



MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

12th November 2018 18.00

Location: Lisnagarvey School, Lisburn

Present:	Marc Scott	MS	Chairman
	Hazel Campbell	HC	Coaching Director
	Susan Agnew	SA	Development Director
	Neil Armitage	NA	AGB Director – via audio link
	Muriel Kirkwood	MK	Independent Director - via audio link
	Kim Pegrum	KP	Company Secretary

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

- 1. Apologies** – none
- 2. Minutes from 24th September** – approved. **(KP)** to post to website.
- 3. Actions from last meeting**

Task lists from previous meetings were reviewed. Incomplete tasks carried forward.

Performance Director – all agreed that Mark Saunderson should be recommended to the AGM to be voted in as Performance Director. **(KP)** to include his citation in AGM paperwork. Some discussion took place about re-aligning the job role matrix.

Safeguarding/Athletes Welfare/Child Protection Officer - (MS) advised that he was waiting to meet Chris Dekonink, to discuss the job further.

4. Financial report

Annual Accounts – required for AGM – circulated for signatures. Bank balance at yearend is £10,435 which includes £5000 reserve fund.

Asset register of trophies and medals – The new trophies will be added to asset stock. (SA) provided latest medal count so that asset value can be updated.

Membership fees for 2019-20 – required to be set for approval at AGM

Discussion took place and agreed, as per previous meeting, to go forward with no change to the fees, which will be fourth year with no increase.

Agreed that a family discount is too complicated to implement (not done by AGB, too many combinations of #kids/#adults etc.)

Agreed that OAP discount is not required.

(NA) advised that AGB has started a comprehensive review of the AGB fees, and that there is an AGB hardship fund fee-waiver scheme. (MK) advised there is a Scottish Archery hardship fund too.

2018-19 budgets

(KP) explained the draft budget document and requested each Director (budget holder) to complete expected expenditure and income for next year for the next meeting **(all)**.

(NA) left the meeting (7pm)

Athlete Support Policy

No further detailed discussion took place. Holdover to next meeting, when J. Kremer may be required to attend **(MS)**

ANI Financial Policy & Procedures

(KP) explained the draft policy. No comments or amendments received. (MK) requested policy to be checked by Wendy Stead and (NA). **(KP)** to follow up on this.

5. Membership status and report

Membership report – current membership is 341 with renewals still in progress

6. Complaints

M.o.U with Archery Ireland – (KP) reported that no response had been received from Kevin MacDermott about proposed meeting date. **(NA)** volunteered to make personal contact with Kevin McD. to try to progress.

(MS) left the meeting due to family emergency (7.20pm)

7. Calendar and Tournaments

AGM – **(HC & SA)** to provide reports for AGM paperwork deck, which is to be published before 16th by **(KP)**

ANI Indoor Target Champs.

Juniors 9th December BAB to host @ BLC. - (RH) to contact Eddie McC. Entry form to be completed and issued, **(SA)** to finalise age groups/distances.

Seniors 8th December – LCB to host at Movilla High School, Newtownards – record status sent, entry form is ready except clarification text regarding trophies – completing during meeting.

British Indoor Champs. 1st/2nd December – team has been selected, incomplete due to late, incomplete, etc. entries submitted.

2019 Calendar – updated calendar has been posted. Performance Academy dates to be added, **(HC)** to advise. Potential for a LCAC double 1440 shoot on 11/12th May – **(HC)** to check. **(SA)** to look for other dates.

2019 ANI Champs to go out for tender – **(SA)** to complete application to tender document for review at next meeting, with target distribution to clubs before end of December and deadline for applications around 14th January. A 'tournament handbook' is also to be written, initially for archers, followed by version for tournament organisers **(SA)**

Board meeting schedule for 2019 reviewed and adjusted. **(KP)** to issue updated version.

8. Performance and Coaching report (HC) – see written report

Level 1 coaching course – completed and all attendee payments have been received.

Team kit – Interim navy and green team shirts looked very good in the Summer so agreed to continue with this kit for the GB Indoors. Only 2 additional sets required. **(HC)** to order and set up an account at the shop.

Final design to be developed for 2019. AGB kit is sourced from Errea and discount is available for us but may be easier to source locally for quick supply etc.

9. Development report (SA)

Development Plan – no further discussion on this as (MS) not present.

Club visits – **(SA)** to follow up with BAB, EBAC and Bangor **(HC)** to contact Queens.

Medals and Trophies – Current stock is:-

Gold medals = 35, silver = 51, bronze = 44

Blue/silver 2018 trophies = 73, Silver/gold 2019 = 150

(SA) to provide one gold medal for Zack (missed due to results error at ANI Field champs).

Special medals will be required for the All Ireland Field Champs in 2019. **(SA)** to check with K.Bloomfield for source of previous 4x county flag medals.

10. Any other business

11. Next meeting: Monday 10th December at Lisnagarvey School

Meeting closed at 10.15pm