



## Board Meeting Summary

Held at Lilleshall National Sports & Conferencing Centre  
27 April 2014

Present:	David Harrison	Chairman
	David Sherratt	Chief Executive
	Julie Ryan	Director – Development
	Bob McGonigle	Director – Marketing
	Bryan Woodcock	Director – Operations
	Geoff Malyon	Director - England
	Alan Wilshire	Director – Northern Ireland
	Muriel Kirkwood	Director – Scotland
	Tony Nilsen	Director - Wales
In attendance:	Derrick Lovell	President
	Susan Walford	Minute Taker

### Departmental Updates

Reports were received from the Chairman, Chief Executive, Finance, Marketing, Operations, and National Directors. Reporting will be more focused around the Business Plan in the future.

### Subjects Discussed

Impact of Volunteer Policy; national tournaments & major events; inspection of club grounds; club and direct membership; selection policies.

### Review of Policies

As part of the governance changes the Policy Register will be reviewed to consider relevance of individual policies and which delivery area is responsible.

### Governance Review

Next steps following the successful vote at the 2014 AGM were discussed including Director Portfolios. A Transition Plan was agreed which will encompass the period up to the AGM 2016 which takes into account the current terms of the existing Elected Directors. This will result in the full implementation of a skills based Board by the AGM 2016.

### Nominations Committee

The Board approved the Terms of Reference of the Nominations Committee which may be found at the web site (look in documents, governance and then general documents).

The Board appointed the following Directors to the committee: Director Marketing (chair); Director Northern Ireland; and Director Scotland. They will be joined by an Independent Director when he/she is appointed (anticipated in October 2014), and the committee membership will be reviewed in April 2015.

### Items for approval

The Selection Policy covering the 2015 European Indoor Championships was considered, responsibility for approval of Selection Policies was delegated to the Chief Executive who subsequently approved the Policy. Approval was also given for attendance at the World Archery Europe Congress and a visit to World Archery. The observers visit relating to preparations for the European Championships 2016 was also approved.

### Bank Mandate

This was reviewed following the retirement of the Director Finance and replacement signatories appointed.

### 2014 AGM

An initial review of the 2014 AGM was undertaken and this considered venue, programme, voting arrangements and presentation of National Awards. Preparations for the 2015 AGM, which will take place at the Royal Agricultural University Cirencester on Saturday 18 April, will be made over the coming months.

### Strategic and Business Plan

The revised Business Plan was considered and feedback taken to be given to officials who have responsibility for delivery.

### Audit & Risk

The Risk Register was considered together with the independent auditor's report which is carried out as part of external funder's requirements. Good progress is being made on the related action plan.

### Next Meeting

The next board meeting will be held on 26/27 July at Lilleshall



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