



## MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

18<sup>th</sup> July 2023 at 19.00

Location: Choice Housing

<b>Present:</b>	Michael Ferguson	MF	Coaching Director
<b>Via Teams</b>	Kim Pegrum	KP	Membership Director
	Stephen McCormick	SMC	Secretary
	Hazel Campbell	HC	Development Director
	Jennifer McCormick	JMC	Performance Director
<b>Temporary Chair</b>	Bob Beggs	BB	Independent Director

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

Confidential items shown in red are not for publication on the website.

### 1. Apologies – None apart from (KP)

**(BB)** acted as Chair for the meeting.

### 2. Minutes from 14<sup>th</sup> March and 23<sup>rd</sup> May 2023 - agreed

### 3. Actions from last meeting

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

### 4. Correspondence

(BB) brought up (AT) resignation letter and said we should send him a letter thanking him for this time as Chair. (SMC) to write to (AT). (KP) said he had spoken to (AT) and asked him if he needed more time but (AT) said it would be better if he resigned now. (HC) explained about the upcoming Tesco Have a go and (MF) asked if (RMC) needed any help. Ballyvalley and Banbridge Archers had volunteered to help.

(JMC) was at the ISA Meeting and was asked about presentation of certificate to Archery NI with dates and venue to be confirmed with DSNI.

DSNI want to sit down with the Board and discuss what we want to achieve going forward.

Spa Primary School funding application for Soft Archery equipment (KP) asked if we could discuss this later in the meeting.

(MF) SGA Board Training marked as read.

(KP) SSI-GB Funding Project- (ML) is dealing with this as Project Manager, (JMC) asked should (ML) be present at board meetings (KP) replied this wasn't necessary at present. (JMC) asked about time scales for funding applications and would we need to help clubs complete funding claims, (KP) said there was a lot to discuss in relation to funding and if this could be deferred to later in the meeting.

(SMC) advised the board that the AGB Lead Andrew Stanford will be in attendance at the World Youth Championships in Limerick and that if any of the board members were attending he could meet up. (SMC) advised him that no board members were going to Limerick and gave him his phone number to contact him to arrange a Teams meeting as previously discussed. (SMC) is still awaiting his reply.

## **Complaints**

### **5. Safeguarding**

(BB) said that he had contacted Paul Stevenson and Sport NI about Safeguarding Courses (MF) said he can get the courses arranged and asked (SMC) to send out the information on the courses. When there are adequate numbers wanting to do the course then it can be arranged via Teams with Sport NI.

(BB) asked do we have a list of safeguarding officers in the clubs, (MF) said the clubs should be updating their details on Sport 80. (MF) also explained to (BB) about applying for Access NI.

### **6. Financial Report**

(KP) Actuals to Budget summary 30/06/2023

(KP) More Sport 80 payments coming in for Damien (HC) said Cait Leach was dealing with this. (JMC) advised that Rob Potts was looking into this to resolve it.

(KP) discussed the Sport NI Financial Systems Control Assessment and that previously we were rated adequate but after a recent assessment we are now robust which puts Archery NI in a better position for funding.

(KP) advised that he had contacted the membership fees committee in relation to fees for 2024-2025 and it was agreed to keep the fees at the current rate.

(KP) Budget 2023-24 draft asked the board to study it and give feedback before the next board meeting on what ANI need to budget for.

(KP) Bank balance at 30<sup>th</sup> June = £25,478.49

### **7. Membership Report**

Membership = 517 ( +4 )

Direct = 34 ( +1 )

Clubs = 11 (n/c)

Uni = 2 (n/c) Schools = 5 (n/c)

Non Member = 10 (n/c)

### **8. Calendar**

(JMC) ANI Outdoor Target Championships application forms have been held up going out due to getting authorisation from AGB for (SMC) to be Chair of Judges for the event. ANI Field Championships (MF) had conversation with (KB) about it and that circumstances were going against them to hold the Championships at Lady Dixon Park and could another club host it. Lough Cuan Bowmen and Ballyvally were suggested as potential hosts and with Ballyvally hosting a shoot in September at Greenmount it was proposed that we ask Ballyvally to host it or it will have to be cancelled. (JMC) to email John Gibson and advise accordingly.

(MF) Combined Target & Field Championships have been confirmed by (KB) as 6<sup>th</sup> August.

(JMC) commented that the Inter Club Competition has been announced at recent competitions and that Saturday 16<sup>th</sup> September is the preferred date. (KP) asked (SMC) to contact Alasdair Bailie to advise that the board accept NICS Archery Clubs offer to host the competition.

(SMC) Calendar meeting was in the calendar for Thursday 10<sup>th</sup> August but (SMC) asked the board for permission to hold the meeting on Tuesday 8<sup>th</sup> August- agreed.

(KP) said the Calendar Meeting is also a good opportunity to get information out to clubs on funding etc.

(JMC) advised the board that Lisburn City Archery Club are hosting a Clout competition on 27<sup>th</sup> August with the intention of running an ANI Clout Competition in the future.

## **9. Development Report**

(KP) Sport NI SSI-GB Programme was discussed in great detail and the board were asked to read the documents provided and report back as soon as possible.

