



## MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

**13<sup>th</sup> December 2021 19.00**

Location: remote video conference

<b>Present:</b>	Marc Scott	MSc	Chairman
	Hazel Campbell	HC	Coaching Director – not present
			Performance Director
	Michael Ferguson	MF	Membership Director
	Robert Hall	RH	Development Director – not present
	Neil Armitage	NA	AGB Appointed Director
	Eilish Ward	EW	Independent Director
	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 (HC) & (RH)
- 2. Minutes from 24th November** –were approved.
- 3. Actions from last meeting**

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

(JR) commented that he thought that ANI members do not have knowledge of what is going on with ANI. (MSc) responded that yes, there had been some loss of sight of the strategy, partly due to Covid and that maybe some marketing/PR support was needed. (NA) suggested that, similar to the AGB Board, at each board meeting the KPI's should be included. (JR) showed the Inclusivity plan document which includes measures of success. (MSc) proposed to schedule a meeting in January with (JR) to draw up an ANI template.

- 4. Correspondence** - none
- 5. Safeguarding**

(EW) advised that there was nothing new to report. (MF) advised he had been contacted by one club with regards the new Access NI process.

### **6. Financial report**

Balance at 30/11/2021 = £27,647.82 including reserve fund (£8,000)

2021-22 budget - (KP) advised that no amendments to the draft budget had been received but proposed the addition of £200 to cover Access NI costs for the year, with an offsetting deletion of £200 for the club support for the AGB National Series which is not being held in NI in 2022. This was agreed. (NA) suggested a contingency of £2k be added to the budget for marketing/communication but as no offsetting deletion could be identified this was not approved. (MSc) asked about the camera system identified as a nil value asset. (KP) and (MF) explained this is an old system, no longer state-of-the-art, and has no residual value but is currently held by LCB. Agreed to leave on the asset register. (MF) asked if ANI owned a competition timing system. (KP) advised no, but believed the judges group owned or had access to a system. The budget was fully approved with the noted adjustment.

#### Bills to pay:

Athlete support payments for CACE - two archers have still not advised bank details. (MSc) suggested putting a deadline on the payment of end of January. (KP) to ask (RH) to request bank details again including the deadline information.

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

DSNI Inclusion course for coaches and TO's – no bill received. (JR) to follow up and also requested help from (NA) to get (AC) to respond regarding claiming this from Hon. Fletchers fund.

Team T-shirts – (MF) and (JR) explained that these had not been purchased by (HC) due to short delivery time, but (LMcK) had used a different source. (JR) to follow up with her to get receipt sent to (KP).

ABC Coaching course grant excess – (KP) explained the excess £25 from ABC Council for (KM)'s coaching course had been agreed by the council to be retained by ANI.

### **7. Membership report**

Membership at 30/11/2021 = 349 which is up 30 from last month.

(KP) advised there was still significant activity of membership renewals in progress.

### **8. Calendar**

AGB Indoor Champs – (MF) reported the success by juniors and seniors but that there was some confusion over the final results. The lanseo official results show a set of results which doesn't match the reported, amended team results, after a team managers meeting attended by (DL). (MSc) asked what had been done to get clarification as an email from a junior's parent had been received looking for a congratulatory posting. (JR), (MF) and (KP) advised that various attempts to get information from (DL) and other AGB persons had not provided answers. (NA) agreed to get AGB (JN) to put out a communication with the full and correct results and to get lanseo corrected to match. (MF) explained that he had spoken to the parent and also JD's parents. (MSc) said he would reply by email to both parents.

ANI Indoor Champs – the weekend had been successful and well run by BAB with 41 seniors and 28 junior participants.

## **9. Development report**

Sport NI Transition programme for 2022-23 – (MSc) advised that the application had been submitted. (KP) confirmed SNI had acknowledged receipt.

Sport NI GBSP project – (MSc) reported that a sub-committee meeting had taken place. Just prior to the board meeting (MSc) had circulated the project plan and budget documents. (MF) was currently drafting an email to go out to the clubs with an included form, for them to make application for funding assistance for have-a-go's etc.

Inclusion Committee – a report had been circulated prior to the meeting. (JR) reported that a date needed to be established for the presentation of the Inclusive Sport Award and he will follow up. Discussions with (HB) about adaptive archery was still in progress. Further disability inclusion training is held over until the new year.

Judges report – no report available this month.

## **10. Performance report**

A report from the acting performance director had been circulated prior to the meeting. (JR) asked about the approval of the terms of reference of the performance working group and (MSc) asked for this to be held over. (MSc) asked to note the amount of work (JR) is putting in to this interim role.

Pathway report – a report from (CL) had been circulated as a late addition to the meeting docs.

## **11. Coaching report**

(MF) advised that when he takes over the coaching portfolio from (HC) he will look at arranging more training courses including Level 2 (Coach Development) and Session Coach courses. (JR) asked if (DL) would be instructing at further coaching courses including the developer course. (NA) advised that more information on the new coach structures would be published in January.

## **12. AOB**

Director for Juniors and Youth Forum – (MF) raised this as a suggestion to assist communication and involvement with the juniors. (NA) suggested this be put to the AGM in a consultative way to ask for expressions of interest.

Junk and suspicious change-password emails – (KP) advised that he had received an increasing number of junk emails to the archeryni.org.uk email account over the last 6-8 weeks, including some appearing to come from Microsoft advising that the password had expired and needed changing. On closer inspection the emails are not being sent by Microsoft. Everyone should be wary of any such emails; do not click on the embedded links.

AGM content – (KP) reminded everyone that the next board meeting on 10<sup>th</sup> January must finalise the content and agenda of the AGM so that the documents for the meeting and voting papers can be published on 17<sup>th</sup> January.

(MSc) proposed that the meeting revert to just a virtual MS Teams event and should not include face-to-face meeting. **(KP)** to cancel room booking with NICVA.

Executive Office Central Good Relations Fund – (MSc) advised that this grant fund could include funding for a ‘good relations’ officer and that he was happy to complete the application. (NA) suggested that the ‘good relations’ officer could be combined with the Junior/Youth officer.

Board Job descriptions – (JR) noted that draft job descriptions for the board positions had been circulated by (MSc) just prior to the meeting and proposed that everyone should review and feedback by early January. **(All)**

### **Next board meeting –**

Next meetings:                      Monday 10<sup>th</sup> January 2022 – pre-AGM board meeting  
    Wednesday 26<sup>th</sup> January – AGM

20.50 Board meeting closed.