

2018 Annual General Meeting



BC ARCHERY ASSOCIATION



NOTICE OF ANNUAL GENERAL MEETING

To be held August 31, 2018 at 7pm

Silvertip Archers, Austin Rd Elementary School, 4543 W Austin Rd, Prince George

AGENDA

1. Call to Order
2. Confirmation of Quorum and Voting Rules
3. Adoption of Agenda
4. Approval of Minutes of 2017 AGM
5. Reports from Board and Chairs
 - 5.1 Treasurer's report and Financial Statements
 - 5.2 Appointment of Auditor for 2019
 - 5.3 All other VPs and Chairs
6. Notice of Resolution
 - 6.1 Requires $\frac{3}{4}$ majority of the votes cast to pass
7. Elections
 - 7.1 Appointment of scrutineers
 - 7.2 Elections
 - 7.2.1 President
 - 7.2.2 VP-Administration (1-year term remaining due to resignation)
 - 7.2.3 VP-Technical (1-year term remaining, to confirm appointment)
 - 7.2.4 VP-3D & Bowhunting
 - 7.2.5 Director-at-Large
 - 7.2.6 VP-Athlete Development
 - 7.2.7 Athlete Representative (1-year term)
 - 7.3 Destruction of Ballots
8. New Business / Good of the Society / Announcements
9. Next Meeting – August 30, 2019 (location to be determined)
10. Adjourn



MINUTES OF ANNUAL GENERAL MEETING
September 1, 2017 at 8pm
Cowichan Bowmen, 3044 Doupe Road, Duncan

1. Call to Order, 8:06pm
2. Confirmation of Quorum and Voting Rules
 - one non-member in attendance (did not sign attendance list)
 - see attached list of attendees
3. Adoption of Agenda
 - Motion:* to adopt agenda as presented
 - Moved:* Al Wills
 - Second:* Mary Ostermeier
 - Vote:* none opposed
 - Passed*
4. Approval of Minutes of 2016 AGM
 - Motion:* to approve minutes
 - Moved:* Ken Cameron
 - Second:* Roger Walker
 - Vote:* none opposed
 - Passed*
5. Reports from Board and Chairs
 - 5.1 Treasurer's report and Financial Statements
 - Motion:* to accept Treasurer's report into record
 - Moved:* Darcy Falk
 - Second:* Brandon Cotten
 - Vote:* none opposed
 - Passed*
 - 5.2 Appointment of Auditor for 2018
 - Raeleen recommends that we continue service with Terry at Kemp Harvey Craig
 - Motion:* to reappoint Kemp Harvey Craig Inc as auditors for next year
 - Moved:* Raeleen Campsall
 - Second:* David Sandquist
 - Vote:* two opposed
 - Passed*
 - 5.2.1 *Motion:* to have executive look at a new auditor for 2018-2019
 - Moved:* David Sandquist
 - Second:* Bill Sanderson
 - Vote:* 10 in favour, 11 opposed, 2 abstained
 - Motion failed*
 - 5.3 All other VPs and Chairs
 - (All reports were printed in the AGM package)
 - a) VP-Athlete Development: added that Compound has been added to the Targeted Athlete Program

6. Elections
 - 6.1 Appointment of scrutineers: Mary Ostermeier & Darcy Falk
 - 6.2 Elections
 - 6.2.1 VP-Administration: Susan Lemke by acclamation
 - 6.2.2 VP-Finance: Raeleen Campsall by acclamation
 - 6.2.3 VP-Technical: David Sandquist by acclamation
 - 6.2.4 Athlete Representative: Mariessa Pinto by acclamation
 - 6.3 Destruction of Ballots: no ballots were cast
7. New Business
 - a) Call for volunteers for Chair positions. Many positions available to be filled.
 - b) Question if bids were finalized for 2018 (& 2019) Championship events. Bids and awarding of events to be discussed at the Board of Directors meeting on Saturday evening.
 - c) Encouraged coaches-in-training to complete their certifications as many take the workshops and training but fail to complete the work and obtain certification.
8. Next Meeting – August 31, 2018 (location to be determined)
9. Adjourn

Motion: to adjourn
Moved: David Sandquist
Second: Darcy Falk
 Meeting adjourned, 8:51pm

