



## MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

9<sup>th</sup> November 2020 18.30

Location: remote video conference

<b>Present:</b>	Marc Scott	MSc	Chairman
	Hazel Campbell	HC	Coaching Director – not attending
	Mike Henry	MH	Performance 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 (HC)
- 2. Minutes from 5<sup>th</sup> October** – approved.
- 3. Actions from last meeting**

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

- 4. Correspondence**
- 5. Safeguarding**

(EW) stated nothing new to report.

### **6. Financial report**

Latest financial details, yearend accounts and status to budget had been circulated prior to the meeting. Accounts had been signed by (MSc) and (HC) in preparation for AGM. (KP) advised the result of the accountant's work to reduce the corporation tax bill; last year's payment to be refunded and nothing to pay this year. All agreed accountant had done an excellent job.

Current Balance stands at £15,305.01 at 31st October 2020. This includes a tax refund of £1,030.44 received from HMRC.

2020-21 Budget plan - (KP) explained that the new membership renewal system uses the Stripe credit card payment system for those clubs/members paying by credit card. There is a small fee deducted from each payment. (KP) presented a revised version of the budget including an accrual for reduced membership fees cost, Stripe payment fees, and reduced tax liability. Budget was agreed by all.

2021-22 Membership fees for approval at AGM – (KP) reminded the meeting of the agreed membership fees for 2021-22 which are to be presented at AGM for approval.

Invoices for the accountant (£350) and NI Sports Forum (£80) were approved for payment.

## **7. Membership status and report**

Current membership is 272 (was 358 same time last year) comprising 15 clubs, 1 university and 20 Direct members. (NA) advised that the AGB membership was around 20% down on last year so ANI could expect similar. (MH) asked if there's any way to remind lapsed members that they should renew. (NA) offered to get the data pulled from Sport:80.

## **8. Calendar and Tournaments**

Return to archery – discussion took place about latest situation and it was agreed that an update announcement should be made later this week after the expected new Stormont directives. **(MSc)** to advise text, as appropriate.

ANI Indoor Champs due in December – (KP) advised that BAB had been asked to consider hosting a remote/virtual indoor/outdoor 18m shoot to replace the Indoor Champs which are unlikely to be possible. BAB committee meeting the next day would review the proposal. All agreed this would be a good means to maintain interest and competition. (NA) advised that AGB was similarly planning to hold such an event UK-wide to replace the national indoor champs., and that maybe ANI could use that competition to determine the NI champions. **(NA)** to get further information from (JN) at AGB.

(NA) left the meeting at this point (19.30)

## **Annual General Meeting Wednesday 25<sup>th</sup> November**

Chair and Directors' reports – (EW) and (KP)'s reports completed. All others are required by the end of the week 13/11/20 **(MSc, MH, HC, NA, AP)**.

Director positions – (MF) to be proposed for Membership director after his successful interview, but no applications for Development director have been received. (NA) to be presented for a further four year term.

Membership fees 2021-22 – as agreed above.

Accounts – annual accounts are available.

Voting Process – online voting, as used at the EGM, to be used prior to the meeting and will be open for one week (16<sup>th</sup>- 23<sup>rd</sup> Nov.)

AOB – No specific questions, subjects or motions had been received from the membership, apart from (JR)'s request for the full strategic plan to be published.

Discussion took place around communications and getting feedback from the membership. (MH) suggested a 'diagonal slice' process. (AP) suggested that feedback be requested on the Strategic Plan and (MSc) suggested that the membership be asked how communication could be improved.

2021 Board meeting dates – circulated prior to the meeting, generally agreed by all.

## **9. Development report**

Strategy document – (MSc) had sent the full strategic plan document to (KP) just prior to the meeting. (MSc) to provide an announcement text and (KP) to post to website, F/B and email to clubs

The Inclusion Committee (previously Disability committee) – (MSc) advised that a meeting had taken place and new terms of reference had been agreed and (EW) agreed that the meeting had been positive. Next meeting scheduled for end of November.

## **10. Performance report**

Pathway Report – (AP) reported on recent activity, mostly virtual, but 25 athletes, more than ever, were now engaged, including 3 disabled archers. (MH) asked if any written report was available. (AP) confirmed there can be but, as he had now left the position, Cait Leach at AGB was temporarily covering the Academy.

## **11. Coaching report**

(HC) not present but a report and recent developments had been circulated prior to the meeting. No discussion took place about the report – held over until (HC) present.

## **12. Any other business**

NICVA AGM and executive elections – information from NICVA had been circulated prior to the meeting, discussion took place and all agreed that ANI would not vote at the NICVA AGM.

Next meetings:

**Wednesday 25<sup>th</sup> November - AGM**

**Monday 7<sup>th</sup> December – Board meeting**

Meeting closed at 8.10pm