

ARCHERY WESTERN AUSTRALIA

EXECUTIVE COUNCIL MEETING

MINUTES OF MEETING HELD ON 28th APRIL, 2014

Present	Deonne Bridger	President
	Danika Margetic	Archers of Greenwood
	Trevor Spong	Whiteman Park Archers
	David Wray	Secretary/ Yokine
	Kevin deRozario	Pioneer Archers
	Alison Andersson	Lake Joondalup Archery
	Harry Hickson	AAC
	Jason West	AAC (Incoming delegate)
	David Crabtree	Benara
	Carol Harvey	KGSA
	Sandra Jefferies	Treasurer
	Linda Slack-Smith	Sunset Coast Archers
	Jon-Paul Van Loenhout	WA Archer editor
	Anne Busby	Webmaster

Apologies Michelle Francis, Mary Chambers, Thomas Maple

1. OPENING

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

2. MINUTES FROM PREVIOUS MEETING (January 2014).

Corrections: Harry Hickson name misspelt at item 8.4. Alison Andersson name misspelt at item 8.2.

Motion: That the minutes of the previous executive meeting held in January be accepted as a true and accurate record of the meeting, with noted corrections.

Moved: Alison Andersson **Seconded:** Trevor Spong

Vote: Carried

3. BUSINESS ARISING FROM THE PREVIOUS MINUTES.

3.1 Website redevelopment

Anne noted the draft redesign was circulated some weeks ago and no written feedback received yet. Discussion of draft website. One requested feature is ability for Development Officer to directly update, however Anne noted content is the legal responsibility of the webmaster and also requires syntax knowledge. Could add a 'What's new' blog spot in WordPress however. Would also need to separate the Archery Park page if more immediate access and updates required.

ACTION – Anne to prepare Archery Park page in WordPress as a trial and redistribute.

3.2 MoU with clubs

ACTION – Held over

3.3 New club Board members list – Completed. Revised hard copy circulated and delegates added some missing info.

ACTION – Dave to update and email soft-copy to delegates.

3.4 IMG report - Michelle yet to get IMG access but underway. Future updates at item 6.4.

3.5 Safety Audit – completed. Report was circulated prior to meeting. However as Trevor Greenham was not in attendance, agreed to defer discussion. David and Deonne to action items within their capacity.

ACTION – Held over

3.6 Tournament vs competition email – Held over

3.7 Indoor competition additional info from Woodanalling – Woodanalling have provided further information as requested. However it was noted that Woodanalling is no longer an AWA member, and therefore cannot be authorised to host the State or National events.

ACTION – Deonne to discuss membership status/ implications to Indoor event directly with Keith Shurman.

3.8 Equipment circular to clubs email

ACTION - Held over.

3.9 Fridge replacement – Ongoing. Anne Busby will send info on recent purchase of a similar fridge to Deonne out of session.

3.10 Membership affiliations (fees) update to web site – Completed.

3.11 Northern Pines Archery Club proposal – Deonne noted that Northern Pines have made all edits required at the last meeting. Northern Pines have two shooting grounds, in Wangara and Marajiniup (Wanneroo)

Motion: To accept documentation as updated. Northern Pines Archery Club is forthwith accepted by Council as an AWA affiliate club.

Moved: Trevor Spong

Seconded: Alison Anderson

Vote: Carried

3.12 National Matchplay round host – Continuing. Submitted but no confirmation yet from AA. Deonne also updated the group that a State Sporting Assoc Annual Activity application has been prepared in draft for consideration by DSR. If successful, the funding will support purchase of new targets, timing equipment and other materials essential to this event.

3.12.3 Completed.

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

5. **REPORTS – EXEC**

5.1 **President:** Deonne reported as follows:

- Thanked Lucia Ogle for her work and achievements as temp Business Development Coordinator. Approved hours not yet reached, however Lucia has tendered her resignation will finish up this week. Achievements have included updated signage throughout Centre; successful school holiday clinic; and significant growth in Archery Park numbers.
- Discussions with John (Groundsman) re clean-up and maintenance work.
- Finalising SSAAA submission to host National Matchplay event with support Dave and Michelle.

