

Minutes - August 9, 2017 Board Meeting

Quality Inn & Suites, Brossard, QC
Wednesday, August 9, 2017 7:00pm Eastern Time

ATTENDEES

BOARD OF DIRECTORS

Al Wills	President
Robert Tataryn	VP, Finance & Administration
Alec Denys	VP, High Performance
Jason March	VP, Marketing & Communications
Jude Hooey	VP, 3D Committee
Tricia Oshiro	Athlete Director

Regrets:

Trina Snooks	VP, Development
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STAFF

Mary MacDonald	Executive Director
Christine Robertson	Finance Officer & High Performance Coordinator

1. PRESIDENT'S CALL TO ORDER & ROLL CALL

A.Wills convened at 7:00pm ET.

2. APPROVAL OF AGENDA FOR AUGUST 9, 2017 MEETING & CALL FOR NEW BUSINESS

The Board of Directors meeting agenda was referred to as distributed and new business was called for. New business items added under agenda items: 13.1 National Championship Format, 13.2 Uniforms .

MOTION #1 Board Meeting – August 9, 2017: To approve the agenda of the August 9, 2017 Board of Directors meeting as amended.

Moved by: A. Denys

Seconded by: J. Hooey

Carried

3. APPROVAL OF MINUTES OF JANUARY 21-22, 2017 MEETING

MOTION #2 Board Meeting – August 10, 2017: To approve the minutes of the January 21-22, 2017 Board of Directors meeting as presented.

Moved by: B. Tataryn

Seconded by: J. March

Carried

4. STATUS OF ACTIONS & DECISIONS FROM JANUARY 21-22, 2017 MEETING

Agenda Item	Action from	Tasked To	Update as of July 12, 2017
4.0 Business Arising from August 3, 2016: The Future of the Archery Canada 3D Program:	Email Glenn Gudgeon, President of FTAQ, to inform him of the following Board decision: <i>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.</i>	J. Hooley	DONE
6.1 Archery Canada Staffing Updates: Executive Director	Draft, finalize and sign new Executive Director contract with M. MacDonald, make official announcement and coordinate orientation.	S. Ogilvie & A. Wills	DONE
9.3 Finance Committee: Own The Podium Funding FY 2017-18	Keep board apprised of developments regarding receipt of OTP funding	M. MacDonald	DONE
11.1 Canadian Archery Foundation: MOU with COC & Transfer of Funds	Coordinate the transfer of funds from the Winnipeg Archery Trust to the Archery Canada RBC Foundation account.	C. Robertson	NOT DONE ACTION: Transfer funds.
11.3 Canadian Archery Foundation: Online Donations & Book of Remembrance	Direct donation from Paul Carnes (\$1,000) to Foundation RBC account.	C. Robertson	DONE
11.4 Canadian Archery Foundation: Membership Contributions to Foundation	Transfer 2016 registrant fees (\$1.00 per Archery Canada registrant) into Foundation account for membership year 2016 (2016-17 FY) by March 31, 2017.	C. Robertson	DONE

12.4 Archery Canada Database: Record Keeping Function	Provide board updates regarding stages of development as deemed appropriate.	A.Wills	Cost for this function would be more than 1,500 euro. Awaiting funding for this (perhaps via the COC NSF Enhancement Initiative). Need to determine if this is a priority for Archery Canada.
14.1 Major Canadian Tournaments: 2017 Canadian Field & Target Championship	Send hosting agreement to Denis Rousseau and Gabriela Cosovan.	S. Ogilvie	DONE
14.1 Major Canadian Tournaments: 2017 Canadian Field & Target Championship	Examine Canadian outdoor championship registration fees over the past 3-4 years and recommend registration fees for 3D, Target and Field Championships.	J. Hooey & T. Snooks	Costs for 3D championship should be \$100-\$125
14.1 Major Canadian Tournaments: 2017 Canadian Field & Target Championship	Strike a work group to address possible new format for championship.	T. Snooks	No update
14.1 Major Canadian Tournaments: 2017 Canadian Field & Target Championship	Consult with HPC on whether Archery Canada should introduce match play for Cubs at the Canadian Championship and Canadian Open.	A.Denys	DONE
14.5 2017 Alberta Summer Classic: Appointment of Technical Delegate	Contact Doug Bowes and confirm if the Club is expecting the Technical Delegate (Al Wills) to provide guidance and advice leading up to the event PLUS be on-site for the event OR only provide guidance and advice leading up to the event.	S. Ogilvie	DONE
14.7	Contact Duncan Crawford regarding his interest and availability to take on volunteer Sport Technical Representative role.	T. Snooks	No update

