



ARCHERY ACT SOCIETY INC

10 Nov 2025 Minutes – Committee Meeting

Date of meeting	10 November 2025	
Location:	Pick Up Stix, National Hockey Centre, Lyneham, ACT	
Time:	18:40	
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 – Jacob Everingham Webmaster – Xayah Winters Adaptive Coordinator – VACANT	n/a
Apologies:	Nil	
Absences:	Nil	
Guests	N/A	
Conflicts of Interest:	None reported.	
Previous meetings minutes		
Business arising from previous minutes:	See attached summary of Action Items Register (as at beginning of meeting on 10/11/25).	
Acceptance details	Melissa Mongan moved the minutes from the last meeting be accepted Seconded: Alex Smith	



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Reports	
Committee Reports	<p>Webmaster</p> <ul style="list-style-type: none">• Webmaster reported a significant workload associated with AMG website updates and with broader website reform activities.• Wix site has been renewed.• Photographs requested of committee members for inclusion on AACT website – email to webmaster.• Webmaster reported ongoing work on resolving access issues. <p>Recorder</p> <ul style="list-style-type: none">• Club recorder access to Archers Diary at RGB level requested for purposes of AMG, and subsequently rescinded post-AMG.• Some remaining admin to amend details for one AMG archer.• Trophies/shields with engravers for completion prior to awards event on 15/11/25. <p>Coaches</p> <ul style="list-style-type: none">• Lvl 1 coaching course held weekend after previous meeting (Sept 2025).• Significant body of correspondence around re-accreditation to work through.• Engaging with AA due to some issues with meeting requirements (AA education website not working properly).• AA now charging GST, giving rise to a question about how we treat – Committee agreed that this was a pass-through payment so we just collect whatever AA is charging from participants.• Flagged a large gap in coaching development. Easy re-accreditation points can be accrued from attending workshops – but we are not currently providing any.• Need for some expenditure flagged – replacing lost items from coaching kit.• Presenter-assessors also need to under re-accreditation.• Application submitted for Chris to CBR Sports Awards for Rising Star category. <p>Youth</p> <ul style="list-style-type: none">• No activity to report since last meeting.• Youth development restarting this month. Sessions planned for November, but not December, and with a likely return at the end of January.• Youth Nationals 2-6 April. Will need to start sorting out details (e.g. group accommodation). <p>Judges/Officials</p> <ul style="list-style-type: none">• AMG went well from a judging/officials perspective.• One issue was raised, resolved by Judge/Officials Coordinator.• Further work to do on list of judges – the list received at AACT change over is not up to date. <p>Adaptive</p> <ul style="list-style-type: none">• Role unfilled. No report. <p>Secretary</p> <ul style="list-style-type: none">• Submitted ACT government paperwork to register new committee members within legislatively required timeframe. Provided covering letter as we had not managed to collect signatures from all outgoing committee members.• Significant body of work coordinating between AMG officials and clubs hosting events, including around: collection and distribution of volunteer details, volunteer packs & shirts collection/division/distribution, medals collection/division/distribution, signage.



- Additional activity to manage various reports & paperwork that should have been completed (prior to committee handover) and return to AMG (including certificates of insurance etc).
- Managed issue relating to TAC concerns that Field course could not acceptably accommodate crossbows. Both entered crossbow competitors **did** ultimately shoot on the Field course.
- Coordinated club recorder access at RGB level with John Hyde.
- Sent event booklet to AMG participants, managed returning correspondence, and redirected corro to relevant clubs and officials for action. Many archers struggled to find their Indoor flight from the links we had provided (including for one participant who was a recorder at an interstate club!). Incorrect bow details was also a repeated issue reported – unclear why this occurred.
- Fielded and managed complaint about non-award of a para medal to a Target archer who thought that they should have been entitled to such an award. Provided advice on process CAC had used to check para registrations. Subsequently provided advice on process to be registered as a para archer. After providing advice, received a complaint about a judge from this archer – provided to Judges/Officials Coordinator for resolution (as outlined in his report).
- Once AACT Secretary email access resolved, worked through correspondence that had accrued since committee change over.
- Key items included a complaint that crossbow performance was being ignored when performance of AACT archers was being reported upon. Shared with Recorder so we can ensure all noteworthy performances are reported. Responded to corro to apologise. Advised of intent to capture and report in future.
- Missed correspondence from AV enquiring about approaches of other RGBs to funding of coaching and judging courses and services. Subsequently shared with Coaching and Judges/Officials Coordinators for response. Response to be advised to AV.

