

Archery Alberta  
Annual General Meeting – Minutes  
5 December 2023

1. Attendance: 30 members over Zoom
  - a. Board Members (11): Mike Downham, Jude Hooey, Janessa Daniel, Dan Jensen, Riley Downham, Wayne Puchinger, Cory Smandych, Jessica Fogg, Barry Peters, Chris Mella, Sarah King
  - b. General Members (19): Jamie Brehaut, Jose Luis (Joseph) Carreno-Macedo, Robin Coward, Wenjun Dai, Veronica Dougherty, David Forestell, Ashley Heft, Jocelyn Holkema, Shawn Holkema, Tim Hooey, Dallas Matfin, Amber Peatman, Darryl Polowaniuk, Randy Porterfield, Kat Rademacher, Ralph Schimanke, Ron Tang, Dean Thornton, Amanda Vavrek
  - c. It is noted that the Capital Region Archery Club had invited members to attend the AGM and view everything while at their archery club. All members who were present at the CRAC event that signed in to the meeting individually are included in the list above and are accounted for. Other members may have been present at the club, but we are unsure of the exact count of the total number that may have present and those members were unable to vote.
  - d. There may also be instances where multiple individuals living in a single household may have signed in to the meeting from a single account. Only the named individuals on the Zoom account are accounted for in the attendance and only one vote was given to those accounts.
  - e. To reach quorum 25 members were required to attend. Quorum is met based on the numbers listed above.
2. Call to Order 7:03 pm
3. Housekeeping (Chris Mella)
  - a. Chris reminded everyone to change their screen names so that accurate attendance could be maintained
  - b. Some individuals have limited internet bandwidth available. We encourage attendees to keep their cameras off unless they have the floor.
  - c. To reduce background noise and audio feedback, all attendees should mute their microphones. Microphones should remain muted unless a speaker is given the floor
  - d. All votes will be conducted using Zoom's built in polling feature. As motions are made and votes are held the polling feature will pop up on screen. Votes will be tabulated in this way.
4. Review and Acceptance of Meeting Minutes from 2022 AGM
  - a. Chris Mella motions to accept the minutes from 2022
  - b. Shawn Holkema seconds the motion
  - c. Motion passes with none opposed
5. Adoption of 2023 meeting agenda
  - a. Chris Mella motions to accept the 2023 meeting agenda
  - b. Wayne Puchinger seconds the motion
  - c. Motion passes with none opposed

6. Appointment of Financial Auditors for 2022/2023 for purpose of completing 2024 Annual Return

It is explained that two financial auditors should be appointed from the general membership to review the society financials. These financial statements will be submitted with the upcoming annual return.

Darryl Polowaniuk volunteers as one of the auditors. Janessa will find a second auditor at an event that Darryl is attending and will arrange for the audit to be completed.

- a. Wayne motions to accept Darryl Polowaniuk as a financial auditor and that an additional auditor will be sourced from the membership by Janessa.
- b. Chris Mella seconds this motion
- c. Motion passes with none opposed

7. Reports from Executive Board Members

a. President (Mike Downham)

- i. Archery Alberta has had a decent year. The ASA tour was successful, and the provincial championships had a lower turnout but were still successful.
- ii. Mike is upset at the lack of volunteers in the archery community. The current board and few other consistent volunteers are tired and overworked.
  1. The casino had a lack of volunteers and volunteers that did attend were paid. Membership dues along does not cover the annual costs for Archery Alberta so events like the casino ensure we can continue to run.
  2. We had no nominations for board positions even though the nomination call was given with substantial time. We have over 1300 members of Archery Alberta but only 30 members felt it was worth their time to attend the AGM.
  3. We could use help outside of the board with members sitting on committees so that board members are not spread so thin.

b. Vice President (Jude Hooey)

- i. Report was presented by Jude Hooey. Much of this information was included the meeting package as the Vice Presidents Report
- ii. A lot of things are going well in Alberta. The ASA is exciting to attend and is bringing new life into the sport.
- iii. It is disappointing that less than 3% of the general membership is in on the meeting and most adults are unwilling to volunteer. The board is here for the members, but we need more help. Please go back to your clubs and encourage members to join a committee or assist our board.
- iv. Archery Alberta Awards that are overdue. Trophies were produced by Tim Hooey in Hinton. Jude will send them to the winners when they are delivered. Awards are as follows:

2019

Junior Female: Amy Peters

Junior Male: Aaron Cox  
Senior Female: Monica Higgins  
Senior Male: Cam Herbert  
2019 (con't)  
Judge Rick Smollet  
New Coach of the Year: Garrett DeReade  
Coach: Jude Hooey  
Volunteer of the Year: Ann Neumeyer

2020 – No Awards were presented as COVID-19 greatly reduced the archery events that were held that year.