(KP) advised the board of 2 claims for funding from Spa Primary School and Ballyvally.

(BB) said that the board would need more information from Spa Primary School on purchasing equipment.

(JMC) asked the board did they read the detail of the Ballyvally claim as there seemed to be some discrepancies in relation to equipment purchased and the use of it. New member details seemed incorrect but (KP) told (JMC) there are 2 clubs in Ballyvally, the AGB/ANI affiliated club and the private club. (JMC) said that Archery NI should not be funding a private enterprise and the board agreed. (JMC) and (ML) to discuss the Ballyvally claim further and ask Ballyvally to clarify aspects of their claim and report back to the board.

Club 3G Award follow up assessment with MCoA to be held on Teams with (KP) & (MF).

(MF) & (SMC) to arrange Teams meeting with Ballyvally.

### AGB Regional Development Officer

Report received and circulated to the Board

### Judges Report

Report received and circulated to the Board

(JMC) discussed the need for more Judges especially concentrating on getting seminars arranged for Candidate to County Judge and for Regional Judges to step up to National Judges. (JMC) has spoken to Katy Cummings at AGB to arrange a meeting with (KC), (JMC) and Shannon Russell Cowan (JLO) to discuss what is required for the Region.

## **10. Performance Report**

(JMC) discussed the upcoming AGB Youth Festival with ((JMC) acting as Team Manager, Marty McCullough as Assistant Team Manager and (SMC) as support. Team shirts have been ordered and will be distributed to the archers prior to the Festival. The team members in each category were announced but as there was only 1 Female Archer in the under 21 category there would be discussions with the Team Managers at the Festival to see if we can use a Male Archer from another region to fill the gap.

(JMC) then raised the ANI Junior Indoor Championships which MCoA are hosting where they wished to run a Double Portsmouth as it is a UK Record Status Shoot. (JMC) said that it would make the competition a very long day and would penalise some of the younger archers who may not be fit for such a long day. (JMC) advised that as the shoot is being run as a UK Record Status shoot the competition distance for all Junior Archers will be 20 yards, no shorter distances will be accommodated as this would nullify the status of it being a UK Record Status shoot and this was agreed by the board. (SMC) to advise MCoA of the boards decision.

(SMC) said that all the NI Championships should be prestige events as there are plenty of participation shoots throughout the year in the calendar for archers of all abilities can enter and compete.

### Pathway report

Report received and circulated to the Board

## **11. Coaching Report - No report**

## **12. AOB**

Sport 80 access and CMS (SMC) highlighted the need of having more board members with access to Sport 80 as at present (KP) and (MF) have access to Sport 80. It was agreed by the board that (SMC) contact Archery GB and ask them to add the Secretary and other board members to the ANI Sport 80 account and update contact details in Archery UK magazine. Team shirt competition (JMC) asked if a winner has been chosen yet (MF) said not yet. (JMC) said it would be good to have the Team Shirt ready for the Junior and Senior National Indoor Championships at Stoneleigh and (SMC) asked if this could be approved at the next board meeting.

(SMC) thanked (BB) for chairing the meeting and congratulated him on the excellent job of getting through the board business in an efficient and professional manner.

(BB) replied that he would chair the meetings on a temporary basis until a replacement Chair is found.

**N Next Board Meeting** – 19th September 2023 at Choice Housing Belfast

## **Outstanding tasks from prior meetings and from 18<sup>th</sup> July 2023**

- due dates shown in brackets after each task -

**(AT)**

**(BB)**

Complete Access NI application and attend Safeguarding course.

**(MF)**

Choose winning design for the Team shirts competition.  
Club 3G Award - arrange second meetings with MCoA and BAB.

**(KP)**

Club 3G Award - arrange second meetings with MCoA and NICSA.

**(HC)**

Ask (DL) about the junior series entry fee payments received by ANI though Sport:80.

**(JMC)**

Produce team selection policy.  
Advise names of juniors attending Youth Festival and advise parent/guardians to send bank details to (KP) for entry fee refund payments. (July 2023)  
Provide list of questions/queries about BAB funding claim to (ML) to progress explanation from BAB.  
Progress plan for the next (2024) judges assessment weekend.

**(SMC)**

Email Minutes to the Board  
Establish ANI policy from draft complaints procedure agreed at board meeting.  
Send Agenda of rescheduled Board Meeting on Tuesday 19/09/2023 to the Board Members  
Contact Archery GB to get access to Sport 80 and update Archery UK magazine  
Draft reply to (MS) about his MPT question and circulate to the board.  
Contact (AB) at NICSA to confirm Inter Clubs shoot on 16<sup>th</sup> Sept.  
Advise clubs of calendar meeting on 8<sup>th</sup> August (revised date).

**(All)**

Review Director Responsibility Matrix and advise corrections/updates. (September 2023)  
Review 2023-24 Budget draft and advise corrections/updates. (September 2023)

Review SSI-GB project budget draft and advise. (September 2023)  
**Next Board Meeting** – Tuesday 19th September 2023

22.29 Board Meeting closed.

