

ARCHERY WESTERN AUSTRALIA

ANNUAL GENERAL MEETING

MINUTES OF MEETING HELD ON 12 OCTOBER, 2014

Present	Nev Beckett	Lynne Greenham
	John Turner	David Crabtree
	Phil Arthur	David Wray
	JP Van Loenhout	Robert Timms
	Ian Marshall	Sandra Jefferies
	Deonne Bridger	

Apologies Alison Andersson
Robin Briggs

1. Opening

The President declared the meeting open at 1:15 pm

2. Minutes from Previous Meeting (2013).

Motion: That the minutes of the previous AGM be accepted as a true and accurate record of the meeting.

Moved: Jon Paul Van Loenhout

Seconded: David Crabtree

Vote: Carried

3. Reports

4.1 President Report – Circulated (attachment 1)

4.2 Treasurer Report – Circulated (attachment 2)

- Abbott Solutions Financial Statements circulated.

Motion: To accept the President and Treasurer's reports.

Moved: Jon Paul Van Loenhout

Seconded: Robert Timms

Vote: Carried

5. Election of Officers

Interim chair for election of President: Jon-Paul Van Loenhout. Upon confirmation of voting result, Jon Paul stood down and Deonne Bridger resumed. There being only one nomination for any given position, the members present elected to vote by show of hands.

Results:

President: Deonne Bridger

Vice President: Jon Paul Van Loenhout

Secretary: David Wray

Treasurer: *Vacant*. Deonne noted a volunteer selection process has been undertaken in advance, and two highly suitable candidates shortlisted from written applications.

Registrar: *Vacant*

Recorder: *Vacant*

Property Officer: Robin Briggs

Motion: That Archery WA AGM endorses the appointment of a volunteer Treasurer upon recommendation of the President to the next Council meeting.

Moved: David Crabtree **Seconded:** Nev Beckett

Vote: Carried (1 vote against)

5. Election of Officers – (Vote not required, nominations below are subject to ratification at next general meeting)

Fund Raiser:	<i>Vacant</i>
Youth Co-ordinator:	<i>Vacant</i>
WA Sports Federation delegate:	<i>Vacant</i>
Medals Coordinator	Trevor Greenham
Judges Administrator:	<i>Vacant</i>
Selection committee Chair:	<i>Vacant</i>
Tournament Chairperson:	Jon Paul Van Loenhout
WA Archer Editor	Jon Paul Van Loenhout
State Coach:	<i>Vacant</i>
Coaching Co-ordinator:	<i>Vacant</i>
Public Relations Officer:	<i>Vacant</i>

6. Election of Auditors

Motion: That Archery WA appoint Abbott Solutions to prepare 2014-15 financial report.

Moved: Sandra Jefferies **Seconded:** Lynne Greenham

Vote: Carried

7. Motions

No motions received for AGM.

8. General Business

8.1 Life Membership: Nil

8.2 Bank Accounts: Meeting agreed to add Treasurer (when appointed) as authorised signatory; Meeting also noted that in 2013-14 a term deposit account was created; and an unused account was closed.

8.3 By-Laws: Nil

8.4 Operational and Strategic Plans. Deonne tabled the 2013-14 Strategic plan for noting and advised this is also available on the website.

8.5 Annual Fees. The meeting was advised the WA Shooting Association, head lessee of the International Shooting Complex, have put all residents on notice of anticipated rental increase effective 2016. A graduated, \$10 per year membership increase is proposed to meet the approx \$24,000 increase in rental costs expected for AWA in 2016/17.

Motion: That Archery WA increase 2015 fees by \$10 per member and \$15 for family membership. (Associates \$18; Seniors \$95; Juniors \$55; Families \$100)

Moved: David Wray **Seconded:** Phil Arthur

Vote: Carried

9. Other business:

John Turner noted that the Archery Australia Crossbow Committee has resolved to seek an exemption from *Weapons Act* WA restrictions on crossbow ownership for competitive arbolists, to allow new crossbow shooters to take up the sport and to allow National Championships to be held in WA in the future. General discussion and support from members for this approach.

9. Closure

The meeting was closed 2:00 pm.

.....
Deonne Bridger
President

.....
David Wray
Secretary

Date

Date



Presidents Report

Over the last year we have managed to implement a few new initiatives and get some projects up and moving.

We have employed a new Development officer, Michelle Francis and she has brought some excellent skills to the position. Michelle has obtained a grant for the National Match play series and is proving to be a valuable member of the team. She has quickly learnt all about Archery, she has worked very closely with DSR and has developed our strategic plan. The social media sites are being updated regularly and Michelle is working on ways to connect with the clubs over the next few months to assist in growth and development at that level. The marketing work that has been done so far has been promising and plans are continuing into 2015. Michelle and I are working on ways to increase our standing with DSR and hopefully receive more funding for AWA in the future.

