

Archery Alberta  
Annual General Meeting – Minutes  
11 December 2024

1. Attendance: 30 members over Zoom
  - a. Board Members (13): Mike Downham, Jamie Brehaut, Janessa Daniel, Dan Jensen, Riley Downham, Cathleen Polowaniuk, Darryl Polowaniuk, Wayne Puchinger, Cory Smandych, Jessica Fogg, Barry Peters, Chris Mella, Sarah King
  - b. General Members (20): Jeremy Dougherty, Veronica Dougherty, Dawn Groszko, Kevin Guimond, Lance Farwell, Monica Higgins, Jude Hooey, Lawrence Lam, Christina Lee, Brenda Lefebvre, Brynneigh Lohner, Melissa Minks, Tricia Oshiro, Jacques Plante, Sahil Sahota, Ralph Schimanke, Jana Skarsen, Rick Smollett, Amanda Vavrek, Jody Wacowich
  - c. To reach quorum 25 members were required to attend. Quorum is met based on the numbers listed above.
2. Call to Order 7:01 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. Adoption of 2024 meeting agenda
  - a. Wayne Puchinger motions to accept the agenda as presented
  - b. Darryl Polowaniuk seconds the motion
  - c. Motion passes with none opposed
5. Review and Acceptance of Meeting Minutes from 2023 AGM
  - a. Dan let the membership know that the incorrect financials were presented at the last AGM. This oversight is noted and will be corrected as part of this meeting
  - b. Jude Hooey motions to accept the minutes from 2023
  - c. Darryl Polowaniuk seconds the motion
  - d. Motion passes with none opposed
6. Reports from Board Members
  - a. Reports from board members were presented in the supporting documentation prior to the meeting. Board members were given an opportunity to follow up on the reports and membership was provided the opportunity to ask questions to the board.
  - b. Motion to Accept Reports from the Board
    - i. Chris Mella motions to accept the reports from the board members
    - ii. Barry Peters seconds the motion

iii. Motion passes with none opposed.

7. Bylaws update

- a. After the special general meeting in April 2024 which discussed restructuring the board, the bylaw updates were drafted and presented to the membership as part of the meeting package
- b. During the review period, several errors were pointed out by the membership.
- c. Bylaws will be finalized once they are accepted by the Government of Alberta
- d. Motion to accept the bylaws as presented in the meeting package
  - i. Motion from Barry Peters
  - ii. Second by Jude Hooey
  - iii. Final Vote was 26 for accepting the bylaws/4 against accepting the bylaws
  - iv. Motion Passes on majority yes vote.

8. Nomination of new Directors

- a. With the restructuring of the board being passed based on the bylaw changes, all director positions are up for nomination for either a 1-year or 2-year term based on the bylaws
- b. President (2-year term)
  - i. Nominations
    1. Chris Mella nominates Jamie Brehaut. Jamie accepts the nomination
    2. Sarah King nominates Jeremy Dougherty. Jeremy accepts the nomination
  - ii. Nominees were provided an opportunity to introduce themselves to any members that did not know them
  - iii. Membership Voted by secret ballot using the Zoom poll function
    1. Jamie Brehaut: 19 Votes
    2. Jeremy Dougherty: 11 Votes
    3. Jamie wins the election and is named president
- c. Vice President – Technical (1-year term)
  - i. Nominations
    1. Veronica Dougherty nominates Jeremy Dougherty. Jeremy accepts the nomination
    2. No other nominations were presented
  - ii. Jeremy Dougherty is named Vice President – Technical by acclamation
- d. Vice President – Finance (1-year term)
  - i. Nominations
    1. Cathleen Polowaniuk nominates Darryl Polowaniuk. Darryl accepts the nomination
    2. No other nominations were presented
  - ii. Darryl Polowaniuk is named Vice President – Finance by acclamation
- e. Vice President – Administration (2-year term)
  - i. Nominations
    1. Barry Peters nominates Chris Mella. Chris Mella accepts the nomination

