



MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

17th May 2021 19.00

Location: remote video conference

Present:	Marc Scott	MSc	Chairman
	Hazel Campbell	HC	not present
	Mike Henry	MH	Performance Director
	Michael Ferguson	MF	Membership Director
	Robert Hall	RH	Development Director
	Neil Armitage	NA	AGB Appointed Director
	Eilish Ward	EW	Independent Director
	John Ranson	JR	- attending invitee
	Kim Pegrum	KP	Company Secretary
	Sophie Fusco McKeown	SFMcK	AGB NI Regional Development Officer

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

1. Apologies – received from (HC)

AGB Regional officer – Sophie Fusco McKeown was welcomed to the meeting and introductions were made. (NA) advised that (SFMcK) has just been appointed and is starting her induction, after which she will begin to visit the clubs.

7.10pm (SFMcK) left the meeting.

2. Minutes from 15th March 2021 – approved.

3. Actions from last meeting

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

4. Correspondence

(KP) advised that there had been three pieces of correspondence received:-

Information letter regarding the Stormont Redevelopment project which was progressing to the next stage.

An email had been received from a community group in Maghera, Co. Derry asking for instructor training for a new casual archery group that they wanted to start. All agreed to pass the details to (DL) – and eventually to (SFMcK) – to arrange the instructor course and review their proposed site for suitability, and safety. (NA) requested that (DL) keep the board informed of developments.

Through the ANI website a request for an instructor course had been received from a person in Co. Laois, Rol. (KP) had directed him to Archery Ireland. Note: after the meeting he had responded that AI could not help him, that's why he had contacted us. (DL) had been given his details and the instructor course had been arranged.

5. Safeguarding

ANI Safeguarding officer vacancy – (KP) advised that there had been no interest nor applications for this posting. (EW) asked the board for any suggestions how to proceed. (KP) asked (NA) about the recent AGB trawl for potential volunteers. (NA) said that over 1000 people had expressed a desire to volunteer and over 650 email addresses had been given. (NA) to follow up to see if any potential safeguarding persons might be on that list.

(EW) had received some AccessNI information from (KK) at the NI Sports Forum. (NA) requested this be sent to him, so that AGB could evaluate to replace DBS checks.

(MF) advised that he had now completed the Designated Safeguarding Officer Course.

6. Financial report

Latest financial details had been circulated prior to the meeting.
Current Balance stands at £20,200.25 at 30th April 2021.

Half-yearly adjusted budget – (KP) explained the changes to the budget which included the Sport NI GBSP grant of £10k over two financial years and the placeholder £3k expenditure for the Commonwealth Games event. Budget was agreed by all.

Bills to pay:

MS365 for the email accounts at £638.40 was approved to pay. (KP) advised that 4 old email accounts (MK,SA,MS, book-keeper) had now been deleted reducing accounts from 14 to 10, which would reduce the following year's bill.

WRS payment for the ANI 3D Champs at £70 was approved for payment.

(KP) explained about the All Ireland Field Champs medals and the quotes received from Ironsides to re-brand some old silver and bronze medals, as well as provide new medals to the old design. This to be held over until further discussion and agreement with AI how to proceed. (MH) stated the sample re-branded medal looked very well.

Clubs in Crisis Fund - (MSc) advised that he had tried to make an application to this grant fund but had been prevented from completing the online application due to the ANI company registration being in England and not N.I. This indicated the need to change the company registration to N.I.

AGB Re-Build Activity Fund – (NA) advised that so far no NI clubs had made applications to this funding.

7. Membership status and report

Current membership is 305 comprising 11 clubs, 1 university and 22 Direct members.

Direct member non-payers – (KP) explained that there are four outstanding Direct members who have still not paid their regional fees to ANI.

(NA) asked for the details of the four Direct members be sent to him and he would activate the process of final warning from AGB, followed by suspension of membership if they did not pay. **(KP)** to action.

Membership fees committee for review of 2022-23 ANI fees – (KP) asked if the membership fee committee started last year be re-convened to look at the 2022-23 fees. All agreed with this. (NA) suggested contacting the other Home Nations to ask for their current and planned fees. **(KP)** to call a fees committee meeting.

AGB Membership marketing plan – (NA) explained the Range Returners initiative and advised that so far there had not been much of an affect, but had hopes for the AGB Big Week (9-11th July) and Big Weekend (5-9th July) which will be supported by a social media campaign.

8. Calendar and Tournaments

ANI 3D Championship shoot 19/20th June (BAB hosting) – this had to be re-scheduled due to a clash with the AI 3D Champs which had been advertised first.

ABO Field Champs 29/30th May at Overton – only two archers from N.I. were travelling to Overton.

All Ireland Field Champs – (KP) asked if this is to go ahead and who will host. **(MH)** will review with AI at next scheduled meeting.

ANI Interclub Competition (LCAC/EBAC) – a new date to be established for this as 3D Champs had taken original date. **(HC)** to establish a new date.

