

MINUTES
Board of Directors Meeting – Lord Elgin, Ottawa, ON
January 20-21, 2018

ATTENDEES

BOARD OF DIRECTORS

Al Wills	President
Aaron Bull	VP 3D Programs
Robert Tataryn	VP Finance & Administration
Alec Denys	VP High Performance
Jason March	VP Marketing & Communications
Karen Van Nest	Athlete Representative

Regrets:

Trina Snooks VP Development

STAFF

Mary MacDonald	Executive Director
Kylah Cawley	Program Coordinator

1. CALL TO ORDER & OPENING REMARKS

A.Wills convened at 11:15am ET Saturday, January 20, 2018.

2. APPROVAL OF AGENDA FOR JANUARY 20-21, 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 – January 20-21, 2018: To approve the agenda of the January 20-21, 2018 Board of Directors meeting as amended.

Moved by: A. Denys

Seconded by: K. Van Nest

Carried

3. APPROVAL OF MINUTES OF NOVEMBER 1, 2017 MEETING MINUTES

MOTION #2 Board Meeting – January 20-21, 2018: To approve the minutes of the November 1, 2017 Board of Directors meeting as presented.

Moved by: J. March

Seconded by: A. Bull

Carried

4. STATUS OF ACTIONS & DECISIONS FROM NOVEMBER 1, 2017 MEETING

Agenda Item	Action from	Tasked To	Update as of January 14, 2018
4. Business Arising from Aug 2018 Meeting: Major Canadian Tournaments	Strike a work group to address possible new format for championship.	T. Snooks	Workgroup formed and combined with HPC work group examining major events. Trina and Alec will be meeting to discuss next steps in this process. One of the focuses is to determine how to differentiate between Archery Canada sanctioned events versus regular registered tournaments.
4. Business Arising from Aug 2018 Meeting: Canadian Archery Foundation	Coordinate the transfer of funds from the Winnipeg Archery Trust to the Archery Canada RBC Foundation account.	M. MacDonald/ B. Tataryn	Documents recently collected to complete this transfer prior to the the end of this fiscal year.
6.3 Response to 3D Team Letter	Send Response letter to Al Campsall and team leader, Rene Schaub outlining the full situation and status.	M. MacDonald	COMPLETE
6.3 Response to 3D Team Letter	Distribute final payment invoices from Archery Canada to 3D team members.	M. MacDonald	COMPLETE

6.4 HPC Motion - Review of Incident	If complaint is submitted, source an external legal/harassment expert to review complaint and documentation and advise if there is a substantive argument to set up a tribunal to proceed with an investigation.	M. MacDonald	COMPLETE - no complaint was submitted.
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5. ITEMS FOR BOARD INFORMATION - MANAGEMENT & COMMITTEE REPORTS

5.1 PRESIDENT'S REPORT

No further update.

5.2 MANAGEMENT REPORT (EXECUTIVE DIRECTOR)

No further update.

5.3 FINANCE & AUDIT COMMITTEE REPORT

No further update.

5.4 MARKETING & COMMUNICATIONS COMMITTEE REPORT

NASP Nova Scotia pilot project was reviewed.

5.5 HIGH PERFORMANCE COMMITTEE REPORT

Highlights of report reviewed in greater detail:

- HP efforts have been very deliberate and directed (towards athletes trending towards success)
- Considerable accountability is now placed on HP athletes with evaluatory, legal and lifestyle commitments being required.
- 2018 is a year of transformation for the para program
- Discussions on-going on compound/3D team funding based on a number of objective principles

Declarations of conflict of interest on any discussion regarding para program budget were made by Alec Denys and Karen Van Nest.

5.6 DEVELOPMENT COMMITTEE REPORT

No update or report.

5.7 3D COMMITTEE REPORT

Changes to committee structure were suggested and are coming in the future. This would allow this committee to align with our governance structure and to be consistent compared to all other committees. We would replace provincial and territorial representation with a group of 3-5 committee members who can serve in the best interest of the committee.

