



MINUTES OF THE MEETING OF THE INTERIM BOARD OF DIRECTORS

9 June 2017 – 11.00 – 15.00

Lilleshall

Present:	Neil Armitage	NA	Director
	Bryan Woodcock	BW	Director
	Muriel Kirkwood	MK	Director
	Damien Lennon	DL	Director
	Ian McAuley	IM	Director
In attendance:	Bob McGonigle	BM	Company Secretary
	Sue Walford	SW	Board Secretary

General

AA0. Appointment of Chairman

- It was agreed that NA would continue as Chair.

AA1. Chair's Action(s), Opening Remarks, Apologies for Absence

- NA welcome members to the meeting. There were no apologies

AA2. Declaration of Interests

- BW advised that a family member was now working with sport coaching board research

Action 1: BW to notify BM in writing of declaration of interest for family member

AA3. Approval of Minutes of 9 March 2017

AA5. Communication Channels

- DL confirmed that the open public facebook was now in NI control
- DPC1. Performance & Coaching
- Bullet point 4, IM requested a change in wording to indicate that this would be carried out by him but to include DL as well.
- Action 22 was on today's agenda
- BM advised that minutes will be published on the website

Action 2: BM to amend the Minutes of 9 March to include IM in DCP! Performance & Coaching

AA4. Actions from Last Board & Matters Arising not otherwise covered by agenda

- NA updated Actions from the Last Board meeting
- MK asked if there were minutes on the interim meetings. BM confirmed there were actions rather than minutes.

Communications

C1 Discussion items

- NINJAS is on website
- NA wanted clarification on the youth programme to include rebranding so there is no negativity from NIAS days and a new start
- The name was discussed further as NINJAS can be seen as patronising for young adults (eg 17+).
- Align with AGB training centres and on-target clubs bring under a new branding
- DL has good location in mind but open for all clubs to re-apply. Andrew Partridge (AP) and Lloyd Brown (LB) will do assessment to offer neutrality.
- There should be a transparent and open process for clubs to apply with parameters on the website and an invitation to see if the facilities can be match. A tender package for the venue should be advertised.
- Ask coaches to be involved but they will need to re-apply in August/September.
- There are currently no senior coaches. Recruitment needed in a transparent way – go into ezine and website as a plan to alert coaches
- Coaching in Scotland process all details goes to Head of Coaching (Moria) who dispenses it. DL should look for a volunteer to do similar. Any complaints will need to be investigated by the Board. DL to discuss with others.
- BM suggest that options are shared with Board members first – a lot of work is going ahead without the Board backing. Consider that DL is introducing today and will put forward papers for the next meeting.
- Coaching lacks funding but will be part of the Sport NI funding
- BM highlighted a danger coming into all sports that attitudes between parents and juniors is different. Need to ask the juniors about situation now so adults don't make decisions for them.

Action 3: DL to create a tender document for facilities and action plan to bring to the next Board meeting

Action 4: Coaching recruitment needed to go into ezine and website to alert coaches

Action 5: DL to discuss Scotland process with others including Hannah Bussey (HB) and MK and look for a volunteer to help

Action 6: NA to arrange for report of plans to membership

CS1. Membership Report

- IM submitted a Membership and Development Report
- NA advised that the new AGB website will be launched next week.

CS2. Governance Report

BM had sent out a copy of the draft principles and received input – included in papers:

1. Questions for the Board
2. Once Board is happy, they will be sent to the Solicitor to turn into articles to be voted at the AGM
3. Recommended that AGB policies are adopted rather than make new ones.

Other comments included:

- Safeguarding policy which needs to include mention of home countries.
- Some subtle differences on registered office laws
- MK advised that there were differences in the Disciplinary Policy and need appropriate signposting. It was agreed to use the Regional variation
- BM advised that a CPO who has specialist knowledge needed to be allocated

Action 7: BM to take Principles to Solicitor to turn into articles

Action 8: BM to update Safeguarding policy to incorporate home countries

Action 9: BM to update the Disciplinary Policy using the Regional variation

CS2a. Constitution Consultation

- Ballyvally submitted comments (paper included) and these were discussed:
 - 3.8 Directors length of terms – no change
 - 3.11 Rules and regulations – remove ‘or desirable’
 - 5.7.3 does the Board want a club or member to be able to add something to the Agenda – yes. BM to use lawyer for appropriate wording and think about the mechanism.
 - 6.6.1 Wrong interpretation – use current Law 22
 - 7.1 Associated clubs. Not clear, BM to ring Eddie Mclean to clarify.
 - 9.4.4 AGM – remove
 - 10.2 Ballyvally disagree this point. Board agreed to follow AGB AGM but CS to have signatures from individuals.
 - 9.6 MK asked if 50% was too high? BM to compare with Scottish Archery.

Action 10: BM to follow up/make changes on items relating to the Constitution

Child Protection

- BM advised that this is a big area and all Board should be aware of the Duty of Care Report. Recommendation to have an Athletes Welfare office and not just Child Protection Officer
- As part of remit include looking at culture of organisation (eg bullying)
- Can be the same person for Athletes Welfare/Child Protection officer but must be aware of the bigger area.
- Talk to Paul Stevens in NI, look for someone with experience, advertise, consider looking at Youth Sports Trust.
- IM to bring back to the next Board meeting

Action 11: IM to seek an Athletes Welfare/Child Protection Officer and update Board at next meeting

CS2b. Role Descriptors

BM put forward Role descriptors as a starter from FC who has done a lot of work in this area recently

CS3. Budget Discussion

- BM advised that the financial control for the 1027/18 budget needs to be looked at and approval required at the next meeting. He added that this will be moving forward over the next few weeks (Sport NI cashflow over the next 3 years)
- DL & IM to put plans forward on how to address membership at AGM/Conference in November.

