



ARCHERY CANADA / TIR À L'ARC CANADA
BOARD of DIRECTORS MEETING
Best Western Otonabee Inn
Peterborough. Ontario
Wednesday, August 3rd 2016 @ 7:30pm Eastern Time

MINUTES

Present:

Al Wills, President
Jude Hooley, V-P, 3D Programs
Robert Tataryn, V-P, Finance & Administration
Trina Snooks, V-P Development
Alec Denys, V-P High Performance
Tricia Oshiro, Athlete Director
Christine Robertson, Finance Officer / High Performance Coordinator
Scott Ogilvie, Executive Director

Regrets: William Currie, V-P, Marketing & Communications

1.0 Presidents Call to Order & Opening Remarks (A. Wills)

- The President, A. Wills called the Board of Directors meeting to order at 7:40pm Eastern time.
- S. Ogilvie provided information on logistics and administration.

2.0 Approval of Agenda & New Business (A. Wills)

- A. Wills called for new business. The following new business was added to the agenda under agenda item 12.0:
 - 12.1 The Future of the Archery Canada 3D Program (J. Hooley)
 - 12.2 Approval of Host for 2019 Canadian Outdoor Championships (J. Hooley)
 - 12.3 2016 Annual Awards & W.W. Gunter Bursary Award (S. Ogilvie)
 - 12.4 National Team Uniform Update (T. Oshiro)

- A. Wills called for a motion to approve the agenda as amended

MOTION #1 BOARD Meeting August 3rd 2016: To accept the agenda as amended.

Moved by: J. Hooley

Seconded by: A. Denys

Carried

3.0 Approval of the January 23rd - 24th 2016 Board of Directors Meeting Minutes (A. Wills)

- A. Wills referred the Board to the January 23rd – 24th 2016 Board meeting minutes enclosed with the meeting package. He called for any errors and/or omissions. The following errors were identified and amended in the minutes:

Agenda item 13.2 Foundation Coin: Donations of \$125.00 or more (not \$100.00 or more) made by an individual or club will receive the minted Foundation coin and a letter of thanks placed on Archery Canada letterhead.

Agenda item 18.2 Cabela's: The spelling of Cabela's was corrected from Capela's to Cabela's.

- A. Wills called for a motion to approve the minutes of the January 23rd – 24th 2016 Board meeting as amended.

MOTION #2 BOARD Meeting August 3rd 2016: To approve the minutes of the January 23rd – 24th 2016 Board of Directors meeting minutes as amended.

Moved by: T. Oshiro

Seconded by: J. Hooley

Carried

4.0 Business Arising from the January 23rd - 24th 2016 Board of Directors Meeting Minutes (A. Wills)

- S. Ogilvie 'walked' the Board through the various action items noted and the business arising from the January 23rd – 24th 2016 Board meeting minutes. A status update was provided on the following action items and business arising:

- Item 5.4 Report of the / Chair Committee: ACTION: S. Ogilvie to attempt to recruit a translator for the 3D Hosting Manuals (indoor & outdoor championships). **STATUS: TO BE DONE.** R. Tataryn suggested asking

Brianne Lemeg, a bilingual student and a member of ABAM, if she would volunteer to translate the 3D hosting manual. **ACTION: S. Ogilvie** to contact Brianne Lemeg.

