



## ARCHERY ACT SOCIETY INC 1 Dec 2025 Minutes – General Meeting

Date of meeting	1 December 2025	
Location:	Online via Google Meet	
Time:	18:40	
Attendees:	AACT Committee	Delegates
	President – Alex Smith Vice President – Mark Bartlett Secretary – Derek Bazen Treasurer – Melissa Mongan Recorder – Joseph Neville (arrived 19:40) Coaching Coordinator – Melissa Mongan  Adaptive Coordinator – VACANT	Jacqui Newberry (CAC) Ian MacKinnon (TAC) Adrian Yee (CAC) Neil Martin (WVAC) Elliott Armstrong (WVAC) Phillip Ledger (TAC)
Apologies:	Webmaster – Xayah Winters	
Absences:	Youth Coordinator – Rebekah (Bek) Brown Judges Coordinator – Jacob Everingham	
Guests	N/A	
Conflicts of Interest:	None reported.	
<b>Previous meetings minutes</b>		
Business arising from previous minutes:	Not raised in the context of the first General Meeting of this committee.	
Acceptance details	Melissa Mongan moved the minutes from the last meeting be accepted Seconded: Alex Smith	



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Reports	
Committee Reports	<p><b>Webmaster</b></p> <ul style="list-style-type: none"><li>No webmaster report as Xayah was an apology. Alex Smith advised Xayah been doing a lot of work getting website and access set up.</li></ul> <p><b>Recorder</b></p> <ul style="list-style-type: none"><li>No report as Recorder was not present at that time.</li></ul> <p><b>Coaches</b></p> <ul style="list-style-type: none"><li>Mel advised of attendance at Canberra Sports Award event.</li><li>Working to gget Level 2 coaches re-accredited.</li><li>CDP (Canberra Development Program) session was run. Has historically been located at CAC. Needs more work to promote within region.</li><li>Receipt of some correspondence from TAC about the coaching re-accreditation process suggesting that TAC was “hemorrhaging coaches” as a result of the process.</li><li>Mel indicated that coaches needed to be doing ongoing professional learning over the three years before they need to achieve re-accreditation. Just coaching will not accumulate enough points.</li><li>Mel indicated that she was working through the correspondence to understand the situation.</li><li>Alex noted that AA has announced a new coaching structure to commence in 2026. He noted that the work around the coaching situation probably needed to be parked until next year.</li><li>Neil Martin shared his personal experience of trying to achieve re-accreditation, indicating that it was difficult. Holding a key coaching role at WVAC he had been doing lots of coaching (Sunday / Wednesday / JETS) but still ended up 5 points short of achieving re-accreditation.</li><li>Ian MacKinon added that this was the sort of experience that TAC coaches were also reporting (and this is probably what was informing the TAC correspondence to the Coaching Co-ordinator).</li></ul> <p><b>Youth</b></p> <ul style="list-style-type: none"><li>Not present – no report.</li></ul> <p><b>Judges/Officials</b></p> <ul style="list-style-type: none"><li>Not present – no report.</li></ul> <p><b>Adaptive</b></p> <ul style="list-style-type: none"><li>Role unfilled. No report.</li></ul> <p><b>Secretary</b></p> <ul style="list-style-type: none"><li>Secretary indicated that there had been a range of outstanding correspondence from before the current committee took office and that he was working through those outstanding items to resolve.</li><li>Correspondence had been received from a PhD candidate looking for assistance to understand how elite athletes manage travel/jet lag. Derek to forward to each club secretary and to Alex for potential circulation for responses.</li></ul> <p><b>Treasurer</b></p> <ul style="list-style-type: none"><li>Treasurer advised that \$24,500 had finally been deposited from Australian Masters Games.</li><li>Expenses since last meeting included purchase of tickets for Canberra Sports Awards; storage fees; Wix renewal for website; and the agreed AACT contribution towards the end-of-year awards dinner.</li></ul>



