



MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

10th December 2018 18.00

Location: Lisnagarvey School, Lisburn

Present:	Marc Scott	MSc	Chairman
	Hazel Campbell	HC	Coaching Director
	Susan Agnew	SA	Development Director
	Mark Saunderson	MSa	Performance Director
	Neil Armitage	NA	AGB Director – not present
	Muriel Kirkwood	MK	Independent Director - via audio link
	Kim Pegrum	KP	Company Secretary

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

- 1. Apologies** – received from (NA)
- 2. Minutes from 12th November and AGM on 28th November** – approved. **(KP)** to post to website.
- 3. Actions from last meeting**

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

Performance Director – Mark Saunderson (MSa) was welcomed to the Board by (MSc). Matrix of Director's responsibilities agreed with no further change.

Other Board vacancies (Membership and Independent Directors) – **(MSc)** suggested contacting local companies to trawl for volunteers, and will draft a letter of enquiry.

Safeguarding/Athletes Welfare/Child Protection Officer - (MSc) advised that Chris Dekonink's circumstances have changed and he is no longer able to participate. **(MSc)** will look elsewhere for suitable candidate.

Calendar Officer – (SA) reminded us that the Calendar Officer position was still vacant. Agreed that **(KP)** would advertise vacancy again via email to the clubs, together with a Financial Book Keeper position.

4. Financial report

Annual Accounts – (KP) advised recent payments and income. Current balance is £12,444. LCB have advised payments from the NI Field and Senior Indoor Champs will be deposited this week. **(KP)** to advise BAB that only '£1 per archer entered' for the Junior Indoors Champs is expected.

2018-19 budgets – no further progress from anyone on this; all budget holders to estimate income/expenditure for the budget **(all)**

Athlete Support Policy

No further detailed discussion took place. **(MSc)** advised that J. Kremer should be available to attend January meeting.

ANI Financial Policy & Procedures

(KP) had obtained approval of policy from W. Stead at AGB. All agreed to adopt the policy.

Book keeping – (KP) explained that the book keeping function at AGB is to be handed over to ANI so a book keeper, independent of the Financial Controller, is required. See minute concerning advertising this position above.

5. Membership status and report

Membership report – current membership is 404 with renewals still in progress, some clubs still yet to complete renewals.

Eligibility to hold NI Champion title, NI Record or NI Team position – discussion took place around proposal to use the same criteria for all three situations. This included how to enforce the requirements, self-certification on entry to a tournament, and how other sports handle similar situations. Board members have differing views; agreed to holdover to next meeting to allow time to consider proposal **(all)**.

Law 25 proposed amendment from AGB – discussed and **(KP)** to revert to AGB with further comments.

6. Complaints

M.o.U with Archery Ireland – (KP) reported that still no response from Kevin MacDermott. Await **(NA)** to make personal contact with Kevin to try to progress.

(MK) left the meeting (7.10pm)

7. Calendar and Tournaments

ANI Indoor Target Champs – successful event, (RH) will write a report. Most improved girl trophy now found, so boy/girl trophies can be awarded.

2019 ANI Champs invitation to tender – (SA) has this in progress and will circulate for review when drafted. Target distribution to clubs is before end of December and deadline for applications around 14th January. A 'tournament handbook' is also in progress **(SA)**

Sport Integrity event 15/1/2019 – (MSc & HC) will attend. **(KP)** to ask Des Jennings if an evening/weekend session is being organised, as (SA) would like to attend.

MPT Spinathon 1/2/2019 – one bike for ½ day is reserved for ANI; sponsorship forms to be provided by MPT. (MSc) suggested sending a Christmas/Get Well card to (MP) from the Board.

8. Development report (SA)

Club visits – **(SA)** is to contact Bangor; no response from Yew Tree or BAB. **(HC)** is to contact Queens for (HC & KP) to visit. **(MSa & MSc)** are to visit Muckamore at Doagh.

Medals and Trophies – **(SA)** to advise current stock, after Indoor Champs.

Strategy – (MSc) stated that a detailed strategy plan is now required and proposed to bring in a sports consultant to do this. **(MSc)** to obtain some quotes.

Disability strategy – see comments above regarding setting up a Disability Forum.

9. Performance and Coaching report (HC & MSa)

Team kit – (HC) to investigate a new design to be developed for 2019. Suggestions for local suppliers were:- Teamstrip Ireland, Stockman's Lane and place in Portadown.

Code of Conduct for NI Teams – (SA) suggested a CoC should be used for team members, coaches and parents and signed. The Academy already has a CoC.

Performance Pathway – there is a coach's workshop on 29th December.

(HC) is to provide information to add to the email to the clubs regarding the NI aspect of the new Pathway. (HC) also advised that a parent of one of the juniors has offered to provide cash support, competition venue hire fee, or similar, without credit or advertising.

Sport NI Funding expectations – (MSc) explained that there had been recent discussion with (NA) regarding expectations of Sport NI related to funding for the Pathway etc. (NA) has agreed that AGB continue to work the relationship with Sport NI, not ANI.

10. Any other business

NICVA AGM – (KP) had attended. NICVA's funding reserve policy is similar to that suggested for the ANI reserve. NICVA issues a Governance Manual to new Executives (Board members); **(KP)** will pull together similar information pack for (MSa).

Board Reporting – (MSc) proposed that reports from Directors and Officers be prepared and circulated ahead of the meeting. (KP) advised deadline date is stated on meeting notification email, approx. one week before meeting. All agreed; reports to be prepared for next Board meeting **(all)**

Email to Clubs – (KP) is preparing an email for distribution to clubs; content so far includes AGM info, NTDP event in January, ABC awards, NICCY info, job adverts for book keeper and calendar officer, forum info for disability and juniors. **(KP)** intends to create a newsletter format for sending info and news in 2019

11. Next meeting: Monday 21st January at Lisnagarvey School

Meeting closed at 9.45pm