

2018 Fiscal Year end – Saskatchewan Archery Association Inc.

ANNUAL GENERAL MEETING

July 14th, 2018

Location: Frontier Bowmen Host – Regina Wildlife Federation

In attendance:

Coreen Scott, Sherman Brown, Tyler Moore, Dawn Steeves, Gil Segovia, John Cannon, Lindsay Cannon, Regan Cannon, Patricia Oderkirk, Robin Lafond, Adam Boyle, Francine Wright, Steve Keys, Nolan Johnson, John Tilley, Gene Kessler, Lacey Moore, Bill Steeves, Deborah Kupchanko, Mike Kupchanko, Keith Partridge, Erin Partridge, Jason Bleau, Kyle Schlechter, Bevan Bailey, Marcus Simons, Dorian Mitchell, Robert Parent, Harvey Giesbrecht, Mel Taypotat

Youth members in attendance: Dawson Oderkirk, Amy Lafond, Tasjia Boyle, Cruz Janex, J'Lynne Mitchell, Jacob Bourassa

Meeting was called to order at 6:11 pm

Motion: to accept the agenda as presented. John Cannon/ Patricia Oderkirk - **Carried**

Minutes of 2018 AGM as presented in the AGM package and reviewed by membership. **Motion:** to accept the minutes as read. Bill Steeves/ Marcus Simons – **Carried**

Business arising from the minutes – NONE

Proposed Changes to Articles & Bylaws - Voted on at 2018 AGM

ARTICLE 6 - DUTIES OF OFFICERS AND OTHER APPOINTED POSITIONS

6.1 **President.** The President shall:

- (a) Preside ~~at~~ **over** all meetings of the SAA and of the Board;
- (b) Preserve order and shall apply and enforce all Bylaws and rules of the SAA;
- (c) Appoint all of the Directors to committees as the President deems necessary and expedient;
- (d) Be an appointed signing authority for cheques on behalf of the SAA;
- (e) Watch over the assets and records of the SAA;
- (f) Be ex-officio member of all committees;
- (g) Delegate any of the President's duties as he deems expedient;
- (h) Initiate and develop activities which will accomplish the objectives of the SAA;
- (i) Hire and direct activities of all staff personnel.
- (k) **Oversee the strategic direction and planning for the association, ensuring the planned initiatives are being met in the timelines indicated in the SAA's strategic plan.**

Motion: to accept the changes as presented. Tyler Moore/ Adam Boyle – **Carried**

6.2 Vice-President. The Vice-President shall:

- (a) Assist the President in the discharge of the President's duties and in the absence or disability of the President, shall act in his stead;
- (b) Be an appointed signing authority for cheques on behalf of the SAA;
- (c) Receive copies of all pertinent correspondence and material received by the President so that he/she is knowledgeable and informed as to what is requested of, and what is being done when taking over the duties of the President in the President's absence or disability;
- (d) Normally become President following the end of a term as Vice-President;
- (e) Become President should that office becomes vacant (in that circumstance shall be eligible for full term as President in the period upon succession to Presidency).
- (f) Assist in the strategic direction and planning for the association, ensuring the planned initiatives are being met in the timelines indicated in the SAA strategic plan.

Motion: to accept the changes as presented. Adam Boyle / Dorian Mitchell – **Carried**

6.3 Past-President. The Past-President shall:

- (a) Hold office for one year after the date of his or her retirement as President;
- (b) Be eligible to act on any committee, generally assist the President and give such assistance to the Board and the Association, as well as advance the objectives of the Association;
- (c) Be a Director and vote at Director's meetings.

6.4 Treasurer. The Treasurer shall:

- (a) Exhibit accurate records of all income and expenditures, assets and liabilities of the SAA;
- (b) Prepare and present the statement of accounts and fiscal spending reports to the board on a monthly basis.
- (c) Receive and deposit all membership fees and dues from the Membership Coordinator or Executive Director;
- (de) Review all expense claims for accuracy and alignment with the SAA spending policies. Bring all discrepancies in the claims to the attention of the board for review and decision.
- (e) Oversee and assign administrative duties of the treasurer to the Executive Director to carry out.
- (ef) Deposit all receipts of cash and cheques in the bank or depository as directed by the Board;
- (eg) Be an appointed signing authority for the SAA;
- (fh) Present a financial statement at the AGM;
- (gi) Present the books and accounts of the SAA to a duly qualified chartered accountant or certified general accountant within six (6) weeks after the termination of each fiscal year, to have an audit of the financial affairs of the SAA;
- (hj) Attend to all required corporate filings with Information Services Corporation;
- ~~(i) Give such bond as may be agreed on by the Board;~~
- ~~(jk) Attend to the preparation of the budget in collaboration with the Executive Director and SAA finance committee. – grant applications and follow up with Sask Sport.~~
- (l) Liaise with Sask Sport's designated bookkeeper and Chief Financial Officer to ensure general ledger and statement of accounts are allocated correctly.
- (m) Ensure the budgets are allocated in a manner that supports the strategic direction of the association.

