

**Petawawa Archery Club  
Annual General Meeting  
January 16, 2024**

Southside rec. Plex

Attendance: Mike Lott - President  
Mike Thompson - Vice President  
Chuck Omdal - Treasurer  
Teena McKitchen - Secretary

Cody Hammel - Storsmen

Members:

Jared Lavinge  
Taryn Epp  
Andrew Bing  
Mark Crinnion  
Gerry Green  
Mark Hichman,  
Bob Lavoie  
Mark Phinney  
Randy Phinney  
Kevin Porier  
Jean-Philippe Sevegny  
Murray St. Amour  
Stephen Thorburn.

Item	Discussion	Action												
I	Meeting called to order at 19h00	Mike Lott												
II	<u>Opening Remarks:</u> Mike Lott welcome and thanked all in attendance.	Mike Lott												
III	<u>Treasurer Report:</u> Chuck Omdal reviewed the financial end of 2023. As at November 30, 2023 the club account was turned over to a Trust Account with the starting balance of \$20,436.18. Below is a breakdown of transactions from November 30 <sup>th</sup> bringing the total amount of \$16,938.16 to start 2024.  <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">November 30, 2023</td> <td style="text-align: right;">\$20,436.18</td> </tr> <tr> <td>Solder on Course</td> <td style="text-align: right;"><u>400.00</u></td> </tr> <tr> <td style="text-align: center;">Total</td> <td style="text-align: right;">\$20,836.18</td> </tr> <tr> <td>5 New Targets</td> <td style="text-align: right;">-\$ 5,333.00</td> </tr> <tr> <td>2 New genesis bow &amp; cables</td> <td style="text-align: right;">-\$ 593.00</td> </tr> <tr> <td>Club membership return</td> <td style="text-align: right;">-\$ 210.00</td> </tr> </table>	November 30, 2023	\$20,436.18	Solder on Course	<u>400.00</u>	Total	\$20,836.18	5 New Targets	-\$ 5,333.00	2 New genesis bow & cables	-\$ 593.00	Club membership return	-\$ 210.00	Chuck Omdal
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	<p style="text-align: right;">Total \$14,700.18</p> <p>Course                   \$ 1,530.00 Memberships           \$ 708.00</p> <p style="text-align: right;">Total \$16,938.18</p> <p><b>“that the Financial Review be accepted as presented.”</b></p> <p>Moved: Randy Phinney Second: Stephen Thorburn Carried</p>	
IV	<p><u>Tournament Report</u> Mike Thompson presented an overview of the tournaments of 2023. There were 4 indoor tournaments with both ASA and IBO targets this past year and no outdoor tournaments. The club hosted the Ontario Target Provincials at the outdoor range with approximately 100 shoots attending. There was a small hosting profit of \$600 from this tournament.</p> <p>Our 2024 year is starting with 4 indoor tournaments with the first tournament on Sunday, January 21, 2024. Tournaments are every 4 weeks until April 2024. Volunteers are needed for set up, tear down, and lunch serving.</p> <p><b>“that the Petawawa Archery Club hold indoor tournaments every 4 weeks from January - April 2024.” This was not a motion, but a review of previous tournaments.</b></p> <p>Moved: Randy Phinney Second: Gerry Green Carried</p>	Mike Thompson
V	<p><u>By-Laws Update</u> a)Succession Planning Succession planning requires two new positions to be added to the By-Laws for the success of the club.</p>	Michael Lott

**“that the Tournament Director and Storeman positions be added as part of the Executive Committee”**

Moved: JP Sevegny  
Second: Mark Phinney  
Carried

**b) New Club Purchasing Policy**

- i) Purchasing up to \$100 Club President approval in conjunction with the treasurer.
- ii) Purchasing between \$101-\$500 Club President & Vice-President approval in conjunction with the treasurer.
- iii) Purchasing between \$501-\$5,000 Board Vote.
- iv) Purchasing between \$5,001 and upwards General Membership Vote.

(any purchase over \$1,000 must have a request submitted to PSP)

**“that the new club purchasing policy be approved as presented to include the purchase approval up to \$100 by the President and Treasurer, \$101-\$500 approval by President, Vice-President and Treasurer, \$501-\$5,000 Board Vote and \$5,001 upwards General Membership Vote.”**

Moved: Randy Phinney  
Second: Gerry Green  
Carried

**c) Revenue Expenditures**

Should a member show interest and qualify in a National Tournament, the club would like to show support by giving the member \$300 toward the trip expenses.