- Item 6.7 Privacy Policy: **ACTION:** S. Ogilvie to circulate the draft privacy policy to the Board for review and feedback. **STATUS: DONE. Discussion and approval of the policy to be addressed under agenda item 11.0 of the August 3rd 2016 Board meeting.**
- Item 8.4 2017 3D World Championship: **ACTION:** J. Hooey to email the Webmaster (A. Wills), the list of interested archers for posting on the Archery Canada website. **STATUS: DONE.**
- Item 12.1 2015-16 Fiscal Year (FY) Budget Update: **ACTION:** R. Tataryn to provide the Board with a further update on the 2015-16 budget and on the audited statements for the 2015-16 fiscal year, at the August 2016 Board meeting in Peterborough. **STATUS: TO BE DONE under agenda item 8.1 of the August 3rd 2016 Board meeting.**
- Item 12.4 2016-17 Fiscal Year (FY) Budget: **ACTION:** Finance Committee to make revisions to the draft budget based on Board discussion. A revised budget is to be presented to the Board at its August 3rd 2016 meeting in Peterborough. R. Tataryn will present the Board approved budget to the Members Council, for information only, at its August 4th 2016 meeting in Peterborough. **STATUS: TO BE DONE under agenda item 8.2 of the August 3rd 2016 Board meeting and under agenda item 6.0 of the Members Council meeting on August 4th 2016.**
- Item 12.8 Auditors for FY16-17 Update: **ACTION:** C. Robertson to contact our current auditor and ask for a reduction in fees, otherwise we may be forced to seek a new auditor for the 2016-17 fiscal year's audit. **STATUS: DONE. Any small costs realized will be negated by undertaking an audit with a firm that doesn't know Archery Canada. Recent discussions of the Finance Committee (R. Tataryn, S. Ogilvie and C. Robertson) led to the recommendation to retain the same auditor for 2016-17. See agenda item 13.0 of the 2016 AGM.**
- Item 13.5 Transfer of \$1.00 per Archery Canada Registrant into Foundation Account: **ACTION:** C. Robertson to make the transfer of funds. **STATUS: TO BE DONE. The transfer has not been done yet due to current cashflow issues. However, the transfer has been recorded in the 'books'. The actual transfer will be done twice in FY 2016-17 (one for FY2015-16 and one for FY 2016-17).**
- Item 14.0 2017-2019 Operating Agreement between the Provincial/Territorial Members & Archery Canada **ACTION:** S. Ogilvie to input the agreed to changes and to then circulate the revised agreement to the Board for further feedback and revisions if required. **STATUS: DONE.**
ACTION: S. Ogilvie to finalize the operating agreement template; have it translated; tailor the agreement to each specific Member; and circulate the agreement to each Member for review and signature. **STATUS: DONE.**
- Item 15.2 Volunteer Recognition Awards- 2016 Nominations (gold or silver): **ACTION:** S. Ogilvie to provide J. Hooey with 2 silver pins to be awarded at the 2016 Canadian 3D Indoor Championship. **STATUS: DONE.**
ACTION: S. Ogilvie to provide J. Hooey and A. Wills with 2 silver pins each to be awarded at the 2016 Canadian 3D Outdoor Championship and the 2016 Canadian Field/Target Championships. **STATUS: DONE.**
- Item 17.0 Succession Planning: **ACTION** Board members to approach people and report back to the Board with possible recruits for the Board. **STATUS: DONE. R. Tataryn reported that Ed Wilson of ABAM is not available.**
- Item 18.2 Cabela's: **ACTION:** W. Currie to contact Ed Wilson and then initiate contact with Cabela's. **STATUS: DONE. Letter sent to Cabela's Retail Canada Inc. in Winnipeg.**

5.0 2016 AGM Agenda

5.1 'Walk Through' of Agenda: Questions & Clarification

- In preparation for the AGM scheduled for Thursday, August 4th, S. Ogilvie 'walked' the Board through the AGM agenda. Discussion and clarification occurred where required to ensure the Board was properly prepared for the AGM.

5.2 Elections for Director-at-large positions (S. Ogilvie)

- S. Ogilvie reminded the membership that three (3) director-at-large positions are for election at the 2016 AGM. He reiterated that written in his July 13th email to the provincial/territorial members, that nominations have closed for the three (3) director-at-large positions. As is required under the Archery Canada bylaws, written nominations were received by S. Ogilvie along with the required written consent from the nominee and written endorsement from the respective provincial member. Nominations and endorsements were received by the deadline for the following persons:
 - Mr. Robert Tataryn of the Archers and Bowhunters Association of Manitoba
 - Mr. Alec Denys of the Ontario Association of Archers
 - Mr. Jason March of the Archers Association of Nova Scotia

6.0 2016 Members Council Agenda

6.1 'Walk Through' of Agenda: Questions & Clarification

- In preparation for the Provincial/Territorial Members Council Meeting scheduled to follow the 2016 AGM on Thursday, August 4th, S. Ogilvie 'walked' the Board through the Council agenda. Discussion and clarification took place where required to ensure the Board was properly prepared for the Council meeting.

7.0 2016 3D Committee Meeting & 2016 Canadian 3D Outdoor Championship (J. Hooley)

7.1 Highlights

- J. Hooley highlighted the outcomes and recommendations from the national 3D Committee meeting held on Friday, July 29th 2016 in Windsor, Ontario.

ACTION: S. Ogilvie to forward the 3D Committee meeting minutes to the Board when completed.

7.2 2016 Canadian 3D Outdoor Championship

- J. Hooley provided highlights from the Championship.

- She stated that there were some lessons learned and areas for improvement. The competitors really enjoyed the 3D courses.