Attendance List: Name	Club affiliation
Bob O'Brien	Arrowsmith Archers
Billy Sanderson	Victoria Bowmen
Ralph Clark	Victoria Bowmen
Roger Walker	Cowichan Bowmen
Mariessa Pinto	Starr Archery
Doug Linton	Victoria Bowmen
Brandon Cotten	Starr Archery
Garrett Johnson	Starr Archery
Mary Ostermeier	SOSA
Darcy Falk	Maple Ridge Archery
Ken Cameron	Cowichan Bowmen
Dale Chapplow	Quesnel River Archers
Al Wills	Victoria Bowmen
Jarrold Ball	Victoria Bowmen
David Sandquist	HD Stafford Archery
Rick Scammell	Maple Ridge Archery
Linda Price	Starr Archery
David Conery	Burnaby Archers
Ron Ostermeier	SOSA
Al Campsall	Cariboo Archers
Raeleen Campsall	BC Archery
Sonia Schina	BC Archery / Maple Ridge Archery
Susan Lemke	Starr Archery

Total of 23 in attendance

BRITISH COLUMBIA ARCHERY ASSOCIATION

**FINANCIAL STATEMENTS
(Unaudited)**

MARCH 31, 2018

BRITISH COLUMBIA ARCHERY ASSOCIATION

FINANCIAL STATEMENTS (Unaudited)

MARCH 31, 2018

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KH Craig Inc.
Chartered Professional Accountant
A Member of Kemp Harvey Group Inc.

Terry M. Craig, BA, CPA, CGA
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INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

To the Board of Directors
British Columbia Archery Association

We have reviewed the accompanying financial statements of British Columbia Archery Association that comprise the statement of financial position as at March 31, 2018, and the statements of operations and changes in net assets and cash flow for the year then ended, as well as a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Practitioner's Responsibility

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

Conclusion

Based on our review, nothing has come to our attention causing us to believe that the financial statements do not present fairly, in all material respects, the financial position of British Columbia Archery Association as at March 31, 2018 and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Osoyoos, BC
July 24, 2018

KH Craig Inc.
CHARTERED PROFESSIONAL ACCOUNTANT

BRITISH COLUMBIA ARCHERY ASSOCIATION
STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS
FOR THE YEAR ENDED MARCH 31, 2018
(Unaudited)

STATEMENT A

	2018	2017	2016
STATEMENT OF OPERATIONS			
RECEIPTS			
Government grants	\$ 78,620	\$ 76,543	\$ 74,105
Memberships	88,823	88,044	89,348
Tournament and program	24,490	21,559	26,512
Clinic fees	18,654	7,121	6,089
Sales	-	-	140
BC Winter Games	-	-	3,304
America's Master Games	-	12,024	-
Interest and other	709	772	24
	<u>211,296</u>	<u>206,063</u>	<u>199,522</u>
EXPENDITURE			
Advertising and promotion	2,393	3,763	1,567
Amortization	8,631	9,822	15,281
Awards	38,649	47,987	45,811
Clothing	2,337	1,993	2,554
Consulting services	3,161	1,230	-
Federation of Canadian Archers' fees	37,664	35,562	32,445
Fees and dues	21,514	5,633	10,583
Honorariums	9,121	9,930	4,940
Interest and bank charges	1,180	1,082	176
Office and sundry	11,912	28,445	14,324
Professional fees	3,509	3,695	3,513
Rental	1,813	1,375	679
Repairs and maintenance	-	1,061	-
Telecommunications	3,257	2,718	527
Tournament host	16,002	10,783	18,419
Travel, food, and accommodation	44,154	45,789	46,779
Wages and benefits	53,858	53,840	4,468
	<u>259,155</u>	<u>264,708</u>	<u>202,066</u>
EXCESS (DEFICIENCY) OF RECEIPTS OVER EXPENDITURE	\$ (47,859)	\$ (58,645)	\$ (2,544)
UNRESTRICTED			
Beginning balance	\$ 223,692	\$ 282,337	\$ 284,881
Excess (deficiency) of receipts over expenditure	<u>(47,859)</u>	<u>(58,645)</u>	<u>(2,544)</u>
Ending balance	<u>\$ 175,833</u>	<u>\$ 223,692</u>	<u>\$ 282,337</u>

See accompanying notes to financial statements

KH Craig Inc.

