

ARCHERY WESTERN AUSTRALIA

EXECUTIVE COUNCIL MEETING

MINUTES OF MEETING HELD ON 20th January, 2014

Present	Deonne Bridger	President
	Andrew Blunden	Archers of Greenwood
	Carol Harvey	Olympic & Commonwealth Games / KGSA Delegate
	Trevor Spong	Whiteman Park Archers Delegate
	David Wray	Secretary/ Yokine Delegate
	Kevin deRozario	Pioneer Archers
	Trevor Greenham	Recorder/ Medals Coordinator
	Neil Arbuthnot	Baldivis Delegate
	Alison Andersson	Lake Joondalup Archery delegate
	Thmas Maple	Sunset Archers delegate
	David Crabtree	Benara Delegate
	Sandra Jefferies	Treasurer

Apologies Anne Busby, Annette Kepinski (volunteer Bookkeeper)

1. OPENING

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

2. MINUTES FROM PREVIOUS MEETING (December 2013).

Corrections: Nil

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

Moved: Trevor Greenham **Seconded:** Carol Harvey

Vote: Carried

3. BUSINESS ARISING FROM THE PREVIOUS MINUTES.

3.1 Plumbing work (Quote) – Deonne reported quote has been received - \$4,000. However this is via a registered plumber, but not a Master Plumber and would therefore not be ‘certified’. Council agreed this would be ok and to proceed with works as quoted.

Motion: To proceed with plumbing works as per quote.

Moved: Trevor Greenham **Seconded:** Trevor Spong

Vote: Carried

3.2 Building insurance – Deonne noted EBM have quoted \$1800 for building and contents and she is now trying to get a cheaper quote.

Motion: To approve expenditure on building and contents insurance of up to \$1800.

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

Vote: Carried

3.3 Facilities Audit – Held over. Deonne noted she attended the WASA meeting to discuss the audit, however there was insufficient quorum and meeting was cancelled.

ACTION – Held over

3.4 Fletchlings Medal/s to Gosnells – Completed. Dave confirmed he has sent the medal to Gosnells.

3.5 New club Board members email – Ongoing. Dave confirmed he has sent email request to clubs, but no responses received. It was noted clubs are required to report this information to clubs annually, and AA may have the info. Alternatively, clubs could be asked to complete the relevant AA form.

ACTION – Dave to follow up.

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

5. REPORTS – EXEC

5.1 President: Deonne reported as follows:

- Has progressed appointment of Development Officer with support of Dave. Recommendation subject to panel endorsement.
- Has sorted plumber for emergency repairs as Centre, and quote for preventative repairs.
- Working on further development of Archery Park, including improved procedures and administration.
- Established regular QREs, which will be modified to include youth distances to assist with TransTasman qualifiers

5.3 Treasurer: Sandra reported as follows:

- EFTPOS system for Archery Park ready to install.
- Profit and Loss reports for Archery Park and Archery WA verbally overviewed. Sandra cautioned the Archery WA report is to be considered Draft, subject to discussion/confirmation with book-keeper on her return from holidays, as some elements may be incorrectly reported.

6. REPORTS - OFFICERS

6.4 Registrar - Vacant

ACTION: Deonne to prepare an IMG report on membership for next meeting (held over from previous)

6.5 Recorder

Trevor noted November state records completed and new process with club recorders is in place.

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 is in process of conducting an audit of equipment and improving storage. Further discussion of portable butt options – Trevor to investigate further and report to next meeting

ACTION – Report and recommendation on portable target to February meeting.

6.10 State Coach – Written report distributed prior to meeting.

6.13 WA Archery Editor – No Report

ACTION – Deonne to contact editor.

6.14 Selection Committee Chairperson – Vacant

- Discussion of Youth Team selection deferred to item 7.

6.15 Medals Coordinator

- Trevor noted AA are increasing prices for medals slightly. New forms will be sent to club recorders.

6.16 WASA Delegate – Deonne noted meeting was cancelled.

- Dave to attend the February Centre Management Committee meeting.