2023 Canada Winter Games: Appointment of Sport Technical Representative			
14.7 2023 Canada Winter Games: Appointment of Marketing & Communications Representative	Identify possible candidates for role of Marketing & Communications Representative.	Board of Directors	No update
15.1 Archery Canada Awards: Achievement Awards	Provide details for 2017 Annual Report write-up on Tristan Moran (recipient of Junior Male Athlete of the Year Award).	M. Gagnon	DONE
15.2 Archery Canada Awards: Volunteer Recognition Awards	Provide J. Hooley and A. Wills with 2 silver pins each to be awarded at the 2017 Canadian 3D Outdoor Championship and the 2017 Canadian Field/Target Championships.	M. MacDonald	DONE
15.3 Archery Canada Awards: Achievement Awards	Produce the Presidential Citations and hand-deliver them to the 2017 AGM for presentation by Al Wills.	M. MacDonald	DONE
15.4 Archery Canada Awards: Judge Emeritus Award Recipients	Contact Bob Pannell, Chair of Judge Committee, and ask that he identify any potential recipients of the judge Emeritus Award for 2017	S. Ogilvie	DONE
16.0 Media Training	Initiative work on media training for staff, Board and national team athletes and staff.	J. March & Executive Director	J. March & M. MacDonald meeting on August 10 to discuss.
16.0 Media Training	Communicate the media training policy information to 2017 National Pool athletes.	A. Denys, Executive Director & C. Robertson	Not yet complete as media training policy information has not been developed.
17.1 Fundraising Initiatives: Cabela's	Contact Brett Bourne of Cabela's Retail Canada Inc. in Winnipeg.	Board of Directors	Cabela's only interested in sponsorship if championships are

			located in a city near a Cabela's store.
17.2 Fundraising Initiatives: Sponsors (Pilla, Alpen, Lancaster)	Draft a communication for posting on the website to inform members, registrants about discounts that are available to them from Pilla, Alpen, Lancaster.	J. March & Executive Director	In progress: Sponsor & Partner Summary Document
17.3 Fundraising Initiatives: National Archery in Schools Program (NASP)	Explore how to connect Archery Canada with NASP and form a provincial partnership. Explore how to convey information about Archery Canada and its PTSO members and clubs to those currently in NASP or graduates from NASP.	J. March	In progress.
17.4 Fundraising Initiatives: Benefits of membership with Archery Canada	Draft a communication for posting on website to inform members and registrants about the benefits of membership with Archery Canada.	J. March & A.Wills	No progress to date.
18.2 2017 AGM: Director at Large positions for election	Ensure nominations are submitted from their PTSO for Board positions.	Board members up for re-election.	DONE
18.3 2017 AGM: OAA's Proposed Bylaw Amendments	Inform Peter Garrett (OAA) of the result of the Board's consideration of the proposed bylaw amendment (motion was not approved).	R. Tataryn & S. Ogilvie	DONE
18.4 2017 AGM: Succession Planning	Lead the development of a succession plan & recruitment of potential Board candidates.	R. Tataryn & J. March & Executive Director	Work planned for FY 2017-18 on Board orientation manual, recruitment, succession planning, self-evaluation, training and development.

5. 2017 AGM

AGM format and agenda were reviewed. Reminder that no hard copies of AGM package and annual report will be distributed this year. An overview of the election process was provided.

6. 2017 MEMBERS COUNCIL MEETING

Members Council Meeting agenda was reviewed. It was proposed that a members meeting with the Board be planned for 2018 to discuss funding models and agreements for 2020-2022.

The current membership issue with FTAQ was discussed. Several members felt FTAQ are not following Archery Canada by-laws and that this will be a major issue during the AGM.

Preliminary details on a new membership payment model were provided: PTSOs would be invoiced at the beginning of the membership year for their entire year's worth of membership (based on their numbers from the prior year). There will be no monthly upload verifications, all renewals or new members will be approved immediately. A reconciliation of accounts will be done at the end of the year.

7. 3D COMMITTEE

7.1 3D COMMITTEE MEETING

A productive 3D committee meeting was held in Amos, QC. Four members did not attend the full meeting. Some highlights of the meeting include:

- For 2018, a Known 50 category will be added on a trial basis
- A speed cap rule update will likely be put into place
- Distribution of Archery Canada funds to 3D team - should minimum criteria be used for division of funds amongst archers

J. Hooey recommended that a format change be considered to move towards having 24 targets on 3 courses, which would be cheaper (fewer targets), speed up the event and IANSEO would be able to be used for scoring.

7.2 2017 3D CHAMPIONSHIP

The course in Amos, QC for 2017 3D Championship was very long despite recommendations by 3D VP/Technical Delegate to shorten the course. There were some delays with late starts and long times spent out on the course. Targets were very far making the course quite difficult. Pre-championship communication with 3D VP/Technical Delegate was limited.

7.3 2018 3D CHAMPIONSHIP

The 2018 3D Championship will be held in Truro, NS (where the Target & Field Championships will also be held). AANS representatives were in Amos and observed the running of the tournament.

