



## ARCHERY ACT SOCIETY INC

### 08 Sept 2025 Minutes – Committee Meeting

Date of meeting	08 September 2025	
Location:	Pick Up Stix, National Hockey Centre, Lyneham, ACT	
Time:	18:35 – 20:24	
Attendees:	AACT Committee	Delegates
	President – Alex Smith Vice President – Mark Bartlett Secretary – Derek Bazen Treasurer – Melissa Mongan Recorder – Joseph Neville Youth Coordinator – Rebekah (Bek) Brown Coaching Coordinator – Melissa Mongan Judges Coordinator – <i>absent</i> Webmaster – Xayah Winters Adaptive Coordinator – VACANT	N/A
Apologies:		
Absences:	Jacob Everingham	
Guests	N/A	
Conflicts of Interest:	N/A	
<b>Previous meetings minutes</b>		
Business arising from previous minutes:	The Committee consider no minutes of previous meetings as no minutes were publicly available on the Archery ACT website, nor were any handed over to the incoming Committee.	
Acceptance details	N/A	



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Reports	
Committee Reports	As this was the first meeting of this Committee membership, and no hand-over of roles, activities or issues has occurred, no reports were tendered or considered.
Discussion Topics	
Systems access & Administrative establishment issues	<p>The meeting opened with a discussion of a range of access and administrative actions required to effectively establish the ability of officer holders to undertake their duties.</p> <p><b>Assemble Sport and Archers Diary access</b> – It was noted that Derek, Melissa, Rebekah, and Joseph required access to one or both systems to perform their roles. Derek reported that completed forms for Derek, Melissa, and Rebekah were with Alex for counter-signature prior to lodgement. Joseph tabled his completed forms, including signature from AACT President, for Derek’s counter-signature and lodgement.</p> <p><b>Committee (Archery ACT) email addresses</b> – Melissa reported that she has access to the coaching coordinator email address. She flagged an urgent need for access to the Treasurer email address. Xayah indicated that she had log in details and should be able to set up everyone’s email access. Xayah was tasked with resolving email access for committee email addresses for those who did not have access.</p> <p><b>Dropbox access</b> – It was noted that a significant body of historical paperwork, forms, records, and reports continue to live on the AACT Dropbox. Xayah has existing admin access. Xayah was tasked with resetting access to allow other office holders to access.</p> <p><b>Social media</b> – Xayah reported that she has access to the AACT Facebook account. A discussion around other potential social media presences occurred. It was decided that Xayah should establish an Instagram account. Discussion around an additional admin for social media occurred. It was agreed that another office holder should also share admin access to ensure continuity of our social media presence. No decision on who should hold that position was taken.</p> <p><b>Physical storage</b> – Melissa advised committee members that there was a physical storage facility in Phillip that held a range of AACT property including some coaching materials, archived financial records, arrows kits, flags, signage, perpetual trophies etc.</p> <p><b>Asset register</b> – in the context of the discussion on AACT assets it was noted that there had historically been an assets register, which had mainly been utilised for financial accounts purposes. It was proposed that this register needed to be re-established and maintained, not only for financial purposes, but to allow appropriate tracking of AACT assets. Melissa volunteered to commence this process.</p> <p><b>Registered &amp; mailing addresses for AACT</b> – Melissa noted that for, banking purposes, a registered address is required. This address arrangement needs to be updated as it is currently set to the residence of former AACT office holders, and the secondary mailing address is a PO Box address at a post office that no longer exists. The question was posed as to whether AACT could ask CAC if we could continue to piggyback on their postal address (the old PO Box had been the CAC postal address).</p>