Motion: to accept the changes as presented. Adam Boyle / Patricia Oderkirk – **Carried**

6.5 Secretary. The Secretary shall:

- (a) Record minutes of all meetings of the SAA and Board and keep an up-to-date list of all Bylaws;
- (b) Promptly attend to all correspondence and see that all notices are duly given as required;
- (c) Send copies of minutes to all Directors within 10 days of the meetings;
- (d) Carry out policies formulated by the Board;
- ~~(e) Have ballots prepared for use at the AGM;~~
- (eF) Ensure minutes from the AGM are prepared for posting on the SAA's website.

Motion: to accept the changes as presented. Bill Steeves/ John Cannon – **Carried**

6.6 Officials Coordinator. Officials Coordinator shall:

- (a) Study in detail the rules covering both world controlled (FITA) and nationally controlled (Archery Canada) competition;
- (b) Immediately avail himself/herself of shooting schedules for all provincial competitions planned for the next 12 months;
- (c) Work with the 3D Coordinator and the Target Coordinator to draw up a roster of judges prepared to work in the major tournaments;
- (d) Assess the clinics needs of Saskatchewan for the up-coming year;
- (e) Research and pursue adequate funding of host judges clinics;
- (f) Organize and train a roster of provincial judges who will be available for judging at provincial tournaments;
- (g) Whenever the occasion permits, conduct seminars regarding judging responsibilities and rule interpretations;
- (h) Ensure consistent, accurate interpretation of all shooting rules governing competition and Archery Canada;
- (i) Enforce all rules of Archery Canada at all competitions;
- (j) Maintain a record of active judges who can make themselves available for a reasonable number of tournaments;
- (k) Keep the membership and Affiliated Clubs aware of the certified judges in Saskatchewan.
- ~~(l) In collaboration with the board work to draft the Officials program strategic direction and work to carry out the approved initiatives over the defined planning period.~~
- ~~(m) Ensure each club has the required number of officials as outlined in the SAA/ Archery Canada agreement.~~

Motion: to accept the changes as presented. Sherman Brown / Adam Boyle – **Carried**

6.7 Target/Field Coordinator. For all Championships (as defined in Section 9.1), the Target /Field Coordinator shall:

- ~~(a) Collaborate with the Officials Coordinator to ensure that the field is set up in accordance with rules and for the safety of all;~~
- (b) Appoint or act as registrar to collect fees ~~and set target assignments; for the SAA target team members.~~
- (c) Appoint or act as Director of Shooting at each tournament;
- (d) Ensure that all scores are collected and forwarded to the appropriate person keeping statistical records;
- ~~(e) Compile, up date, standardize and publish rules and regulations for target/field rounds; Be up to date on the rules and regulations for target rounds; ensure members are well informed of any changes.~~
- ~~(f) Order Inventory medals, scorecards and awards required for target/field shoots; order when necessary.~~
- ~~(gg) Monitor all expense claims for target/field classes, instructions, competitions and athlete expenses.~~
- ~~(h) Assist in selection of athletes for the Fred Usher Cup.~~
- ~~(i) Act as a member of the High Performance committee~~
- ~~(j) Assess the target team scoring requirements and funding criteria~~
- ~~(k) Ensure follow-up reporting is complete after each event~~
- ~~(l) In collaboration with the board work to draft the Target program strategic direction and work to carry out the approved initiatives over the defined planning period.~~

Motion: to accept the changes as presented. Adam Boyle / Tyler Moore – **Carried**

6.8 3D Coordinator. For all Championships (as defined in Section 9.1), the 3D Coordinator shall:

- (a) ~~Collaborate with the Officials Coordinator to e~~Ensure that the field is set up in accordance with rules and for the safety of all;
- (b) Appoint or act as registrar to collect fees ~~and set target assignments; for the SAA 3-D Team.~~
- (c) Appoint or act as director of shooting at each tournament;
- (d) Ensure that all scores are collected and forwarded to the appropriate person keeping statistical records;
- (e) ~~Compile, update, standardize and publish~~Be up to date on the rules and regulations for 3D rounds; ~~ensure members are well informed of any changes.~~
- (f) ~~Order~~Inventory medals and awards required for 3D shoots; ~~order when necessary.~~
- (g) Monitor all expense claims for 3D classes, instructions, ~~c~~Competitions and athlete expenses.
- (h) ~~Asses the 3D team scoring requirements and funding criteria.~~
- (i) Act as a member of the High Performance committee
- (j) Ensure follow-up reporting is complete after each event
- (k) In collaboration with the board work to draft the 3D program strategic direction and work to carry out the approved initiatives over the defined planning period.

Motion: to accept the changes as presented. Jason Bleau/ Adam Boyle – **Carried**

6.9 High Performance Coordinator. The High Performance Coordinator shall:

- (a) ~~Plan and~~ Coordinate the training and development of long term athlete development in the Province;
- (b) Compile, update, standardize and publish rules and regulations for High Performance rounds;
- (c) Monitor all expense claims for High Performance classes, instructions, ~~c~~Competitions and athlete expenses.
- (d) ~~Act as a member of the High Performance committee~~
- (e) In collaboration with the board work to draft the HP program strategic direction and work to carry out the approved initiatives over the defined planning period.

Motion: to accept the changes as presented. Patricia Oderkirk/ Adam Boyle – **Carried**

6.10 JOP Coordinator (s). The JOP Coordinator (s) shall:

- (a) Over see the Affiliated Clubs that are participating in the JOP program;
- (b) Work with the JOP coordinator appointed by each Affiliated Club (the "Club JOP Coordinator");
- (c) Confirm with the Membership Coordinator or the Executive Director that the JOP archers are SAA members;
- (d) Record the JOP archers' information and scores that are sent in by the Club JOP Coordinators and send badges, button and vinyl stripes as they are requested by the Club JOP Coordinators;
- (e) Maintain a supply of badges, buttons and vinyl stripes;
- (f) With respect to the annual JOP Championship:
 - (i) attend to all matters relating to the registration of the archers submitted by the Club JOP Coordinators for the annual JOP Championship;
 - (ii) set target assignments;
 - (iii) attend to ordering medals;
 - (iv) ensure that all scores are collected and submit final results of the JOP Championship to the Executive Director for posting on the SAA website.
- (k) In collaboration with the board work to draft the JOP program strategic direction and work to carry out the approved initiatives over the defined planning period.

Motion: to accept the changes as presented. Nolan Johnson/ Erin Partridge– **Carried**

6.11 Archery Canada Liaison. Archery Canada Liaison shall:

- (a) Represent the SAA at all Archery Canada directors meetings;
- (b) Pass information from Archery Canada to other members of the SAA who may need the information;
- (c) Be on one or more Archery Canada committees.
- (d) Be informed of the agreements the SAA has in place with Archery Canada and in collaboration with the SAA directors ensure all criteria to uphold these agreements is being fulfilled.

Motion: to accept the changes as presented. Steve Bass/ Bill Steeves– **Carried**

6.12 Membership Coordinator. Membership Coordinator shall perform and/or oversee the Executive Director in performing the following:

- (a) Receive all applications for memberships submitted to the SAA;
- (b) Pass all membership fees received along to the Treasurer or deposit in the account as directed by the Treasurer;
- (c) Submit all memberships to the Archery Canada in a format and in accordance with the guidelines set by Archery Canada from time to time;
- (d) At the earliest date, return membership cards to the members and update Affiliated Club lists to the Association;
- (e) Keep a list or lists of members as directed by the Directors;
- (f) Provide membership statistics of members as directed by the Directors.
- (g) In collaboration with the board work to draft the Membership program strategic direction and work to carry out the approved initiatives over the defined planning period.
- (h) Ensure all follow-up reporting and reconciliations are complete.
- (i) Ensure club affiliation submission requirements are met
- (j) Prepare contact lists to ensure communication channels are accurate.

Motion: to accept the changes as presented. John Cannon/ Nolan Johnson– **Carried**

6.13 Publicity Coordinator. Publicity Coordinator shall:

- (a) Keep SAA membership & Archery Canada informed of events by way of submissions to the website;
- (b) Keep media informed of shoot results;
- (c) Review the SAA strategic plan and develop a communications strategy to support the initiatives being undertaken by the board of directors. Keep SAA members informed by way of the website and posters;
- (d) Advertise SAA events through the media if possible ~~or by posters on the website and forwarded to Affiliated Clubs.~~
- (e) Promote SAA member athletes and the sport to its membership and the media by way of article submission to the member newsletter and/or media.

