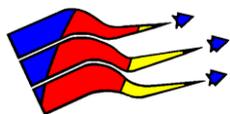


ARCHERY ACT SOCIETY INC

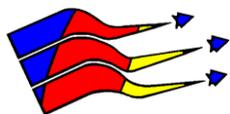
OCTOBER 2019 Minutes – Committee Meeting

Date of meeting	Tuesday, 1 October 2019	
Location:	McDonalds, Molonglo Valley	
Time:	7:00pm	
Attendees:	AACT Committee	Delegates
	Melissa Mongan (President) Julie Lyons (Treasurer) Cherie Theyers (Youth Coordinator) Claire Johnson (Coaching Coordinator) Steve Slack (Vice president) Adrian Excell (Secretary) Paul Smith (Judges Coordinator)	
Apologies:	Rachel Morgan (Recorder), Aaron Lowther (Webmaster)	
Absences:	None	
Guests		
Conflicts of Interest:	None	
Previous meetings minutes		
Business arising from previous minutes:	Refer to the actions list in Appendix A	
Acceptance details	Mel moved the minutes from the July meeting be accepted Accepted: Steve Seconded: Paul	



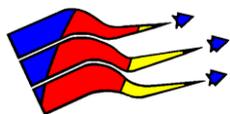
ARCHERY ACT SOCIETY INC OCTOBER 2019 Minutes – Committee Meeting

Officer Updates	
President	<ul style="list-style-type: none"> • There are lots of things happening at the moment, as per the email that was sent our recently. • There is still a reasonable amount of work happening in the complaints area. There is a small matter still outstanding, and I am assessing the member protection policy offered by Fair Play. • The Veterans Day, is going to be a big event. <ul style="list-style-type: none"> ○ We are currently corresponding with coaches, clubs, judges and archers for the day. ○ Call for volunteers' email to come soon. ○ Further discussion is on the agenda for this meeting. • Over the coming weekends we have: <ul style="list-style-type: none"> ○ Coaches presentation course ○ AIS Regional Development Program ○ Veterans Open Day at TAC ○ Fletchlings, End of Year Dinner and AACT AGM • Recently received and email from AA regarding initiative from AOC. On the agenda for tonight – has been distributed to the committee. • AA AGM also coming up on the 16 November.
Vice President	<ul style="list-style-type: none"> • As per Mel's comments it has been a very busy period, mainly with the Veterans Open Day. • I recently attended an Invictus training camp • I Will be judging Open Nationals Tournament in November • All of the tracksuits and uniforms from the latest order have been handed out
Secretary	<ul style="list-style-type: none"> • Two nominations for the AACT Open Nationals Team were received. Due to the numbers, we decided not to have a team for this Tournament. • An update for the team policy is still underway. • Stuart's report from the Crossbow World Championships has been received. • There has been a reasonable amount of correspondence recently from ACT Sports and Recreation, regarding the Canberra Sports Awards, which has been tabled for this meeting.
Treasurer	<ul style="list-style-type: none"> • The bank account is looking healthy, with a balance of \$25,359.28 • We have approximately \$1225 income this month, and \$99 outgoing. • Most of the income has been attributed to memberships and events. • The annual audit has been completed, in which one minor discrepancy was found. • The budget is on track. We have had \$10616.72 in revenue, most of which is attributed to back payment from AA for WVAC and TAC memberships. We are slightly over on merchandise. • The asset list is for the most part complete, with a few items to be added. This has been distributed to the committee, and will be uploaded to dropbox. • See Appendix B for June and July reports and bank statements <p>Mel moved that the Treasurers report be accepted</p> <ul style="list-style-type: none"> • Accepted: Steve • Seconded: Paul
Recorder	<ul style="list-style-type: none"> • No Report



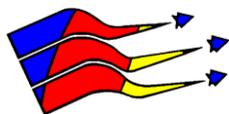
ARCHERY ACT SOCIETY INC OCTOBER 2019 Minutes – Committee Meeting

Coaching Coordinator	<ul style="list-style-type: none"> • Joe and Lou ran the most recent open development day on 24 Augst • EOI has been sent out for a level one course. 11 responses have been received so far. <ul style="list-style-type: none"> ○ A reminder has been sent to clubs, and another one will go out to all member soon.
Youth Coordinator	<ul style="list-style-type: none"> • Everything is running smoothly. • The next JETS session is this Saturday at WVAC, and will be run by Paul and Neil.
Judges Coordinator (provided by Steve)	<ul style="list-style-type: none"> • Its been a very busy year, but we are managing to keep up. • We have received a training request from a judges candidate based in NSW. <ul style="list-style-type: none"> ○ This is the first online request. • There are three President's shoots left for the year, the registration for which is transitioning to Sports TG. • There will be four Judges from the ACT heading to the Open National Tournament, three of which are novice judges. • Paul has nominated himself to judge at the WA Championship Suva next year. • The Australia Day Tournament is the next big event for the judges.
Webmaster	<ul style="list-style-type: none"> • No report
<p>Mel moved that the reports are accepted Accepted: Claire Seconded: Cherie</p>	