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<p>Access &amp; Administrative establishment issues – cont.</p>	<p><b>Bank cards</b> – Melissa noted that the bank has been requested to cancel all existing AACT bank cards. New cards will be delivered to the Branch (addressing the registered &amp; postal addresses issue for this purpose).</p> <p><b>Financial standing of AACT</b> – Melissa noted that AACT currently had a balance of approximately \$65,000 and that this balance had continued to build over the last several years. Alex noted that he favoured doing more with the money to deliver for the archery community. There was broad support for this policy direction.</p> <p><b>Standing AACT agenda</b> – Alex noted his desire to establish a standing agenda for Committee meetings and establish a process to allow office holders to add other agenda items as required. Derek noted that Dropbox access to historical material could help inform the shape of the agenda and it was agreed that a rolling agenda product could be placed into Dropbox to allow office holders to add agenda items. Derek to action once Dropbox access received.</p> <p><b>Delegates and delegate attendance</b> – The question of delegates from each of the three affiliated clubs was raised. It was noted that TAC and CAC were due to hold their AGMs on the weekend of 13-14 September. Derek advised that WVAC AGM was set for 9 November. Derek was tasked with retrieving the delegate nomination form from Dropbox (once access provided) and communicating the need to existing club secretaries to ensure that 3 delegates per club were provided to the AACT. Delegate attendance at AACT meetings was discussed. It was proposed that every other meeting of the AACT Committee would host club delegates. It was noted that the newly formed Committee was probably not yet suitably prepared to meet with club delegates at the next meeting.</p> <p><b>AACT administrative matters</b> – It was noted that a range of AACT materials needed updating or correction. Derek will lead this process once access to the document has been secured.</p>
<p>Committee contact details</p>	<p>Melissa raised a question relating to sharing of contact details that Derek had been accumulating to allow completion of the ACT government Change of Committee Particulars form. All present members agreed that they were happy to share their provided contact information. Derek to distribute to Committee members.</p>
<p>Annual Awards Function</p>	<p>It was noted that an MoU signed by all three affiliated clubs some years ago delegated responsibility for running of this event to three clubs on a rotating basis. CAC had been in contact with Alex to ask if the new AACT Committee wished to go ahead with this event. The Committee was unanimously of the view that this was an important milestone in the AACT calendar and that we should plan for it to continue.</p> <p>CAC had further asked that, if AACT wished the event to go ahead, whether any financial support would be offered by AACT. CAC proposed that AACT pay the room fee (\$300) and \$20 per attendee. The Committee discussed the proposal in the light of the earlier policy discussion about utilising AACT resources to provide more for members. Melissa noted that she would need to check the budget to ascertain if sufficient funds were earmarked for this event and that, if not, a budget amendment would need to be considered by the Committee.</p> <p>Alex moved that the AACT cover the proposed costs. Mark seconded the motion. On vote, the Committee unanimously supported the motion.</p>



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Masters Games	<p>The rapidly approaching Masters Games (18-25 Oct) were discussed by the Committee. It was noted that the immediate past president, Caitlin Slack, was named as the sport coordinator for the archery events. Tim Allen has been involved in progressing the preparations.</p> <p>It was noted that the three affiliated clubs were each running some of the events, as follows:  TAC – field, and indoor competitions  CAC – target  WVAC – clout (at TAC venue)</p> <p>The question was asked whether clubs had the arrangements under control. There was varying levels of comfort with whether the clubs had been progressing as might be desired.</p> <p>A question was asked as to whether clubs were required to organise their own volunteers to assist and whether this had occurred. This question went unanswered.</p> <p>A question around what support the Masters Games organisation was providing to support clubs was asked, but no Committee member had an understanding of the arrangements.</p> <p>Alex is due to meet with Tim to understand what the arrangements and approach are. It was proposed that AACT needs to meet relatively urgently with club reps helping to run these events to ensure arrangements are in hand and any impediments can be addressed.</p>
<b>Items for Noting</b>	
Youth reps at Trans-Tasman	Rebekah noted that we had two representatives attending the Youth Trans-Tasman event later this month. It was proposed that we should aim to get some material on our website to acknowledge and celebrate this fact. It was noted that if we wanted to use pictures of our junior reps that we would need to seek explicit approvals from parents/guardians.
National Championships	It is understood that no club has, at this point, been asked to do anything to support the AA Nationals.

Time meeting closed:	20:24
Date and time of next meeting:	18:30, 13 November 2025.