BRITISH COLUMBIA ARCHERY ASSOCIATION
STATEMENT OF FINANCIAL POSITION
MARCH 31, 2018
(Unaudited)

STATEMENT B

	2018	2017	2016
ASSETS			
CURRENT ASSETS			
Cash	\$ 142,530	\$ 177,631	\$ 231,325
Accounts receivable and prepaids - Note 3	<u>3,527</u>	<u>10,003</u>	<u>9,241</u>
	146,057	187,634	240,566
CAPITAL ASSETS - Notes 1 & 4	<u>32,276</u>	<u>39,728</u>	<u>45,472</u>
	<u>\$ 178,333</u>	<u>\$ 227,362</u>	<u>\$ 286,038</u>

LIABILITIES

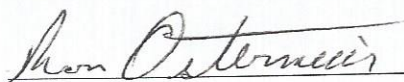
CURRENT LIABILITIES


Accounts payable - Note 5	\$ 2,500	\$ 3,670	\$ 3,701
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NET ASSETS

UNRESTRICTED - Statement A	175,833	223,692	282,337
	<u>\$ 178,333</u>	<u>\$ 227,362</u>	<u>\$ 286,038</u>

APPROVED ON BEHALF OF ASSOCIATION

 , Director

 , Director

See accompanying notes to financial statements

KH Craig Inc.

BRITISH COLUMBIA ARCHERY ASSOCIATION
STATEMENT OF CASH FLOW
FOR THE YEAR ENDED MARCH 31, 2018
(Unaudited)

STATEMENT C

	2018	2017	2016
OPERATIONS			
Receipts from various sources	\$ 186,096	\$ 183,733	\$ 172,986
Receipts from other income	24,045	22,332	26,536
Payments to suppliers for goods and services	(189,701)	(202,346)	(189,455)
Payments to and on behalf of employees	(55,028)	(53,871)	(3,267)
Changes in sales taxes	<u>666</u>	<u>536</u>	<u>2,694</u>
CASH PROVIDED (USED)	(33,922)	(49,616)	9,494
INVESTMENTS			
Acquisition of capital assets	<u>(1,179)</u>	<u>(4,078)</u>	<u>(20,382)</u>
DECREASE IN CASH	(35,101)	(53,694)	(10,888)
CASH BALANCE, BEGINNING OF YEAR	<u>177,631</u>	<u>231,325</u>	<u>242,213</u>
CASH BALANCE, END OF YEAR	\$ 142,530	\$ 177,631	\$ 231,325

See accompanying notes to financial statements

KH Craig Inc.

BRITISH COLUMBIA ARCHERY ASSOCIATION
NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2018
(Unaudited)

PURPOSE OF THE ORGANIZATION

The British Columbia Archery Association was formed to perpetuate, foster, and manage the practice of archery and without limiting the generality of the foregoing; to adopt, interpret, and enforce rules for the practice of archery in all its forms; to hold annual tournaments for the purpose of determining the Champions for the British Columbia Archery Association; and to act in general as the supreme governing body in all matters that pertain to archery in the Province of British Columbia, Canada. The Association is registered under the Society Act of British Columbia and is not subject to income tax. The Association is not a registered charity under the Income Tax Act and therefore cannot issue charitable donation receipts.

Note 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

a) Basis of Presentation

The Association prepares its financial statements in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

b) Use of estimates

When preparing financial statements according to ASNPO, estimates and assumptions are made relating to reported amounts of revenue and expenditure, assets and liabilities and disclosure of contingent assets and liabilities. Assumptions are based on a number of factors, including historical experience, current events, actions that the Association may undertake in the future, and other assumptions that are believed to be reasonable under the circumstances. Actual results could differ from those estimates under different conditions and assumptions. Estimates are used when accounting for certain items such as useful lives of capital assets and impairment of long-lived assets.

c) Capital assets

The capital assets are recorded at cost. Amortization is provided annually at rates and methods over the estimated useful lives as follows, prorated for the number of months of ownership. The estimates of the useful lives of the assets are reviewed every year and adjusted on a prospective basis, if needed.

Equipment	20 %	Declining balance method
Computer equipment	30 %	Declining balance method
Computer software	100 %	Declining balance method

Impairment of capital assets is reviewed whenever events or changes in the circumstances indicate that the carrying value may not be recoverable. An impairment loss is recognized for the excess of the carrying value over the fair value of the asset, during the year the impairment occurred.

Note 2 FINANCIAL INSTRUMENTS

The Association's financial instruments consist of cash, accounts receivable, and accounts payable. Unless otherwise noted, it is the opinion of management that the Association is not exposed to significant interest, currency, or credit risks arising from these financial instruments. The fair value of the instruments approximates their carrying values, unless otherwise noted.