2021  
Junior Male: Andrew Smollett  
Senior Male: Jamie Brehaut

2022  
Junior Female: Madelynn Holkema  
Junior Male: Cameron Palichuk  
Senior Female: Amy Peters  
Senior Male: Cory Smandych  
Judge of the Year: Ralph Schimanke  
Volunteer of the Year: Jamie Brehaut  
Lifetime Achievement Award (in recognition of Outstanding Lifetime Achievement in Archery in Alberta): Ewan “Red” and Eileen Farrier

Following Jude’s report Jamie Brehaut requested the floor.

- Jamie noted that Alberta is the only province that doesn’t currently have at least a part time executive director. He suggested that the board look into hiring someone in 2024.
- An executive director would spend time working on grant applications, organizing events and would act as the face of Archery Alberta. This would reduce the time commitments required by the board allowing them to focus on the key parts of their portfolios

c. Treasurer’s Report (Janessa Daniel)

- i. Janessa presented the financial reports that were included in the meeting package. These reports will be appended to the AGM meeting minutes

d. Secretary (Dan Jensen)

- i. Dan summarized the report that was included in the meeting package.
- ii. As his first year on the board he has spent time understanding how Archery Alberta is run and the challenges it is facing
- iii. His primary roles to date have been to maintain meeting minutes, establish a formal minute book, and working with Alberta Societies to file the paperwork that hadn’t been submitted over the past number of years.

e. Director – Target (Wayne Puchinger)

- i. Wayne came into the position in the middle of the year.

- ii. Archery Alberta is currently looking for bids for outdoor target and field provincials for 2024. If no bids from southern Alberta come in then bids from other parts of the province will be considered.
  - f. Director – 3D (Cory Smandych)
    - i. 2023 was a good year for 3D archery in Alberta.
      - 1. Indoor nationals were held in Calgary
      - 2. Outdoor nationals were held in Cranbrook. Wildfires and the smoke may have kept participants from attending that event.
      - 3. The provincial ASA tour was well attended.
    - ii. The Alberta Field Archery tour was a new event that was attempted in 2023. There are not many field courses in Alberta, so only 3 legs of this tour were held. This event will be continued in 2024. Lac La Biche will host one as a test event for the World Field Championships which will be held in September of 2024.
  - g. Archery Canada Director
    - i. This position is currently vacant. Mike has filled this position temporarily and has kept the board updated. This position will be one of the positions that needs to be filled for the coming year.
  - h. Junior Program Director (Riley)
    - i. Riley took the position over from Tricia early in the calendar year.
    - ii. Team Alberta is currently being restructured from its current design. The structure should be finalized in early 2024 and information on this change will be disseminated at that time
    - iii. A camp is going to be scheduled for 2024 with a guest instructor.
    - iv. A Province wide mailmatch tournament is being planned to provide more opportunities for competition without travel.
    - v. Some work is going into building connections with 4H and NASP archery programs.
  - i. Grants Director
    - i. This position is currently vacant.
  - j. Motion to Accept Reports from Executive Board Members
    - i. Chris Mella motions to accept the reports from the executive board members
    - ii. Wayne Puchinger seconds this motion
    - iii. Motion passes with none opposed.
- 8. Reports from non-Executive Board Members
  - a. Judging (Ann Neumeyer)
    - i. Ann provided a report that was submitted to the membership as part of the meeting package.
    - ii. Ann was unavailable to attend this meeting, so Mike read the entire report in her absence