5.3 Treasurer: Sandra pre-circulated financial reports from Jan – 25 February, and tabled report to end-March for which info only just received from book-keeper.

- Term deposit matured on 26 March earning \$881 and has been renewed.
- Requests update to Expense Claim Form – tabled and circulated – to clearly show payee details (see motion 1 below).

Motion 1: To accept updated Expense claim form for publishing to the website.

Moved: Sandra Jefferies

Seconded: Alison Anderson

Vote: Carried

- Members queried item in Archery Park balance sheet showing 2x 'AWA Loan' amounts in Feb report. Unsure what this is – Sandra to investigate and report to next meeting.
- Noted that accurate acquittal of several daily sheets has not been satisfactorily completed by the Archery Park manager and these items show in the report as 'Out of balance negative money'. Continuing to work with the Manager to rectify however this is a performance issue.
- Requests expert review of MYOB set-up to address certain accounting bugs/ issues.

Motion 2: To authorise purchase of MYOB expert services to review account structure, to a maximum \$1000.

Moved: Sandra Jefferies

Seconded: Kevin De Rozario

Vote: Carried

- Requests changes to daily booking procedures; group bookings; cash handling; and deposit to account processes. These matters to be referred to MAD committee.

Motion - that the Council resolves to accept the Exec reports and incoming and outgoing cheques be accepted and endorsed.

Moved: Sandra Jefferies

Seconded: Trevor Spong

Vote: Carried

6. REPORTS - OFFICERS

6.4 Registrar - *Vacant*

6.5 Recorder - *Absent.*

6.6 Juniors Coordinator - *Vacant*

6.7 Tournament Chair - *Vacant*

6.8 Judges Administrator – No Report

6.9 Equipment / Property Officer – Trevor Spong noted he has fixed mobile target centres and currently changing wheels and support brackets.

6.10 State Coach – Ken has requested use of the State Archery Centre for a Coaches meeting on 20 May. This approved. Deonne to arrange building access.

6.12 Development Officer – Report pre-circulated (attached)

6.13 WA Archery Editor – Paul apologised little activity since Vanessa Smoith left, however will now work with Michelle to get out a quarterly newsletter.

6.14 Selection Committee Chairperson – *Vacant*

6.15 Medals Coordinator - *Absent.*

6.16 WASA Delegate – Dave reported on Complex Management Committee meeting held 10 April. Previous advise that proposal for rent increase has been sent back to a CMC subcommittee was incorrect – the CMC request an alternative formulae from AWA to achieve a similar quantum of revenue. Council discussed options including a 'visitor fee' and increase in membership fee to cover additional rent. Particularly noting that AWA decreased fees in 2012 to off-set an AA increase, it was strongly suggested that a membership fee increase should be put to the next AGM in anticipation of increased rental.

Dave also noted that the Field and Bowhunters Club received ‘in-principle support’ to use workshop building as new club-rooms, thus vacating the AWA building. David noted that further discussion with the WAFBC executive is planned.

6.17 Archery Park Manager –No Report.

Deonne noted on behalf of the Park that there have been a large number of walk-ins and successful recent clinic. An EOI for coaches and helpers will be sent out soon.

6.18 WA Sports Federation Delegate – Report pre-circulated (attached)

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 – see item 3.1.

6.23 Marketing & Development [MAD] Committee Mad Committee – Deonne noted meeting deferred due to unavailability of members. To be rescheduled ASAP.

Motion: To accept the reports.

Moved: Trevor Spong **Seconded:** Carol Harvey

Vote: Carried

7. AGENDA ITEMS

7.1 New club request – Maccabi Sports and Fitness

It was noted that the documents submitted do not meet constitutional requirements of AA and AWA. In particular, the proposed archery club would appear to be a sub-group of Maccabi Sport and Fitness and AWA and AA requirements disallow affiliation with other bodies. Concerns were also raised at restrictive membership requirements which are counter to AWA requirements.

ACTION – Deonne to seek Archery Australia opinion and facilitate response to applicants.

