

MINUTES
Board of Directors – Conference Call
Tuesday, May 29, 2018 @ 8:00PM Eastern Time

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
Karen Van Nest	Athlete Representative

STAFF

Mary MacDonald Executive Director

1. CALL TO ORDER & DECLARATION OF CONFLICTS OF INTEREST

A.Wills convened at 8:02 ET Tuesday, May 29, 2018.

2. APPROVAL OF AGENDA FOR MAY 29, 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 – May 29, 2018: To approve the agenda of the May 29, 2018 Board of Directors meeting as amended.

Moved by: MF. Dufour

Seconded by: K. Van Nest

Carried

3. APPROVAL OF MINUTES OF JANUARY 20-21, 2018 MEETING MINUTES

MOTION #2 Board Meeting – May 29, 2018: To approve the minutes of the January 20-21, 2018 Board of Directors meeting as presented.

Moved by: J. March

Seconded by: A. Bull

Carried

4. APPROVAL OF MINUTES OF E-VOTES: FEB 23, 2018 & MARCH 5

MOTION #3 Board Meeting – May 29, 2018: To approve the minutes of the February 23, 2018 Board of Directors e-vote as presented.

Moved by: A. Denys Seconded by: B. Tataryn Abstained: MF. Dufour **Carried**

MOTION #4 Board Meeting – May 29, 2018: To approve the minutes of the March 5, 2018 Board of Directors e-vote as presented.

Moved by: MF. Dufour Seconded by: A. Bull **Carried**

5. STATUS OF ACTIONS & DECISIONS FROM JANUARY 20-21, 2018 MEETING

Agenda Item	Action from	Tasked To	Update as of May 29, 2018
4. Business Arising from Aug 2018 Meeting: Major Canadian Tournaments	Strike a work group to address possible new format for championship.	A.Denys/VP Development/M . MacDonald	IN PROGRESS - Once the new Events Committee has been established, it will take on this task as one of its objectives.
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	COMPLETED
6.1 Approval of Committee Terms of Reference	Revise, seek approval and translate all Committee Terms of Reference and all job descriptions for all Board, Committee Chair and volunteer positions.	M. MacDonald	On May 29 Agenda to be discussed in section 6.1
	Distribute and educate all committees on their	M. MacDonald	On May 29 Agenda to be discussed in section 6.1

	<p>respective Terms of Reference and job descriptions.</p> <p>Post all committee Terms of Reference to website and included in Board Orientation Manual and Volunteer Manual.</p>	M. MacDonald	On May 29 Agenda to be discussed in section 6.1
6.2 Approval of FY 2018-19 Budget	Notify all staff and operational volunteers/committees of budget approvals.	M. MacDonald	COMPLETED
6.3 Approval of 2018 Canadian Championship Technical Delegates	Notify 2018 Canadian Championship hosts of the approval of Technical Delegates	M. MacDonald	COMPLETED
	Plan for approval of 2019 Technical Delegates (and all future years) to occur approximately 1 year in advance of the event.	M. MacDonald	COMPLETED
6.4 Annual Award Recipients	Order plaques, pins and certificates for all award winners.	M. MacDonald	COMPLETED
	Write bilingual biographies and collect headshots for each recipient for posting to website. Prepare a press release announcement and circulate morning of awards presentation, and present awards.	M. MacDonald/ Intern	IN PROGRESS - Preparations are underway and will be complete in July 2018 for awards presentation in August 2018.
7.3 P/TSO Member Relations	Begin development of draft Membership Policy/Fee Structure options.	M. MacDonald/B. Tataryn	On May 29 Agenda to be discussed in section 7.3
	Develop a Transgender Policy	M. MacDonald	

7.4 Ethical Sport Considerations	for discussion and approval of the Board.		On May 29 Agenda to be discussed in section 6.4
7.5 Canadian Archery Foundation	Forward brainstorming of ideas for distribution of funds to Canadian Archery Foundation	M. MacDonald	COMPLETED
7.6 2018 AGM Logistics & Elections	Create a Terms of Reference for a Nominating Committee.	M. MacDonald	On May 29 Agenda to be discussed in section 6.1
	Recruit committee members to sit on Nominating Committee.	Board members	On May 29 Agenda to be discussed in section 6.1

6. CONSENT AGENDA

MOTION #5 Board Meeting – May 29, 2018: To approve the consent agenda as presented.

