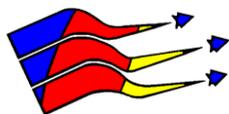


ARCHERY ACT SOCIETY INC December 2019 Minutes – Committee Meeting

Date of meeting	Tuesday, 28 January 2019	
Location:	McDonalds, Molonglo Valley	
Time:	6:30pm	
Attendees:	AACT Committee	Delegates
	Melissa Mongan (President) Claire Johnson (Coaching Coordinator) Steve Slack (Vice president) Adrian Excell (Secretary) Aaron Lowther (Webmaster) Cherie Theyers (Youth Coordinator)	
Apologies:	Paul Smith (Judges Coordinator)	
Absences:	Rachel Morgan (Recorder)	
Guests	None	
Conflicts of Interest:	None	
Previous meetings minutes		
Business arising from previous minutes:	See Appendix A	
Acceptance details	Mel moved the minutes from the December meeting be accepted Accepted: Claire Seconded: Mel	
Discussion Topics		
Delegates on Website	<ul style="list-style-type: none"> After discussion via email, it was decided that it was not appropriate to list club delegates on the AACT website 	
Volunteers Australia	<ul style="list-style-type: none"> Mel has investigated registering AACT with Volunteers Australia. This would allow us to advertise volunteer opportunities to an active group of volunteers. The cost of registration is Mel has proposed that we register, and advertise for a treasurer, should the current potential candidate not take up the position. 	
Air Pollution	<ul style="list-style-type: none"> A policy has been presented to the AA board. However, to date it doesn't appear to have been passed. It was agreed that in the absence of the AA having a policy, and the committees understanding of WHS legislation, that as a body hosting events, that we should have a weather policy, to provide guidance on when AACT events should be postponed or cancelled due to adverse conditions Steve and Cherie to write a policy. This will be separate to the Event policy that Claire is currently drafting. 	



ARCHERY ACT SOCIETY INC December 2019 Minutes – Committee Meeting

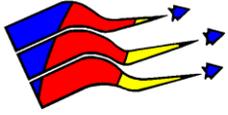
Team Selection Policy	<ul style="list-style-type: none"> • Adrian provided an update on the state of the Team Selection Policy review. • A draft was distributed prior to the meeting. • The draft has been sent to Mark Newnham for comment. After his review it will be open to the committee for comment, prior to distribution to delegates. • Mel to contact AA regarding the new Indoor Teams composition for 2020
Team Coach for Nationals	<ul style="list-style-type: none"> • This has been suggested as a possible pathway for coaches. • It was suggested that recognition of volunteer time could be the same as the Team Manager or \$80/day • Adrian and Claire to add expectation of Team Coach to Team Selection Policy <ul style="list-style-type: none"> ○ 1 training session before Nationals ○ Regular contact with team members ○ Report to AACT after event, and update coaching notes on Dropbox
Disability Network	<ul style="list-style-type: none"> • Have received an email asking if we would like to pay to join the Disability Network (\$) • General consensus was that we should join. • Uncertainty about our ability to provide accurate and adequate assistance to disabled athletes. <ul style="list-style-type: none"> ○ Good opportunity for coaches to learn ○ A few people in community that we could reach out to, to help upskill coaches.
Community Instructor Course	<ul style="list-style-type: none"> • AA will manage community instructor courses in the future. As assessments need to be conducted of venue. Cost will be \$200/day
Calendar/Events	<ul style="list-style-type: none"> • Due to the very full calendar this year, it was suggested that a reminder be sent to clubs about the importance of registering events early, so that a need for rescheduling doesn't arise. • Adrian to send an email to clubs.
Cancer Council	<ul style="list-style-type: none"> • Steve to write a formal letter of thanks to David Wyle for presenting at the JETS camp.
Newsletter	<ul style="list-style-type: none"> • Crazy Arms and Play by the rules MPO were suggested for this month's newsletter

Time meeting closed:	8:17 pm
Signature of chairperson	



ARCHERY ACT SOCIETY INC
December 2019 Minutes – Committee Meeting

Date and time of next meeting:	7:00PM, Tuesday 25 February. Venue TBD
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ARCHERY ACT SOCIETY INC

December 2019 Minutes – Committee Meeting

Appendix A – Business arising/continuing from December 2019 Meeting

Owner	Action	Status	Update: 28 January
Mel	Strategic Plan	In progress	Mel has put together a draft.
Mel	Member Protection Policy	In progress	Draft has been distributed to the committee. Committee to provide feedback by 8/2/20
Mel	Email delegates about the expectation to provide brief to AACT about activities at the club level	New	(No Update - new as of this meeting)
Mel	Contact AA regarding Teams for Indoor Nationals	New	(No Update - new as of this meeting)
Mel	Sign AACT up to Disability Network	New	(No Update - new as of this meeting)
Mel and Steve	Pursue plan to engage a treasurer	New	(new as of this meeting) Have had one expression of interest. If it falls through, advertise the position with Volunteers Australia
Mel and Adrian	Have Adrian added as signatory to bank account	New	Complete
Steve, Adrian, Aaron, Rachel	Work together to determine a process to advertise and coordinate orders for jackets	On Hold	<i>Adrian and Claire to set up sports TG event to coordinate orders. Steve to confirm prices.</i>
Steve	Investigate First Aid Courses	New	Steve has sent an email, but has not had a response yet.
Steve	Write letter of thanks to Cancer Council	New	(No Update - new as of this meeting)
Steve and Cherie	Develop AACT weather policy	New	(No Update - new as of this meeting)
Steve (and Claire)	Order JETS uniforms	New	(No Update - new as of this meeting) Work with Claire to add Coaches shirts to the order
Adrian	Work with Mark N on further changes to the team selection policy	Open	In progress – 80% complete Work with Claire to add Team Coach section
Adrian	Advertise vacant Treasurer role to AACT community	New	Complete - Role advertised in Newsletter and on Facebook. Steve has received an expression of interest.



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Adrian	Email clubs about registration of events	New	(No Update - new as of this meeting)
Rachel	Update documentation relating to Longbow/Barebow champion	Complete	Updated
Claire	Organise mentoring sessions for coaches. Videos from JETS to be used for sessions	Open	No Update
Adrian and Claire	Set up Sports TG event to facilitate merchandise sales	Modified	No response from AA regarding setting up a shop with Sports TG. Sports TG easiest way to take orders, without creating extra expense.
Aaron	Promote Crazy Arms on website	New	(No Update - new as of this meeting)
Aaron	Investigate adding Cancer Council App to website	New	(No Update - new as of this meeting)
Committee	Review Member Protection Policy	Open	Blocked by other actions
Committee	Create Tournament Guidelines	In progress	Claire has created and distributed draft – still waiting feedback
Committee	Provide Feedback on Member Protection Policy by 8/2/20	New	(No Update - new as of this meeting)