8. GENERAL BUSINESS

8.1 Indoor event update - AAC

- Harry Hickson noted a Rockingham venue has now been confirmed and arrangements are underway.
- Harry requested access to AWA targets – this was confirmed.
- Requested access to staple-guns – it was noted there are up to 8 in working order.
- Cost will be \$70 per head, however Harry did not have a breakdown handy of State and National events.
- Harry noted new AA rules require 3x 20minute intervals between rounds which is likely to impact on timing.
- Request for Judges has been made to Chester.

- Harry also noted AAC was approached by a potential new club in Boddington and referred to AWA for discussion.

9. CLOSE

The meeting was closed 9:15pm.

10. NEXT MEETING

Next meeting is to be held on Monday 19th May, DSR Office, Leederville. Commencing at 7:30 pm, finish by 9pm.

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Deonne Bridger
President

David Wray
Secretary

Date

Date

Item 6.12

Development Officer Report
28 April 2014
Michelle Francis

Facebook

From the March Council meeting the AWA Facebook page went from 207 to 218 as of current 22/04/14. The number of people that viewed posts and commented on posts was peaked highest when there was updates about the 2014 Junior National Championships and the very first post made by Michelle the development officer. The fun topics being posted are receiving a steady 81-89 views. It is evident that the AWA Facebook page is being well received so Michelle will keep using it to post information and fun topics. The aim for next month is to increase Facebook likes to 230 with the focus on making the page more interactive by seeking advice from elite archers and topics open for discussion.

National Matchplay Series

Application for funding from the Department of Sport and Recreation has been drafted and sent to Steven Rose (DSR representative). Currently waiting for feedback due to Easter Holiday's it's been hard to contact Steven as he has had days away. Application is close to being submitted. This grant will cover the costs of hosting the National Matchplay Series. Hopefully have a verdict to bring to the Council in the May council meeting.

Contact Database

Currently the contact database that I currently have includes schools within the City of Bayswater and City of Swan districts as this was to promote the April School Holiday clinic I will be broadening the network so it covers a larger demographic and hopefully have schools book in for clinics. All clubs and club development officer from local government authorities are on the database. I am currently expanding the contact database to include community organisations, multicultural groups and disability organisations. Hopefully this will result in more bookings and walk ins on Sunday's.

Archery Park Bookings

Since the last Council meeting in March there have been 18 bookings as of 22/04/14. I do not know the exact figure of walk-ins on Sunday's as I do not keep those records. But 18 bookings not including the school holiday clinic has really boosted word of mouth of the Archery Centre.

April School Holiday Clinic

We had 10 participants in the April School Holiday program. Since the program finished we have even had a returning customers come with their families for the come and try archery. Lucia is following up on one payment otherwise everyone else has paid completely. The kids gave really good feedback and loved the clinic. Mary, Lucia and I have compiled all our evaluation notes together to work on for the next school holidays.

Friday Mid Week Ladies Clinic

Ladies Clinic starts 2nd May. So far there is one person who has signed up and paid. Clinic information has been sent to Club Development Officers in Perth, school contacts, Facebook page

AWA Brochure

I have gathered information to be used in an updated brochure which includes club information, archery park information, archery equipment information and photos. Has been sent to Snap Joondalup but currently still waiting to hear back from them so have contacted Snap Canning Vale and they have assured that they will be in contact with me in a couple of days.

2014 April REPORT – WASF General Committee Meeting

A presentation on ASC Governance Principles Presented by Evan Steward DSR

- Aimed at NSO getting the bulk of funding from ASC
- Expect ripple down to State bodies.
- There were 20 main compliance criteria with no organisation meeting all requirements
- Full Privacy requirements not applicable <\$3 Million

A presentation on national integrity of sport follow up by Rod Thompson

- As well as drugs gambling is becoming a big issue
- Gambling starting to encroach into the lower levels of competition.
- WA has prime time access into the Asia area.
- SSO's need to respect National Strategies

Funding

- S Hill, Sports Medicine Australia (SMAWA) advised the meeting that Healthway had terminated the services of SMAWA in relation to the administration of their Healthy Clubs Program.
- So Healthway funding from SMAWA no longer available
- It appears the Healthy Club program may also have been discontinued.
- The \$5000 funding for sports and clubs was still available

During the meeting there was discussion on fees for the board to consider.

Details of the presentations attached with the minutes sent out to SSO.

Carol Harvey
AWA representative WASF