6.17 Archery Park Manager – No report.

6.18 WA Sports Federation Delegate – Nothing to report

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 reported on meeting 20/01 as follows:

- Continuing focus on Archery Park sustainability and business processes.
- MAD recommend engaging an applicant to recent DO selection process on a casual basis to develop corporate and school opportunities, at cost of ~ \$2500.
- AP Fees structure will be documented and modified slightly – task for DO when appointed.
- Petty Cash system now in place.
- AP needs an improved web presence – presumably in scope for website review/ redevelopment. Discussion of forming a sub-committee to consider changes – item for discussion with Webmaster.

Motion: To accept the reports.

Moved: Trevor Greenham

Seconded: Andrew Blunden

Vote: Carried

7. AGENDA ITEMS

7.1 Youth State Team selection

Trevor presented methodology and recommendations. There are more qualifying Recurve applicants than the allowable 10 positions, however Council can endorse increased team size and nomination of team is a matter for the Team manager on the first day of event. It was agreed that State Team positions will be offered to all who have qualified, and applicants asked to confirm their acceptance and attendance prior to Council endorsement.

ACTION – Trevor to email all successful applicants asking them to confirm their attendance, and noting team nominations to be confirmed at NYAC.

7.2 Juniors on Target – request for promotion and funding support

Council commended efforts to run this competition, however resolved to work with the organiser to modify the guidelines as an AWA authorised event (that will be promoted and sponsored by AWA)

ACTION - Kevin D'Rozario to work with JOT organiser to address some of these issues as quickly as possible and to report back to Council for reconsideration.

7.3 Archery Australia Strategic Plan – RGB response

AA request a report from AWA on certain actions under the strat plan. Dave has prepared and started to populate a report template.

ACTION - Clubs to review draft report and edit/ confirm before next meeting.

8. GENERAL BUSINESS

8.1 Development Officer selection

Deonne reported that selection process has been completed and an appointment recommendation has been made, pending agreement of the panel. Deonne proposes that DO is employed on salary up to \$32,500, with \$2500 to be allocated to a special Archery Park project for second ranked applicant (focusing on corporate and school group development).

Motion 1: That Council endorses the panel’s recommendation to appoint Development Officer on salary up to \$32,500.

Moved: Trevor Greenham

Seconded: Alison Andersson

Vote: Carried

Motion 2: To endorse Deonne’s recommendation to allocate up to \$2,500 to an Archery Park development project focusing on development of corporate and other group functions

Moved: Trevor Greenham

Seconded: Alison Andersson

Vote: Carried (1x abstained)

8.2 Life membership

Motion: To present Life Membership awardees with a suitable token/ commemorative plaque to value of \$100 (2014 rate).

Moved: Deonne Bridger

Seconded: Carol Harvey

Vote: Carried

8.3 Saturday opening for Archery Park

Discussion of ability to open Archery Park on Saturdays. Noted that resident clubs and Bowhunters Club need to be consulted and a safety audit conducted.

ACTION – Trevor Greenham and Dave to conduct safety audit.

8.4 Definition ‘Tournament’:

Trevor Greenham noted some event organisers incorrectly name competitions as Tournaments. A Tournament requires special conditions to be met, such as accredited judge (as opposed a QRE which requires a QRE official) and registration with AA.

ACTIONS – 1. Trevor to draft an email for circulation to clubs outlining Tournament vs cother competition requirements.

2. Deonne to support Benara Matchplay event to become an accredited QRE.

3. Deonne to modify upcoming QREs to accommodate Youth distances, to support youth in making TransTasman MQS.

8.5 Whiteman Park Archers

Trevor Spong noted grass is dying due to inadequate watering; and that the club has offered to replace shade cloth if costs are met by AWA. Council endorsed, noting costs are estimated at around \$200

ACTION – Trevor Spong to discuss increasing watering times with WASA Caretaker.

9. CLOSE

The meeting was closed 9:10pm.

10. NEXT MEETING

Next meeting is to be held on Monday 17th February, DSR Office, Leederville. Commencing at 7:30 pm, finish by 9pm.

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Deonne Bridger
President

David Wray
Secretary

Date

Date

Att: Profit and Loss reports – Archery WA and Archery Park