

## MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

24<sup>th</sup> November 2021 19.00

This was the adjourned 8<sup>th</sup> November meeting reconvened.

Location: remote video conference

<b>Present:</b>	Marc Scott	MSc	Chairman – not present
	Hazel Campbell	HC	Coaching Director
			Performance Director
	Michael Ferguson	MF	Membership Director
	Robert Hall	RH	Development Director
	Neil Armitage	NA	AGB Appointed Director
	Eilish Ward	EW	Independent Director – not present
	John Ranson	JR	- attending invitee and Acting Performance Director
	Kim Pegrum	KP	Company Secretary

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

### 1. Apologies – received from (EW).

(MSc) had suggested postponing the meeting and was not present.

(MF) agreed to act as Chair for the meeting.

### 2. Minutes (partial) from 8<sup>th</sup> November –were approved.

### 3. Actions from last meeting

Task lists from previous meetings were previously reviewed on 8<sup>th</sup> November.

### 4. Correspondence

Email requests from BAB and LCB – generally agreed that these emails should be addressed by the GBSP grant programme and that funding would be made available to all clubs but the specific terms and conditions still need to be established.

### 5. Safeguarding

Access NI process for clubs – (MF) advised that he had been in contact with NISF and sent the required paperwork and this had been accepted. Therefore ANI and the clubs may now use the NISF process for screening volunteers; coaches still need to go through the AGB process. **(MF)** agreed to prepare a Facebook announcement explaining the process to the clubs. He would send the text of this to **(KP)** for emailing to clubs and posting to website.

### 6. Financial report

(KP) explained the 2020-21 yearend accounts including the £8,705 accruals into next year. These include the GBSP funds from Sport NI, as yet unspent, and athlete support payments for Youth Festival and CACE teams as of 30/9/2021 unpaid.

Balance at yearend, including reserve fund is £23,566.16

Official accounts had been prepared and signed by (HC) and (MSc) and were now held by the accountant until after approval at the AGM. No Corporation Tax was due for 2020-21.

2021-22 budget - (KP) explained the draft budget which was based on previous years but included accruals, as above, but requested all board members to review their spending/fundraising plans and to advise of any additions or corrections. The draft budget currently balances to net zero (excluding reserve fund) so any additional spending will need an offsetting saving to remain affordable.

(NA) suggested money, maybe reserve funds, should be allocated to assist clubs attract new and lapsed members. (KP) advised that the GBSP fund of £13,000 (£10k from SNI + £3k ANI contribution) is available for this and needs to be spent by 31<sup>st</sup> March 2022. **(JR)** to contact (MSc) to get the meeting set up to work out the details, terms and conditions for this, so that an announcement can be made for all clubs to apply. (MF) and (RH) to attend meeting.

#### Bills to pay:

Sport NI bill for Safeguarding course for judges – no bill received yet. **(EW)** to advise.

Athlete support payments – Youth Festival payments have been completed. CACE payments – two archers have still not advised bank details. **(RH)** to chase.

Athlete support payment policy – **(MF)** advised this had been agreed for the GB Indoor Champs but the full athlete support policy would be reviewed fully in January.

### **7. Membership report**

(KP) explained the 2020-21 end of year membership numbers. Total membership stood at 365 which is 24.3% down on the end of 2019-20. (NA) advised similar percentages had been seen by AGB (22%), Scottish Archery and generally throughout WA regions (15-22%).

The end of October report, one month into the new membership year, was encouraging with 319 members (only 13% away from yearend numbers) and club and direct memberships were still coming in at a steady rate. (NA) confirmed a similar pattern at AGB but efforts were underway at AGB to attract 'range returners' by emailing lapsed members from recent years and asked if ANI clubs could do something similar. (MF) referred to the GBSP idea to run a shoot at a prestigious location to boost the visibility of archery. (KP) advised that 85-90% of recent beginners course participants at BAB were becoming members.

### **8. Calendar**

ANI Field Champs – had taken place and medals/trophies had been posted to clubs.