- 2. No other nominations were presented
    - ii. Chris Mella is named Vice President – Administration by acclamation
  - f. Vice President – Target (2-year term)
    - i. Nominations
      - 1. Barry Peters nominates Wayne Puchinger, Darryl Polowaniuk seconds this nomination. Wayne accepts the nomination
      - 2. No other nominations were presented
    - ii. Wayne Puchinger is named Vice President – Target by acclamation
  - g. Vice President – 3D (1-year term)
    - i. Nominations
      - 1. Chris Mella nominates Monica Higgins, Darryl Polowaniuk seconds this nomination. Monica accepts the nomination
      - 2. No other nominations were presented
    - ii. Monica Higgins is named Vice President – 3D by acclamation
  - h. Vice President – Athlete Development (2-year term)
    - i. Nominations
      - 1. Sarah King nominates Jody Wacowich. Jody declines the nomination
      - 2. Monica Higgins nominates Jude Hooey, Janessa Daniel seconds this nomination. Jude accepts the nomination
    - ii. Jude Hooey is named Vice President – Athlete Development by acclamation
9. New Business
- a. The calendar for new meetings will be discussed amongst new board members in the coming weeks. Portfolio and email account hand over should also occur over the same period. Chris will arrange email account transfer. Outgoing board members should arrange transfer of material with incoming board members
  - b. Signing Authority
    - i. Jamie noted that he does not want to act as signing authority. This would contravene the bylaws that were just passed. Article 5.6.1 states that the President will act as a signing authority, while Article 6.5.1 suggests that this is not required. This contradiction will be resolved as part of the final bylaw draft.
    - ii. Due to proximity it is suggested that Darryl as VP – Finance and Chirs as VP – Administration act as signing authority.
    - iii. Motion made to set Vice President – Finance and Vice President – Administration as current signing authority for Archery Alberta
      - 1. Motion by Jude Hooey
      - 2. Second by Janessa Daniel
      - 3. Membership Voted by secret ballot using the Zoom poll function
        - a. Yes: 29 Votes
        - b. No: 1 Vote
        - c. Motion passes on majority
  - c. 2022/2023 Financial Statements
    - i. Janessa presented the 2022/2023 financial statements. This will meet request from granting agency after this deficiency was noted by one of the granting agencies in the minutes from the last AGM

- ii. No questions or comments were raised by the membership regarding these statements
- iii. Motion to accept the 2022/2023 financial statements as presented
  - 1. Motion by Janessa Daniel
  - 2. Wayne Puchinger seconds
  - 3. Membership Voted by secret ballot using the Zoom poll function
    - a. Yes: 30 Votes
    - b. No: 0 Votes
    - c. Motion passes on majority
  
- d. 2023/2024 Financial Statements
  - i. No questions or comments were raised by the membership regarding these statements
  - ii. Motion to accept the 2023/2024 financial statements as presented
    - 1. Motion by Barry Peters
    - 2. Jude Hooey seconds
    - 3. Membership Voted by secret ballot using the Zoom poll function
      - a. Yes: 30 Votes
      - b. No: 0 Votes
      - c. Motion passes on majority
  
- e. Wayne raised a question about board committees. How should these be created/filled?
  - i. Jamie suggested that Vice Presidents can fill the committees as they see fit. They can ask interested parties communications can also be sent out by the board asking for volunteers. The board will then vote to approve the committees when they are presented to the board
  
- f. Amanda Vavrek raised a question about the potential salary for the Executive Director that should be hired over the next term.
  - i. Jamie said the wage is not finalized yet. He has some idea of what it will cost based on information from other provinces. The role will be part-time to start out.
  - ii. The final decision will be made by the board
  - iii. Darryl Polowaniuk mentioned that we are one of two provinces that function without an executive director.
  - iv. Barry Peters added that an Executive Director will bring knowledge to the post and speed up the operations of Archery Alberta as some of the knowledge gaps will be filled.
  - v.

## 10. Adjournment

The meeting is adjourned at 7:54 pm.

- a. Motion by Chris Mella
- b. Barry Peters seconds