

MINUTES
Board of Directors – Hampton Inn, Truro, NS
Wednesday, August 8, 2018 @ 7:00PM

ATTENDEES

BOARD OF DIRECTORS

Al Wills	President
Marie-France Dufour	VP Development
Aaron Bull	VP 3D Programs
Robert Tataryn	VP Finance & Administration
Alec Denys	VP High Performance
Jason March	VP Marketing & Communications

Regrets:

Karen Van Nest	Athlete Representative
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STAFF

Mary MacDonald	Executive Director
Kylah Cawley	Program Coordinator
Martine Rodrigue	Program Assistant (Intern)

1. CALL TO ORDER & DECLARATION OF CONFLICTS OF INTEREST

A.Wills convened at 7:20pm Wednesday, August 8, 2018.

2. APPROVAL OF AGENDA FOR AUGUST 8, 2018 MEETING & CALL FOR NEW BUSINESS

The Board of Directors meeting agenda was referred to as distributed and new business was called for.

MOTION #1 Board Meeting – August 8, 2018: To approve the agenda of the August 8, 2018 Board of Directors meeting. Moved by: A. Denys Seconded by: B. Tataryn Carried

3. APPROVAL OF MINUTES OF MAY 29, 2018 MEETING MINUTES

MOTION #2 Board Meeting – August 8, 2018: To approve the minutes of the May 29, 2018 Board of Directors meeting as presented.

Moved by: MF. Dufour

Seconded by: J. March

Carried

4. STATUS OF ACTIONS & DECISIONS FROM MAY 29, 2018 MEETING

Agenda Item	Action from	Tasked To	Update as of Aug 8, 2018
4. Business Arising from Aug 2018 Meeting: Major Canadian Tournaments	Strike a work group to address possible new format for championship.	A.Denys/MF. Dufour/M. MacDonald	IN PROGRESS - Once the new Events Committee has been established, it will take on this task as one of its objectives.
7.1 Approval of Committee Terms of Reference	Translate and post all Committee Terms of Reference. Circulate Call for Committee Members.	M. MacDonald	COMPLETED
	Recruit members for all committees, especially Nominating Committee.	Board Members/ M. MacDonald	COMPLETED
	Finalize Volunteer Orientation Manual & Board Manual	M. MacDonald	IN PROGRESS - To be finalized this summer/fall
7.2 Approval of Update FY 2018-19 Budget	Notify Coordinators of each domestic program of new late fee charges and update all program material for each competition to reflect this change.	M. MacDonald	COMPLETED
	Once finalized, share the Guidelines for Non-Olympic/Non-Paralympic Funding with teams who may	M. MacDonald	IN PROGRESS - To be approved by Finance

	be impacted by this funding.		Committee Aug 8 and shared thereafter.
7.3 Approval of New Policies	New policies (Financial, Transgender, Human Resources) translated, posted to the website and committees, members, volunteers notified of new policies.	M. MacDonald	COMPLETED
7.4 Approval of Bylaw Amendments	Proposed amendments with rationale to be presented at the August 2018 Annual General Meeting for ratification by the membership.	M. MacDonald	IN PROGRESS - Proposed amendments have been provided to membership and will be voted on at 2018 AGM.
7.5 Approval of Board Guiding Principles	Board members regularly review guiding principles throughout their term of a Board member as reminders of good governance.	All Board Members	ONGOING
	Board members sign Director's Agreement and forward to national office electronically for record keeping.	All Board Members	IN PROGRESS - Board members to sign and submit Director's Agreements.
7.6 Approval of Rule Update	Notify all relevant committees, coordinators of final approval of these rules revisions.	M. MacDonald	COMPLETED
	Make all relevant revisions to the Archery Canada Rule Book, bilingually.	National Office	IN PROGRESS - Rulebook currently being fully updated to align with World Archery Rulebook updates and new Rulebook format. Will be translated once this has been completed.

8.2 PTSO Member Relations	Continue development on draft Membership Policy/Fee Structure options for discussion with the membership at a fall meeting.	M. MacDonald/B. Tataryn	On August 8 Agenda to be discussed in section 7.2
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5. COMMITTEE & MANAGEMENT UPDATES

5.1 PRESIDENT'S UPDATE

- International hosting: Archery Canada is in need of developing a strategic and long-term roadmap for the hosting of international events.
- Safe sport and inclusion: it is an important time in Canadian sport for discussions on safe sport and inclusion. We need to be aware of these issues and ensure that all archers are free to participate in archery without any boundaries.
- Concussion protocol: Another important topic in Canadian sport is the necessity of developing concussion protocols. Coaches need to understand the importance of this, have an awareness of it and we need to ensure that Archery Canada is up to date with all protocols.