AGB Indoor Champs – partial teams (recurve and compound only) had been selected and published. One team archer is on waiting list for an entry slot.

ANI Indoor Champs – Seniors on Sat.11th, Juniors on Sun.12<sup>th</sup> Dec. at Banbridge Leisure Centre. All directors were encouraged to try to attend at some time over the weekend **(all)**.

All Ireland Field Champs and Archery Ireland link – (KP) explained that AI had held a low-attendance championship shoot in 2020 but no shoot had taken place in 2021. Discussions with AI had lapsed since (MH) had stood down and a new link person was needed. (MF) suggested (RH) might be suitable, having once been an AI member. As **(RH)** was not present in the meeting at this point, **(KP)** agreed to contact him with the AI President's details.

## 9. Development report

Sport NI GBSP project – no update available as (MSc) not present. **(JR)** agreed to contact (MSc) to get progress report. The SNI Transition Programme for 2022-23 was mentioned but no action on this was agreed.

Inclusion Committee – a report had been circulated prior to the meeting. (JR) reported that Inclusion training for the newly qualified coaches and some TO's had been completed. Next up would be all other coaches. Discussions with (HB) about adaptive archery had not progressed further. **(JR)** to follow up.

Judges report – no report available this month.

20.15 – (NA) left the meeting.

## 10. Performance report

A report from the acting performance director had been circulated prior to the meeting. (JR) explained that no further meeting of the working group had taken place for some time, points 1-6 in the report gave reasons for this, but **(JR)** will progress with (MSc).

MPT ranking policy – (JR) had picked this up and is on his worklist.

Pathway report – no report available this month.

## 11. Coaching report

(HC) advised that the coaching committee had not met recently, but (9) new session coaches had recently qualified, 2 already involved in the Academy and 2 in the National Talent. Plans were being finalised to visit clubs (BAB, MCoA, LCAC, NICSA) to discuss coaching.

Schools Cup proposal – (HC)'s email proposal had been circulated prior to the meeting, which she explained. Three schools have/had archery clubs, though not ANI affiliated. These are Campbell, Lisnagarvey and Dungannon. **(MF)** suggested he would contact Regent House in Newtownards to see if they would participate. (JR) said he had experienced a similar schools cup for badminton and it was very successful.

## 12. AOB

AGM – (KP) advised the revised timetable:-

26<sup>th</sup> January 2022 AGM

10<sup>th</sup> Jan. Board meeting to finalise AGM content including Director reports.

3<sup>rd</sup> Jan. deadline for nominations, special agenda items etc.

Annual accounts and 2022-23 fees were ready and NICVA meeting room was reserved.

AOB requests for the AGM from the membership:-

5 year strategy progress? – (MF) suggested that **all directors** should review the strategy with regard their own responsibilities and make some progress notes and pass to (MSc) to consolidate, and include in their director report. Deadline for this is next board meeting on 13<sup>th</sup> December.

Funding for clubs promoting archery? – GBSP will answer this. Announcement required before AGM **(MSc)**.

ANI support by attending clubs? – visit by **(HC)** will help this. Visit required soon.

Safeguarding checks help? – new Access NI via NISF answers this. Announcement soon **(MF)**.

Slow and confused Covid directions? – holdover for **(MSc)** to advise on this.

AGB Regional Development Officer leaving – (MF) raised this information received from (GP) and both (JR) and (MSc) offered to assist in the selection of a replacement. (JR) suggested there had been too many distractions pulling (SFMck) away from her work here in N.I.

**Next board meeting** – tonight's meeting had been convened due to the AGM postponement, and used the vacated AGM date. (MSc) had suggested rescheduling to another date but other directors were available to attend and business held over from the previous meeting had been covered, therefore it was agreed to revert to the original meeting schedule. Next meeting to be 13<sup>th</sup> December.

20.50 board meeting closed.

Next meetings:

- Monday 13<sup>th</sup> December – board meeting
- Monday 10<sup>th</sup> January 2022 – pre-AGM board meeting
- Wednesday 26<sup>th</sup> January - AGM