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Agenda Item/Topic	Discussion/outcomes	Action (<i>who is accountable and by when</i>)
Matters for decision:		
Change to AACT Fees	<ul style="list-style-type: none"> • At the conclusion of the treasurer’s report, the following changes to AACT fees were proposed: <ul style="list-style-type: none"> ○ AACT to absorb the SportsTG fee ○ AACT fee increased to \$30, from \$23. • Mel moved that these motions are put forward to the delegates for the AGM. <ul style="list-style-type: none"> ○ Accepted: Steve ○ Seconded: Cherie 	<ul style="list-style-type: none"> • Mel to submit a Notice of Motion for the AGM
ACTAS Sports Awards	<ul style="list-style-type: none"> • AACT was has been contacted by ACT Sport and Rec, calling for nominations for the Canberra Sports Awards. • Adrian proposed that the following nominations were made: <ul style="list-style-type: none"> ○ Male Athlete of the Year: <ul style="list-style-type: none"> ▪ Astin Darcy ▪ Stuart Atkins ○ Para Athlete of the Year <ul style="list-style-type: none"> ▪ Craig Newbery ○ Outstanding Service to the Sport <ul style="list-style-type: none"> ▪ Melissa Mongan 	<ul style="list-style-type: none"> • Adrian to contact nominees and coordinate submission of nominations.
AA AGM	<ul style="list-style-type: none"> • There are no motions from the RGB to present at the AGM • There will be a strategy planning meeting after the AGM • Mel proposed that Adrian and Mel attend the AGM, in order to help with succession planning, on the assumption that both are successful in retaining their positions in the upcoming AACT AGM • Mel moved a motion that AACT pay for a representative to accompany the AACT president to the AA AGM <ul style="list-style-type: none"> ○ Accepted: Julie ○ Seconded: Cherie 	<ul style="list-style-type: none"> • No Action
Matters for discussion:		



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<p>AA High Performance</p>	<ul style="list-style-type: none"> • Mel is seeking permission from AACT committee to question some of the decisions made for the Development programs, as a representative of AACT. • Astin D and Alex S applied for RDP (1 tier below HP program) • National Camp for all RDPs next week, with 60 athletes attending. • Astin declined as he is Tier 3 HP • Alex declined, as he represents GB • What do we do for international athletes? • Astin in HP tier 3, but not invited to a different AIS camp • After AA AGM Rick to brief on HP 	<ul style="list-style-type: none"> • No formal action, but committee supports Mel to continue to quiz AA on their policies regarding the various development programs to seek clarity for AACT members.
<p>AOC/AA Proposal</p>	<ul style="list-style-type: none"> • AOC intends to establish live sites for the Tokyo Olympics, for members of the public to watch the games. They have sports, asking if they would be interested in promoting their sport at these sites. AA has proposed hover archery as a means of promotion, and sought interest from RGBs. • Is this something AACT would be willing to take on? • AA would purchase the hover archery equipment for each participating RGB • The committee was generally in favour of this idea. 	<ul style="list-style-type: none"> • Mel to respond to AA, indicating AACT willingness to support AOC proposal.
<p>Presentation Dinner</p>	<ul style="list-style-type: none"> • Should AACT committee get free tickets to the dinner <ul style="list-style-type: none"> ○ No • Should the organising committee get free tickets, as recognition of their time and effort? <ul style="list-style-type: none"> ○ Yes • Mel moved that up to four people from the organising committee to get free tickets at the discretion of the AACT executive committee <ul style="list-style-type: none"> ○ Accepted: Claire ○ Seconded: Cherie 	<ul style="list-style-type: none"> •



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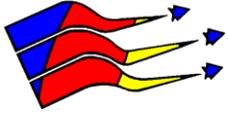
VETS Day	<ul style="list-style-type: none"> • Vets day scheduled for 19 October • Various marketing material has been purchased or in the process of being purchased. (signs, banners, pamphlets, etc.) • Additional costs will be for coaches and judges • Event has been promoted through various defence publications (DCO email and Harman Weekly Word). • For the event there will be 6 come and try targets, various stalls (Clubs, Archery types, VSA, Equipment, etc.), face painting, hover archery, demonstration matches. • Currently 9 coaches, 3-4 judges and 2 people have volunteered for the event. 	•
Items for Noting:		
	○	•
Time meeting closed:	9:10 pm	
Signature of chairperson		
Date and time of next meeting:	Sunday 10 November 1:30 pm Venue : Pick Up Stix	