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	<p><b>Vice-President</b></p> <ul style="list-style-type: none"> <li>VP reported that things had been very quiet and that there was nothing new to report since the last meeting.</li> </ul> <p><b>President</b></p> <ul style="list-style-type: none"> <li>President reported that AA had held the Nationals event in Canberra. Thanks to all clubs.</li> <li>AMG feedback has been phenomenal.</li> <li>President attended AA AGM following Nationals competition. Big changes to coaching are coming (as noted earlier). Moving to a 3 stream model: ‘participant coaching’, ‘club coaching’ ‘performance coaching [elite] – these are not the formal names, just the broad category labels as Alex recalled them. You do not have to move linearly through those coaching classes – could potentially move straight to being a performance coach,.</li> </ul>
	<p><b>Delegates:</b></p> <p><b>CAC</b></p> <ul style="list-style-type: none"> <li>Adrian advised that he did not have a formal report to deliver – he had been expecting Kristof to be present.</li> <li>Advised that lots of work had gone into AMG</li> <li>Planning is progressing to Australia Day event – 2 day event: a double 720 qualification/ranking event on day 1. Matchplay on following day (based on score group).</li> <li>CAC hoping that will be an inclusive set up that will encourage participation.</li> <li>Next CAC committee meeting next week.</li> </ul> <p><b>TAC</b></p> <ul style="list-style-type: none"> <li>TAC is continuing to do a lot of work on governance primarily driven by some obstacles around sourcing funding from ACT government. Focus includes diversity &amp; inclusion and training of committee members.</li> <li>Fixed their constitution last year for this purpose, now moving forward.</li> <li>They are looking into their coaching issues – AA news might be good news for this.</li> <li>Working on their email and web systems – have faced some issues over the past year (around reliability and user-friendliness).</li> <li>AMG went well. TAC got a lot of positive feedback. Only negative thing is that invoice has come in and no payment received. Missed some key learnings (e.g. risk management plans).</li> <li>No input on calendar for next year (as yet) but would like the details ASAP to fix their calendar around that.</li> <li>Mel request a copy of the latest TAC constitution. Ian noted it was on the website, but Mel suggested providing a copy to the RGB was a demonstration of good governance.</li> <li>Mel indicated that the AMG money had only arrived three days ago, which is why no payments have been made as yet.</li> </ul> <p><b>WVAC</b></p> <ul style="list-style-type: none"> <li>Neil reported that WVAC had recently held its AGM. Full committee for the coming year.</li> <li>AACT webmaster will also be filling that role for WVAC.</li> <li>WVAC changing web hosts from a provider that has been significantly over-priced.</li> </ul>



