

MINUTES

Present:

Al Wills, President
Jude Hooey, V-P, 3D Programs
Robert Tataryn, V-P, Finance & Administration
Trina Snooks, V-P Development
William Currie, V-P, Marketing & Communications
Christine Robertson, Finance Officer / High Performance Coordinator
Scott Ogilvie, Executive Director

Regrets:

Alec Denys, V-P High Performance
Hugh MacDonald, Athlete Director

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

- The President, A. Wills called the Board of Directors meeting to order at 6:45pm Central time.
- A. Wills stated that the primary purpose of tonight's Board meeting is to prepare for the upcoming AGM and Members Council meeting to be held Thursday, August 6th 2015. The secondary purpose of the Board meeting is to address Archery Canada business.

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

- A. Wills called for any new business. The following new business/deletions were added/made to the agenda:
 - i) Item 7.3 2019 3D World Championship added under item 7.0 2015 3D Committee Meeting & 2015 Canadian 3D Outdoor Championship. (J. Hooey)
 - ii) Social Media Policy (R. Tataryn)
 - iii) Archery Trade Association (A. Wills)
 - iv) Harassment Complaint (S. Ogilvie)
 - v) Archery Canada Database Update (A. Wills)
 - vi) Canada Cup (A. Wills)
 - vii) Junior Alpen Scope Donations deleted as it is no longer relevant to this meeting. (A. Wills)

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

MOTION #BofD-Aug. 5th 2015-01: To accept the agenda as amended.

Moved by: R. Tataryn

Seconded by: W. Currie

Carried

3.0 Approval of the January 24th – 25th 2015 Board of Directors Meeting Minutes (A. Wills)

- A. Wills called for a motion to approve the minutes of the January 24th – 25th 2015 Board meeting.

MOTION #BofD-Aug. 5th 2015-02: To accept the minutes of the January 24th – 25th 2015 Board of Directors meeting minutes as presented.

Moved by: T. Snooks

Seconded by: R. Tataryn

Carried

4.0 Business Arising from the January 24th – 25th 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 24th – 25th 2015 Board meeting minutes. Where required he called on the relevant Board member to address the action item or business arising. Updates were provided on the following action items and business arising from the January 24th – 25th 2015 Board meeting minutes:

Item 8.5: Not applicable as Toxofil was retained as the national team shirt and jacket provider for 2015 and 2016.

Item 9.1: DONE

Item 9.2: DONE
 Item 10.0: DONE
 Item 12.2.1: DONE

Cont'd.

4.0 Business Arising from the January 24th – 25th Board of Directors Meeting Minutes (A. Wills)

Updates were provided on the following action items and business arising from the January 24th – 25th 2015 Board meeting minutes:

Item 12.2.1: DONE
 Item 12.5: One scope and 1 pair of binoculars not available from Alpen in 2015.
 Item 14.1: DONE
 Item 14.3: DONE
 Item 15.1: DONE
 Item 16.1: DONE
 Item 18.1: DONE
 Item 18.2: DONE
 Item 18.3: DONE
 Item 18.4: DONE
 Item 18.5: To be done

5.0 2015 AGM Agenda

5.1 'Walk Through' of Agenda (S. Ogilvie)

- In preparation for the AGM scheduled for Thursday, August 6th, 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. Amendments to AGM agenda required: i) Delete item *11.0 Report on High Performance Program Initiatives*. This addressed in the V-P HP's written report in the 2015 Annual Report. ii) Revise items *15.1, 15.2 and 15.3 Information Items*. Revise name of lead person to address each item.
 Item 15.1 delete G. Segovia, replace with J. Hooey;
 Item 15.2 delete P. Garrett, replace with A. Wills; and
 Item 15.3 delete J. Murphy, replace with J. Hooey.

5.2 Board Positions: Nominations Received (S. Ogilvie)

- S. Ogilvie reminded the membership that three (3) director-at-large positions and the one (1) Athlete Director position are up for election at the 2015 AGM. He reiterated that written in his July 20th email to the provincial/territorial members, that is that nominations have closed for the three (3) director-at-large positions and the one (1) Athlete Director position. 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. Allan Wills of the British Columbia Archery Association
- Ms. Jude Hooey of Archery Alberta
- Ms. Trina Snooks of Archery New Brunswick
- Ms. Tricia Oshiro of Archery Alberta (Athlete Director nominee from the High Performance Committee)

- S. Ogilvie reported that no other nominations were received by the deadline.