6. ITEMS FOR BOARD ACTION & DECISION

6.1 APPROVAL OF COMMITTEE TERMS OF REFERENCE

It was determined that several committee terms of reference required additional revisions and several new committees were required to be created, including the ones listed below, :

- Nominating Committee (create anew)
- Human Resource Committee (revision required - remove sections that pertain to Nominating Committee)
- Judges Development Committee (new name)
- Rules Committee (create a Terms of Reference)
- LTAD Committee (revisions required - include "audit of all programs, rules and services to ensuring alignment with Archery Canada LTAD")

Any motion of approval of committee terms of reference will be postponed until complete revisions have been made to all committee terms of reference.

IMPLEMENTATION ACTION

ACTION	Responsible	Completion Date
Revise, seek approval and translate all Committee Terms of Reference and all job descriptions for all Board, Committee Chair and volunteer positions.	Executive Director	March 15, 2018
Distribute and educate all committees on their respective Terms of Reference and job descriptions.	Executive Director	March 31, 2018
Post all committee Terms of Reference to website and included in Board Orientation Manual and Volunteer Manual.	Executive Director	March 31, 2018

6.2 APPROVAL OF FY 2018-19 BUDGET

MOTION #3 Board Meeting – January 20-21, 2018: To approve the the fiscal year 2018-19 budget as presented by the Finance Committee.

Moved by: A. Denys

Seconded by: K. Van Nest

Carried

IMPLEMENTATION ACTION

ACTION	Responsible	Completion Date
Notify all staff and operational volunteers/committees of budget approvals.	Executive Director	Immediately

6.3 APPROVAL OF 2018 CANADIAN CHAMPIONSHIP TECHNICAL DELEGATES

MOTION #4 Board Meeting – January 20-21, 2018: To approve Trina Snooks as Technical Delegate for the 2018 Canadian Target & Field Championship.

Moved by: K. Van Nest

Seconded by: B. Tataryn

Carried

MOTION #5 Board Meeting – January 20-21, 2018: To approve Aaron Bull as Technical Delegate for the 2018 Canadian Outdoor 3D Championship.

Moved by: K. Van Nest

Seconded by: B. Tataryn

Carried

MOTION #6 Board Meeting – January 20-21, 2018: To remove Trina Snooks as Technical Delegate for the 2018 Canadian Target & Field Championship and replace with Al Wills and Jason March.

Moved by: K. Van Nest

Seconded by: B. Tataryn

Carried

IMPLEMENTATION ACTION

ACTION	Responsible	Completion Date
Notify 2018 Canadian Championship hosts of the approval of Technical Delegates	Executive Director	Immediately
Plan for approval of 2019 Technical Delegates (and all future years) to occur approximately 1 year in advance of the event.	Executive Director	Immediately

Special Recognition Awards

1	Volunteer Recognition Pins	
	Two silver pins to each Nationals Organizing Committees (Indoor 3D, Outdoor 3D, Target/Field)	
2	Presidential Citations	
	Battleford Bait & Tackle	
3	Judge Emeritus	Nominated by
	Roger Garrod (posthumously)	Chair, Judges Committee (Bob Pannell)

IMPLEMENTATION ACTION

ACTION	Responsible	Completion Date
Order plaques, pins and certificates for all award winners.	Executive Director	March 1, 2018
Write bilingual biographies and collect headshots for each recipient for posting to website. Prepare a press release announcement and circulate morning of awards presentation.	Executive Director	June 15, 2018
Notify recipients/families so that they can plan to attend and receive awards.	Executive Director	July 1, 2018
Present awards to recipients at 2018 AGM or 2018 Canadian Target & Field Championship in Truro, NS.	Executive Director	August 2018

7. ITEMS FOR BOARD DISCUSSION & REVIEW

7.1 STRATEGIC PLAN REFRESH

High level elements of strategic plan highlighted with general status updates provided. Further meetings with explore greater tracking of Strategic Plan priorities with a system for review and highlighting of items that require greater Board attention.

7.2 RISK MANAGEMENT PLAN DEVELOPMENT

A summary of the goals of the development of a risk management plan for Archery Canada were discussed and preliminary details on a risk management workshop discussed for Board feedback:

- Timing: June/July 2018
- Participants:
 - Mary MacDonald, Executive Director
 - Al Wills, President
 - Bob Tataryn, VP Finance & Administration
 - Aaron Bull, VP 3D Program (has expertise in risk management)
 - Alan Brahmst, High Performance Advisor and/or Shawn Riggs, National Team Coach
 - Ryan Van Berkel, ABAM Executive Director & Archery Canada Para Archery Coordinator

Awaiting approval into the Risk Management Workshop program by CCES - after which, plans will be immediately made for this workshop.