Note 3 ACCOUNTS RECEIVABLE AND PREPAIDS

	2018	2017	2016
Accounts receivable	\$ 1,154	\$ -	\$ -
Goods and Services Tax receivable	1,253	1,919	2,455
Prepaid expenses	<u>1,120</u>	<u>8,084</u>	<u>6,786</u>
	<u>\$ 3,527</u>	\$ 10,003	\$ 9,241

Note 4 CAPITAL ASSETS

	Cost	Accumulated Amortization	2018	Net Book Value 2017	2016
Equipment	\$ 71,505	\$ 44,028	\$ 27,477	\$ 34,347	\$ 39,159
Computer equipment	20,004	15,205	4,799	5,381	6,313
Computer software	<u>1,012</u>	<u>1,012</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u>\$ 92,521</u>	<u>\$ 60,245</u>	<u>\$ 32,276</u>	\$ 39,728	\$ 45,472

Note 5 ACCOUNTS PAYABLE

	2018	2017	2016
Accounts payable	\$ 2,500	\$ 2,500	\$ 2,500
Payroll deductions payable	<u>-</u>	<u>1,170</u>	<u>1,201</u>
	<u>\$ 2,500</u>	\$ 3,670	\$ 3,701

Note 6 RELATED PARTY TRANSACTIONS

The Association paid the directors \$13,740 for services rendered (\$6,340 in 2017, \$10,616 in 2016). These amounts are included in honorariums and awards.

Report of the President

This year BC Archery has been running smoothly thanks to the ongoing efforts of our Board and the continuing service of our Executive Director, Sonia. My work as the President has gone from a daily task and consuming many hours of work to daily checking my email and sorting out what comes across my desk and who would be the best to handle the new challenge, of which, most goes directly to our ED. Our many programs are skillfully handled by the Chairs and the Directors that oversee them. We are asked to continually update the different organizations that are our funding partners, and since we receive the much-needed funding to make our programs work we strive to be on top of all the requests.

This year we are asking you at the AGM to remove the positions of zone representatives, as with today's technology we are only one click away from being able to help with clubs as needed. These reps in the last many years were only used mainly in the years of the BC Winter Games to help arrange for trials provide information to the participants. Even in the past years this was usually handled by a core group of coaches to get the job done. It would be best if, for the next Games, we first select the coaches and have them do the required work if possible, or select someone in that zone to do it.

As President I am involved with all the committees but usually there is no need to get involved with the people we have doing the work.

Respectfully submitted

Ron Ostermeier

Report of the VP-Administration

Since our last AGM much has gone on around the board, however my portfolio has not gotten a lot done. The Executive Director has managed most tasks set out from the VP Admin portfolio and with the exception of the Mentorship with the BC Winter Games and the Participant satisfaction exit surveys I have not managed to get much done.

There has been some consultation done regarding the upcoming strategic plan review and development for the next four years, but as of this moment I have not managed any new components of the document.

Due to personal reasons I will be stepping down from the seat as VP Admin. This past 8 months has seen several events and ongoing concerns for me that do not allow the focus and work ethic that I want to put towards the BC Archery Association's programs. To continue to fill a chair and not be doing the work is not fair to the members or the other board personnel who need the support.

I would like to thank everyone who has contributed to the success of the BC Archery Association during my term and wish my successor the best of luck going forward.

Respectfully submitted

Susan Lemke

Report of the VP-Athlete Development

April 2017 – March 2018

BC Winter Games 2018 Kamloops

We had a very successful 2018 BC Winter Games in Kamloops. This was the first year to use the new age category of Cadet 15-17 by December 31 of the competition year to be in line with Archery Canada age categories and the LTAD (Long Term Athlete Development.) This was also the first year that Archery was able to offer an additional 8 spots above the allotted 46 for Indigenous athlete participation. Archery is the only BC Winter Sport that is working with the Indigenous community to make sport more accessible for Indigenous athletes at the Games. As such, Archery was highlighted and selected for the Honorable Lieutenant Governor of BC, Judith Guichon, to participate at the medals ceremony. BC Archery continues to work with ISPARC (Indigenous Sport, Physical Activity & Recreation Council) and the BC Winter Games towards another successful Games to be hosted in Fort St John Feb 20-23, 2020. As BC Archery has been able to fund the athlete participant's registration fees (post attendance) for the last few games, we are looking at ways to improve the processing of the fees.