6.0 August 6th 2015 Provincial/Territorial Members Council Meeting Agenda

6.1 'Walk Through' of Agenda

- In preparation for the Provincial/Territorial Members Council Meeting scheduled to follow the 2015 AGM on Thursday, August 6th, 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 2015 3D Committee Meeting & 2015 Canadian 3D Outdoor Championship (J. Hooey)

7.1 2015 3D Committee Meeting

- J. Hooey highlighted the outcomes and recommendations from the national 3D Committee meeting held on Friday, July 31st 2015 in Brandon, Manitoba. She referred the Board members to the handout distributed at the Board meeting. See **Appendix 1** contained in these minutes.

7.2 2015 Canadian 3D Outdoor Championship

- J. Hooey reported that the 2015 3D Canadian Outdoor Championship was well organized and very successful. She extended thanks to the volunteers from the four host clubs from the Carberry area and extended particular thanks to Aaron Bull, Chair of the Host Organizing Committee.

7.3 2019 World 3D Championship

- J. Hooey reported that Rene Schaub of The Lakeland Archers in Lac La Biche, Alberta has expressed to she and S. Ogilvie, interest in hosting the 2019 World 3D Championship. R. Schaub has asked for Archery Canada's endorsement and has requested that Archery Canada provide him with further information on the World Archery bid process and timelines. The Board expressed its excitement with the interest shown by R. Schaub and his club in hosting the 2019 3D World Championship.

ACTION: A. Wills to contact World Archery for details on the bid process and timelines and obtain the World Archery bid package. A. Wills to then forward the above information and bid package to Rene Schaub of The Lakeland Archers.

8.0 2015-16 FY Budget Update (R. Tataryn / S. Ogilvie / C. Robertson)

- R. Tataryn referred the Board to his report contained in the 2015 Archery Canada Annual Report and the 2015-16 fiscal year budget enclosed with Provincial/Territorial Members Council meeting package. See **Appendix 2** of these minutes.

- R. Tataryn provided an overview of the budget. He reported that there is a slight shortfall in revenues due in large part to implementation of parts of the strategic plan. Archery Canada will draw on reserves to cover the shortfall. He stated that the "financial health of the organization is strong" and that the cash flow is "in good shape".

9.0 Privacy Policy (R. Tataryn)

- R. Tataryn provided a brief update on the status of the draft version of the privacy policy.

- R. Tataryn reiterated the information he gathered and reported on during the April 1st 2015 Members Council teleconference, surrounding the Protection of Personal Information and Electronic Documents Act (PIPEDA). 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.

- 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. R. Tataryn reported that he has reviewed the PIPEDA guidelines and has written a draft privacy policy and a draft job description for the Privacy Officer position.

10.0 Social Media Policy (R. Tataryn / S. Ogilvie)

- R. Tataryn reported that because Archery Canada does not currently have a social media policy and that it was faced with several athletes having run afoul of the code of conduct as a result of activities related to social media (Twitter, Facebook, etc.), Archery Canada recognizes that a social media policy is necessary.

- R. Tataryn stated Walter Potrebka, President of ABAM has a great deal of experience with social media policy and media training in his job with the City of Winnipeg as a human resource specialist. W. Potrebka has volunteered to play a lead role in the development of a social media policy and media training. As an example of some of the work that may be required, W. Potrebka suggested developing "respectful workplace guidelines" that has applicability to Archery Canada and also to its national teams.

- S. Ogilvie stated that media training for national team athletes, coaches, and staff and Archery Canada volunteers (including the Board) is critical and will be implemented. Professional expertise will be sought, e.g., the Sport and Law Strategy Group; Walter Potrebka.

11.0 Revisions/Updates to Existing Policies (S. Ogilvie / R. Tataryn)

11.1 Update

- S. Ogilvie reported that in light of several incidents that occurred this season, that involved the implementation of the discipline, dispute/complaint resolution, harassment, and appeal policies and the code of conduct, we recognize that these policies require expert review and revision. Consequently, Archery Canada will contract a policy expert to review the existing policies noted above and revise the policies.

11.2 Appeal Fee

- S. Ogilvie reported that the appeal fee of \$150.00, which appears in the national team selection policy and section addendums does not appear in the Appeal Policy. He stated that the fee must be incorporated into the Appeal Policy.
- This then led to discussion on whether the appeal fee of \$150.00 put in place by the HPC, was too costly. - S. Ogilvie provided the rationale of why it was made a high cost - in order to deter appeals being lodged with little forethought.
- The Board viewed the \$150.00 appeal fee as a barrier to Registrants, particularly athletes, lodging an appeal. Discussion ensued on what was a fair and appropriate fee. A. Wills called for a motion to reduce the appeal fee from \$150.00 to \$50.00.