8.0 Finance Committee

8.1 2015-16 FY Budget (R. Tataryn / S. Ogilvie / C. Robertson)

- R. Tataryn provided an overview of the 2015-16 FY budget. As reported at the January 2016 Board meeting, Archery Canada is operating under a deficit. The deficit is more than projected at the time of the January Board meeting. R. Tataryn 'walked' the Board through the budget and the reasons for the deficit, with input from C. Robertson and S. Ogilvie. The deficit has caused some cashflow issues. Some cost-saving measures may be required. The new operating agreement for 2017-2019 with the Provincial/Territorial Members will result in increased revenues due to an increase in fees. Therefore, for fiscal year 2016-17 the deficit will be minimized.

8.2 2016-17 FY Budget (R. Tataryn / S. Ogilvie / C. Robertson)

- R. Tataryn referred the Board to his report contained in the 2016 Archery Canada Annual Report and to the revised 2016-17 FY budget enclosed with the meeting package. The budget shows a small deficit of \$2,000. The Finance Committee is working towards a surplus budget post-fiscal year 2016-17. See

Appendix 1 of these minutes.

9.0 Archery Canada Membership Database (A. Wills)

- A. Wills highlighted recent activities and developments on the membership database. A training workshop took place in Toronto on February 12-14. Further training is now underway in Peterborough at the Canadian Target Championships. Jarrod Ball is leading the training of the provincial/territorial and national office membership chairs. The training is going very well.

- A. Wills reported that eventually the database system will have the capacity to carry out the following functions: membership registration, tournament scoring, ranking, records management.

10.0 Canadian Archery Foundation (R. Tataryn / A. Wills)

- R. Tataryn referred the Board to his report contained in the meeting package.

- R. Tataryn reported that the Foundation account is currently at \$140,000. This amount is currently residing in a RBC account under Federation of Canadian Archers Inc. The entire amount resides in a savings investment account that bears interest only. No investments into securities have been made to date, as no investment account has yet been established.

- The Foundation is a separate entity that operates at 'arms length' from Archery Canada. For the time being, the Archery Canada national office plays the role of 'banker' for any donations received and issues charitable tax receipts where requested from donors.

- Donations are accepted for the Foundation for any reason. The amount of each donation is kept confidential. The donation form is found on the Archery Canada website at:

http://www.archerycanada.ca/images/stories/FCA/Foundation/Foundation-Donation%20Form_ENG.doc

- One of the functions of the Foundation is to maintain the Book of Remembrance honouring our archers and builders that have passed away. Families of a loved one will be notified of the donation made by someone (not the amount) and the entry in the Book of Remembrance. A list of donors is contained in the Book of Remembrance.

The Book of Remembrance is displayed on the Archery Canada website at:

<http://www.archerycanada.ca/en/component/content/article/1107> . A. Wills reported that 'hard copies' of the Book of Remembrance are available for purchase from Archery Canada at \$20.00 each.

- Contributions from the annual membership fees of \$1.00 per registrant are made each fiscal year to the Foundation.
- A. Wills provided an update on the transfer of the administration and management of the funds of the Canadian Archery Foundation to the Canadian Olympic Committee (COC). The latest draft of the memorandum of understanding (MOU) between Archery Canada and the COC is under review by the COC. Signing of the MOU is imminent. The Canadian Archery Foundation funds are currently kept in a separate Archery Canada RBC bank account. Once the MOU is signed the Foundation funds will be transferred to the Canadian Olympic Foundation. The COC's administration fee is approximately 1%.
- The Canadian Archery Foundation Board will determine the criteria for awarding Foundation funds to eligible archers.
- Archery Canada Board members can't be on the Board of the Canadian Archery Foundation. Therefore, A. Wills and R. Tataryn will have to resign from the Foundation Board. The remaining members of the Foundation Board will recruit two replacements.
- R. Tataryn provided an update on the Foundation coin. Ten coins had originally been produced. Four founders of the Foundation (R. Tataryn, A. Wills, Ghislain Arsenault, Don Lohnes) covered the initial costs of the coin (artwork and minting) as a donation to the Canadian Archery Foundation; total cost was \$375.00. An additional 30 coins were minted and are available for distribution. To date 14 coins have been issued. The intent of the minted Foundation coin is to recognize donors that have made a significant donation to the Foundation. Donors making a donation of \$125.00 or more will receive the minted Foundation coin. This applies to individual donors and donations from a club (if the club requests the coin).

