



MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

30th September 2019 18.00

Location: Lisnagarvey School, Lisburn

Present:	Marc Scott	MSc	Chairman
	Hazel Campbell	HC	Coaching Director
	Susan Agnew	SA	Development Director – not present
	Neil Armitage	NA	AGB Appointed Director – not present
	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 (SA) and (NA).
2. **Minutes from 22nd July 2019** – approved. **(KP)** to post to website.
3. **Actions from last meeting**

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

Matrix of Directors Responsibilities – agreed to hold this over until after AGM to see if any new Directors are appointed. Also to remove names, leaving job names only.

4. **Complaints**

M.o.U with Archery Ireland – (KP) advised that follow-up contact had been made to (KMCD) but no response received.

5. **Safeguarding**

(EW) reported that she had met with (RMc) and had a good talk about policies, clubs not following policies, some update required related to latest technology (photo/video usage) and some awareness training is required for clubs. (MSc) suggested adding a short training session in the AGM meeting, perhaps using Paul Stephenson from NSPCCNI or Les Walker of SportNI. **(EW)** to work out details and source for a ~30 minute session.

Some coaches may also need safeguarding training. Board training also to be considered; maybe (PS) could be asked to join a Board meeting for this.

6. Financial report

Latest financial details and transactions were reviewed against the budget plan. Balance stands at £10,624.18 at 23rd September. 2019-20 membership fees have started to come in from clubs and direct members.

Payments completed included 4x Youth Festival athlete supports, judges support payment, new medals order, various expenses, coaching course assessor, and team strip for youth team.

(KP) advised final yearend report will be put together in the coming week and submitted to the accountant.

(KP) advised that (DMcC) had stepped down from the book-keeping position, after completion of yearend documents. Agreed that the volunteer job position should be advertised.

ANI Membership fees for 2020-21 – these were discussed and all agreed for them to remain the same for 2020-21 ; these to be presented at AGM for membership approval. (MSc) proposed that a full membership fee review will take place in first half of next year, in conjunction with AGB, and that a call for volunteers to sit on sub-committee should be put out at AGM.

2019-20 Budget – draft budget was reviewed, some changes suggested. **(KP)** to prepare revisions for approval at next meeting.

Support payments for CoB and LCB clubs for Nat.series and ABO Field events – (KP) suggested that these clubs could be given token support payments for successfully hosting the national events. All agreed. **(KP)** to arrange payment of £200 to each club.

Funding for AGB Selection shoots – draft policy document was reviewed and lengthy discussion took place including previous difficulties regarding NI archers and AI/ANI membership situation and whether score criteria could be applied but how can this be done for field events. (AP) to investigate field team selection criteria at AGB.

6. Membership status and report

Membership report – current membership is 587 comprising 15 clubs, 3 universities, 1 school and 31 Direct members. (AP) indicated that Campbell College would be affiliating with up to 50 junior members, following his visit to the school.

Notes from the Club Secretaries meeting on 15th August were reviewed. Discussion took place regarding some of the complaints/negative comments, and the point regarding apathy among membership, shoots not supported and also lack of shoots.

7. Calendar and Tournaments

ANI Indoor Champs – (KP) advised that Ballyvally were willing to host the Junior champs at Banbridge leisure centre on Sunday 15th December but not Seniors as hall is not available.

(MSc) advised that CoB were willing to host but did not have a venue. Discussion took place and it was suggested that we approach both Queen's and Jordanstown university clubs to see if a hall was available, that CoB could use. **(KP)** to contact both, **(MSc)** to check if CoB would support this.

(AP) advised that AGB had agreed to reduce entry fees by 50% for those affected by the change of date of the AGB Indoors Champs.

AGB Regional Chairs and Secretaries meeting on Wednesday 18th September at Lilleshall – this meeting had been cancelled and will be rescheduled.

AGM Wednesday 27th November – discussion took place about format of meeting. Agreed proposal is as follows:-

7.00pm AGM Business meeting (reports, accounts, 2021 fees, director elections)

7.45pm Safeguarding awareness training session.

8.15pm 'state-of-the-nations' report and discussion of issues etc.

9.00pm prompt close

(KP) to draft content and send out notifications. All directors to prepare their reports **(all)**.

2020 Calendar – a draft calendar has been prepared by (SF) but some changes/corrections to be made. **(SA)** is working on this.

8. Development report (SA)

Development Director (SA) not present.

Strategy document – (MSc) advised that all changes to the document are complete, to be checked and circulated for review.

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

Disability Committee – nothing to report as no meeting since last Board meeting.

9. Performance report

Performance Director vacancy – (KP) advised that he had received an enquiry from someone about possibly interested in a director position or some other position to help ANI. (KP) had provided job details and list of all vacancies but individual had responded that he was now no longer available to take up a position.

(MSc) reported that he had received an enquiry from someone interested in this position. An informal meeting had taken place.

(KP) suggested that a robust and discerning selection be carried out, as two directors had previously been selected and then resigned in a short time period. **(MSc)** will request a written Citation from the candidate, which will be followed by an interview including **(EW)** and **(SA/HC)**. Target would be to complete in time to present at the AGM.

Indoor Champs – (HC) advised closing date for team applications had been extended to 9th October.

Pathway Report – (AP) presented his report (paper copy circulated at meeting). Paralympic is not progressing well; need other disabled archers.

NIPA Strength & Conditioning Coach job posting – (AP) advised 20 applications were received, 3 invited to interview but all were no shows.

(AP) advise that there is a plan to take the Performance Academy on tour to Scotland next year, then possibly on rotation visiting academies in Wales, France and Holland.

10. Coaching report (HC)

Team kit – (HC) advised that the new team shirts were worn at the Youth Festival and looked well. Director shirts have also been received.

Archery Instructor Course flyer – (KP) had received this from (DL) requesting it be circulated to clubs, website etc. All agreed this should be done.

11. Any other business

Board one-to-one's – (MSc) has completed these. A common thread of positives and negatives was seen. Positives – going in right direction, improving slowly etc. Negatives – member apathy to volunteer for jobs and help at have-a-go events etc. The message to the clubs needs to be that they need to do more. This to be emphasised at AGM.

Registered Office – (KP) explained about some issues with official post (bank letters) going astray at Lilleshall (our registered address). Discussion took place about finding a N.I. address that could be used, like Lisnagarvey school or a virtual office premises. (KP) to investigate further.

Next meeting:

Monday 11th November at Lisnagarvey School for Board mtg. (pre-AGM)

Wednesday 27th November AGM at NICVA

Meeting closed at 9.45pm