



## MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

**22 January 2018 18.00**

Location: Lisnagarvey High School, Lisburn

<b>Present:</b>	Steven Beacom	SB	Chairman
	Hazel Campbell	HC	Coaching Director
	Susan Agnew	SA	Development Director
	Ian McAuley	IM	Membership Director
			Performance Director
	Neil Armitage	NA	Appointed AGB Director – present via audio link
	Muriel Kirkwood	MK	Appointed AGB Director – present via audio link
	Kim Pegrum	KP	Company Secretary

Action items assigned to Board members shown as bold initials, e.g. **(KP)**.

1. **Apologies** – none, all members present.
2. **Minutes from 9<sup>th</sup> June, AGM 14<sup>th</sup> November and 30<sup>th</sup> Nov. meetings** – all approved with minor corrections. **(KP/MK)** to post to website

### 3. **Interim resolutions (items discussed via email/audio since last meeting)**

Performance Director – citation from John Kane reviewed and discussed. All agreed to co-opt John to Board as Performance Director until end of AGM 2021. **(KP)** to advise (JK) and register appointment with Companies House.

Other positions – discussion took place about a number of volunteer positions and the specific individuals who had been approached for these. Some declines and some expressions of interest established. Agreed that positions should be advertised on website, with job descriptions and skills required. Board member will write these

(NA) left the meeting at this point (~7pm)

### 4. **Financial report – 2017-18 Budget for approval and 5-year plan (KP)**

Current bank account is £11,130.10. The 2017-18 membership fee receipts are £5754 to date, expected to be finally around £10,000 which is considerably down on previous year (~£12,500).

The proposed 2017-18 Budget was reviewed. Expected income from membership has been reduced due to above, accruals from last year and loan from AGB are still included, as well

as a reserve fund provision. Championship events and any coaching is assumed to be breakeven, at least until bank balance improves (see 5-year plan). Budget was approved. Draft 5-year plan was explained; it includes tasks to increase income by increasing membership numbers and acquiring sponsorship. Also included is an opportunity for new activities, and partial subsidy of championship events, as bank balance grows. 5-Year Plan is held over for consideration by board and approval at next meeting **(all)**.

(MK) left the meeting at this point (~7.30pm)

#### 5. **Membership report (IM)** –questions from B.McG.

(IM) reported increased memberships with Causeway (18), N. Flights (10) and Integrated College Dungannon (9) having renewed. Banbridge (5) and Yew Tree (8) have added members.

(SA) explained that Scottish Archery is exploring membership opportunities with disabled archers joining. **(SB)** to talk to Disability Sport.

Discussion took place regarding criteria for ANI membership, especially where people do not live in NI. Discussion expanded to NI Team eligibility criteria. All agreed ANI membership is main criteria, not whether born here or parents from NI. **(IM)** to check with AGB regarding rules of regional membership etc. and will return to board with recommendation.

Discussion continued about club secretaries not being ANI members. There is concern about having no authority with these non-members, but difficult to avoid this situation if clubs choose to 'employ' a non-member to carry out secretarial duties.

(IM) explained that membership, tournaments, judges, coaches and complaints all come under the Membership Director.

#### 6. **Tournaments (x5) and Calendar including Board meeting dates (KP)**

2018 Year planner showing proposed Board meeting dates and scheduled ANI tournaments was reviewed. There is no Inter-Club shoot shown in the calendar. Unclear what the CoB shoots on 2<sup>nd</sup> April and 16/17<sup>th</sup> June are; they are listed as ANI shoots but are not championships. CoB Indoor series shoots are advertised as ANI and Archery Ireland shoots; cannot be both, must be one or other for insurance purposes. **(IM)** to talk to Kevin Bloomfield on both these matters. Lough Cuan is negotiating alternate venue and possible date change for ANI Field champs, currently shown on 27/28<sup>th</sup> October.

Board meetings are to be moved to Monday evenings, and additional meeting in July to be added. **(KP)** to update planner and circulate to board members. **(SB)** to invite (MK) and (NA) to attend March meeting in person. Meeting to be held at (IM) office in Glengormley.

#### 7. **Performance and Coaching report (HC)**

Coaches - (HC) has received a list of coaches from AGB but there are names missing. **(IM)** will check when he talks to AGB about membership matters.

Records – David Rodgers and Michael Ferguson previously maintained these for target and field respectively. Need a person(s) to do this. **(SA)** will write job description for website advert.

Squads – Juniors (NIPA, was NINJAs) running, and Senior team being sorted. Academy is run at Lisnagarvey school who charge fixed quarterly amount for limitless use of premises (covered by SportNI funding). (HC) suggested organising weekends for senior coaching sessions.

Junior Euronations – this is to be included on one day of the Youth Festival at Lilleshall week beginning 29<sup>th</sup> July. Need a Junior team. (HC) stated that selection criteria will be by scores only, regardless of being in squad or not and will be clearly published. Academy is going for the coaching during the week but others may also attend. **(HC)** to explore using school minibus(es) to take group.

Team kit – need a new kit with ANI branding and logo. (SB) suggested this could be an opportunity for sponsorship and that commonisation of supply, and possibly sponsorship, with AGB might reduce cost. **(HC)** to determine how many sets required and **(KP)** to enquire to AGB about their kit supplier. Discussion followed about new colour scheme; suggested to add this question to the consultation survey. Agreed that NI kit should only be worn whilst representing NI, not otherwise.

## **8. Development report (SA & SB)**

(SA) had nothing to report, but suggested that a league-type competition, similar to the one Banbridge club runs, might be something the membership would be interested in.

### Consultation process

(SB) described that his intention was to have an email sent to all clubs to request topics of issue or concern for the Board to consider. Replies to be requested within 3 weeks. (NA) suggested (prior to leaving meeting) that questions related to specific issues be sent out, and that AGB could help to set up a SurveyMonkey poll. **(KP)** to check with AGB how this can be done.

(SB) said he still intended to visit all clubs during the next weeks, and that first visit was cancelled recently due to adverse weather. Other board members indicated they wished to participate in these visits. **(SB)** to advise Board when planning a visit. Next visit by **(SB)**, **(SA)** and **(HC)** agreed to take place on Thursday 25<sup>th</sup> January to Lisburn City club.

## **9. Any other business**

### NICVA Course 7<sup>th</sup> February 6.00-8.30

Four Board members are registered to attend the course **(SB)**, **(IM)**, **(HC)**, **(KP)**.

(IM) was approved to attend Child Safeguarding Course run by NSPCC, cost £90.

(IM) explained that a Ballymena special needs school had asked if an Instructor Course could be run by ANI. **(IM)** to check with AGB for availability and cost to the school for such a course to be run by AGB, as no one in NI able to teach it.

(KP) had previously requested a volunteer to 'oversee and check' the ANI accounts. (IM) had indicated his accountant might be able to assist. (IM) advised that a fee around £1000 or more would be required by his accountant. (KP) requested that the position be advertised together with the other volunteer roles on the website. **(KP)** to draft a job specification.

Meeting closed at 10.05pm

### **10. Next meeting: Monday 19<sup>th</sup> March**

Schedule of 2018 Board meetings:- Monday 21<sup>st</sup> May  
Monday 23<sup>rd</sup> July  
Monday 24<sup>th</sup> September  
Wednesday 14<sup>th</sup> November – AGM  
Monday 3<sup>rd</sup> December