Motion: to accept the changes as presented. Gene Kessler/ Lindsay Cannon– **Carried**

6.14 MAP Grants Coordinator. The MAP Grants Coordinator shall:

- (a) Send MAP Grant applications to all Affiliated Clubs when required;
- (b) Distribute, accept and review all applications from Affiliated Clubs for MAP Grants, report to the Board on proposed disbursement of the MAP Grant and oversee the disbursement of all MAP Grants.
- (c) Oversee the audit of MAP grant submissions

Motion: to accept the changes as presented. Bill Northey / Patricia Oderkirk– **Carried**

6.15 Coaching Coordinator (N.C.C.P.). The Coaching Coordinator (N.C.C.P.) shall:

- (a) Plan, organize and assist with the Set up all coaching clinics in collaboration with the SAA's Master Facilitator. ;
- (b) Ensure each club has the required number of coaches as outlined in the SAA/ Archery Canada agreement.
- (c) Ensure ~~Keep~~ a list of all coaches is current for publication ~~as is needed by the Board.~~
- (d) Promote the benefits of coaching certification to SAA's membership.
- (e) Work with coach clinic participants to ensure their certification deadlines are being met.
- (f) Work to recruit coaches and managers for the Sask Summer Games.
- (g) In collaboration with the board work to draft the Coaching program strategic direction and work to carry out the approved initiatives over the defined planning period.
- (h) Ensure follow-up reporting is complete

Motion: to accept the changes as presented. Bill Steeves/ Lindsay Cannon – **Carried**

6.16 Aboriginal Liaison. The Aboriginal Liaison shall:

- (a) Liaise with, all aboriginal groups throughout the province as requested by Sask Sport or by any such aboriginal group;
- (b) Represent all aboriginal groups throughout the province when required.
- (c) Assist in planning and execution for North American Indigenous Games (NAIG) and First Nations Summer Games.
- (d) In collaboration with the board work to draft the Aboriginal program strategic direction and work to carry out the approved initiatives over the defined planning period.
- (e) Ensure follow-up reporting is complete after each event

Motion: to accept the changes as presented. Erin Partridge/ Bill Northey – **Carried**

Motion: to accept the Directors reports as presented in the AGM package and reviewed by membership. Tyler Moore/ Adam Boyle – **Carried**

Motion: to accept the financial statements and the report of the Associations Auditor. John Cannon / Lindsay Cannon – **Carried**

Motion: to once again appoint Virtus Group as Auditor for the 2018 FYE. Bill Steeves/ Bill Northey – **Carried**

Election of Directors:

First call from the floor for nominations – **Motion:** Kyle Schlechter nominates Adam Boyle to the SAA board as director. Adam accepts/ All in Favour/ CARRIED

Second call from the floor for nominations – **Motion:** Coreen Scott nominates Nolan Johnson to the SAA board as director. Nolan accepts/ All in Favour/ CARRIED

Third call from the floor for nominations – NONE

Motion: Returning director Gil Segovia let his name stand for nomination. All in Favour/ CARRIED

Motion: Returning director Harvey Giesbrecht let his name stand for nomination. All in Favour/ CARRIED

Motion: Returning director Dawn Steeves let her name stand for nomination. All in Favour/
CARRIED

Motion: Returning director Sherman Brown let his name stand for nomination. All in Favour/
CARRIED

Motion: Returning director Shelley Smith let her name stand for nomination. All in Favour/
CARRIED

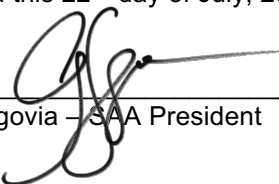
Awards & Recognition:

Coach of the Year – Stacey Moran
Volunteer of the Year – Jim Street
Judge of the Year – Ron Smith
Junior Female Athlete of the Year – Ashlyn Scriven
Junior Male Athlete of the Year – Tristan Moran
Female Athlete of the Year – Madison Hart
Male Athlete of the Year – Robert Parent

Motion: to adjourn meeting. John Cannon

Meeting adjourned at 6:50 pm.

Signed this 22nd day of July, 2018.



Gil Segovia – SAA President

Signed this 22nd day of July, 2018.



Coreen Scott – Executive Director acting as secretary in the absence of Christine Bender.