

# Archery Western Australia Inc.

## Council of Clubs Minutes

Meeting Title:	Council Of Clubs – 19 Dec 2011	Document Id:	COC 13/11
Chairperson:	Alison Andersson	Date/Time:	19.12.2011 – 7:30pm
Minutes :	Trevor Greenham	Venue:	DSR - Leederville

### 1. Opening , Attendance and Apologies

The meeting was opened at 7:45pm by Chairperson who then welcomed the delegates and thanked them for attending the meeting which had been called on short notice. The Chair apologised for the delay in gaining access to the building, and informed the meeting that this was an additional Council of Clubs meeting to address three (3) items of business as per the circulated agenda.

The Chair acknowledged the attendance of Alan Kleedon, a member of Lake Joondalup Archery Club and a visitor to Council.

#### Elected Officers:

President	Alison Andersson	Vice President	<i>Vacant</i>
<b>Secretary/Recorder</b>	Trevor Greenham	<b>Treasurer</b>	Sue Gliddon
Registrar	(Apology)	State Coach	<i>Vacant</i>
Coaching Co-ord.	<i>Vacant</i>	Public Relations	<i>Vacant</i>
Equipment Officer		Fundraising	<i>Vacant</i>
Youth Co-ord.	<i>Vacant</i>	Judges Administrator	
Selection Chair		Tournament Chair	<i>Vacant</i>

#### Metropolitan Club Delegates:

<b>AAC</b>		<b>AOG</b>		<b>BAL</b>	Neil Arbuthnot
<b>BEN</b>	David Crabtree	<b>BOM</b>	Malcolm Pollard	<b>GOS</b>	
<b>KGSA</b>	Carol Harvey	<b>LJAC</b>	Adrian Parsonage	<b>SCA</b>	John Dwyer
<b>WPA</b>	Robin Briggs	<b>YOK</b>	David Wray		

#### Country Club Delegates:

<b>Bunbury</b>		<b>Dryandra</b>	
<b>Plantaganet</b>		<b>Woody</b>	

#### Appointed Positions

WA Sports Fed	Carol Harvey	WA Olympic	Carol Harvey
WA Shooting Assoc.	<i>Vacant</i>	Medals Coordinator	
WA Archer Editor	<i>Vacant</i>	Webmaster	(Apology)
Member Protection	<i>Vacant</i>	Commonwealth Games	Carol Harvey
Anti-Doping	<i>Vacant</i>	Ranking List Submitter	

#### Apologies:

Anne Busby	Bill Nicholson		
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*Bold = Voting Positions*

### 1. Agenda

#### 1.1. Development Officer Expenses:

1.1.1.Meeting informed that the Development officer had not submitted her claim for expenses at the meeting held 12 December and now presented a claim for payment.

**Moved: Alison Andersson**

**Seconded: Carol Harvey**

*The expenses of the Development Officer as tabled and relating to the AWA contribution to the cost of her mobile phone, amounting to \$90.00 for November and December, be accepted.*

**Carried**

**1.2. Junior Team Manager:**

1.2.1. A proposal had been received requesting that the Team Manager (Sue Gliddon) and the Assistant Manager (David Wray) for the 2012 State Youth Team be provided with and advance on their expenses.

**Moved: Trevor Greenham**

**Seconded: Carol Harvey**

*The Council suspend standing orders to discuss the proposal for an advance on expenses for Team Managers.*

**Carried**

**Moved: Alison Andersson**

**Seconded: Carol Harvey**

*Council resume standing orders*

**Carried**

**Action:** President to re-draft the segment of the AWA Team Manager Manual that relates to the claiming of expenses at the conclusion of an event.

**Moved: Alison Andersson**

**Seconded: Robin Briggs**

*That Council approve an advance payment of \$200.00 to the Manager and Assistant Manager for the expenses anticipated to be incurred at the Youth Nationals. Final payments/refunds will be reconciled at the conclusion of the event.*

**Carried**

**1.3. Development Officers Job Function:**

1.3.1. The President reported that issues had been raised concerning the day to day running of AWA and that an interpretation of the current constitution indicated that the Council of Clubs has the full responsibility for such matters. This interpretation brought into question the ability of the elected officers to make decision outside of the monthly council meetings.

The President also advised the meeting that a copy of the AWA Constitution had been provided to Archery Australia and that they have raised concerns as to the ability of AWA to operate on a day to day basis under such rules. They further suggested that the constitution failed to meet the minimum requirements of Incorporation and the AWA council needed to correct these issues as a matter of urgency.

The restriction not only impacted on the role of the Development Officer, it also impacted on the role of other elected officers.

**Moved: Trevor Greenham**

**Seconded: Sue Gliddon**

*The Council suspend standing order to discuss the Constitutional restrictions identified.*

**Carried**

**Moved: Trevor Greenham**

**Seconded: Carol Harvey**

*The Council resume standing orders.*

**Carried**

**Moved: Alison Andersson**

**Seconded: Adrian Parsonage**

*That Council delegate the following authority to the President, Vice President, Treasurer and Secretary; they are authorised to conduct the day to day business of the association, and to report back to the council, at its monthly meeting, the business that had been transacted so that council may ratify the actions taken.*

**Carried Unanimously**

**Moved: Alison Andersson**

**Seconded: Adrian Parsonage.**

*The Treasurer shall be authorised to spend up to \$5000 on any single item, and up to \$10,000 during any inter council period.*

**Carried**

- 1.4. The President advised the Council that during the recent audit of the AWA financial accounts it has been discovered that a pay rise, authorised by the Council in July 2009, had not been applied to the wages of the Development Officer. This had resulted in AWA having a significant back-pay liability which also included liabilities for additional PAYG tax and Superannuation. The President also advised the Council that it has also become apparent that the Development Officer had also not taken any annual leave entitlements and that it was estimated that AWA had a leave liability amounting to 19.2 weeks.

**Point of Order: Trevor Greenham**

The issue of underpaid wages and leave entitlements identified during the audit was not on the agenda for this meeting and therefore should not be discussed until all relevant information was before the Council.

**Chairperson ruled that the a point of order was upheld**

The meeting was advised the matter is to be referred to the January 2012, Council of Clubs meeting and asked the Development Officer/Treasurer to provide the necessary information to the President and Secretary so that it can be presented at the that Council meeting for discussion.

Having conducted the business listed on the agenda the meeting was closed at 8:43 pm.