	<p><b>“that members participating in a National Tournament be supported with a monetary donation of \$300 towards trip expenses</b></p> <p>Moved: Mike Thompson Second: Taryn Epp Carried</p> <p>d) Volunteers Volunteers who are interested in teaching archery courses are required to be dedicated to in-class training for a minimum of two classes before enrollment in the Certified Instructor Course. This course is paid for by the club at \$150 per course. As a fully Certified Instructor and actively teaching courses for the club, you will be compensated 1 year of membership dues for the following year.</p> <p><b>“that Certified Instructors actively teaching archery courses through the Petawawa Archery Club be compensated 1 year membership dues for the following year.”</b></p> <p>Moved: Taryn Epp Second: JP Sevegny Carried</p>	
VI	<p><u>Membership Fee</u> Instructors or Executives of the club do not pay membership fees of \$88.50. They are required to pay the 1 club fee of \$35.00</p> <p><b>“that instructors and executives of the Petawawa Archery Club pay the 1 club fee of \$35 while the membership fee of \$88.50 is compensated by the club.”</b></p> <p>Moved: JP Sevegny Second: Randy Phinney Carried</p>	Michael Lott
VII	<p><u>Quorum Requirements</u> Currently, the quorum requirements consist of 50% of memberships plus 1. This requirement factors in all family members being able to cast votes and to be present for meetings. We request</p>	Michael Lott

	<p>to change the quorum requirements to 1/3 plus 1 paid membership. This will allow a family to have 1 vote not a vote per individual.</p> <p><b>“that the quorum requirements be 1/3 plus 1 paid membership.”</b></p> <p>Moved: Taryn Epp Second: Stephen Thorburn Carried</p>	
VIII	<p><u>Executive Positions</u></p> <p><b>President</b> – Randy Phinney nominated Mike Lott for the position of President. Mike Lott has accepted the nomination.</p> <p>Moved: JP Sevegny Second: Mark Crinnion Carried</p> <p><b>Vice-President</b> – Mike Lott nominated Mike Thompson for the position of Vice-President. Mike Thompson has accepted the nomination.</p> <p>Moved: Taryn Epp Second: Mark Phinney Carried</p> <p><b>Secretary</b> – Mike Thompson nominated Teena McKitchen for the position of Secretary. Teena McKitchen has accepted the nomination.</p> <p>Moved: Randy Phinney Second: Mark Phinney Carried</p> <p><b>Tournament Director</b>- Mike Lott nominated Jarod Lavinge. Chuck Orndal nominated Stephen Thorburn. Jared Lavinge and Stephen Thorburn accepted the nominations as a dual partnership in the position.</p> <p>The club members discussed the importance of having both members share the responsibilities of the position of Tournament Director with a cost of covering 50% of each of their membership dues.</p>	Michael Lott

	<p>Moved: Randy Phinney  Second: Mark Phinney  Carried</p>	
IX	<p><u>Purchasing Plan 2024</u>  Items to be purchased:  i. Workbench (2000lb 5'x2') \$288.88  ii. Arrow Saw with Vacuum \$1,077.50  iii. Finger Locks for Bow Press \$258.00  iv. Limb Holder 3" \$149.50  v. Bow Press Parts \$509.60  vi. Reinhart Target Inserts \$1,368.00  vii. Demo Bows Left &amp; Right (Bear Cruiser or Bear Legit) \$1,307</p> <p>Discussed the transition of clubs to ASA tournaments at the influence of the Ontario Archery Association. Delta McKenzie sells a package of 20 ASA 3D targets plus the purchase of inserts at a reasonable rate with the requirement you are present for the purchase. Chuck Omdal requests that you reach out to him directly if you are interested in travelling to Illinois to purchase the targets.</p> <p>"that the assets described under "Purchasing Plan 2024" are approved to be purchase by March 31, 2025"</p> <p>"Moved: Jared Lavinge  Second: Randy Phinney  Carried</p>	Chuck Omdal
X	<p><u>Other items</u>  a) Volunteers for Outdoor Tournaments</p> <p>Discussed member volunteer help for outdoor tournament set up and tear down.</p>	Michael Lott

	<p>There has been little volunteer for outdoor tournaments therefore they have been cancelled or no dates set. Your involvement will ensure we are successful at being able to hold outdoor tournaments.</p> <p>b) Old 3D Target Disposal</p> <p>Old 3D Targets are fixed assets of the club and not able to be raffled as tournament prizes. Old 3D targets can be used for indoor shooting in the winter on Tuesday and Thursdays.</p>	Michael Lott
XI	<p><u>Next Meeting</u> TBD</p>	
XII	<p><u>Adjournment</u> Meeting adjourned by Mike Lott at 20h40</p>	

*Michael Lott*

Mike Lott  
Club President

Date: Jan 16/2024

*Teena McKitchen*

Teena McKitchen  
Club Secretary

Date: Jan 16/24

COMMENTS:

- Minutes had to be reformatted upon first submission return of minutes was delayed by club.
- No updated By Laws have been submitted as of yet
- No volunteer improvement plan has been suggested

*Bailey Hartnell*


Bailey Hartnell  
Club Liaison, Comm. Rec. Crrd.

*Jan 6, 2024*

Date

COMMENTS:

Bylaws not finalized and submitted along with minutes causing delay.

  
Brendan Cunliffe  
Manager, Comm. Rec.

12 July 2024  
Date

COMMENTS:

\_\_\_\_\_  
Nathan Lane  
Senior Manager PSP  
RECOMMENDED/NOT RECOMMENDED

\_\_\_\_\_  
Date

\_\_\_\_\_  
LCol N. B. Forsyth  
DComd 4CDSG

\_\_\_\_\_  
Date

**APPROVED**/NOT APPROVED