5.2 MANAGEMENT UPDATE (EXECUTIVE DIRECTOR)

- Human Resources - Interim ED: Last day for M. MacDonald is Sept 21, 2018 before 18 month maternity leave begins. Potential Interim Executive Directors are being interviewed- close to naming a replacement. M. MacDonald will continue to work 1 day per month and will continue to serve as the head of Archery Canada with the Interim ED reporting to her.
- Human Resources - Program Coordinator: K. Cawley has been accepted to be a part of a Women's Emerging Leadership Development program by the COC. Consists of networking events, mentoring, team building and is fully funded by the COC. Excellent opportunity.
- Office Relocation: Move into the RA Centre House of Sport after Labour Day. Old office will remain ours to us until August 2019 as will be used mainly as storage. New space will be dynamic, modern, and be in close proximity to other sports.

5.3 FINANCE & AUDIT COMMITTEE UPDATE

- Archery Canada finances are in a better state than ever before.
- Quebec situation is looking better following mediation, more members being reported and more fees being paid in to Archery Canada. This is looking good for our 2018-19 budget where we did not expect to receive these funds.

5.4 MARKETING & COMMUNICATION COMMITTEE UPDATE

- Sponsorship: we have completed the tracking of all sponsors and are looking to bring all sponsor servicing and contacting within the national office. We are fewer sponsors than originally anticipated.
- Branding: continue to work on development of guidelines for logo usage.
- Communications: we never had a clear path but now have a communications plan with clear goals
- Social media: communications plan emphasizes the use of this tool, through the development of a schedule and having only one person using it worked significantly better.
- Newsletter: we want to enhance it and make it more than just a recap of stories but include items such as an article or tips from the head coach or a buy/sell/trade page (for example). We need to collect better data to find out who our overall target audience is.

5.5 HIGH PERFORMANCE COMMITTEE UPDATE

- Archery Canada has a growing pool of high performance athletes developing within our system and there has been widespread acceptance of the new program (with no team selection appeals at all this year).
- The overall recurve high performance budget is over \$400,000 and the IST is growing.
- A new paralympic team coach has been hired (Duncan Crawford).
- Numerous Canadian records have been set along with many personal bests.
- Guidelines for the use of non-olympic/non-paralympic funds have been developed and finalized recently

5.6 DEVELOPMENT COMMITTEE UPDATE

- As a new member of the Board, MF. Dufour will be more hands on at the beginning of her term until all sub-committees under Development have become effective and efficient and are up and running.
- Coaching Committee remains challenging to deal with so there is ongoing work in order to make all committees more functional.

5.7 3D COMMITTEE UPDATE

- Annual committee meeting: A proposal to move away from provincial representative to a more competency based committee (similar to all other Archery Canada committees) was not well received by the committee.
- The result means the committee is recommending the Board allow provincial/territorial representative on this committee with a more concerted effort to be demanding of all committee members to fully engage in committee discussion and work.
- Known 50 well received by the entire country
- Guidelines for Non-olympic funding received a lot of push back from the committee (it was felt the 3D team would be receiving less funding that they should be)
- The hosting agreements for National 3D Championships will require updating following some learnings from this championship.

6. ITEMS FOR BOARD ACTION & DECISION

6.1 APPROVAL OF UPDATED COMMITTEE TERMS OF REFERENCE

Coaching Committee: recommending the addition of specific qualification to the members of the committee.

3D Committee: recommending the committee be composed of 1 representative per province and territory.

MOTION #3 Board Meeting – August 8, 2018: To approve the updated Archery Canada Coaching Committee Terms of Reference and 3D Committee Terms of Reference.

Moved by: A. Bull

Seconded by: MF. Dufour

Carried

IMPLEMENTATION ACTION

ACTION	Responsible	Completion Date
Translate and post to website updated Committee Terms of Reference.	Executive Director	August 2018
Notify committees of approval to updated TOR.	Executive Director	August 2018

6.2 APPROVAL OF COMMITTEE MEMBERS NOMINATIONS

Following the Call for Volunteers for Archery Canada Committees, several new candidates have directly applied to Archery Canada and several others were recruited by Archery Canada staff or Board members. More recruitment may be required to fill additional committees.

A staff liaison had been added to each committee to ensure direct linkages back to the operations and the national office.

Coaching Committee:

A issue was brought forward that it may be problematic to have committee members that are also staff members of provincial federations (it may be considered inappropriate that they have a vote as it is a voluntary position and they are provincial staff members, which may bring about a bias or perceived bias). It was resolved that if there is no conflict of interest then it should no be a problem, most other volunteers bring in their own provincial biases even if they are not employed by a provincial federation.

The current output and alignment of this committees with Archery Canada goals was seen as problematic and so a reorganization of the committee with the removal of two members (Gael Marchand and Gabriela Cosovan) was seen as necessary to ensure the effectiveness of the Coaching Committee going forward. The Board is supportive of this action and recommends it be done immediately.

