



## MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

**22<sup>nd</sup> July 18.00**

Location: Lisnagarvey School, Lisburn

<b>Present:</b>	Marc Scott	MSc	Chairman
	Hazel Campbell	HC	Coaching Director
	Susan Agnew	SA	Development Director
	Neil Armitage	NA	AGB Appointed Director
	Andrew Partridge	AP	AGB Appointed Director
	Eilish Ward	EW	Independent Director
	Kim Pegrum	KP	Company Secretary

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

- 1. Apologies** – received from (MSa) who had also offered his resignation from the Board in an email to (MSc).

A welcome was expressed to (EW) attending her first Board meeting. (KP) advised that the ANI Governance Manual pack had been sent to (EW), she had been registered with Companies House, and has been set up with an archeryni email account. **(KP)** to post announcement of appointment to website.

The Matrix of Directors Responsibilities was briefly reviewed and all agreed it needs updating but to hold over until completion of Board 1-2-1's.

(SA) requested that the Social Media policy be recirculated to ANI Officers. **(KP)** to do this.

Potential new independent Board member – (MSc) explained that (SM), the other potential board member, was now no longer available.

- 2. Minutes from 20<sup>th</sup> May 2019** – approved. **(KP)** to post to website.

### **3. Actions from last meeting**

Task lists from previous meetings were reviewed. Incomplete tasks carried forward. (MSa)'s tasks were re-allocated.

#### 4. Complaints

M.o.U with Archery Ireland – (KP) advised that updated MoU document had recently been sent to (KMCD) with information that the calendar meeting was set up for mid-August so we would be ready to review with Archery Ireland in September, as previously agreed.

#### 5. Financial report

Latest financial details and transactions were reviewed against the budget plan. Balance stands at £13,184.64 at 30<sup>th</sup> June. Membership fees still being received from clubs and Direct members, and outstanding coaching course fee (£250) had been received.

Payments completed included corporation tax (£1125) and strategy document preparation (£2000) and £3000 had been identified as the reserve top-up for 2018-19.

(KP) reminded the Board that the financial yearend is approaching (next Board meeting) and to advise any further expenditure for this year.

Full handover of ANI bank account control from AGB is still not completed due to delay with bank giving online access to (KP) and (HC).

(NA) suggested ANI may wish to apply for charity status, and also indicated that Starling Bank was offering a competitive business account with minimal fees.

AGB and ANI Membership fees – (KP) reported that no expressions of interest had been received to join the new ANI committee, but (SA) indicated (MF) had said he would participate. (NA) advised that AGB were no longer actively reviewing membership fees. (NA) suggested that the recent article in Archery UK magazine written by Mark Davies would be good to circulate to membership, as it related to the value and worth of membership fees. **(NA)** to send (KP) the word doc. of the text.

Regional Membership fees for 2019-20 – Board to review and agree at next meeting.

(KP) expressed concern again that it was difficult to ensure that Regional Fees were paid by either clubs or particularly Direct members, as AGB cards were issued without regard to payment of the regional fees. **(NA)** undertook to get the process changed at AGB for the 2019-20 membership renewals by changing the Sport:80 system and/or the manual membership renewal handling. (NA) requested **(KP)** to send him the ANI Direct members list, for information.

Funding for AGB Selection shoots – (AP) presented document and discussion took place. Agreed in principle (say £500) that this is a good idea but details to be worked through, especially with regard previous discussion regarding NI archers and AI/ANI membership situation. Also, archer should not receive ANI funding if receiving significant external sponsorship funding.

## 6. Membership status and report

Membership report – current membership is 572 comprising 15 clubs, 3 universities, 1 school and 31 Direct members. Integrated College Dungannon had joined together with two teachers joining as Direct members. Note: membership last year = 606.

(NA) asked which clubs would be most open to take new members, and stated that the biggest reason for archers leaving the sport is lack of progression, which needs to be focussed upon. (MSc) suggested that a Development Officer position might be something to consider.

Omagh/Enniskillen – club potential here. Community courses have completed but still an opportunity for a visit **(HC & KP)**

Skiffiefest at Delamont (Sport NI) – (AP) advised that this changed to an information event, not a have-a-go.

## 7. Calendar and Tournaments

ANI Indoor Champs – as AGB has changed the GB Indoor Champs from 7/8<sup>th</sup> Dec to 30<sup>th</sup> Nov/1<sup>st</sup> Dec, this clashes with ANI Champs. LCB has advised that the Ards leisure Centre is available for 16/17<sup>th</sup> Nov. or 14/15<sup>th</sup> Dec or 22/23<sup>rd</sup> Dec. Agreed that 14/15<sup>th</sup> Dec is preferred date. **(SA)** to confirm with LCB and advise **(KP)** & **(SF)** in order to advertise the new date and update ANI calendar.

Concern and anger from members regarding change of date by AGB was indicated to **(NA)** as flights and hotels and time off work were already booked and changes will be additional cost. It was proposed that the entry fees could be waived/reduced for those members affected, as goodwill gesture by AGB. **(NA) & (AP)** agreed to review this with AGB.

December Board meeting to be moved from 2<sup>nd</sup> to 9<sup>th</sup> December due to above change **(KP)**

Club Secretaries and TO's meeting – **(KP)** advised NICVA is booked for Thursday 15<sup>th</sup> August and first draft Powerpoint for the meeting has been circulated for comment and content. **(All)** to respond to **(KP)** with content input.

