

ARCHERY WESTERN AUSTRALIA

EXECUTIVE COUNCIL MEETING

MINUTES OF MEETING HELD ON 18th AUGUST, 2014

Present	Deonne Bridger	President
	Sandra Jefferies	Treasurer
	David Wray	Secretary/ Yokine
	Danika Margetic	Archers of Greenwood
	David Crabtree	Benara
	Carol Harvey	KGSA
	Jon-Paul van Leonhout	Northern Pines
	Robert Timms	Whiteman Park

Apologies Neil Arbuthnot, Alison Andersson, Michelle Francis

1. OPENING

The President declared the meeting open at 7:30 pm.

2. MINUTES FROM PREVIOUS MEETING (July 2014).

Amend Item 5.1, 3rd dot-point as follows (italics): “Still waiting on AA to advise if AWA offer to host *National Matchplay* event has been accepted...”

Motion: Noting the above correction, that the minutes of the previous executive meeting held in July be accepted as a true and accurate record of the meeting.

Moved: Carol Harvey **Seconded:** David Crabtree

Vote: Carried

3. BUSINESS ARISING FROM THE PREVIOUS MINUTES.

3.1 Website redevelopment – reminders to clubs re results
Completed/ underway

3.2 MoU with clubs – Held over.

ACTION – Draft is underway. Update to future meetings.

3.3 Safety Audit - Deonne noted First Aid kit has been updated, other purchases are being progressed ahead of the busy-bee.

ACTION –Update to next meeting.

3.4 Tournament vs competition clarifications – Held over.

ACTION - Draft ‘Tournament Register’ procedure is underway. Update to future meetings.

3.5 New club request

Deonne provided feedback per Council’s decision. No further contact, however David W noted a rep attended Yokine and advised Maccabi have decided to withdraw their application.

3.6 Special General Meeting

David advised venue not available for 25 August, so SGM has been arranged for 1 September. Clubs have been advised. We have two quotes for Auditor services (from 10 sought).

3.7 Target Faces

Deonne confirmed there are sufficient supplies for the State Target.

3.8 State team selection policy clarifications

Completed.

This item included Extension of EOIs for the Senior team. Deonne noted she sent out an EOI on behalf of the temporary Selection Panel chair, and has received five nominations as follows: Deonne Bridge; Peter Choi; Brad Hipper; Jon Paul van Loenhout; Robert Timms. These have been forward to Trevor Greenham for progression.

3.9 State Archery Centre Lease fees

Further discussion. See also item 6.16. At this point, pending any changes to the lease formulae David W noted he will put a motion to the 2014 AGM for annual fees to be increased by \$10 per annum, commencing 2014-15 (ie, 2014-15 = \$95; 2015-16 = \$105; 2016-17 = \$115. This will also provide a small buffer in 2015-16 to do essential maintenance ahead of lease renewal. Members expressed general support, noting AWA fees have been kept artificially low for many years.

3.10 Busy bee

Completed. Deonne noted date changed to 7 September, ahead of State Target. Please encourage members to attend.

3.11 WASA Sports Star nominations

Completed. Clubs reminded to please forward nominations to the AWA Council (via your delegate) for consideration.

3.12 Electrician for kitchen

ACTION – Held over

3.13 Plumber

Rob Timms reported his earlier estimate (\$4000) will need to be revised and formally quoted, together with a second competitive quote before work can proceed.

ACTION – Deonne to seek formal quotes.

4. CORRESPONDENCE – Report distributed prior to meeting and accepted by members.

5. REPORTS – EXEC

5.1 President: Deonne reported as follows:

- Meeting with new DSR consultant, Ben Hlang:
 - Reminder to all clubs that coaches should have current Working with Children checks, and copies of card/ paperwork need to be sent to the Development Officer for records.
 - Need to make increased use of media (email, newsletter etc) to remind members of Member Protection policy elements such as Alcohol Use policy etc
 - Recommend Annual and Operational Plan is tabled for noting at AGM
 - In future, AWA will report against Key Result Areas rather than Operational Plan progress. This better reflects funding models.

5.3 Treasurer: See attached. Highlights:

- All 2013-14 reports now completed and fully acquitted.
- Some residual items from previous years. These will be highlighted to the auditor for recommended action and resolution.

- New business processes at Archery Park working well, however continuing need for business acumen to ensure profitability.

Deonne noted that Sandra has tendered her resignation/ non-renewal as 2014-15 Treasurer. Members thanked Sandra for her efforts and achievements, noting the incoming Treasurer (vacant) will be well placed.