Moved by: K. Van Nest

Seconded by: A. Bull

Carried

7. ITEMS FOR BOARD ACTION & DECISION

7.1 APPROVAL OF COMMITTEE TERMS OF REFERENCE

The Board discussed the composition of the Rules Committee as it will now seek new rule approvals from only the Judging Committee and Development Committee (and no longer from the Board). It was agreed that it is the Board's responsibility for ensuring that the best individuals are placed on these committees to order to make the decisions that relate to approval of the new rules of Archery Canada.

The Board indicated a 3 year term limit should be placed on all committee members, with no maximum number of term limits and all committee terms of reference have been updated to reflect this.

MOTION #6 Board Meeting – May 29, 2018: To approve all thirteen (13) Archery Canada Committee Terms of Reference.

Moved by: B. Tataryn

Seconded by: A. Denys

Carried

IMPLEMENTATION ACTION

ACTION	Responsible	Completion Date
Translate and post to website all Committee Terms of Reference.	Executive Director	June 2018
Circulate a Call for Committee Members.	Executive Director	June 2018
Recruit members for all committees, especially Nominating Committee.	Board Members/ Executive Director	June/July 2018
Finalize Volunteer Orientation Manual & Board Manual	Executive Director	Summer 2018

7.2 APPROVAL OF UPDATED FY 2018-19 OPERATING BUDGET

The updated budget was presented as outlined in the meeting material. One note on the budget was that FTAQ had been charged a large sum for their 2018 membership (based on their membership numbers from 2017) and it is unclear at this time if they will continue to have a similar membership size in 2018 to make the full payment of their invoice. A miscellaneous expense line item has been included in this budget to account for this potential scenario (meaning we have no plans to spend the majority of funds that FTAQ has been invoiced for unless payment comes in for it).

MOTION #7 Board Meeting – May 29, 2018: To approve the updated 2018-2019 operating budget as presented by the Finance Committee.

Moved by: J. March

Seconded by: A. Bull

Carried

IMPLEMENTATION ACTION

ACTION	Responsible	Completion Date
Notify Coordinators of each domestic program of new late fee charges and update all program material for each competition to reflect this change.	Executive Director	Summer 2018
Once finalized, share the Guidelines for Non-Olympic/Non-Paralympic Funding with teams who may be impacted by this funding.	Executive Director	Summer 2018

7.3 APPROVAL OF NEW POLICIES

Three new policies were reviewed, discussed and points clarified. A modification was proposed to remove 5.2 from the Trans Inclusion Policy which states:

IMPLEMENTATION ACTION

ACTION	Responsible	Completion Date
Proposed amendments with rationale to be presented at the August 2018 Annual General Meeting for ratification by the membership.	Executive Director	August 9, 2018

7.5 APPROVAL OF BOARD OF DIRECTOR GUIDING PRINCIPLES

MOTION #12 Board Meeting – May 29, 2018: To approve the Guiding Principles Good Governance of the Archery Canada Board of Directors.

Moved by: A. Bull

Seconded by: J. March

Carried

IMPLEMENTATION ACTION

ACTION	Responsible	Completion Date
Board members regularly review guiding principles throughout their term of a Board member as reminders of good governance.	All Board of Directors	On-going
Board members sign Director's Agreement and forward to national office electronically for record keeping.	All Board of Directors	Immediately

7.6 APPROVAL OF RULES UPDATES

Final approval of rule updates will no longer be a responsibility of the Board of Directors. This will soon become a responsibility of the Judging Committee and the Development Committee.