11.0 Privacy Policy (R. Tataryn)

- R. Tataryn referred the Board to the privacy policy and support documents that were circulated in advance of the meeting. He wrote the draft privacy policy and support documents that are before the Board for approval, based on the PIPEDA guidelines.
- R. Tataryn reiterated the information he gathered and reported previously to the Board. The Protection of Personal Information and Electronic Documents Act (PIPEDA) applies to non-profit or not-for-profit organizations. National sport organizations (NSO) don't fall under PIPEDA unless a NSO sells personal information from its membership data. As long as Archery Canada doesn't use the information collected in the membership database in a commercial activity, it is exempt from PIPEDA. Therefore, it's not critical that Archery Canada have a privacy policy in place, however it is prudent to have one in place just in case.
- R. Tataryn reported that an individual at PIPEDA suggested we develop an internal "policy" that parallels the guidelines or principles of PIPEDA. One of the guidelines is that Archery Canada must have one person in charge of the collection of the information (the "privacy officer"). This seems to fall well into part-time Archery Canada employee Laura Kiraly's duties under the membership area and therefore under R. Tataryn's portfolio as the V-P Finance & Administration.

MOTION #3 BOARD Meeting August 3rd 2016: To approve the privacy policy, privacy policy internal procedures and the Privacy Officer job description as presented.

Moved by: R. Tataryn

Seconded by: J. Hooley

Carried

12.0 New Business (A. Wills)

12.1 The Future of the Archery Canada 3D Program (J. Hooley)

- J. Hooley reported that Glenn Gudgeon, President of Archery Quebec, brought forward as an agenda item for the July 29th 2016 National 3D Committee meeting, "the future of the Archery Canada 3D Program". Due to time pressures, this item was not addressed at the meeting and consequently it was agreed to 'table' it for the next 3D Committee meeting.

DECISION: Any discussion regarding the future of the Archery Canada 3D Program are to be brought forward to both the Provincial/Territorial Members Council and the National 3D Committee for input.

ACTION: J. Hooley to email Glenn Gudgeon, President of Archery Quebec, to inform him of the above Board decision.

12.2 Approval of Host for 2019 Canadian Outdoor Championships (J. Hooley)

MOTION #4 BOARD Meeting August 3rd 2016: To approve the Saskatchewan Archery Association's recommendation that the Timberland Bowbenders archery club of Prince Albert, Saskatchewan, be awarded the rights to host the 2019 Canadian Outdoor 3D, Field and Target Archery Championships.

Moved by: J. Hooley

Seconded by: A. Denys

Carried

12.3 2016 Annual Awards & W.W. Gunter Bursary Award (S. Ogilvie)

- S. Ogilvie reported that the annual awards will be presented at the awards banquet and medal presentation ceremony on Saturday evening (in an effort to increase attendance and profile).

NOTE: To view the 2016 recipients of Archery Canada's annual awards, see the 2016 Archery Canada Annual Report posted on the Archery Canada website at:

http://www.archerycanada.ca/sites/default/files/uploads/page/files/2016_agm_report_-_final.pdf

- S. Ogilvie reported that Tyler Wilson of Birtle, Manitoba is the 2016 recipient of the W.W. Gunter Bursary Award. The announcement and the \$500.00 cheque will be made at the awards banquet and medal presentation ceremony on Saturday evening August 6th.

12.4 National Team Uniform Update (T. Oshiro)

- T. Oshiro provided an update on the work that she has done to date on the national team uniform for the new quadrennial. She reported on the results from the on-line survey that she conducted to gather information from athletes.

Highlights from her update are as follows:

- The survey was circulated the week of June 13th. The survey contained nine questions regarding uniforms. There was a 50% response. The conversations with a Canadian company have addressed some of the following: AC's current uniform shirts; some of the issues (i.e. breathability, fit, continuity over runs, etc.); and some of AC's needs going forward (i.e., available for 4 years, availability to ship directly to the athlete etc.) The company will produce three samples in order to test how the fabric is compared to the current national team shirts (e.g., are they more breathable?) At the moment the focus has been on the fabric and functionality. Attention will then be turned to design and a request for mock-up designs for HPC to view and provide feedback.
- The company will provide three samples, all with different neck lines, with one being white, one red, and one black. T. Oshiro, Virginie Chénier and Kevin Evans will test the shirts.

13.0 Meeting Adjournment (A. Wills)

MOTION #5 BOARD Meeting August 3rd 2016: To adjourn the Board meeting held on August 3rd 2016.

Moved by: J. Hooley

Seconded by:

- The President, A. Wills adjourned the Board of Directors meeting at 10:00pm Eastern time.

APPENDIX 1
2016-17 FY Budget

The budget was attached to the cover email that contained the draft minutes sent to the Board on October 5th 2016.