



MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

19 March 2018 18.00

Location: McAuley Safety office, Glengormley

Present:			Chairman
	Hazel Campbell	HC	Coaching Director
	Susan Agnew	SA	Development Director
	Ian McAuley	IM	Membership Director + Interim Chairman
	John Kane	JK	Performance Director
	Neil Armitage	NA	AGB Director – present via audio link
	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)**.

1. **Apologies** – (MK) sent apologies. (JK) was welcomed to first meeting.
2. **Minutes from 22nd January meeting** – approved. **(KP)** to post to website.
3. **Interim resolutions (items discussed via email/audio since last meeting)**

Steven Beacom resignation – (NA) explained (SB)'s decision to resign. **(KP)** to remove (SB) as Director with Companies House and prepare announcement to members for website. (IM) agreed to take over interim Chairman position.

(NA) explained that a potential replacement for (SB) had emerged, was interested in the position and in discussion with (NA).

(NA) left the meeting at this point (~6.55pm)

4. **Directors' roles**

Directors' matrix of responsibilities chart reviewed, corrected and agreed (copy attached) in order to make it clear who-does-what.

During this discussion the following was agreed:-

(SA) to put together a register of the perpetual trophies (asset register) and **(IM)** to pass over remaining medal stock to (SA).

Directors' communication etiquette on social media reviewed. Postings, comments and opinions made from directors' personal accounts may be seen as official ANI comments; care to be taken making such postings. Agreed that all official communication takes place only from Company Secretary (KP); emails to clubs, website posting and copy-posting to ANI Facebook page only, not to other F/B pages.

Volunteer job positions

Job specs written for Financial assistant (KP) and Social Media person (MK) and Records Officer (SA). Michael Ferguson and David Rodgers both OK to continue in interim with maintenance of records.

Job specs still to be written are:

Tournament Officer/Co-ordinator – **(SA)**

Athletes Welfare/Child Protection Officer – **(IM)**

Calendar Officer – **(SA)** - (SA) has done analysis of calendar issues, clashes of events etc. – difficult to resolve. Some discussion took place including need for ANI approval of record status events. Agreed that 2019 calendar should be started soon.

5. Financial report – Status v Budget at 12th March (KP)

Bank account is £11,553.50

Membership fee receipts are £6,060 to date, plus £3,820 in AGB holding account.

£290 received from BAB for Junior Indoor Championships in December.

NICVA bills for AGM and directors' course paid.

Stock (assets) is not up-to-date. **(IM/SA)** to advise current stock of medals. Nominal value (replacement cost) for perpetual trophies to be established.

Camera system (from NIAS) is held by MCOA. Request received from LCB to borrow for training course. **(IM)** to obtain from MCOA. Storage location to be determined.

(IM) to obtain copy of insurance certificate for clubs from AGB.

(KP) advised that after investigating how to complete the annual accounts for Companies House and HMRC he had been advised that a registered accountant is needed to complete this. Two of three requested quotations for accountancy services had been received so far. All agreed to employ accountant to get accounts prepared, audited and submitted. **(KP)** to proceed accordingly.

6. Membership report (IM)

Current members = 547 (28-Feb 2018) including 19 Direct, down 11% from 2017.

Current member clubs = 18

Other clubs that were previously members but are no longer members = 6.

Agreed not to target these clubs now but plan for next year when ANI more to offer.

Discussion took place regarding criteria for ANI membership and NI Team eligibility.

ANI membership: agreed that ANI member must be either associated club member, or direct member resident in NI. Direct member not resident in NI requires AGB/ANI permission as exception to the rule.

NI Team eligibility: All agreed ANI membership is main criteria.

Additional requirement to be either born in NI, or one parent born in NI, or resident in NI for certain period of time (say, 2 years).

AGB rules of country, region, county team eligibility state that an archer may only shoot for one team in any one subscription year. i.e. cannot change teams within the year. NI is effectively country, region and county.

7. Calendar & Tournaments

Shoots on 2nd April and 16/17th June are NI performance Academy Open shoots run by (DL).

Lough Cuan has confirmed ANI Field champs will be at Clandeboye on 27/28th October.

Inter-club shoot not in calendar – **(SA)** to find a date, possibly at Lisnagarvey school.

(JK) asked if head-to-head at NI Field Champs should be used; agreed not.

December Board meeting to be moved one week earlier to 26th November.

8. Performance and Coaching report (HC)

Coaches - latest list of coaches from AGB still seems to be wrong. (HC) requested to put out email to the clubs asking them for details of their coaches. **(IM)** offered to obtain correct list from AGB.

Judges – 4 candidate, 9 county, 6 regional, 2 national - is this correct?

Team kit – ANI needs kits for ~14 seniors and ~ 10 juniors for the archers only, excluding support staff. AGB have negotiated a new kit supplier and agreed to allow ANI to benefit by using this contract. Sample of AGB strip will be available soon. Should be able to meet end June delivery to support Euronations trip. Agree that **(SA)** will include a question in survey for team strip colour selection.

9. Development report (SA)

(SA) presented written report, as follows:-

“Director of Development Report – 19th March 2018

The consultation process has been completed and I have collated the data. Some of the points we received would be better dealt with in a letter to the ANI membership (see draft). I believe this will help reassure the membership that we are listening and answer some of their questions.

Other points have lent themselves to questions for a survey. At present I have 8 questions (see draft). However, I think with collaboration with the other board members we will add to this number of questions. It is important we agree on this and get the survey out as quickly as possible. Although it is also important that we do it properly, so the process may take longer than some members wish.

Having read the AGB development strategy, I believe we should adopt their basic principles and modify them to our own needs.

Further to the consultation process, Steven Hazel and myself set out to visit the ANI clubs. Since the last board meeting, due to bad weather and other circumstances, we have only made it to LCAC and BAC. However, it is my plan (along with Hazel and John) to make it to all the other clubs before the next board meeting. “

Consultation process – **(KP)** to complete letter and email to the clubs and post to website and Facebook.

(KP) confirmed that AGB can set up a SurveyMonkey poll with multiple formats including select-an- answer buttons, choice of scaled answer, multiple choice answer etc. and **(SA)** agreed to complete a proposed list of questions.

Club visits - **(SA)** to advise planned dates for visits.

10. Any other business

General Data Protection Regulations – KP advised of the new Regulations coming into force in May and the need for an ANI Privacy Notice which members need to be made aware of. Draft Notice reviewed and gaps discussed. (KP) to complete document and publish on website.

Meeting closed at 10.05pm

11. Next meeting: Monday 21st May

Schedule of 2018 Board meetings:- Monday 23rd July

Monday 24th September

Wednesday 14th November – AGM

Monday 26th November

Attachment to minutes: Matrix of Directors' Responsibilities

Matrix of Directors Responsibilities

	Chairman	Membership	Development	Performance	Coaching	Company Secretary
Membership	X	X				
Tournaments			X			
Records			X			
Calendar			X			
Trophies & medals			X			
Complaints	X	X				
Disciplinary	X	X				
Governance	X					X
Finances	X					X
Policies	X					X
Data Protection						X
Communication	X					X
Website & Facebook						X
Coaches					X	
NI Teams & kit				X	X	
Performance Academy link				X	X	
Judges		X				
Shooting rules & regs.		X				
Athlete welfare		X				
Child protection		X				
Marketing	X		X			
Clubs development			X			
Consultation process	X		X			
ANI Development plan	X		X			
Version 001 (20/3/2018)						