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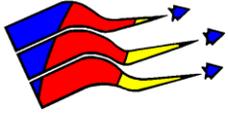
Appendix A – Business arising/continuing from July 2019 Meeting

Owner	I.D.	Action	Status	Update: 30 July
Mel	2	Strategic Plan	In progress	Mel undertook an activity with the committee after the 1 October meeting to brainstorm ideas to incorporate into the plan
Mel	61	Member Protection Policy	In progress	A draft has been started. Complaints process used by Play by the Rules is compatible with our requirements
Mel	70	Edit ACT blurb on pamphlet	Complete	Done – Pamphlets ordered for Veterans Day
Mel		Write to WVAC regarding fletchling event	Complete	Done
Mel and Steve		Meet with TAC committee to discuss VETS day and form subcommittee for event	Complete	Done
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	Done – available on Dropbox
Adrian	78	Create flyer for merchandise	Open	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	Open	In progress – 40% complete
Adrian	39	Turn WWVP card info into register, and obtain reminder of delegate details	Open	In progress
Adrian		Add Nathan's and Jason's grant to register	New	In progress + need to incorporate and chase reports
Rachel		Update documentation relating to Longbow/Barebow champion	Open	No Update
Cherie		Determine if JETS on 7 September needs to be moved	Complete	Done



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Claire	26	Organise mentoring sessions for coaches. Videos from JETS to be used for sessions	Open	Low priority due to other actions Consider incorporating VI
Claire		Contact AA regarding Sports TG online shop for merchandise	Open	AA has been contacted – no reply yet
Claire		Update Coaching guidelines to reflect minimum of two coaches for open development days	Complete	Complete – Aaron to upload new version to website
Aaron		Send Merchandise photos to Adrian	Open	No update
Committee	57	Review Member Protection Policy	Open	Blocked by other actions
Committee		Create Tournament Guidelines	In progress	Claire has created and distributed draft



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Appendix B: Treasurer Report

1 October 2019

Treasurer Report
October 2019

Breakdown of September 2019 transactions	Income	Expenditure
Memberships	\$903.00	
Events	\$47.80	
Merchandise	\$275	
Medals		\$99.20

Category	Amount
Income	\$1,225.80
Expenditure	\$99.20

Bank Balance	\$25,359.28
Bank Statement	August 2019 bank statement tabled
Annual Audit	Auditor has finished her audit and is in the process of signing off.
Annual Budget	Overall AACT is on track with its budget. With only a few months into the new financial year, membership revenue has almost met its budget estimate of \$10,778. This has occurred due to AA not paying AACT it's manual membership registrations for TAC and WVAC before the EOFY. We have slightly overspent on merchandise however the merchandise revenue has greatly exceeded expectations.



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2019/2020 AACT BUDGET			
SUMMARY	BUDGET	ACTUAL	BALANCE
Total Income	\$ 17,359.31	\$ 13,324.20	\$ 4,035.11
Total Expenses	\$ 16,809.49	\$ 4,241.46	\$ 12,568.03
TO DATE: 30/9/19			
	BUDGET	ACTUAL	UNDER/OVER
REVENUE			
Memberships	\$ 10,778.00	\$ 10,616.72	\$ (161.28)
Events: JETS/Open Dev Days/Courses	\$ 6,141.77	\$ 358.50	\$ (5,783.27)
Merchandise	\$ 437.00	\$ 2,348.41	\$ 1,911.41
Bank Interest	\$ 2.54	\$ 0.57	\$ (1.97)
TOTAL	\$ 17,359.31	\$ 13,324.20	
EXPENSES			
Grants	\$ 1,980.00	\$ 1,000.00	\$ (980.00)
AA Fees	\$ 200.00	\$ 200.00	\$ -
Merchandise	\$ 2,145.27	\$ 2,423.70	\$ 278.43
JETS/Open Dev Days/Other Events	\$ 910.00	\$ -	\$ (910.00)
Medals	\$ 4,138.00	\$ 147.35	\$ (3,990.65)
Coaching	\$ 2,270.00	\$ -	\$ (2,270.00)
Uniforms	\$ 1,079.60	\$ 298.41	\$ (781.19)
Reimbursements	\$ 1,000.00	\$ 172.00	\$ (828.00)
End of year function	\$ 1,500.00	\$ -	\$ (1,500.00)
Web & Tech	\$ 630.62	\$ -	\$ (630.62)
Other	\$ 956.00	\$ -	\$ (956.00)
TOTAL	\$ 16,809.49	\$ 4,241.46	