



MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

21st May 2018 18.30

Location: Lisnagarvey School, Lisburn

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

Confidential items shown in **red**, and not for publication on website.

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

1. Apologies

(NA) sent apologies.

Some discussion took place regarding finding new directors, including possibly asking for someone from AI or NIFAA or similar. **(MS)** to pursue this. **(KP)** to post announcement and director position advertisements, and make companies house changes.

2. Minutes from 14th May meeting – approved. **(KP)** to post to website.

3. Actions from last meeting

Records (field) Officer – new archeryni email account set up for Michael Ferguson to use. His query regarding records for pink and green pegs discussed and agreed to continue with these. Chart showing distances related to the coloured pegs to be added to the website for all to use **(KP)**.

Webmaster – sample website discussed and all agreed for Seamus Fitzpatrick to complete new website design. (MK) reminded us to ensure that ownership of new website comes to ANI and is fully accessible for future use, when (SF) hands it over. **(KP)** to meet with (SF) to agree details.

Calendar Officer & Tournament Officer/Co-ordinator - **(SA)** to write job specs.

Athletes Welfare/Child Protection Officer - **(KP)** to obtain AGB template job description.

4. Financial report

Status v Budget – membership income is now greater than previously expected with some recent pro-rata half yearly memberships added. Very little expenditure so far this

year, so balance is very healthy at £17,108.90 but all five championship shoots to come, medals/trophies to be bought, new team strip to be purchased.

2016-17 accounts - Three quotes for accountancy work received ranging between £350 to £720; DSM Accountants, Dromore selected. The accounts have been prepared for HMRC/Companies House. A Corporation Tax bill of £117.50 to pay. As ANI is a limited company any 'profit' at the end of the financial year (end September) is taxed at 19%, therefore accountant recommends making any expenditure before end September to minimise tax bill.

Asset register of trophies and medals - **(SA)** working on this, collecting in trophies and old medals. New ANI branded medals are required.

5. Membership status and report

Membership report – current membership stands at 566 (down by 52 from Feb. 2017). Two new members from Queen's University added; 5 non-members on database, presumed to be participants on AGB instructor courses. Ulster Uni, Jordanstown F/B is indicating a desire to affiliate to AGB. **(KP)** attempting to make contact to ensure ANI affiliation.

Rules for NI Team eligibility agreed as follows and to be published on website **(KP)** :-

Must be Archery NI member.

Must be born in N.I., one parent born here, or have lived in N.I. for minimum of two years.

6. External contacts

M.o.U with Archery Ireland – draft email to AI Executive members agreed, **(KP)** to issue and make initial contact.

(SA) suggested that similar contact be made with NIFAA. Agreed that **(MS)** will initially contact Wellesley McGown.

7. Calendar and Tournaments

Combined Target & Field – **(SA)** to check that COB will host at Boucher Road.

Target (outdoor) Champs. – **(SA)** to check if COB will host at Boucher; alternative will be at Lisnagarvey. Now too late for WRC status, but agreed to be NI record status shoot.

Inter-club Champs. – date reset to 1st September at Lisnagarvey, hosted by LCAC & EBAC.

Indoor Target Champs. - Juniors 9th December BAB to host @ BLC.

- Seniors 8th December - will COB host @ S13? **(SA)** to check.

All NI Championship shoots – discussion draft contract with organising club reviewed. **(MK)** suggested that WA/AGB rules for record status shoots are sufficient. **(KP)** indicated that

other factors are important and may need to be highlighted to organising club TO's. (SA) suggested medal count shown on draft be less with fewer participants in each category. (MS) asked if there are opportunities to hold championship shoots in more public places, e.g. Titanic centre.

ABO Field Champs. 26/27th May – list of those NI archers attending was reviewed. (SA & HC) proposed NI Team and manager as:-
R.Lennon (CUL), M.Nesbitt (CLtd/R-C), K.Pegrum (Mgr. and R/C), M.Patterson (CBB), S.Kerr (BB), G.Thompson(TRAD)

British Target Champs 11/12th August at Lilleshall, ENCW & Commonwealth Champs. at Nottingham on 17-19th August, and Junior Euronations (with Youth Festival) at Lilleshall – agreed that an invitation to apply for NI junior and senior team positions be advertised. Proposed 720 scores criteria presented by (SA & HC) based on last year's top-half of draw scores. Closing date to be immediately after NIPA shoot weekend of 16/17th June to allow last opportunity to get qualifying scores. Agreed by all and **(KP)** to put on website and F/B and email clubs.

Funding support for NI Team members –

(KP) left meeting at this point due to conflict of interest, being part of ABO team. All agreed to support each NI team member with fixed £150 contribution payment paid after attendance at event, paid per event, per senior archer. This information to be included in invitation for applications, and included in notification emails to ABO team members. Juniors already have transport paid for (by Sport NI grant), so ANI will cover entry fees only to Junior Euronations.

8. Performance and Coaching report (HC)

Coaches and Judges register reviewed; a number of coaches are showing expired qualifications, which may be error in records.

Judges Committee request for funds (John Gibson) – this request was discussed. Recent AGB email indicates some money available from AGB for judges when travelling etc. Request to be held over to next meeting pending further details of requirements. **(SA)** to contact Hanna Brown about possibility of holding judges upgrade session in N.I.

Team kit – no further info from AGB. Alternative locally sourced shirts/tee shirts discussed. **(HC)** to investigate sources and designs. **(SA)** to provide BAC shirt info. Strip required soon and expenditure to be complete before end September.

9. Development report (SA)

Consultation process: questions reviewed and final version agreed. **(KP)** to send to AGB for Survey Monkey preparation.

Club visits – (5) clubs visited, (5) further to be visited. BAB & Muckamore no reply so far.

Various trophies handed over from (MF). Discussion around how to ensure trophies are returned; options include fining individual or fining their club. No conclusion reached. Agreed that (MF) would retain the old Compound Ltd. trophy as being the last winner. Trophy Source, Lisburn had sent marketing message via website for any new trophies and medals. **(SA)** to investigate.

ANI Development Plan – agree that AGB Strategic Plan to be used for grant applications (eg. COB to BCC) pending finalisation of ANI Development Plan, estimated to complete after survey results are used to refine the draft, by third quarter 2018.

Info.: Endorsement letters for L.Cuan, NICSSA & Donard Park have already been issued in support of grant applications

10. Any other business by prior submission

Sports Ground Safety Authority Guide – info only, no direct impact.

NICVA Media Register – placeholder position reserved by (KP); **(MS)** agreed to be contact person.

NI Sports Forum – (MS) suggested that ANI should join this ‘voice of governing bodies’ at around £85 per year. Agreed **(MS)** to submit application form.

AGM – discussion around venue and day/time. **(KP)** to investigate NICVA room availability for meeting around 7pm, Monday or Wednesday around 28th November.

11. Next meeting: Monday 23rd July at Lisnagarvey School

Meeting closed at 10.20pm