

Archery Western Australia Inc. Council of Clubs Minutes

Meeting Title:	Council Of Clubs – October 2011	Document Id:	COC 10/11
Chairperson:	Alison Andersson	Date/Time:	17.10.2011 – 7:30pm
Minutes :	Trevor Greenham	Venue:	DSR - Leederville

1. Opening - Attendance & Apologies

Elected Officers:

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

Metropolitan Club Delegates:

AAC Harry Hickson	AOG	BAL
BEN Ian May	BOM Anne Busby	GOS
KGSA Carol Harvey	LJAC	SCA
WPA Trevor Spong	YOK	

Country Club Delegates:

Bunbury	Dryandra
Plantaganet	Woody

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	Anne Busby
Member Protection	<i>Vacant</i>	Commonwealth Games	Carol Harvey
Anti-Doping	<i>Vacant</i>	Ranking List Submitter	

Apologies:

David Crabtree			
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Bold = Voting Positions

Meeting opened 7:30pm

2. Confirmation of the Previous minutes

15th August 2011 (attached)

Moved: Carol Harvey

Seconded: Trevor Spong

The minutes of the meeting held 15 August 2011 be accepted as a true and accurate account of the meeting.

Carried

3. Business Arising from Previous Minutes

NIL

4. Action Plan

Reminder that reports are to be submitted to the secretary 7-14 days before the next meeting.

The Fertilising of the grounds at Whiteman Park needs to be done.

Action: Ian May to contact Don and ask for it to be done

The replacement of the Carpets at the pavilion is still ongoing.

The backing for the targets are still being tested, a combination of Flyscreen mesh and Industrial Glad wrap is currently being used. Also testing hessian bag as an alternative backing – it was suggested that 10 backings be prepared this is mainly for Compound archers.

WASA : As a result of the AGM it has been determined that there will be an increase in the membership fees. Meeting advised that in 2016 all leases will be up for renewal which could have a significant impact on all members as the fees for the leases will be reviewed.

5. Correspondence

As attached

5.1. Additional correspondence

Email City of Gosnells regarding layouts of Targets.

AA Woody Archery Club and affiliated members.

6. Officers Reports

6.1. Presidents Report:

6.1.1.A number of Non-Affiliated archers have been identified as members at Woody Archers as a result of the National Indoor Championships results being submitted to AA.

Action: Invoice to be sent to Woody Archers for outstanding AA/AWA Fees.

6.1.2.Provided information on the IMG Database facilities that are part of the new AA membership database that has been introduced.

6.2. Treasurers Reports

Moved: Sue Gliddon

Seconded: Ian May

The treasurers reports, as circulated, be accepted.

Carried.

6.3. Recorder:

6.3.1.Questions had been raised concerning the claiming of State Tournament Records for a class other than the one entered by the athlete. The State Records claim policy is to be amended so that it reads only the class that the athlete has entered can be claimed.

Action: State recorder to amend policy.

6.3.2.Request that all claims submitted by clubs to the State recorder are to have the athletes AWA number recorded on the form. This will make the job of the recorder easier as the program is being upgraded to a stand-alone database.

Action: Recorder to contact the Registrar to obtain a list of the current financial members, the list to include the name and AWA numbers of each member.

6.4. Equipment Officer:

6.4.1.More room has been made in the shed it is suggested that some racks be installed to remove some of the items off the floor

6.4.2. The old Traffic Lights need to be disposed, KGSA indicated that they would take them.

6.5. Selection Committee:

6.5.1. Sue Gliddon has been appointed as Manager and David Wray as Assistant Manager for the Youth Nationals Team.

6.5.2. The youth State team has been selected and the successful applicants have been notified.

6.6. Marketing and Development Committee:

6.6.1. The Operational Plan is currently being updated to meet Dept Sport & recreation requirements and will be circulated.

6.6.2. The WA Cup Final will be held at Whiteman Park on 27 November 2011. The continuation of the WA Cup needs to be considered, particularly in respect to the Cup Final. It was suggested that the Dragon Cup field event be removed from the WA Cup as a lot of members would not attend due to the distance and accommodation costs.

Action: Clubs to consider the type of event that should substitute the Dragon Cup, ie Field or Target Event, and report back to the next Council of Clubs meeting.

6.6.3. The development officer will be travelling to Exmouth to conduct a Community Archery Instructors course.

6.6.4. The Archery Park Trailer is up and running it has been equip to assist any 'Come & Try' programs being run by clubs. AWA will charge a flat fee for the use of the trailer.

Moved: Alison Andersson

Seconded: Trevor Sprong

The rental of the AWA trailer is set at \$100, payable to AWA, any additional money collected above this fee will be retained by the facilitating Club.

Carried.

6.6.5. The Archery Park has been open during the school holidays and been very busy. Sue will be attending the YMCA Morley which will help promote Archery in the state.

6.7. Webmaster:

6.7.1. The AWA Domain name needs to be renewed.

Moved: Carol Harvey

Seconded: Anne Busby

That the officer's reports be accepted.

Carried.