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	<ul style="list-style-type: none"> <li>• Conversation with ACT government around the Holder Depot expansion have been continuing. In Feb 2026 the should be finalising plans for construction in June.</li> <li>• Next WVAC meeting will probably be early 2026.</li> </ul>
Discussion Topics	
AMG Funding	<ul style="list-style-type: none"> <li>• Neil and Ian both indicated that they did not understand the proposed funding distribution.</li> <li>• Neil suggested that the money be split based on the ratio of expenses each club incurred.</li> <li>• CAC spent \$3500; TAC spent \$4000; WVAC spent about \$900</li> <li>• Treasurer proposed a revised distribution: TAC: \$10,000; CAC: \$7,000; WVAC: \$2,000. Remaining \$5,500 for AACT.</li> <li>• Ian suggested that \$5,500 was a bit high for the AACT take.</li> <li>• Revised proposal was: TAC: \$12,000; CAC: \$7,500; WVAC: \$2,500; AACT: \$2,500.</li> <li>• <b>Secretary moved that the meeting agree that the AACT put this split in writing to clubs for refusal opportunity. Treasurer seconded motion.</b></li> <li>• Passed unanimously by delegates</li> </ul>
2026 Calendar	<ul style="list-style-type: none"> <li>• President shared the draft AA 2026 calendar, noting that AA wants to restart the national matchplay series and have blocked out various weekends across the 2026 year to accommodate.</li> <li>• National Indoor now slated for 21-22 August – significantly later than usual.</li> <li>• President noted that the new arrangement posed quite a significant change to when ACT has generally held its tournaments.</li> <li>• President test with clubs whether dates were likely to be ok or problematic.</li> <li>• Ian noted that March is likely to conflict with an event they are likely to have, so Field timing might be a problem.</li> <li>• Adrian was unsure if the dates would be a problem or not.</li> <li>• It was noted that Clout was missing from the calendar. President noted that AA has agreed that they will allow a National Clout championship to go ahead if a club wants to host one.</li> <li>• Although President was seeking club agreement to most delegates indicated that they needed to take the plan back to their committees.</li> <li>• Secretary to circulate AA 2026 Calendar to clubs for feedback by 12 December.</li> </ul>
AMG Retrospective	<ul style="list-style-type: none"> <li>• Brief retrospective of what worked well and what did not work well in planning and execution of the 2025 AMG events was held.</li> <li>• TAC appreciated the assistance from other clubs; helping out with set-up, volunteering, etc.</li> <li>• TAC was not too happy with the timeliness and completeness of planning. Indicated that, in their view, planning needed to be finished at least 6 weeks before the event.</li> <li>• Identified the need for risk management plans, Possibly we had forgotten some things we had learnt from previous events in preparing for this one.</li> <li>• Adrian gave a huge thanks to Steve Slack for his set-up work. Also to Mel. Noted that CAC struggled to find volunteers to assist on the day (as it was a weekday).</li> <li>• Noted the need to be more proactive in organising for such events in the future.</li> <li>• Ian noted that TAC also faced a challenge getting people to help on the day – noted that was in part because numerous members were competing and therefore not able to assist.</li> <li>• Phil noted that there were challenges in the committee handovers in the middle of</li> </ul>



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	<p>the AMG planning process. Documentation was either not well prepared or not provided.</p> <ul style="list-style-type: none"> <li>• President agreed with this observation and indicated a desire to have formal organising committee for future major events. President indicated that the position that the AACT found itself in was probably very similar to that the clubs encountered. However, AA / AMG / participant archers all seemed to think things went well.</li> <li>• Phil noted the problem with committees not wanting to commit subsequent office holders to things.</li> <li>• Elliott noted that WVAC opened its doors to allow other club archers, and even some AMG participants, to shoot while clubs were closed to prepare for their events. Many thanks received for providing that opportunity.</li> <li>• Neil noted that it would have been useful to have had that centrally coordinated to prevent WVAC having to manage the process to inform others.</li> </ul>
Next meeting	Not discussed.
<b>Items for Noting</b>	
Nil	

Time meeting closed:	20:00pm
Date and time of next meeting:	TBD



## ARCHERY ACT SOCIETY INC

### 10 Nov 2025 Minutes – Committee Meeting

#	Action item	Opened	Priority	Responsible Officer	Comments	Due	Status	Completion Date
					Melissa has flagged urgent access need for Treasurer's email.			
3	Reset email access for new Committee members	08/09/25	High	Xayah	Xayah reports that the passwords provided to her required MFA and that she has, as yet, been unable to get in contact with previous holder to secure her own access to system. Xayah also reports that the password provided for the website for email appears to be incorrect.  A number of other actions require officer access to resources on Dropbox.	15/09/25	In Progress	
4	Update Dropbox access	08/09/25	High	Xayah	Xayah reports that the passwords provided to her required MFA and that she has, as yet, been unable to get in contact with previous holder to secure her own access to system.	15/09/25	In Progress	
5	Establish AACT Instagram account	08/09/25	Medium	Xayah		06/10/25	Not started	
6	Establish AACT asset register	08/09/25	Medium	Melissa		13/11/25	Not started	
7	Ascertain whether AACT can piggyback on CAC postal address	08/09/25	High			06/10/25	Not started	
14	Establish dropbox functionality for committee members to nominate agenda items	08/09/25	High	Derek	Requires dropbox access for all committee members	09/11/25	Not started	