Treasurer

- Finally gotten everyone on back accounts. Cards now active.
- Current main account balance: \$70,637.71; card account: \$500.
- Expenditure on coaching – a couple of overdue invoices, now sorted out.
- AACT paying for two tables for CBR sports awards.
- Otherwise, minimal outgoings.
- AMG expense report provided to AMG. As per email conversation between executive, conversation with club delegates at next General Meeting will resolve distribution of funds.

Vice-President

- VP flagged that, from a competitor perspective, AMG was great. From a competitor perspective, the challenges behind the scenes remained behind the scenes. Received very positive feedback from those spoken with.
- VP presented AMG medals on behalf of the AACT.

President

- AMG was a big highlight over the last period. Had involved a significant body of meetings with AMG and clubs.
- Lots of comms from AA.
- AA AMG coming, post-National Target Championship event.
- Danielle Jackson has been put forward as AACT for AA volunteer award.



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	Delegates: N/A.
Discussion Topics	
AACT awards	Committee members discussed the Volunteer of the Year nominees for the end-of-year event on 15 November 2025. On vote, there was unanimous support for selection of John Frey (WVAC).
AMG Feedback	<p>Feedback was received on opportunities for the improvement of AMG processes. In particular it was noted that various last-minute drop outs from events could have been filled by other archers who were keen to participate, but that no process was known to exist to make that happen. AMG guidance on how to respond would have been useful.</p> <p>President proposed that thank you corro be sent to clubs, noting that the AMG would not have happened without their efforts.</p>
AMG Retrospective	Secretary noted that there were significant challenges in how the development of the AMG events occurred. Proposed a retrospective, with club delegates present, to establish a better process for any such future events. Proposed to bring agenda item to next General Meeting (December 2025). Committee agreed.
AA events in Canberra	<p>President noted that he did not seem to have been copied into the AA traffic around the development of the 2026 AA Calendar. Secretary to forward emails to President and Recorder.</p> <p>Committee agreed that Secretary should approach AA to discern whether there was any documentation around whether AACT had made commitments relating to the 2027 world para event</p>
AACT Grants	<p>The issue of the discrepancy between AACT grants application forms and the amounts we had been contributing was raised. Question was posed on whether we planned to update our forms to align with recent actual AACT contribution levels.</p> <p>Treasurer to report back on revenue to inform on question of scope for providing grants.</p>
CBR Sports Awards dinner	Recorder, President, and Treasurer to join awards dinner (within tickets AACT has already committed to purchase)
AA participation funding	Due to recent changes in AA staffing arrangements, there is the possibility for AACT to access AA participation funding. Possibility for using this for a staff member (with AACT contribution), or for other purposes. Proposal that this be discussed at General Meeting.
Next meeting	<p>Timing of next meeting was raised. Proposal that next meeting be a General Meeting was agreed.</p> <p>Some initial conjecture around pushing the next meeting into 2026. Secretary flagged that this would mean that AMG funds (when received) would not have been distributed before then. Meeting agreed to hold in early December. Agenda items to comprise: AMG funding; 2026 Calendar; AMG Retrospective.</p>
Items for Noting	
Nil	

Time meeting closed:	00:00pm
Date and time of next meeting:	1 December 2025, 18:30



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#	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.	15/09/25	In Progress	
					A number of other actions require officer access to resources on Dropbox.			
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	



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