



MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

18th January 2021 19.00

Location: remote video conference

Present:	Marc Scott	MSc	Chairman
	Hazel Campbell	HC	Coaching Director
	Mike Henry	MH	Performance Director
	Michael Ferguson	MF	Membership Director
	Robert Hall	RH	Development Director
	Neil Armitage	NA	AGB Appointed Director
	Andrew Partridge	AP	– not attending
	Eilish Ward	EW	Independent Director
	John Ranson	JR	- attending invitee
	Kim Pegrum	KP	Company Secretary

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

1. Apologies – none received

Welcome was expressed to (RH) as Development Director. His appointment had come following a successful interview by (MSc) and (MF) and agreement from all board members via email communication to co-opt (RH) to the board and invite him to this meeting.

(NA) advised that he had been in contact with (AP) and (MSc) confirmed that his resignation letter had just been received. **(MSc)** to respond, accepting and thanking (AP) for his contribution to ANI.

Welcome was also expressed to (JR) attending the meeting in a consultative capacity as secretary of the Inclusion Committee.

Board skills/responsibilities matrix – (MSc) advised that he planned to talk individually with each director to review skills, interests and to go through his draft new organisation structure, which he had reviewed with (NA) as it also included a funding proposal and input by AGB. **(MSc)** to complete meetings within next two weeks.

2. Minutes from 14th December 2020 – approved.

3. Actions from last meeting

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

4. Correspondence

NICSSA Stormont development – (KP) advised that ANI had been requested to re-confirm support of this development project as it entered the next stage. Letter had been sent and acknowledged and NICSSA club secretary had been informed/copied.

A,B. & C. council sports bursary applications – (KP) advised that, similar to previous years, letters of endorsement had been prepared for (MN) and (KM) applications. Letters were copied and updated from (AP)'s 2020 letters and had been signed by (MH).

Offer letter of help from mother of young archer – (KP) advised this lady (SMcB) had originally contacted ANI two years ago looking for somewhere for her 10 year old son with some learning difficulties, could get archery instruction. He completed the beginners course at CoB, was very enthusiastic about the sport, but currently unable to practice. She had offered help to work with ANI to provide opportunities for young people and those with disabilities. (KP) had passed her details to the Inclusion Committee. **(MSc)** to arrange a meeting with her. (NA) requested that the details of this be passed to him at AGB for use in writing a press story for publication.

5. Safeguarding

The draft Safeguarding Development Plan from (EW) had been circulated prior to the meeting. (EW) advised this was a work-in-progress, (MF) had also offered to help. (EW) reported contact had been made with Sport NI regarding Mental Health & Wellbeing training. (NA) asked for Anne Rook at AGB to be kept informed of this activity.

6. Financial report

Latest financial details had been circulated prior to the meeting.
Current Balance stands at £16,704.98 at 31st December 2020.

7. Membership status and report

Current membership is 285 comprising 10 clubs, 1 university and 21 Direct members.

(KP) advised that those clubs who had not renewed memberships (Causeway, Maiden City, N. Flights, Yew Tree, Campbell College and Queen's Uni) had been contacted. QU planned to complete renewal soon, but MCAC and NF clubs had indicated that due to the lack of activity at the moment they had decided not to renew but would review the situation at the end of March. No response had been received from the other clubs.

8. Calendar and Tournaments

Return to archery – No discussion took place around the calendar due to current lockdown situation and the uncertainty of a re-start date. Shortly after the meeting, Stormont announced a continuation of lockdown until March.

9. Development report

The Inclusion Committee – (JR) advised that a meeting had taken place on Monday 11th and four documents for the board's review and approval had been circulated prior to the board meeting. (MSc) suggested that only the abbreviated remit of the committee needed approval now, so it could be circulated to the clubs for awareness of the committee's workstream. All agreed the document, **(KP)** to mail and post to website and F/book.

(NA) suggested that the specific N.I. Equality Act should be referenced in the terms of reference and a statement that ANI will fully comply be added. **(MSc)** to send (JR) an appropriate set of words to include. Once revised the ToR can then be approved.

10. Performance report

(MH) reported that an initial meeting had taken place with the Archery Ireland executive team and that a follow-on meeting was scheduled for February.

(KP) advised that (CL) would be joining part 2 of the board meeting to provide an update on the Performance Pathway.

11. Coaching report

(HC) advised that the Coaching Panel had not yet met but this will be set up soon.

12. Any other business

Sport NI Sustainability Fund application – (KP) advised that no clubs had submitted applications to ANI for this fund. The ANI financial numbers had been established from the accounts and plugged into the SNI spreadsheet application form. This information had been circulated prior to the meeting. The data had indicated that ANI could apply for a ~£5k grant.

Note: after the meeting the numbers were re-checked and a correction to a double counting error revised the total to ~£3k.

(KP) explained how the numbers had been derived including historical data from the approved accounts and a prediction of income/expenditure in the period January – March 2021 and requested approval of both, and that two board members be nominated to be the ‘main contacts’ and applicants for the grant. All approved the financial data and (NA) and (MSc) offered to be the contacts. **(KP)** to complete the online application accordingly.

Recognition of ANI by Sport NI – (MSc) advised that this should now be resolved and that ANI is recognised. (EW) asked if the outstanding monies referenced from SNI was still outstanding. (MSc) advised that the evidence to close this is believed to be available in the NIAS archives.

Next meeting: Monday 15th March 2021 – Board meeting

Business Meeting closed at 7.50pm