- b. Coaching (Sarah King)
  - i. A report was provided to the membership as part of the meeting package
  - ii. Overall 2023 was a busy year for the coaching portfolio
    - 1. New Programs
      - a. Community Foundations Program. This program was developed in concert with other organizations to increase the number of connections in the province
        - This will increase the number of trained coaches outside of the traditional club environment
        - This program does not require evaluation, but still requires SafeSport. This program only requires a three-year commitment, not the five-year commitment of the traditional coaching program.
      - b. Junior Coaching in Training
        - Five new junior coaches have begun the coaching program. Youth between 14 and 16 can take a coaching course. They cannot complete the course until they turn 16. Starting the program allows these individuals to learn to coach and begin mentorship with experienced coaches.
    - 2. 1179 Coaches are currently registered with NCCP.
      - a. 48 new coaches across Level 1 and Level 2 have been added over the past year.
      - b. Archery Alberta hosted 12 Level 1 courses and four Level 2 courses over the past year.
      - c. The next course will be held in January.
    - 3. Coaching Committee has been established.
      - a. Jeremy Dougherty from Game Country Archers in Grande Prairie and Wenjun Dai from Capital Region Archery Club in Edmonton will work with Sarah.
      - b. Goals of this committee will be to discuss coaching curriculum, coach selection, competition training, program oversight and evaluation, policy development.
      - c. This should allow for more communication across the coaching community
    - 4. Developments
      - a. SafeSport certification is now mandatory for all coaches in Alberta.
      - b. Respect in Sport for Activity Leaders is also mandatory for all coaches in Alberta
      - c. For any coaches working with youth participants the NCCP Rule of Two module is also required
      - d. All individuals completing the portfolio (certification) will be eligible for reimbursement of all course expenses.
      - e. Inclusion in Sport is another set of modules that can also be completed.
    - 5. Going forward, Sarah plans to run two Level 1 and two Level 2 courses annually. Clubs wishing to host a course outside of these two events can

get in contact with Sarah. A mutually agreeable time can be set up between Sarah and the club and she can come to your club to administer the course.

- c. Membership Report (Jessica Fogg)
  - i. Over the past year there were 1450 members that registered with Archery Alberta
    - 1. This is an increase of 266 members from 2022.
    - 2. Demographics
      - a. Approximately 900 males, 500 females
      - b. Average age range is 25 – 35 years.
    - 3. Currently there are 25 Active Clubs in the province registered with Archery Alberta
- d. Senior Athlete Representative (Barry Peters)
  - i. Barry attended most events over the course of the past year.
  - ii. Overall, the provincial events went well. Any issues that came up over the year during ASA and/or Provincial championships have been addressed or are in the process of being resolved.
  - iii. A few questions from athletes have come up over the past year. Barry has assisted these individuals as part of his role on the Archery Alberta board.
  - iv. Barry is currently working with the Northern Alberta team that will attend the Arctic Winter Games in the coming year.
- e. Junior Athlete Representative (Nick Fogg)
  - i. Nick was unable to attend this meeting and no report was filed.
- f. Web and Social Media Editor (Chris Mella)
  - i. Chris provided a brief summary of the traffic that came to the Archery Alberta website and the social media channels
  - ii. The goal of the website is to make resources available for members. This includes a calendar of the registered shoots and any additional information/downloads (i.e. policies)
    - 1. The highest number of traffic spikes came in January (membership renewals), during the ASA season (searches for information about events and membership registration) and for information about the Alberta Winter Games
    - 2. Highest traffic relates to searches for upcoming events and applying for shoots in the province.
    - 3. Social Media
      - a. There are currently around 2000 followers on Facebook and 776 followers on Instagram
      - b. Spikes in social media activity correlate with spikes in activity on the Archery Alberta website
    - 4. Estimated Reach (a website metric) is over 25,000 people
- g. Motion to Accept Reports from non-Executive board members
  - i. Sarah motions to accept the reports from the non-executive board members

- ii. Chris Mella seconds the motion
- iii. Motion passes with none opposed

9. Nomination Committee

- a. Seven board positions are up for nomination for the coming year. Terms for positions that were filled by interim board members are for 1 year when specified
- b. Vice President
  - i. Position is currently held by Jude Hooey
  - ii. Jude allowed her name to stand for another 2-year term.
  - iii. No other nominations for the position were brought forward after 2 calls to the floor.
  - iv. Jude accepts the position by acclimation.
- c. Treasurer
  - i. Position is currently Janess Daniel
  - ii. Janessa allowed her name to stand for another 2-year term
  - iii. No other nominations for the position were brought forward after 2 calls to the floor.
  - iv. Janessa accepts the position by acclimation
- d. Director – 3D
  - i. Position is currently held by Cory Smandych
  - ii. Nominations
    - 1. Cory allowed his name to stand stand for another 2-year term
    - 2. Barry Peters was also nominated for the position.
  - iii. A question was asked regarding how long Cory had held the position as it relates to the 3-term limit specified in the bylaws
    - 1. After consulting the bylaws it was determined that since the Director – 3D position only became a board position in 2020 that this would be Cory’s final consecutive term as 3D director. Cory has been the 3D director for many years, but prior to 2020 this had been a non-executive board position.
  - iv. After this discussion Barry Peters rescinded his name from consideration on the board. No other nominations for the position were brought forward from the floor.
  - v. Cory accepts the position by acclimation.
- e. Archery Canada Director
  - i. Position is currently vacant.
  - ii. No nominations were submitted to the nominations committee for this position prior to the meeting.
  - iii. After two calls from the floor Darryl Polowaniuk volunteered to let his name stand for a 2-year term
  - iv. Darryl Accepts the position by acclimation