7. Agenda Items

7.1. AWA Fees (Alison Andersson): There has been no recommendation from council regarding the fees for 2012

Moved: Trevor Greenham

Seconded: Harry Hickson

That any discussion on fees be postponed until audited reports have been provided to AWA.

Carried.

7.2. Book Keeper (Alison Andersson):

7.2.1. With the increased requirements of knowledge in taxation laws, superannuation requirements and workers compensation it is proposed that the association engages the Professional services of a Bookkeeper.

Action: Costing to be provided to Council of Clubs

7.3. Draft Minutes from AGM [Attached] (Trevor Greenham)
Provided for comment only

7.4. Appointment of Positions – By-law Requirements (Trevor Greenham).

7.4.1. The AWA constitution requires that people can only be appointed to positions in accordance with the by-laws. The current by-laws only allow for the appointment of the State Team Managers (Adult & Youth) and the Manager of the Archery Park. A by-law will need to be drafted and circulated for the next council meeting so that the positions can be filled.

Action: Trevor Greenham to draft a by-law, to be provided to President and for circulation to council.

7.5. AWA Constitution & Requirements of Act (Trevor Greenham)

Moved: Trevor Greenham

Seconded: Alison Andersson

Standing orders be suspended to discuss the requirements of the Associations Act and the AWA Constitution.

Carried

Moved: Trevor Greenham

Seconded: Alison Andersson

Standing Orders be resumed

Carried

Action: Trevor Greenham to circulate a Notice to all clubs calling for volunteers to form a Constitution and By-laws review committee.

7.6. State Team Selection Process (Trevor Greenham).

7.6.1. The position of Selection Committee Chair remains vacant and there is a need to formulate that committee so that a selection process can be formulated as required by the by-laws. This will need to be done as a matter of priority as the National Championships are to be held in March 2012.

Action: The Development Officer and Recorder are to be part of the committee and a notice to be circulated to all clubs calling for volunteers for the committee and the Chairperson.

7.7. Communications with Members (Trevor Greenham)

7.7.1. The current list email address has restriction on it regarding the size of any attachments, (set at 512Kb) this needs to be addressed some information from DSR is larger.

Action: Webmaster to evaluate server web hosting packages that are available and report back to next Council of Clubs meeting. Recommendation that hosting packages offered by Web City be considered in the evaluation.

7.7.2. The requirement of the AWA constitution is that all members need to be advised of meeting that involve Special Resolutions, if members do not have emails or clubs do not have mailing lists to their members, then sending out notifications via email does not meet the requirements of the rules.

Action: Notifications under the rules to be referred to Constitution and By-laws review committee

8. General Business

8.1. Alison Andersson:

8.1.1. Raised the rental increases proposed by WASA and the impact that it will have. The increase for 2011-12 will be \$808 to cover the increase in insurance cost. AWA has been paying the portion that the WA Field & Bowhunters should have been paying, this has now been addressed. The 2012-13 increase will be \$1378.50 and will be portioned across 4 entities currently using the facility, Whiteman Park Archers, Benara Bowmen, Archery WA and WA Field & Bowhunters.

8.2. Trevor Spong:

8.2.1. The setting up of Targets at AWA events is being examined with the suggestion that every target stand have wheels fitted for ease of movement.

8.2.2. Offered the suggestion that the setting up grounds prior an AWA event be done on a fee for service basis.

8.2.3. The Equipment Officer to prepare a proposal identifying costs etc. and will present it to council.

8.2.4. Requested the setting up of purchase account at Bunning's or similar for purchased relating to the ISC.

Action: Trevor Spong to provide proposal to Council

8.3. Harry Hickson:

8.3.1. Questioned the use of Sea Containers at the International Shooting Complex as there had been previous advice that they are not to be used.

8.3.2. Explanation given that they are for the delivery of goods and services.

8.4. Trevor Greenham:

8.4.1. What are the requirements of a club to be affiliated with AWA and is there a document that outlines those requirements?

8.4.2. The letter from AWA council to the Gosnells Archers concerning their conduct during the dispute over the target butts was considered inappropriate. If a complaint is made concerning any breaches of rule/conduct then it must be investigated in accordance to AWA Policy. Letter to be provided to AWA President on the matter from aggrieved members.

8.5. Ian May:

8.5.1. The weed spraying at Whiteman Park needs to be done.

8.5.2. Field Course is open twice a week and Benara Bowmen agreed to take responsibility for maintenance.

8.5.3. Benara voiced a disappointment in the way that the WA Cup 5 event was run. The competitors should not be expected to be setting up the targets and the ground prior to shooting.