We have managed to connect with Volunteering WA, David Wray has co-ordinated this on our behalf and has received some expressions of interest for the Treasures position; plus hoping to receive assistance from corporate volunteers in the near future.

Regular QRE's have been implemented to assist our archers to achieve National ranking and selection on various teams. The National Match play Series will be held on the 8th and 9th of February 2015 and we are hoping we will have archers come from around the country for the event.

Sandra Jefferies has worked tirelessly to ensure our books are in order, she started the role behind the eight ball as the books were 6 months behind. We have implemented tighter processes for the archery park to ensure monies are accounted for and weekly operations are recorded properly. The eftpos machine and internet banking has made the processing of bills and money easier for everyone concerned.

New initiatives from AA with the IMG system are proving to be promising and this has taken a lot of work out off the committee processing memberships. Nearly all of our clubs are using the system and more improvements are on the way including the new event management system where entries for events can be received.

I thank Trevor Greenham for not only his work in reviewing the standing orders and recorders role, for the Safety Audit that was completed and highlighted areas of improvement.

We have a few dedicated people who have reinvented the MAD committee, some great ideas are coming thru and this will be a focus over the next few months. A working group has been formed to investigate and plan the options for an Indoor Facility at Whiteman Park. If we can get this project up we will have a world class facility and this will be a priority for the next few months.

Our New Website is up and running and working well I do hope everyone is using the new site and can find more information easily, thank you to Anne Busby for all her hard work in getting this up and running.

We still need people to come forward and lighten the load, a few cannot do all of the work. Over the past year we have had a few very dedicated people work very hard to stream line our processes and make things easier for future committee members. Sandra Jefferies work in the Treasurers role has been extensive and she has put processes in place and caught up some 6 months that the accounts were behind when she took over. The processes put in place to ensure the Archery Park is operating professionally have proven to be very valuable. David Wray has worked very hard in the secretary role to ensure everyone is communicated too he has also assisted me every step of the way and I thank him for his time. Both members are non shooting and parents of promising juniors which makes their efforts even more impressive. We really do need more people to volunteer so we can run an efficient association and develop the facilities and level of coaching for everyone.

If anyone has any suggestions on how we can improve AWA please feel free to contact me.

Deonne Bridger

President

Treasurer's Report

Accounts that we hold and balance as of the 11th October 2014

- Archery WA account: \$20535.32
- AWA Cash Reserve account: \$22498.26
- Archery Park account: \$6487.63
- Term Deposit: \$81523.27

The main aim of this year was to:

- Improve cash handling via the means that will be mentioned below.
- Implement procedures to make recording and reconciling the banking easier.
- Get MYOB into the cloud and reconcile all accounts into their correct categories.
- Reconcile very old transactions which have previously not been dealt with.

Cash Handling:

Implementations include:

1. Hicaps machine at Archery Park.
2. No more cash payments to staff from daily takings.
3. No more cash payments of any items from daily takings.
4. Implementation of use of petty cash to pay for miscellaneous items.
5. Making sure that there is a record of everything that is a cash payment at Archery Park via til dockets including drinks, snacks, deposits for birthday parties and of course fee for shooting.

Recording of daily takings:

1. Implementation of new daily sheets for Archery Park to assist with the breakdown and recording of cash received and takings via EFTPOS.
2. Clear documentation of money received on the daily sheet reading for banking.

Banking:

Previously there was some difficult matching cash received with bank deposits.

- A bank summary sheet has now been implemented which matches daily sheet dates and totals, with the amount that is banked. This makes for accurate reconciliation of income of Archery Park.

Honorariums:

Clarity has been obtained regarding the use of Honorariums.

Honorariums can be paid to those who do work for AWA or Archery Park on a random, sporadic basis. Anyone who does regular work for AWA or Archery Park cannot be considered an honorarium, but must be converted into being an employee, even if this is on a casual basis. More accurate documentation on this has been suggested to me by the auditor and I will be implementing a system before I conclude.

Affiliation payments:

1. Nearly all clubs are now on board with online memberships.
2. I would like to recommend if possible more direct deposits rather than cheques.

Recommendations:

1. Ongoing full documentation of any cash handling, or minimisation of cash handling.
2. Members to understand that cash payments to them for various jobs will not be given but rather will be paid to them via internet banking or cheque.
3. An improved system is needed for taking deposits for corporate or group bookings and then relaying that information to Mary before the group comes.
4. Expenses claim forms must be accompanied by a receipt in order to receive reimbursements.
5. Better communication with Annette who has done the book keeping for the AWA account so that she better understands the correct category to put things into.
6. Quarterly review of MYOB by Wiseclick