7.3 P/TSO MEMBER RELATIONS

Discussions related to membership & fee structure options included high-level explorations of the following:

- Tiered structure (ensuring that adequate funds can still be generated for the organization)
 - School archery program at the lowest level of the tiered structure, with low rates to join (i.e. ABAM currently works with 10,000 school kids who are not paying into Archery Canada membership or receiving anything from Archery Canada - this may be a new avenue for revenue generation and recruitment)
 - Excellence program (ranked and national team athletes are at the highest level of the tiered structure and pay the most to participate)
 - Regular participant fee would remain at \$25 but other tiers would develop above and below it

Discussion on the scheduling of a Members Meeting focused on fee structures/membership included the following considerations:

- Ideally not to be held during the same time period as the AGM, fall timing is better
- Consider having people attend for 2 days to get the best value for their time and effort
- Hold a team building exercise/workshop on the first day to generate greater camaraderie and build a positive environment around the meeting
- Circulate material well in advance along with a survey that gauges people's level of agreement with various parts of a proposal and indicates to us they have reviewed the material
- Add this topic as an agenda item on next Member's Council meeting and put the ask out if they would support a cost share between the P/TSO and Archery Canada or a flat rate subsidization for attendance at the meeting (be sure to show the value of this meeting to the members to peak their interest in attending)

ACTION: M. MacDonald & B. Tataryn to begin development on draft Membership Policy/Fee Structure options for discussion with the membership at a fall meeting.

7.4 ETHICAL SPORT CONSIDERATIONS

Ethical issues of diversity, inclusion, gambling and doping were highlighted. The Board acknowledged the importance of being aware of these issues and how they affect the sport of archery in Canada.

ACTION: Through consultation with other NSOs, M. MacDonald to develop a Transgender Policy for future discussion and approval by the Board of Directors.

7.5 CANADIAN ARCHERY FOUNDATION

Broad directions and brainstorming of potential long-term plans for the distribution of funds within the Canadian Archery Foundation include:

- Determining if the funds should go towards high performance or recreation or a combination
- Creating a scholarship opportunity
- Funding assistance for Canadian archers who compete internationally
- New club equipment funds
- Funds to support low-income archers
- Setting parameters whereby there is a certain percentage each year that can only go towards an individual, a certain percentage that can only go towards club development, a certain percentage that can only go towards facilities, etc

ACTION: M. MacDonald to forward brainstorming of ideas for distribution of funds to Canadian Archery Foundation

7.6 2018 AGM LOGISTICS & ELECTIONS

The 2018 AGM will be in Truro, NS on Thursday, August 9th at 7pm. The following Board of Directors positions are up for election:

- VP Finance & Administration (for the term 2018-2020) - B. Tataryn will run for re-election
- VP Marketing & Communications (for the term 2018-2020) - J. March may run for re-election
- VP High Performance (for the term 2018-2020) - A. Denys may run for re-election

ACTION: M. MacDonald to create Terms of Reference for a Nominating Committee. Board to recruit committee members to sit on Nominating Committee.

The following individuals were proposed by Board Members as potential candidates for the Archery Canada Board of Directors or to sit on Committees - names will be forwarding to Nominating Committee, once created, for further review:

- Marie-France Dufour
- Mike Oneschuk
- Vickie Oneshuk
- Darlene Cheniuk

8. NEW BUSINESS

No new business.

9. NEXT BOARD OF DIRECTORS MEETING

The next Board of Directors Meeting will be held by conference call in May 2018.

ACTION: M. MacDonald to follow up with a Doodle poll to find best date for a May 2018 Board of Directors meeting.

10. SUMMARY OF ACTIONS FROM JANUARY 20-21, 2018 MEETING

Each Board member highlighted their top priority following this meeting:

- B. Tataryn: Membership strategy
- A. Denys: Para strategy development
- A. Bull: Hosting of 3D nationals
- J. March: Building priorities and structure in Marketing & Communications Committee
- K. Van Nest: Learning role of Athlete Rep
- A. Wills: Assisting with transition in Development

11. CLOSING REMARKS & MEETING ADJOURNMENT

Meeting adjourned at 12:30pm Sunday, January 21, 2018.