A discussion regarding why 3D Hunter Class was being inserted into the Rule Book as a championship division took place and it was outlined that there was significant backlash when this was removed entirely as it provides an opportunity for new archers to take part in this event.

MOTION #13 Board Meeting – May 29, 2018: To approve the recommendations of the Rules Committee regarding the process for implementing the 3D Known 50 Category at the 2018 Canadian Outdoor 3D Championships and add to the Rule Book.

Moved by: A. Bull

Seconded by: J. March

Carried

MOTION #14 Board Meeting – May 29, 2018: To approve the recommendations of the Rules Committee regarding the changes required in the Rule Book in sections 22 and 23 to list the Hunter Class division as a championship division at Outdoor 3D Championships.

Moved by: A. Bull

Seconded by: J. March

Carried

MOTION #15 Board Meeting – May 29, 2018: To approve the recommendations of the Rules Committee specific to Rule Book sections AC 3.18.7.9, APP10.2.2, and APP10.2.4.

Moved by: A. Bull

Seconded by: J. March

Carried

MOTION #16 Board Meeting – May 29, 2018: To approve the recommendations of the Rules Committee regarding the process for implementing the 3D Known 50 Category at the 2018 Canadian Outdoor 3D Championships and add to the Rule Book.

Moved by: A. Bull

Seconded by: J. March

Carried

IMPLEMENTATION ACTION

ACTION	Responsible	Completion Date
Notify all relevant committees, coordinators of final approval of these rules revisions.	Executive Director	Summer 2018
Make all relevant revisions to the Archery Canada Rule Book, bilingually.	Executive Director	Summer 2018

8. ITEMS FOR BOARD DISCUSSION & REVIEW

8.1 RISK MANAGEMENT PLAN DEVELOPMENT

An overview on the process and planning of the Risk Management Workshop was provided. More in-depth risk management discussions to occur on a regular basis at every Board meeting following this Risk Management Workshop once the Risk Registry and Risk Management Plan are developed.

8.2 P/TSO MEMBER RELATIONS

A summary of the planning of the Special Members Meetings on Membership was reviewed and the logistics and communications strategy shared. Work continues to be done with our consultant on the development of a Membership Policy and we will be collecting more data from the members on their current types of members in order to develop some thoughts on a membership structure that might work for Archery Canada and all its members.

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

8.3 2018 AGM LOGISTICS & ELECTIONS

2018 AGM logistics, calendar of events and Board of Director elections were discussed. Bob Tataryn and Alec Denys have confirmed they will run for re-election and Jason March is undetermined at the moment.

It was agreed that when the Call for Nominations to the Board is circulated to the membership, it will no longer include a list of which Board Members are seeking re-election. This information will only be shared with the membership when a list of nominees has been finalized and distributed approximately 30 days prior to the AGM.

ACTION: M. MacDonald to circulate Call for Nominations to the Board to the Archery Canada membership.

9. NEW BUSINESS

Update on 2018 Canadian Outdoor 3D, Target & Field Championship following a recent Site Visit:

- Target competition will look good. It will be located on a driving range and the orientation of the field will be due west, a decision that was approved during the site visit in order to avoid having to deal with a large hill/valley in the middle of the field. Some small details will need tweaking but they remain on track and we must ensure they are probably set up to run the Match Play event.
- 3D competition has an excellent course set up, it is safe and security will be on-site at night to protect the targets. Organizers are well prepared as they are more experienced with 3D competitions. They have been strongly encouraged to contact Archery Canada if they have questions as opposed to going to other individuals who may not have the correct answers/feedback for them.

10. NEXT BOARD OF DIRECTORS MEETING

The next Board of Directors Meeting will be held Wednesday, August 8, 2018 in Truro, NS.

11. CLOSING REMARKS & MEETING ADJOURNMENT

Meeting adjourned at 9:30pm Tuesday, May 29, 2018.