6. REPORTS - OFFICERS

6.4 Registrar - *Vacant*

6.5 Recorder – No report

6.6 Juniors Coordinator - *Vacant*

6.7 Tournament Chair - *Vacant*

6.8 Judges Administrator – No Report

6.9 Equipment / Property Officer – *Vacant*.

6.10 State Coach – See attached.

6.11 Coaching Administrator - *Vacant*

6.12 Development Officer – See attached

6.13 WA Archery Editor – Jon Paul noted he has a newsletter prepared but awaiting photos.

6.14 Selection Committee Chairperson – No report

6.15 Medals Coordinator – No report

6.16 WASA Delegate – Dave W noted he and Deonne attended the Complex Management Committee meeting on 14 August. Noted AWA's concerns re proposed rent increase and have nominated for a sub-committee to be established to review the formulae and inputs.

6.17 Archery Park Manager – See attached

6.18 WA Sports Federation Delegate – Carol reported WASF are offering a Member Protection course. Recommends that Development Officer attend (Deonne to follow up).

Noted WASF have brokered a discounted Dispute resolution service for members at discounted cost of \$300 (Slater and Gordon).

Sports Star of the Year nominations now open – forwarded to all clubs via Secretary.

6.19 WA Olympic / Commonwealth Games Delegate – Nothing to report

6.20 Fundraising/ Anti Doping – *Vacant*

6.21 Public Relations – *Vacant*

6.22 AWA Website Manager – No report

6.23 Marketing & Development [MAD] Committee Mad Committee – Deonne noted MAD committee recommendations to be put at General Business

Motion: To accept the reports.

Moved: Danika Margetic **Seconded:** Jon Paul van Loenhout

Vote: Carried

7. AGENDA ITEMS

7.1 Council noted 2015 NYAC state team nominations have been received from:

- Elena Kardol
- Kaila Klaffer
- Nicholas Bjork-Henderson
- Sarah Eisenberg
- Steven Hills
- Scott Jefferies
- Corban Fleming

7.2 AGM Date change

- Deonne advised she is unavailable for the planned date. Agreed the AGM will be held one week later, Sunday 12 October (1pm).

8. GENERAL BUSINESS

8.1 National Match-play series

- Deonne noted the series has been postponed, commencing November in south Qld. RGBs have been asked to nominate as hosts for the series. Council supported Deonne’s recommendation that AWA nominate to host event on 7 and 8 February 2015.

ACTION – Deonne to put EOI to AA to host National Matchplay on 7-8 February 2015.

8.2 Trees

- Deonne proposed that we progress planting of trees along back section and down centre of field (ensuring compliance with WA visibility rules). These will both beautify and act as wind-breaks. Provided a list of accepted trees.

Motion: That Council endorse funding of up to \$500 for purchase of tree saplings and progress placement at the State Archery centre.

Moved: Deonne Bridger **Seconded:** Jon Paul van Loenhout

Vote: Carried

8.3 Indoor facility working group

Deonne noted MAD Committee have been discussing installation of an Indoor shooting facility. A member has offered pro-bono architectural design. Deonne recommended a working group is established to progress the idea and report back to Council on options, process and costs.

Nominations received from David Crabtree; Rob Timms; Jon Paul van Loenhout; Deonne Bridger.

ACTION – Nominations to Indoor Facility Working Group are open. Please forward names to Deonne Bridger

8.3 Club reports

- 8.3.1 Rob Timms noted the stramite targets on field course are inappropriate for modern arrows.

ACTION – Robert Timms to investigate alternative butts and report back to next meeting.

- 8.3.2 Jon Paul queried if there is an alternative way of progressing event fees rather than cheque/ cash. Possibly through IMG?

ACTION – Jon Paul van Loenhout to investigate alternative payment systems and report back to next meeting.

9. CLOSE

The meeting was closed 9:30pm.

10. NEXT MEETING

Next meeting is to be held on Monday 1st September, DSR Office, Leederville. Commencing at 7:30 pm, finish by 9pm.

Note, meeting will be preceded by the SGM to appoint Auditor, commencing at 7.15pm

.....
Deonne Bridger
President

.....
David Wray
Secretary

Date

Date

Treasurer's Report for meeting 18th August 2014

1. All accounts have now been reconciled and are up to date
2. Term Deposit matured on the 26th June 2014 and was reinvested for 3 months at a rate of 2.5%

Maturity will occur on the 26th September

Interest earned in the last period of investment was \$642.17

Current balance of the term deposit is \$81523.27

3. Balances of other accounts as of the 17th August 2014 are as follows:

Archery WA account: \$29473.07

Cash Reserve account: \$22410.17

Archery Park account: \$13611.34

4. I have had 3 sessions with Wiseclick Business services on the following dates:

15/05/2014 24/07/2014 07/08/2014

These dates have totalled almost 7 hours contact time at a final cost of \$929.25

(Within budget). I have worked closely with Phil McCleod who I found to be excellent and I would not hesitate to continue having a business relationship with him and Wiseclick.

