



MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

14 May 2018 18.30

Location: Hilton Hotel, Belfast

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

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

Note: prior to the meeting the Company Accounts prepared by the accountant were signed by (NA) for submission to Companies House and HMRC. 2018 AGM date moved back to allow 2017-18 accounts to be prepared to present at AGM.

1. Apologies

(MK) sent apologies. (MS) was welcomed to his first meeting as chairman. An email from (IM) was read by (NA) indicating (IM) had resigned. (JK) had resigned in April. (IM) and (JK)'s work-in-progress was re-allocated; camera system from Muckamore **(HC)**; medal/trophy stock register **(SA)**; (JK) performance work shared to (HC) & (SA).

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 19th March meeting – approved. **(KP)** to post to website.

3. Volunteer positions

Webmaster: application received from Seamus Fitzpatrick; outline of new website already created for board to review and comment on (temp. web address circulated after meeting).

Records officers: Michael Ferguson willing to look after field records. **(KP)** to arrange archeryni email account for records officer. (HC) to continue to look after target records.

Calendar and Tournament officers: **(SA)** to take this over from (IM) and write job specs.

Safeguarding, Athletes Welfare, Child Protection officer: (NA) suggested this position might be possible to share with another organisation, and that standard job specification should be available from Freddie Collier at AGB. **(KP)** to obtain.

Marketing Officer: suggested that a university student on marketing course might be interested, possibly from Ulster Uni Jordanstown.

4. Complaints

All open complaints reviewed:-

Memorandum of Understanding with Archery Ireland

Draft document of MoU reviewed. **(KP)** to make contact with AI leadership team to start dialogue. If no response, Sport Ireland to be contacted. Legal help may be required to formalise MoU to comply with Good Friday agreement etc.

5. Development report (SA)

ANI Development Plan

This had been requested by COB to support Belfast City Council grant application. AGB Strategic Plan to be used, but draft ANI Development Plan reviewed and agreed in principle. Emphasis on second page paragraphs to be made more positive **(KP)**.

Consultation Process

(SA) presented draft Survey Monkey questions and suggested a prize draw for those who take the survey. (NA) suggested questions about ANI performance be added. He showed the AGB key performance indicators from the AGB website. The questions were discussed, changed and added to. Survey to be finalised at next meeting and issued a.s.a.p. Still only around 50% of members will receive survey due to their personal preference settings.

6. Any other business

Team strip from AGB – pictures of new AGB training strip reviewed.

Donard Park, Newcastle grant application endorsement letter request – discussed and agreed to support but subject to detailed consultation of range design and instructor training with regard to health, safety and good practice. **(KP)** to provide letter.

NI Commonwealth Games Council – there is no current ANI representation on the council (was DL but no longer participating). **(SA)** volunteered to apply to it. All agreed.

Meeting closed at 10.05pm

7. Next meeting: Monday 21st May at Lisnagarvey School

Schedule of 2018 Board meetings:- Monday 23rd July

Monday 24th September

Wednesday 28th November – AGM moved later

Monday 26th November – needs moved later