9. Closure

Meeting 9.55pm

10. Next Meeting

Monday 21 November 2011 – 7:30 pm at Department of Sport & Recreation meeting rooms

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***Correspondence Log - September-October***

eMails IN

| Date     | From                | Details                             | Actioned               |
|----------|---------------------|-------------------------------------|------------------------|
| 18/09/11 | Development Officer | Instructor Course                   | To All Clubs           |
| 19/09/11 | WPA                 | Proceeds From Old Coats             | Council of Clubs (COC) |
| 19/09/11 | AA                  | Passing of Jim Cotter               | To All Clubs           |
| 19/09/11 | WASA                | Power Outage at ISC                 |                        |
| 20/09/11 | AA                  | 2012 Tournament & QRE Registrations | To All Clubs           |
| 21/09/11 | Development Officer | AA/IMG Technology Partnership       |                        |
| 22/09/11 | David Wray          | Nomination for Assistant Manager    | COC                    |
| 22/09/11 | DSR                 | DSR News                            | To All Clubs           |
| 24/09/11 | WASF                | Sportsview Alert – Issue 29         | To All Clubs           |
| 25/09/11 | WPA                 | Information on Western Dragon       | To All Clubs           |
| 27/09/11 | WASF                | Key Contacts Form                   | COC                    |
| 27/09/11 | Baldivis Archers    | Flyer for AWA Dinner                | To All Clubs           |
| 28/09/11 | WASA                | Notification of Council Meeting     |                        |
| 28/09/11 | WASA                | WASA Sports Star Nominations        |                        |
| 28/09/11 | DSR                 | 2011 Clubs Conference               | To All Clubs           |
| 28/09/11 | R. Briggs           | Rental Increase at ISC              | SG/AA to COC           |
| 29/09/11 | DSR                 | ASC/Deakin Uni – Coaching Study     | To All Clubs           |
| 30/09/11 | WASF                | Sportsview eNewsletter              | To All Clubs           |
| 3/10/11  | WASF                | WASF AGM                            | COC                    |
| 3/10/11  | WASF                | Workplace Safety Briefing Session   | To All Clubs           |
| 4/10/11  | WASA                | Minutes                             | COC                    |
| 5/10/11  | WASA                | WASA Accounts                       | To All Clubs           |
| 6/10/11  | AWA Treasurer       | August/September Accounts           | COC                    |
| 7/10/11  | WASF                | Sports Alert – Issue 30             | To All Clubs           |
| 7/10/11  | AAC                 | Fletchling Tournament Flyer         | To All Clubs           |
| 10/10/11 | WASA                | Sports Star Awards Night            | To All Clubs           |
| 10/10/11 | Development Officer | Archery Park Mobile Unit            | To All Clubs           |

eMails Out (other those listed above)

| Date     | To              | Details                                     |
|----------|-----------------|---------------------------------------------|
| 18/09/11 | All Clubs       | Election of Officers                        |
| 20/09/11 | AA              | Notification of AWA Officers Elected at AGM |
| 26/09/11 | Club Presidents | DSR Speed Dating with the Experts           |
|          |                 |                                             |

### AWA Council of Clubs – Actionable Items – October 2011

| Standing Items    |                 | Task                                                                 | Due By   | Responsible Person              |
|-------------------|-----------------|----------------------------------------------------------------------|----------|---------------------------------|
| 1                 |                 | Reports to AWA Secretary 10-14 days prior to Next Meeting            | Ongoing  | All                             |
| 2                 |                 | Fertilising of the Grounds                                           | Ongoing  |                                 |
|                   |                 |                                                                      |          |                                 |
| Outstanding Items |                 | Task                                                                 | Due By   | Responsible Person              |
| 1                 | February        | Cleaning Roster                                                      | November | Alison Andersson                |
| 2                 | March           | Replacement of Carpets at Pavilion                                   | Ongoing  | Sue Gliddon                     |
| 3                 | May             | Backing for Target Butts                                             | Ongoing  | Trevor Spong                    |
| 4                 | June / 8.6      | Financial Status/end of membership as it relates to new membership   | Ongoing  | David Crabtree                  |
| 5                 | By-Laws         | 2012 Calendar events                                                 | December |                                 |
|                   |                 |                                                                      |          |                                 |
| New Items         |                 |                                                                      |          |                                 |
| 1                 | October / 4     | Have Grounds Fertilized                                              | November | Ian May                         |
| 2                 | October / 6.3.1 | Amendment to Records Policy                                          | November | Trevor Greenham                 |
| 3                 | October / 6.3.2 | Updating of AWA Records Program - membership listing from Registrar  | November | Trevor Greenham                 |
| 4                 | October / 6.6.2 | New event for WA Cup                                                 | November | All Clubs                       |
| 5                 | October / 7.2.1 | Obtain costing for engagement of Bookkeeper                          | November | Alison Anderson                 |
| 6                 | October / 7.4.1 | Draft By-law for Appointed Positions                                 | November | Trevor Greenham                 |
| 7                 | October / 7.5   | Calling for Constitutional Review Committee                          | November | Trevor Greenham                 |
| 8                 | October / 7.6.1 | Call for Volunteers for Selection Committee                          | November | Trevor Greenham                 |
| 9                 | October / 7.7.1 | Evaluation of alternative Web hosting packages                       | November | Ann Busby                       |
| 10                | October / 7.7.2 | Constitutional requirements for Notifications of Special Resolutions | Ongoing  | Constitutional Review Committee |
| 11                | October / 8.2.4 | Proposal for setting up Bunning's Account                            | November | Trevor Spong                    |
|                   |                 |                                                                      |          |                                 |