
Total credits	\$488.24	
Total debits	\$5,178.36	
<b>Closing balance</b>	<b>\$15,847.46</b>	<b>Cr</b>

**Statement starts 1 May 2019**  
**Statement ends 31 May 2019**

**Outlet Details**

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

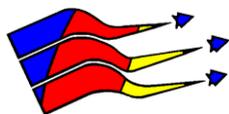
**Account Details**

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

**Transaction Details**

Date	Particulars	Debits	Credits	Balance
1 May 2019	Brought forward			20,537.58 Cr
1 May 2019	Subs 260419 One Sport Techno			
	384676.....		25.00	20,562.58 Cr
3 May 2019	Internet Transfer It Systems renewal			
	Archery ACT.....	440.00		20,122.58 Cr
7 May 2019	Internet Transfer It Systems renewal			
	Archery ACT.....	25.00		20,097.58 Cr
8 May 2019	Events 030519 One Sport Techno			
	384676.....		47.80	
	Subs 030519 One Sport Techno			
	384676.....		68.00	20,213.38 Cr
15 May 2019	Subs 100519 One Sport Techno			
	384676.....		111.00	20,324.38 Cr
20 May 2019	Internet Transfer Jets Coaching.....	60.00		
	Internet Transfer 2019 Aact grant			
	Archery ACT.....	500.00		19,764.38 Cr
21 May 2019	Internet Transfer It system renewal			
	Archery ACT.....		12.84	19,777.22 Cr
22 May 2019	Subs 170519 One Sport Techno			
	384676.....		50.00	
	Internet Transfer Aa badges Rachel			
	Archery ACT.....	120.00		
	Internet Transfer C Newbery grant.....	500.00		19,207.22 Cr
23 May 2019	Internet Transfer Aa badges left ove			
	Archery ACT.....		5.20	19,212.42 Cr
27 May 2019	Internet Transfer INV-7846 Trophies.....	415.50		
	Internet Transfer Coach shirts/Jets.....	848.86		17,948.06 Cr
29 May 2019	Subs 240519 One Sport Techno			
	384676.....		25.00	
	Events 240519 One Sport Techno			
	384676.....		143.40	
	Internet Transfer Petty Cash			
	Archery ACT.....	300.00		17,816.46 Cr
30 May 2019	Internet Transfer Invoice 194744.....	1,969.00		15,847.46 Cr

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# ARCHERY ACT SOCIETY INC

## JULY 2019 Minutes – Committee Meeting

June 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	\$15,847.46	Cr
Total credits	\$589.08	
Total debits	\$160.00	
<b>Closing balance</b>	<b>\$16,276.54</b>	<b>Cr</b>

**Statement starts 1 June 2019**  
**Statement ends 28 June 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
1 Jun 2019	Brought forward			15,847.46 Cr
3 Jun 2019	Ball Cap Adrian Ex Claire Johnson 123079 .....		20.00	
	Odd Imrahil Leeder Claire Johnson 123079 .....		25.00	
	open Day Joseph McGrail-B 068523 .....		25.00	15,917.46 Cr
5 Jun 2019	Subs 310519 One Sport Techno 384676 .....		25.00	
	Events 310519 One Sport Techno 384676 .....		95.60	16,038.06 Cr
12 Jun 2019	Subs 070619 One Sport Techno 384676 .....		93.00	16,131.06 Cr
19 Jun 2019	Subs 140619 One Sport Techno 384676 .....		195.00	16,326.06 Cr
20 Jun 2019	Deirdre Jets Cash Deirdre Jets cas 106600 .....		25.00	16,351.06 Cr
24 Jun 2019	Internet Transfer Coaching Odd .....	80.00		
	Internet Transfer Nat. Indoor Entry Archery ACT .....	80.00		16,191.06 Cr
26 Jun 2019	Subs 210619 One Sport Techno 384676 .....		85.00	16,276.06 Cr
28 Jun 2019	Interest .....		0.48	16,276.54 Cr

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