MOTION #BofD-Aug. 5th 2015-03: That the fee to lodge an appeal against Archery Canada be reduced from \$150.00 to \$50.00. And that if the Appellant is successful with the appeal, Archery Canada must refund the appeal fee of \$50.00 to the Appellant.

Moved by: J. Hooey

Seconded by: R. Tataryn

Carried

ACTION: S. Ogilvie to ensure that the appeal fee clause is incorporated in the planned revisions to be made to the Appeal Policy and in any other Archery Canada policies that make reference to the appeal fee for lodging an appeal against Archery Canada.

12.0 Harassment Complaint (S. Ogilvie)

- Confidential and therefore not recorded in the minutes.

13.0 Credit Card for National Recurve Coach (S. Ogilvie / C. Robertson)

- S. Ogilvie provided background on his request to have the Board approve the issuing of a corporate Visa card for Joan McDonald's business use in her capacity as the National Recurve Coach.
- C. Robertson stated that Archery Canada's bank, The Royal Bank of Canada Inc. (RBC) requires a Board resolution (motion) that authorizes the RBC to issue a second Visa corporate credit card and in J. McDonald's name.
- The Board supported idea. However, the Board stipulated the following: i) that it be made clear to J. McDonald that the credit card is for Archery Canada business only and not any personal use; and ii) that all accumulated points go to Archery Canada for its business use.

ACTION: S. Ogilvie to convey the above message to J. McDonald.

ACTION: S. Ogilvie ensure that a resolution is be made by the Board authorizing the issuing of a second Visa corporate credit card and in J. McDonald's name.

ACTION: C. Robertson to confirm with the RBC what points have been accumulated to date on the current Archery Canada Visa corporate credit card and confirm what the points can be used for.

14.0 Archery Trade Association

- A. Wills provided a brief background on the Archery Trade Association (ATA) and its current partnership with USA Archery. He stated that there might be the possibility of a partnership of some sort between Archery Canada and the ATA. It is worth investigating. He referred the Board to the handout distributed at the Board meeting package. A. Wills stated that he will provide a brief report on this item at the Members Council meeting on Thursday, August 6th. The handout is in **Appendix 3** of these minutes.

ACTION: S. Ogilvie to make copies of the ATA handout for the August 6th Members Council meeting.

15.0 Membership Database (A. Wills)

- A. Wills provided a brief update on the new database. Last year we began to move our membership database over to i@nseo. The transfer to i@nseo was initiated in late August 2014. Unfortunately, due to a number database issues and glitches that were encountered throughout September 2014, we were unable to use the database for gathering and inputting membership information. The database is now functioning quite well after dealing with the issues and glitches that were encountered. The issues and glitches were addressed in collaboration with i@nseo and with Laura Kiraly, the part-time Archery Canada staff person responsible for membership. We are now getting ready for the next step, which will be using the i@nseo scoring system. We hope to be using it for all our events in 2016 including the Indoor Mailmatch, the Regional Championships, the 3D Indoor Championships and the three Canadian Outdoor Championships. The ranking system has performed well for the past 2 years and it has proven to be effective for ranking purposes over the past season. A. Wills stated that he is confident that the database will eventually prove to be a great asset for Archery Canada in the 3 keys functional areas of membership, ranking and scoring.

16.0 Canada Cup (A. Wills)

- A. Wills provided background on an idea to create a Canada Cup with prize money similar to what is done at the Arizona Cup) and with representation from each province/territory. A. Wills stated that he would give it some more thought and prepare a background document.

ACTION: A. Wills to prepare a background document/proposal on the above idea, for Board feedback.

17.0 Meeting Adjournment (A. Wills)

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| MOTION #BofD-Aug. 5th 2015-04: Moved that the meeting be adjourned. | | |
| Moved by: W. Currie | Seconded by: T. Snooks | Carried |

- The President, A. Wills adjourned the Board of Directors meeting at 9:30pm Central time.

APPENDIX 1**3D Committee Recommendations from July 31st 2015 Meeting****12.0 3D Rule Considerations**

- J. Hooley referred the Committee members to the background document contained in the meeting package and noted below.

#1: Proposed Suggestion to Eliminate the 1 Metre Rule from the Stake

- J. Hooley called on A. Campsall to address the first rule consideration, re., to re-visit the rule regarding the following motion passed by the 3D Committee at its 2013 Committee meeting:

MOTION #3D2013-04: To adopt the World Archery rule that reads as follows: 23.1.2 In Field and 3D rounds the athlete can stand or kneel up to approximately one (1) metre in any direction beside or behind the shooting peg, taking into consideration the condition of the terrain. In exceptional circumstances a Judge may give permission to shoot from outside the defined area.