CS5. Current Finances

- BM updated the Board on the current situation and advised that go forward into next year, if careful there would be no debt but no money available for anything at this time.
- There were a number of activities will to do including Board meetings, articles written and 3 tournaments.
- BM asked if there were any other items outstanding that had not been budgeted for and that all costs needed to be authorised by him.
- BM would send a revised list round next week and IM will update budget items
- NA added that AGB was in the process of drawing up a loan agreement of £10K for NI to keep solvent. There was also the Sport NI grant which AGB will be responsible for. Repayments for the loan would be kept flexible with AGB CEO (NA) having final say on defaults.
- The need to generate funds was discussed as membership fees would not cover budget
- The pathway programme was looked at as part of the Sport NI grant was for part of salary for a pathway leader. Sport NI would give ANI money if they achieve KPI.
- BM advised that a 4 year budget was needed before the loan agreement could be signed.
- BW asked for what ifs to be added
- Members may ask about it at the AGM. The Board needed to report there had been a good Board discussion and a 4 year rolling budget produced.
- NA was concerned about the budget being insolvent and advised that AGB was supporting the regions. AGB CEO offered a non-repayable grant today of £2K to be used on a drawer down basis, emphasising that this was a special case.
- BM asked when the NI Agreement needed to be signed.
- It was agreed that there should be 4 weeks to consider, then sign or amend.
- NA was asked with the Sport NI grant will take effect. NA confirmed it would be backdated to 17 April but work was still needed on the KPIs before it could be signed
- BM thanked the AGB CEO for the £2K grant

Action 13: BM would send a revised list round next week and IM will update budget items

Action 14: BM to bring back to the Board a 4 year budget with assistance from DL and IM for the next Board meeting.

Action 15: NA NI Agreement 4 weeks to consideration then signed or amended

NA revisited CS5. Current Finances

- NA handed out a statement of KPIs for the Board to read, advising that these have gone to Sport NI.
- BM asked who will employ the full time coach and asked if there was any objections to AGB being the employer
- NA would take advice from the AGB HR specialist and WS first
- NA would update Board on the response back from Sport NI on the KPIs.

Action 17: NA to discuss full time coach employment in NI with HR and WS

Action 18: NA to report back on the response from Sport NI regarding the KPIs

Membership Matters

- IM updated Board on increase in membership
- BM asked if there were any facilities to know how many beginner's clubs were being run. It was agreed to be part of a data collection exercise
- Overview of 3 championships and look at sponsorships. NA to speak with WP for help (possibly Volvo?)
- Judges and Coaches list were not consistent with AGB list and need to be checked. IM to request Robert Potts (RP) to investigate
- IM to speak with HB regarding holding Judge's training elements locally for small number as currently it was worrying and costly for them to travel to Lilleshall which was causing barriers.
- BW suggested looking out of box and elements of barriers – volunteers being paid? And benefits of volunteering.
- BM suggested that candidate judges submitted written material and phone call instead of physically bring them to Lilleshall.
- MK added that usually judges have a level of learning and knowledge to make them want to do it. NA suggested looking outside the archery pool for judges.
- IM added that the Coaching Strategy was good and had tried to encourage clubs to take part in the Big Weekend this year, but low uptake. More advertising was suggested for next year.
- NA wanted overall archery club facilities to improve, but it was realised that many clubs did not want future involvement to grow.
- NA suggested that IM and DL should visit each other's clubs to show working together

Action 19: NA to speak with WP regarding sponsorship for NI 3 tournaments

Action 20: IM to request Robert Potts to investigate Judges and Coaches lists for accuracy

Action 21: IM to speak with HB regarding holding Judge's training elements locally for small number

Action 22: IM and DL to visit each other's clubs to show working together

Any other questions on report?

M1. Membership Matters

- NA asked about the Tournament Calendar – giving a central point/person to send information to, so they could arrange for it to go on the website

- MK needed an original copy not pdf. IM will send to MK to update. Usually stating pay on the day.
- MK to update the entry form to ask for fees to be posted before the day or pay by BACS transfer. MK to liaise with IM regarding payment
- ANI could lead a new way going forward on income and club income. FI Sport 80 platform charge 2% and consider them for prebooking
- BW asked if NI holds enough status shoots?
- Following further discussion, it was considered that ANI and Archery Ireland should work closer, exchanging data and governance

Action 23: IM to send an original copy of the Tournament Calendar to MK to work on

Action 24: MK to review tournament entry forms/system to encourage payment before tournaments

P1. Coaching

DL to consider school shoots and inter-school competitions

NA recommended speaking with AP

Check with Development for funding avenues – grants are available

BM can approve the running costs of level 1 coach course budget by the end of next week.

What are the running costs? Whose coming, venue costs etc

Invitations to go out to a wider range as possible and on websites – current course full with a waiting list.

Action 25: DL to consider school shoots and competition as well as checking for funding avenues

Action 26: DL? To forward level 1 coach course budget to BM by the end of the week for sign off

AOB none

Next phone call 11 July at 7pm and next full Board meeting in September