AGB Regional Chairs and Secretaries meeting on Wednesday 18<sup>th</sup> September at Lilleshall – **(KP)** is unable to attend but **(MSc)** plans to attend. Agenda items to be sent to AGB. **(KP)** suggested Regional Membership fee issue be included. **(KP)** to action.

Inter Club Competition – TO's report received.

Calendar Officer report – suggestion that other (AGB, AI, NIFAA) calendars be incorporated into the ANI website calendar. **(SA)** to respond to **(SF)** indicating why this is not to be done.

**(AP)** asked why so few NI archers were entered for the AGB National Series #6 hosted by CoB. Discussion about reasons followed.

**(AP)** advised that John Nott at AGB ran the AGB calendar. **(AP)** will put us in contact.

(NA) suggested that an iconic venue should be located for a prestigious shoot (eg. Nat. Series Final 2020). (MSc) suggested Titanic or other places in the city and suggested that Belfast City Council be contacted and approached for grants to hold such an event. **(MSc)** to make initial contact.

## **8. Development report (SA)**

Development Report received.

Designated Safeguarding Child Protection Officer (DSCPO) – (RMcC)'s report received. **(MSc)** together with **(EW)** to meet with (RMcC). **(EW)** will take the Board lead for Safeguarding.

Health & Wellbeing – (SA) reported on recent meeting. **(NA)** to ask Freddie Collier to get Rachael McComb's and (SA)'s email addresses added to Paul Stephenson's distribution list for the meeting.

Human Rights/ NI Commonwealth Games Council – (SA) reported on Human Rights form received from NICGC regarding non-discrimination. **(SA)** to obtain more information.

AGB Commonwealth Games Bid – (NA) advised that AGB is planning to hold a target tournament around the 2022 Commonwealth games in Birmingham and is in discussion with Birmingham City Council.

NI Team Selection Policy – Two comments had been received on the draft policy document that had been published for review. **(SA)** to make amendments to clarify the points before policy is adopted.

NI Records Policy – **(SA)** is still working on the NI Records Policy document.

Sport NI Recognition – (MSc) explained that this was still in progress.

Strategy document – date for special meeting to work through the draft was agreed to be Monday 19<sup>th</sup> August 6pm at Lisnagarvey.

Disability Committee – report from (JR) received and discussed. Disability Strategic Plan is not yet agreed. Next meeting is 29<sup>th</sup> August.

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

Judges Committee report – report reviewed, including estimate of costs for this year. (KP) proposed to make payment of £750 to the Judges Committee which is within budgeted amount. All agreed; **(KP)** to arrange payment. Some discussion took place regarding venue for the Judges re-certification/promotion event when AGB personnel visited. Lisnagarvey is not available. **(SA)** to advise the Judges Committee.

## 9. Performance report

MPT Awards, rankings and 80<sup>th</sup> Birthday event – (MSc) had spoken with MPT office to clarify ANI contact arrangements.

2019 Team Selections – (HC) reported that four juniors had been selected for the Youth Festival team, but no Senior Target team was possible due to insufficient entries, late applications and refusal or no response to emails offering the team place. The email draft from (HC) to those selected was reviewed and approved. (KP) to post to website, to clubs etc.

Indoor Champs – (SA) indicated that team selection needs to be completed soon. (SA) & (HC) to prepare scores criteria.

Pathway Report – (AP) presented his report.

NIPA Strength & Conditioning Coach job posting was discussed.

## 10. Coaching report (HC)

Coaching course – Level 1 course completed. (NA) suggested that a congratulatory letter from the Chairman to each of the successful candidates would be appreciated. (MSc) to complete this.

Chief Assessor (JM) had advised he would again not take his fee but requested the money be put back into the training/coaching budget.

Team kit – (HC) advised that team shirts should be ready this week, in time for Youth Festival.

## 11. Any other business

Board one-to-one's – (MSc) has completed some of these, remainder to be done before next meeting.

Medals – old medal stock is almost exhausted (finally) with only 7 silver and 17 bronze left. (SA) advised approximate costs and quantities of new medals; cheaper for larger quantity. Discussion took place about best quantity to order. Generally agreed that a small quantity to cover a short period of time, rather than a very large quantity that will last several years was preferable. This will allow designs to be refreshed more frequently. Around 50+100+50 (gold, silver, bronze) was agreed to be appropriate. (MSc) suggested getting supplier to not charge set-up fee, and also to try an alternate supplier to ensure best price. (NA) suggested maybe combining with AGB or other regions to get bulk purchase deal. (SA) to obtain final quotation from two suppliers and advise Board via email in order to get medals ordered in time for next Championship shoot.

Sports Psychology – (SA) explained how she had been using the services of a Sports Psychologist based in England and suggested that she might come to N.I. to provide a workshop session for any ANI archers. Cost would be around £800-900. Discussion took

place around likely take-up and content of course. (NA) suggested it be 'put on the menu' to see how many would sign up for it. **(SA)** to work out more details with psychologist and make a final proposal. (KP) suggested the (JM) assessor fee might be used for this.

Phil Gordon award – this scheme was noted and agreed that it be passed around (the juniors) for them to apply, as appropriate.

Next meeting:

**Thursday 15<sup>th</sup> August for Club Secretaries and TO's meeting at NICVA**

**Monday 19<sup>th</sup> August at Lisnagarvey School for Strategy paper discussion.**

**Monday 30<sup>th</sup> September at Lisnagarvey School for Board (yearend) mtg.**

Meeting closed at 9.40pm