Suggestions for future championships:

- Conduct monthly conference calls (with checklists) between hosts, Archery Canada and Technical Delegate
- Build out the Archery Canada budget to allow for the Technical Delegate to conduct a site visit to inspect the venue and meet with hosts (in the spring prior to championship)
- Add suggestive guidelines in Hosting Manual for animal sizes at certain distances

8. FINANCE COMMITTEE

8.1 BUDGETS

The 2016-17 budget had a surplus, mainly attributed to lower meeting costs. The 2017-18 budget is forecasted to also be a surplus despite membership being slightly down across most provinces/territories.

8.2 COMPOUND/3D FUNDING

A discussion was held surrounding the distribution of the Compound/3D funding that is currently collected from membership (\$3/registrant). **The Board directs the High Performance Committee and 3D Committee to work together to determine criteria for how these funds should be distributed.**

8.3 ATHLETE AGREEMENTS

Archery Canada had encountered some financial difficulties in a previous year where significant fees were charged back to Archery Canada following a doping infraction and subsequent appeal at the international level. Archery Canada is still paying these fees in this fiscal year. In order to mitigate this risk in the future, an addition to the Athlete Agreement should be considered where if an athlete choose to appeal a doping infraction, they would be responsible for paying Archery Canada a set amount (ie. \$20,000). If the appeal is won, Archery Canada would refund the money, but if the appeal is lost, Archery Canada would keep these funds to cover all related costs.

T. Oshiro indicated that Athlete Agreements are a major focus of the current work at AthletesCAN and will bring this up for discussion with them.

ACTION: B. Tataryn to forward more information on this potential addition to the athlete agreement to T. Oshiro for her discussion with AthletesCAN.

9. STRATEGIC PLAN REPORTING

M. MacDonald plans to refresh the Strategic Plan and KPIs as they are slightly outdated. More frequent (quarterly) Board meeting will be held in the future to review the status of the Strategic Plan and evaluate progress and achievement of KPIs. This aims to bring about greater accountability for both the Board and Executive Director in the achievement of the Strategic Plan initiatives, which should be the foundation for everything that is done within the organization.

10. CHAMPIONSHIP ROTATION POLICY UPDATE PROPOSAL

PEIAA has submitted a proposal that they be added into the Championship Rotation schedule. Discussions have been held with BCAA to move their 2020 scheduled hosting position by one year so that PEI may host and they have agreed to do so.

DECISION: Championship Rotation Policy to be updated to include Prince Edward Island as host between Saskatchewan and British Columbia.

ACTION: M. MacDonald to revise Championship Rotation Policy and forward to Rules Committee.

11. INTERNATIONAL EVENT HOSTING

Two international archery event hosting proposals have been submitted to Archery Canada:

- 2018 World Cup Final (which would allow Canada to be showcased on the international archery scene and would allow for 16 free entries into the World Cup Final)
- Five Nations Invitations (which has been sold to OTP/Sport Canada as part of our high performance strategy as it included aspects such as coach development, greater opportunity for match play and development of our potential Olympic recurve archers)

As both events would be seeking Sport Canada hosting funds, they may be competing against one another for federal support.

The Board will await more information from both proposals before proceeding with any decisions.

12. ARCHERY CANADA MEMBERSHIP DATABASE

12.1 MEMBERSHIP BILLING

The new system of membership billing was reviewed again. This should make the process more efficient on both the national office as well as at the provincial/territorial level.

12.2 RANKING

The ranking system continues to be challenging as the criteria for rankings is somewhat complicated. The High Performance Committee is to determine if this criteria is to be modified or simplified in any way.

13. NEW BUSINESS

13.1 CHAMPIONSHIP FORMAT

The question was presented: Do we want to change our National Championship format in anyway? Various options were discussed at a high level but it was determined that this is a discussion for the VP Development and and a working group or the Events Committee.

ACTION: T. Snooks to lead discussions on National Championship format modifications through a working group/expansion of Events Committee.

13.2 UNIFORMS

Various issues with the new uniform supplier were presented (sizing problems, no collar on shirts). It was affirmed that there were some major growing pains but these issues (and others) were being address. Sizing charts are being modified for 2018 and collared shirts are not required for anyone representing Canada at championships so therefore not something that is required of the competition uniform.

14. NEXT BOARD OF DIRECTORS MEETING

The next Board of Directors Meeting (a conference call) will be held in October 2017, prior to the October Members Council Meeting. The next face to face Board of Directors meeting is likely to be held January 20-21, 2018.

ACTION: Mary to circulate proposed dates and times for next Board of Directors Meetings.

15. PRESIDENT'S CLOSING REMARKS & MEETING ADJOURNMENT

Meeting adjourned at 9:45pm.