My recommendation moving forward and keeping everything in check would be to have Phil look over the financials every three months to make sure everything remains in order.

5. As of today the AWA and Archery Park myob financials are all in order and everything is ready for the auditor.
6. Query remains with some old transactions that both Phil and I have identified. We have decided to leave them as they are, so that the auditor can make a decision as to how to best handle these old (and often unreconciled) transactions.

These categories include:

Loan accounts

ATO payments

PAYG June 2011

Superannuation

7. To assist the auditor I have prepared a spreadsheet of all PAYG and Superannuation payments for the financial year 2013 to 2014. In this way it will be easier to identify old transactions that are either in the wrong place or haven't been reconciled.

In doing this exercise I have identified a few errors for this financial year which I have highlighted in the spreadsheet for the auditor to correct as necessary.

8. The daily sheets, banking deposit summaries and matching these figures into myob has greatly improved with almost no shortfalls. Of course, there is always going to be room for improvement with better ideas as things evolve as well as a greater efficiency, but for now things are working as long as this system continues.
9. It is vital that at Archery Park, every single transaction **MUST** go through either the cash register or eftpos machine. If this is done, reconciliation becomes quite easy to track.
10. It has also been identified the wrong use of 'honorariums'. If anyone helps out at the park, it must be a **very random and sporadic** nature to constitute being an honorarium. Otherwise, anyone working at the park at a fairly regular basis must be treated as an employee and therefore the appropriate paperwork done for the ATO.

11. I am in the process of preparing a Procedures Manual which will be ready by the AGM.

Sandra Jefferies

Item 6.10

Report - AWA State Coach
August 2014

Instructor Course: October Sat 11 & Sun 12.

To be held at the Archery Centre.

Flyers will be sent for distribution early September.

Registration of the course with Archery Australia requires a \$50.00 payment. Attached with this report is the course registration form to be sent with the payment.

The number of Archery Instructor manuals in stock will need to be checked. These are usually stored in the Archery centre office along with the projector & screen. I can check these on the day of the State Target Championships if I can have access to the office &/or administration room.

Request also for Instructors who wish to present any of the course modules.

K. Birch

Ken Birch

AWA State Coach 2014

Development Officer and MAD Report for Council Meeting 18 August

After a school marketing drive we have booked a few school bookings for small groups. We do have a large school booking for out of site but will need to discuss pricing as the brochure that was given to them has the pricing too small which means Archery WA won't be making much out of it.

Will be doing a marketing push at the beginning of September to winter sporting clubs as their wind ups will be coming up and might be looking for a venue and an activity to do them.

I am currently working on a Child Protection and Member Protection Policy for Archery WA which is a requirement from DSR. We need this policy submitted and in place at Archery WA before October when we hand in our quarter 4 report to receive funding for next year.

Looking at how to get Archery WA and the come and try out to the public more. Have been in contact with seniors recreation council and Outdoors WA to have archery be involved in the seniors week later in the year and Outdoors October. Will be looking at other avenues where we can join an expo and various events. Need ideas exploring from the MAD committee. As this is a great way to get exposed to a range of different organisation, groups and people.

Active After Schools will no longer be running in 2015. The funding has been cut and instead put towards a new program called Sport in Schools. Which is going to be a different to Active After Schools. The representative that I have been speaking to is going on long service leave so will be speaking to her once she is back as she doesn't have an update she can provide me about the new Sport in Schools program. The Active After Schools program that was going to occur in Term 4 has been postpone until next year.

The Facebook page is up to 280 likes and it getting a lot of views on posts and things. I will need to look at a way to get more likers on Facebook. I did have signs up on toilet blocks and the centre but I think will need to give the public a reason to like the page.

ARCHERY PARK REPORT JULY/ AUGUST 2014

Archery Park will be closed Sunday 24 August due to WAFBHC event

Sunday 17 I had 39 people through the park.

1. A booking of 20 was not on my Calendar but only 8 turned up.

2. Cooperate group booked for 3 hrs. Should have been prepaid but on the day paid \$20 per person. (Which is what they were quoted)

Mary