

**MINUTES**  
**Board of Directors – Conference Call**  
**Wednesday, November 1, 2017 @ 8:00PM Eastern Time**

**ATTENDEES**

**BOARD OF DIRECTORS**

Al Wills	President
Trina Snooks	VP Development
Aaron Bull	VP 3D Programs
Robert Tataryn	VP Finance & Administration
Alec Denys	VP High Performance
Jason March	VP Marketing & Communications

**STAFF**

Mary MacDonald      Executive Director

**1. CALL TO ORDER & OPENING REMARKS**

A.Wills convened at 8:10pm ET.

**2. APPROVAL OF AGENDA FOR NOVEMBER 1, 2017 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 – November 1, 2017:** To approve the agenda of the November 1, 2017 Board of Directors meeting as amended.

Moved by:      B. Tataryn

Seconded by: A. Denys

**Carried**

**3. APPROVAL OF MINUTES OF AUGUST 9, 2017 MEETING**

**MOTION #2 Board Meeting – November 1, 2017:** To approve the minutes of the August 9, 2017 Board of Directors meeting as presented.

Moved by:      J. March

Seconded by: B. Tataryn

**Carried**

#### 4. STATUS OF ACTIONS & DECISIONS FROM AUGUST 9, 2017 MEETING

Agenda Item	Action from	Tasked To	Update as of November 1, 2017
<b>14.1 Major Canadian Tournaments</b>	Strike a work group to address possible new format for championship.	T. Snooks	<b>NOT COMPLETE</b> <b>ACTION: Strike work group to address possible new format for championship.</b>
<b>11.1 Canadian Archery Foundation</b>	Coordinate the transfer of funds from the Winnipeg Archery Trust to the Archery Canada RBC Foundation account.	M. MacDonald/ B. Tataryn	<b>NOT COMPLETE</b> <b>ACTION: Transfer funds.</b>

#### 5. CONSENT AGENDA

The consent agenda was referred to as distributed and a discussion on NASP was held. J. March outlined recent communication with NASP USA regarding initial discussions on how it is run in the United States. In Canada, our focus should be on integrating local clubs and providing information to NASP participants regarding how they can continue in the sport after NASP has completed. At the national level, a sharing of best practices may help PSOs and clubs better integrate with NASP and keep kids in the sport.

**MOTION #3 Board Meeting – November 1, 2017:** To approve the consent agenda.

Moved by: A. Denys

Seconded by: J. March

**Carried**

#### 6. ITEMS FOR BOARD ACTION & DECISION

##### 6.1 AMENDMENT TO BY-LAW 40 - BOARD PORTFOLIO ASSIGNMENTS

Tabled to next Board of Directors Meeting.

## 6.2 APPROVAL OF UPDATED 2017-18 BUDGET

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The updated 2017-18 budget now includes the confirmed income from OTP for NextGen programming (\$150,000) with corresponding expense items. No further discussion on the budget.

**MOTION #4 Board Meeting – November 1, 2017:** To approve the updated 2017-18 budget.

Moved by: T. Snooks

Seconded by: A. Bull

**Carried**

## 6.3 RESPONSE TO 3D TEAM LETTER

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A draft letter has been prepared by A. Wills and M. MacDonald in response to a letter written to the Board by the 2017 3D national team regarding various areas of concern following their participation in the 2017 World 3D Championship. The letter does not put blame on any one individual for the issues. Many of the issues brought forward could have been dealt with on-site during the event with greater success, as the Organizing Committee has been dissolved at this point, making it harder to find any solutions.

Feedback from the team to the VP 3D has come across as united in their complaints but different in the explanation of the severity of the issues.

### → IMPLEMENTATION ACTION

<b>ACTION</b>	<b>Responsible</b>	<b>Completion Date</b>
Response letter sent to Al Campsall and team leader, Rene Schaub	Executive Director	November 2, 2017
Final payment invoices from Archery Canada distributed to 3D team members	Executive Director	November 2, 2017

## 6.4 HPC MOTION - REVIEW OF INCIDENT

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Following the information brought forward by the High Performance Committee regarding a potential complaint involving the now resigned Athlete Rep and the 2017 national 3D team/team leader, the Board decided to await the submission of a formal complaint (through the Archery Canada Harassment and Abuse Policy & Procedures) before taking any action.

### → IMPLEMENTATION ACTION

<b>ACTION</b>	<b>Responsible</b>	<b>Completion Date</b>
If complaint is submitted, source an external	ED, VP Finance/Admin	Immediate

<p>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.</p>		
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## 7. ITEMS FOR BOARD DISCUSSION & REVIEW

### 7.1 BOARD OPERATING PRINCIPLES

The new Board of Directors meeting format was reviewed and the three main areas were summarized: 1. Consent Agenda, 2. Board Decisions, 3. Board Discussions (where the majority of meeting time will be focused). This new format and operating principle will allow for more strategic discussion, long term vision and planning with less time spent on operations and committee/staff work.

Funding for \$34,000 was recently granted to Archery Canada from the Canadian Olympic Committee for 3 governance/operations related projects:

1. Board and Committee Development
2. Risk Management Plan
3. Records Management System

The January Board meeting will include a session on Board of Director training and development and well as risk management.

### 7.2 STRATEGIC PLAN PILLARS

The Archery Canada strategic plan will be undergoing a refresh without undergoing an intensive consultative process. The Board of Directors confirmed the three main pillars of the plan remain consistent with the current vision of the organization.

The Strategic Plan Tracking document template was reviewed and the importance of having a mechanism (such as this tracking tool) to consistently review the plan and Key Performance Indicators was acknowledged.

Gaps between the 2012-16 Strategic Plan and 2017-18 Operational Plan were determined to be as a result of limited capacity and all activities that were omitted from the 2017-18 Operational Plan should be evaluated for placement back into the operational plan for future years.

### 7.3 COMMITTEE STRUCTURES

The notion of growing and formalizing certain Archery Canada committees was agreed to by the Board of Directors. These committee (Finance, Development/Events, Finance, Coaching) would benefit from the insight of new members with specific expertise, structured meetings, defined Terms of Reference and goals and objectives aligned with the Strategic Plan. A portion of the COC funding will be used for this type of development.

**ACTION: M. MacDonald to create and circulate Call for Nominations to Archery Canada Committees.**

#### 7.4 P/TSO AGREEMENTS

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Situation with FTAQ membership in 2018-19:

- No agreement to date despite numerous counter offers and negotiations.
- FTAQ proposed paying for the same number of members as in the 2017 agreement or paying for 10% of their current membership.
- Currently awaiting a response from FTAQ and have requested this prior to the November 7 Members Council Meeting where the matter may be discussed amongst all PTSO members.
- If FTAQ does not sign as a member, alternative solutions will be explored by the Board for servicing archers in Quebec (potentially through a new association or fee structure changes).

A meeting with all members is still planned to provide an avenue for discussion on the next cycle of Member Agreements, although, as our bylaws state the requirements of being a member, there is not any actual requirement to having these member agreements with each PTSO (but there is value in keeping them as they provide additional detail on some of the servicing and funding that is provided).

#### 8. NEW BUSINESS

No new business.

#### 9. NEXT BOARD OF DIRECTORS MEETING

The next Board of Directors Meeting (a face to face meeting) will be held January 20-21, 2018 in Ottawa.

**ACTION: Board members to forward recommend travel dates/times to M. MacDonald for consideration in scheduling of meetings and workshops.**

#### 10. CLOSING REMARKS & MEETING ADJOURNMENT

Meeting adjourned at 9:15pm.