ANI Combined Target & Field (CoB) – (KP) asked if CoB were still going to host this. **(RH)** to check with CoB.

ANI Outdoor Target Champs – (RH) advised that he had had discussions with MCoA about this, was checking suitability of rugby club pitches (by SRC & MMcC), availability of timing system (from DL) and flip numbers etc. Tentatively planned for 7/8th August. **(RH)** to advise when agreed.

9. Development report

AGB participation Team NI Regional Officer – (SFMcK) had been appointed, as above.

Sport NI Governing Body Support Programme (GBSP) – (MSc) confirmed that the acceptance letter and documents had been returned, and that he had attended the information webinar. Declan Steele had been appointed as the ANI project support person at Sport NI. (MSc) proposed that a small working group be set up to move the programme forward and proposed an initial meeting in early June to include (JR), (SFMcK) and an archer board member as programme manager – both (RH) and (MF) volunteered to do this. **(MSc)** to set up meeting.

8.08pm (EW) apologised and left the meeting due to a work commitment.

The Inclusion Committee – the report and other documents from the committee had been circulated prior to the board meeting, and these were discussed:-

AGB magazine article – (JR) had sent this to the magazine editor. (KP) asked if the article had been seen and approved by the board members prior to sending, as it was to be widely published. (JR) advised that he had sent to (MSc) and (EW) for review, but it had not been sent to other board members. All agreed that in future anything like this should be circulated to the board members.

Development Plans for this year and 2021-25 were presented for approval. (MSc) proposed that these be accepted as working documents, and that they should match the GBSP programme. (NA) suggested that the documents should include KPI's to show progress and completion of items. (JR) advised that the right hand column included this information.

Self-declaration classification document was also presented for approval. (NA) said that the references in the document were a little vague and should refer to recognised reference documents. (JR) to review and amend. (MSc) proposed that the document not be formally adopted but accepted as a working document.

Club Constitution form of words document was presented for approval. (MSc) suggested this be held back until the members meeting when it could be presented and explained, rather than cold-issued to clubs. (NA) agree that would be better than sending out as an instruction to clubs.

AGB Participation Home Nations steering group – (JR) advised that he had attended two meetings and other home nations were starting to participate, initiative was in progress.

Judges report – report had been circulated prior to the meeting. This included no specific request for funding support for the annual conference trip as it had been virtual this year. The recent Disability Inclusion course was advised as being very good by (JG) who had attended and he asked if it could be rolled out to all the judges. (JG) also requested Safeguarding training for the judges. **(EW & MF)** to action this.

10. Performance report

Commonwealth Games (India 2022) – (MH) advised that no new news had been received and that the licensing agreement had still not been signed. (NA) advised that the sport of Shooting, also planned for India, were in a similar position, with no firm information.

MPT ranking policy – (MH) that he had discussed with (CL) and that previously emphasis had been with Pathway archers but award was open to all and that future ranking would cover the wider group. Policy development still in progress. (KP) asked how many archers received grants this year, as no publicity had been seen advising this. (MH) indicated 4 out of 6 archer applicants had received awards. (NA) requested this information be sent to him for AGB publicity purposes. **(MH)** to provide..

Pathway report – a report from (CL) had been circulated prior to the meeting.

11. Coaching report

A report from (HC) had been circulated prior to the meeting.

(MH) suggested that coaching is required for established archers and (MF) agreed. (MSc) suggested this be included in the GBSP grant project plan.

Session (previously Level 1) Coaching Course - this had been set up for a maximum of 12 archers starting in mid-July. **(KP)** to post to clubs, website and F/B page.

(KP) advised about the contact from A,B,C Council regarding funding a coaching course for a young archer on their leadership course and coaching training was required. Advance funding had already been received for this, from ABC Council's 2020-21 budget.

12. Any other business

Policy Reviews:

Disciplinary Policy – a re-written policy had been circulated prior to the meeting. (MF) explained it's content and requested approval. (KP) asked if it mirrored the new AGB policy – this was confirmed. All agreed to approve the new policy. **(KP)** to process the update.

Financial Policy and Procedures – the amended policy had been circulated prior to the meeting. (KP) described the changes which included recommendations from the recent Sport NI financial audit, including the addition of specific debit card use approval, clearer document retention periods, and driver's responsibility for vehicle insurance on company business, and some other minor clarifications, and requested approval. All agreed to approve the new policy. **(KP)** to process the update.

Possible new club – (MF) advised that he had been in discussion with an acquaintance considering starting a new club in Carrickfergus, in support of his business running events for birthdays, schools etc. (RH) advised that there used to be a club in Carrickfergus, possibly NIFAA but may no longer exist due to lack of premises (school hall).

(JR) expressed concern over courses/training being run at special needs schools. (NA) advised AGB has a specific course for special adaptations to equipment.

(NA) requested to be kept informed as the new club proceeds, for AGB publicity use.

Next meeting: Monday 19th July 2021 – Board meeting

Meeting closed at 9.54pm