Moved by: Ray Nemethi, SAA Seconded by: Steve Mitchell, Archery Alberta Carried

- A. Campsall stated that the above adopted rule has caused much angst among BC 3D archers and those involved in setting up a 3D course. It is seen as very detrimental to the ability to make shots interesting and challenging for archers. It is also seen as impossible to 'police' due to the facts that: it says 'approximately'; nobody carries a tape measure to define where a metre actually ends; foot positioning is not clearly defined, as one can interpret that one may have any part of the body beside the peg although the rest of the body will be in front of the peg. A. Campsall suggested that the one metre rule be removed.

- Discussion ensued. C. Smandych stated that the current rule allows for the improved inclusion of archers that are shorter in stature as sometimes these archers can't see over hazards (e.g., tree branch). As well, the one metre rule allows for the improved inclusion of left-handed archers. Other Committee members stated that the rule allows for movement within the one metre area so the archer can see the full kill zone of a target.

DECISION: To uphold the above motion from 2013.

#2: Proposed Inclusion of Hunter Category as a Competitive Class

- J. Hooley called on G. Gudgeon to speak to the second rule consideration, re., the designation of developmental class attributed to the Hunter category be removed and the Hunter category be included as a competitive class to be contested at the 3D Canadian Championships.

- J. Hooley provided background on the rationale for the decision. Discussion ensued.

| | | |
|---|-----------------------------|---------|
| MOTION #3D2015-06: To return the Hunter (HUN) category as a competitive class at the 3D Canadian Indoor and Outdoor Championships beginning in 2016. | | |
| Moved by: G. Gudgeon, QA | Seconded by: J. Adams, AANS | Carried |

#3 Proposed 60+ Traditional Category

- J. Hooley addressed the request submitted by an unknown 3D archer to add a 60+ Traditional category to the 3D Canadian Championship program. Discussion ensued. The Committee agreed that at this time there are too few archers consistently competing in this category to justify the inclusion of a 60+ Traditional category in the 3D Canadian Championship.

**APPENDIX 2
BUDGET
2015-16 FISCAL YEAR**

| REVENUE | BUDGET | EXPENDITURES: | BUDGET |
|---|------------|---|------------|
| Sport Canada – Core (Mainstream) Support | \$264,500. | General Administration: (Rent, Office, Insurance, etc.) | \$ 51,000. |
| Sport Canada – LTAD Support | Incl Above | Meetings | \$ 49,000. |
| Sport Canada – Official Languages Support | \$ 12,000. | Promotion/Communications/Recognition | \$ 5,000. |
| Sport Canada – PanAm Enhanced - Able | \$ 15,000. | Salaries, Contracts & Honouraria | \$220,000. |
| Sport Canada – ParaPanAm Enhanced | \$ 30,000. | Staff Travel (Accom, Meals, etc.) | \$ 4,000. |
| Sport Canada – Core Para Support | \$ 82,500. | Staff Professional Development | \$ 1,500. |
| Coaching Association of Canada (NCCP) | \$ 4,300. | High Performance Coaches Training/Education | \$ 7,000. |
| Own the Podium – Able | \$100,000. | Officials Training/Education | \$ 7,000. |
| Membership | \$166,000. | National Coaching Certification Projects | \$ 4,300. |
| Tournaments | \$ 16,000. | National Competitions | \$ 20,000. |
| NCCP Training Clinics | \$ 1,500. | National Team Events – Able | \$112,800. |
| Product Sales | \$ 3,500. | National Team Events – Para | \$ 90,000. |
| Donations | \$ 2,000. | LTAD Projects | \$ 5,000. |
| Interest & Other Income | \$ 10,500. | National Coaches | \$ 25,000. |
| COC – NSF Enhancement | \$ 20,000. | NCCP Reinvestment Fee | \$ 2,200. |
| | | Own The Podium – Olympic | \$100,000. |
| | | Foundation Transfer | \$ 8,500. |
| | | Archery Canada Database | \$ 20,000. |
| | | Official Languages/Translation | \$ 25,000. |
| | | CCES Adoption Contribution Fee | \$ 8,000. |
| | | | |
| 2015 – 2016 Projected Income: | \$727,800. | 2015 – 2016 Projected Expenditures | \$765,300. |
| 2015 – 2016 Deficit Budget: (37,500.) | | | |

**APPENDIX 3
ARCHERY TRADE ASSOCIATION**



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