



MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

20th May 2019 18.00

Location: Lisnagarvey School, Lisburn

Present:	Marc Scott	MSc	Chairman
	Hazel Campbell	HC	Coaching Director
	Susan Agnew	SA	Development Director
	Mark Saunderson	MSa	Performance Director - absent
	Neil Armitage	NA	AGB Appointed Director - absent
	Andrew Partridge	AP	AGB Appointed Director
	Kim Pegrum	KP	Company Secretary

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

1. Apologies – received from (NA) and (MSa)

A welcome was expressed to (AP) attending his first Board meeting. (KP) advised that the ANI Governance Manual pack had been sent to (AP). (MK) had sent a letter of resignation since the last meeting. This was formally accepted. **(KP)** to remove her as Director. **(HC) & (SA)** to arrange farewell/thankyou gift.

Potential new independent Board member – (MSc) explained how the NI Sports Forum had provided opportunity for potential board members to be offered. Initial screening had provided one (EW) with particular interest in Membership matters and a second (SM) with Communications and Marketing experience. (MSc) and (KP) had met (EW) for informal introduction. **(SA) and (HC)** will meet (EW) on 23rd May. **(MSc)** to make initial contact with (SM).

2. Minutes from 18th March 2019 – approved. **(KP)** to post to website.

3. Actions from last meeting

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

4. Complaints

M.o.U with Archery Ireland – no further actions since last meeting. **(KP)** to send updated MoU document to AI for review.

5. Financial report

Latest financial details and transactions were reviewed against the budget plan. Balance stands at £15,961 at 30th April. Further membership fees still due from some clubs and Direct members (~£360) and one coaching course fee (£250) for (DB) overdue. **(AP)** to progress this from AGB. Payments in progress include corporation tax (£1125) and strategy document preparation (£2000).

Handover of ANI bank account control from AGB is scheduled for 31st May subject to bank access being completed. (KP) and (HC) already have signatory approval but online banking facility to be completed.

Athlete Support Policy

Agree that no further discussion is required. Item can be removed from agenda.

AGB and ANI Membership fees – (KP) reported that no expressions of interest had been received to join the new ANI committee. Agreed to advertise once more **(KP)**.

6. Membership status and report

Membership report – current membership is 547, 15 clubs, 3 universities, 24 Direct members. UU Jordanstown/Coleraine has joined (23 members). 9 Pro-Rata members have joined. Note: membership at same time last year = 566.

Omagh/Enniskillen – club potential here. Community courses running to 18th June, still opportunity for a visit **(HC&KP)**

Moirá Lakes – enquiry from owner for archery help. (KP) directed him to Kilmore Archery.

Greenisland Primary School request – clubs requested for help, MCOA may have someone.

Multi-facility Hub at Strabane – early stages of planned redevelopment; watch and wait (MSc).

Dungannon Integrated College have enquired about re-affiliating as a school club plus two Direct members.

Binevenagh Development Plan – info distributed to clubs in that area.

Skiffiefest at Delamont – (KP) advised no clubs had volunteered to run this have-a-go but (DL) had volunteered. This is organised by SportNI. Agreed any profit would be given to MPT as a donation.

IFA Disability Inclusion – (MSc) explained about multi-sport event at Olympia Centre and suggested CoB club might be interested to participate. **(MSc)** to contact (KB).

Designated Safeguarding Child Protection Officer (DSCPO) – volunteer (RMcC) to meet with (HC) on 23rd May.

7. Calendar and Tournaments

Board Meeting - moved from 23/9 to 30/9 (financial yearend).

All Ireland Field – TO's report received.

IANSEO Training Course – report received.

Inter Club Competition – (SA) confirmed this event to remain as a single day only. Sunday 16/6 to be removed from calendar **(KP)**. **(SA)** to get TO to prompt LCAC/EBAC for entry form. (KP) suggested an ANI Board team could enter, if sufficient board members taking part and not disruptive to club teams.

Calendar Officer – (SF) has agreed to do this, as it supports publishing of calendar and entry details on website.

All British Field Champs – **(HC) & (KP) in private** reviewed latest NI entry list and made selection for NI Team based on recent scores data. **(KP)** to provide email addresses and **(HC)** to contact all eight to confirm agreement, then to publish team to website/FB. (AP) asked if a Team Member agreement existed; **(AP)** to circulate AGB agreement.

GB Target Senior Champs:

Recurve team – late submission and insufficient scores submitted; only one valid lady application received – therefore no recurve team to be selected.

Compound team – full team of four selected based on submitted scores. **(KP)** to provide email addresses and **(HC)** to contact them.

GB Junior Champs during Youth Festival:

Cadet Team – full team of four selected. One archer just missed scores so no support payment; after meeting, this was corrected as incorrect selection score used. Agreed full £150 to each member to be paid as AGB not funding travel to Youth Festival this year.

Junior Team and Cub Team – insufficient applications received, so no team selected.

8. Development report (SA)

NI Team Selection Policy – (SA) presented a draft policy document which explained how team selections were made. **(SA)** to update document in line with discussions, circulate for final review, then publish to membership for review/comment.

NI Records Policy – **(SA)** to prepare a NI Records Policy document describing requirements and process to ratify record applications.

Sport NI Recognition – (MSc) explained latest situation regarding Sport NI's recognition process of ANI. This is required ready for next round of funding applications in ~ March 2020. Await Sport NI to advise what is required.

Strategy document– (MSc) presented the draft document prepared by external consultant and a lengthy discussion took place regarding content, style and specifics. Agreed to hold a dedicated meeting at another time to go through the document in detail. **(MSc)** to set up meeting around mid-June.

Disability Committee – meetings scheduled every two months , between Board meetings. (JH) has left due to other commitments. DSNI template being used for Disability Awareness training. (KP) had provided club coaches information, numbers and levels to the committee.

Youth Forum – **(MSc)** to call initial meeting.

Judges Committee report – no report received but the budget document is being updated to show assessments being done in N.I. this year. Once received, funding support can be reviewed and agreed.

9. Performance report

MPT Awards, rankings and 80th Birthday event – discussion took place regarding confused line of communication from MPT office and the way award applications were being submitted and endorsed. Four awards received this year but ANI were unaware. MPT only awards athletes on Pathway but minimum standard is unclear. **(MSc)** to talk with MPT office to clarify this and communication; agreed that (AP) should be prime point-of-contact. (MB) had agreed to represent archery at the MP 80th birthday parade.

Pathway Report – (AP) presented his report.

10. Coaching report (HC)

Coaching course – Level 1 training in progress. Two candidates had dropped out, (A.M-R) from UUC and (MN). Some discussion took place regarding refund of fees. No displacement of other applicants had taken place. Agreed to holdover fee where likely to re-use the place in the future. (DB) fee not yet received. **(AP)** to action this.

Way Forward – athletes and coaches initial meeting took place. June 16th planned for coaching session; approx. 10 athletes expressed interest. **(HC)** to provide details to (KP) for posting to clubs, website/FB..

Team kit – (HC) advised previous supplier had re-located. Agreed to proceed to order shirts similar to before for upcoming teams.

11. Any other business

Board one-to-one's – **(MSc)** will organise 1-2-1 review meetings with each board member including an audit of the board skills, as part of annual review process.

Funding for AGB selection shoots? – (AP) asked if funding was available. Not previously discussed. **(AP)** to make a proposal.

Sports Marketing Network event – 17th July at Ulster Uni, Coleraine. – info only.

12. Next meeting: Monday 22nd July at Lisnagarvey School

Meeting closed at 10.30pm