Rule Committee:

The Rules Committee requires new leadership as well as a restructure as there are currently too many people in the committee (according to the Terms of Reference). The committee positions were reviewed and individuals named to the committee where positions existed (meaning several current members no longer have roles on the committee).

MOTION #4 Board Meeting – August 8, 2018: To approve all recommended nominations to Archery Canada committees (with the exception of the Coaching Committee).

Moved by: A. Bull

Seconded by: A. Denys

Carried

IMPLEMENTATION ACTION

ACTION	Responsible	Completion Date
Inform Chair, Coaching Committee of restructure of committee/removal of two committee members.	VP Development	Immediately
Confirm to applicants the status of their application and to all committees the membership for the next 3 year term.	Executive Director	Immediately
Update website with lists of all new committee members.	Executive Director	Immediately
Update Volunteer Manual and distribute to all committee members.	Executive Director	Summer/Fall 2018

6.3 APPROVAL OF 2017-18 AUDITED FINANCIAL STATEMENTS

Finance committee has reviewed and approved all Audited Financial Statements. These will be available for review but not for approval at the AGM.

MOTION #5 Board Meeting – August 8, 2018: To approve the 2017-2018 Draft Audited Financial Statements.

Moved by: B. Tataryn

Seconded by: J. March

Carried

IMPLEMENTATION ACTION

ACTION	Responsible	Completion Date
Signing of Management Representation Letter and	Executive Director &	Immediately

forwarding to auditors.	VP Finance & Administration	
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7. ITEMS FOR BOARD DISCUSSION & REVIEW

7.1 BOARD EVALUATION MATRIX/SUCCESSION PLANNING

The Board Skill matrix is an important tool in determining the level of skill and expertise of the Board as a whole. It was reviewed along with Board Self-Assessment planning and next steps were discussed in order to fully utilize these tools for assessment, succession planning and recruitment.

IMPLEMENTATION ACTION

ACTION	Responsible	Completion Date
Circulate Board Skills Assessment survey to MF. Dufour (new Board member) and compile new Skills Matrix Chart and Analysis.	Executive Director	Fall 2018
Circulate survey to all Board members to determine level of importance of each Skill & Experience category for the Board Skills Matrix. (To be reviewed and validated at an upcoming Board meeting)	Executive Director	Fall 2018
Review all self-assessment tools and determine the most appropriate choice for this board.	Board members	Fall 2018
Circulate self-assessment survey to Board members and review results at January Board meeting.	Executive Director	Fall 2018

7.2 SPECIAL MEMBERS MEETING & MEMBERSHIP POLICY

Logistics surrounding the Special Members Meeting with PTSO members was reviewed including the list of attendees. The Proposed Membership Policy and Fee Structure includes the following items:

- Removal of family pricing
- Introduction of Youth pricing (\$16 without insurance, \$20 with insurance)
- Introduction of "school/introduction" pricing (\$2, only includes guest day pass insurance) : this may provide incentive for school programs or club learn to shoot programs to add these individuals as registrants (gather their contact information for promotions) but would not be held to paying \$21 (without insurance) for each of them. This may provide an increase in registrant numbers at the provincial/territorial and national level
- There would be no more agreements as everything would be covered in the policy (or within other policies) - no room for negotiations in this model.

IMPLEMENTATION ACTION

ACTION	Responsible	Completion Date
Circulate Proposed Membership Policy to all Board Members	Executive Director	Immediate
Extend invitation to Special Members meeting to Newfoundland clubs (as they may potentially become a member in the future)	Executive Director	Immediate
Finalize draft Membership Policy and Fee Structure for presentation at Special Members Meeting.	Executive Director, VP Finance & Administration, President	Immediate

7.3 2018 AGM LOGISTICS & ELECTIONS

Board of Director elections will be conducting through an open vote. Board members up for re-election will be asked to leave the room when the vote is conducted as no one can be acclaimed into any position in accordance with the the Not-for-Profit Act. President, A. Wills, will run the election process.

Annual Awards will be announced during the AGM but recipients will also be announced during the Target championship closing banquet where plaques will be presented to recipients.

7.3 MEMBERS COUNCIL MEETING AUGUST 9, 2018

The Member Council Meeting will be held immediately following the AGM. This is an opportunity for members to speak in a more open format than the AGM. The main agenda item will be the Special Members Meeting on membership in September. The Board will present the goals of the Special Members Meeting and update the membership on what models will be brought to the table.

8. NEW BUSINESS

No new business was discussed.

9. NEXT BOARD OF DIRECTORS MEETING

The next Board of Directors Meeting will be held in the Fall 2018 via conference call.

10. CLOSING REMARKS & MEETING ADJOURNMENT

Meeting adjourned at 9:10pm Wednesday 8, 2018.