- f. Director – Target
    - i. The position is currently held in the interim by Wayne Puchinger.
    - ii. This position is typically up for nomination in even-numbered years, so the term for this position will be for 1 year.
    - iii. Wayne allowed his name to stand for a 1-year term
    - iv. No other nominations for the position were brought forward after 2 calls to the floor.
    - v. Wayne accepts the position by acclimation
  
  - g. Junior Program Director
    - i. The position is currently held in the interim by Riley Downham.
    - ii. This position is typically up for nomination in even-numbered years, so the term for this position will be for 1 year.
    - iii. Riley allowed her name to stand for a 1-year term
    - iv. No other nominations for the position were brought forward after 2 calls to the floor.
    - v. Riley accepts the position by acclimation
  
  - h. Grants Director
    - i. Position is currently vacant.
    - ii. This position is typically up for nomination in even-numbered years, so the term for this position will be for 1 year.
    - iii. No nominations were submitted to the nominations committee for this position prior to the meeting.
    - iv. After two calls from the floor Cathleen Polowaniuk volunteered to let her name stand for a 1-year term
    - v. Cathleen accepts the position by acclimation
10. Motion to continue the signing authorities to be Mike Downham (president) and Janessa Daniel (Treasurer)
- a. Jude motions to continue to have the signing authorities held by Mike Downham and Janessa Daniel
  - b. Chris Mella seconds this motions
  - c. Motion Passes with none opposed
11. New Business
- a. Dan Jensen – After the comments from Jamie earlier in the meeting, Dan wanted to get further thoughts from the attendees about hiring an executive director.
    - i. Mike and the other board members agreed that they would investigate this in 2024
  - b. Aaron Cox – Aaron is a current member of Archery Alberta. He was not signed in to the meeting individually so his attendance was not noted, but he was present as part of the group following the meeting at the CRAC facility. Aaron asked why the same pool of volunteers and/or their immediate families are continually called upon to volunteer and why executive positions that were vacated over the last year (e.g. Target director) were filled without a request from the general membership.
    - i. The response to this question is that when Dallas Matfin resigned as Target Director he suggested Wayne as a strong candidate to replace him. In cases of



board resignations, the bylaws allow the board to fill the vacancy without requiring a formal nomination. The ability to fill the position quickly was more important at that time.

- ii. Aaron asked a follow up question: He asked if the board felt that a 1-week period where an email and social media posts to the general membership asking for volunteers was too long.
    - 1. Riley responded to this saying that there may be a disconnect between board and the membership. The lack of response for most requests (e.g. casino volunteering, athlete of the year nominations) typically go unanswered. So there is some apathy from the board about posting a position.
    - 2. Jude – the apathy from the members for things like the AGM make it hard to continue to volunteer when we don't have back up.
  - iii. Amber Peatman furthered the discussion by asking why we don't require clubs to send volunteers to events like casinos. Why are we paying clubs to send members when their members are the ones that directly benefit from these events.
  - iv. Darryl Polowaniuk – Recognizes the volunteers that assist Archery Alberta. Darryl felt that the casino notification was a very short notice. Wonders if more notice and with stronger communication that this may improve the volunteerism in the province.
  - v. Dan notes that communication between the board and its members has been challenging. After one year on the board he now understands the inner workings a little better and was going to present the idea of a semi-regular newsletter to the board in 2024. This had not been previously discussed amongst the board so no details are available on what this might look like, but perhaps this can improve the lapses in communication.
- c. Jamie Brehaut – Notes that more committees need to be created within Archery Alberta. Having committees can spread the work across more volunteers and reduce the workload held by only a few individuals.
    - i. The board will create a list of committees and send that out to the members. Jude will draft the list and have Chris distribute.
  - d. Amanda Vavrek – Asked why the AGM is in December when the year end is in July?
    - i. Mike Downham responded that this initially occurred during the COVID-19 pandemic. The AGM was typically held during indoor target provincials. When the pandemic cancelled that event no AGM was held and the board at that time held a last minute meeting in December of that year to ensure that a meeting did occur.
    - ii. The event did not move back to target provincials as attendance was very low even though a large number of members typically attended the event. As a result the flexibility of the online AGM seems to be a more favourable option.
    - iii. The primary concern from Amanda seemed to be that the event was being held ahead of Archery Alberta's year end. The board confirmed that our AGM is behind our operations year, not covering the following year.

## 12. Adjournment

The meeting is adjourned at 9:03 pm.