Canada Winter Games (CWG) 2019 Red Deer

Head Coach: Linda Price

Team manager/Assistant Coach: Paul Van Tassel

Athletes began declaring their intent to try out for the CWG team in the fall of 2017 coinciding with the published selection criteria on the BCAA website. The team will consist of 4 athletes, a male and female in each of the recurve and compound categories, athletes cannot be older than Junior age (20) in the year of the Games. In the Spring of 2018, the declared athletes were also invited to attend a TOP/combined training camp in Mission BC. Athletes will continue to submit scores from officially run 18m rounds up until the cut-off date of November 4th 2018. The top 4 athletes in each of the 4 categories will be invited to a final selection event held the weekend on November 24-25 in Oliver BC.

The Targeted Athlete Program (TAP) - Canadian Sport Institute/Pacific Sport

Targeted Athlete Chair (beginning in fall of 2018): Emma Hughes

For the 2018 Nomination cycle, Archery nominated 11 athletes, male and female, recurve and compound for their achievements from the 2017 year. After several years of working to fully include compound in the Targeted Athlete program, this was the first cycle that senior compound was also included. For the 2018 cycle the program had been redeveloped at the request of Pacific Sport to include benchmarks and declaration forms. Sports are assessed for their eligibility to receive Excellence in sport funding based on uptake of these programs and the conversion rates of athletes moving through the developmental levels. Due to the lower number of nominated athletes in the 2018 cycle, we will be working with Pacific Sport to update the current Targeted Athlete criteria for the 2019 cycle to slightly lower the benchmarks and to fall in line with the changes to the funding benchmarks. The new requirements will be published and announced in a BC Archery Newsletter.

The Pacific Sport program offers an educational online webinar program to develop our athletes mentally, nutritionally and provide access to resources to assist with promoting yourself. There is also free access to participating gyms and discount coupons available for performance attire.

Archery Canada's Target Objective Performance (TOP) and Development ID (DEVID) Program

BC Archery, with the assistance of STARR Archery, hosted a very successful TOP camp in the Spring of 2018, in Mission BC. The TOP program is used to identify athletes early on in the Olympic/World competitive cycles to provide technical and developmental support to athletes and their local level coaches. This also was the first year that Archery Canada published their Development ID program which provides athletes with high performance support from the National coach team. We currently have two recurve athletes participating in the DEVID program with Archery Canada.

Athlete Development / High Performance Program

As part of our goal to receive Excellence Funding from ViaSport, we are continuing to develop a better system to identify and monitor our athletes through the Long Term Athlete Development (LTAD). This includes a clear pathway of how BC competitions and other developmental clinics are offered and how that ties into Archery Canada's LTAD and Canada's Sport for Life (CS4L). The participation in programs such as the Targeted Athlete Program and the development of the benchmarks for Targeted athletes through Athlete Funding and BC Team selections was part of this ongoing development. Archery Canada's i@nseo tournament system allows for easier monitoring of athlete scores from registered tournaments for tracking and monitoring our athletes.

Various programs paid out approx. \$62,000.00 directly to athletes.

High Performance Funding

In the spring, the funding criteria was redeveloped to include baseline benchmarks and the new criteria has been posted for Target and 3D on the BC Archery website. Establishing benchmarks for funding eligibility fits into the Long Term Athlete Development and moves BC Archery closer to being eligible for Excellence funding. Funding applications totalled \$29,725. Athletes receiving funding for Nationals 3D and Target Team programs received another \$24,000, and BCWG athletes were covered 100% of their registration fees totalling another \$8050.

Report of the High Performance Funding Chair: Garrett Johnson

This funding year I processed 20 athlete funding applications, 8 Recurve, 6 Compound and 6 3D. A total of \$29,725 was paid out directly to these athletes to support their high performance achievements. High Performance coach applications totalled an additional \$2,400. I have since made improvements to streamline and semi-automate the processing of applications and the allocation of funding. Additionally I have made improvements to develop an online application process. This will be implemented for the next funding year in January 2019. I hope to continue to further simplify and automate the process so my efforts can be put towards assisting the BC Archery Association in other areas as needed.

JOP Chair Mary Ostermeier

Refer to separate report

Para-Archery Chair Susan Lemke

We will continue to work with Pacific Sport to include a para-Archery section as part of the Targeted Athlete program. Archery Canada recently did a full review of the para-program and with that we hope to tie the BC Targeted Athlete program fluidly into the AC program.

We are happy to announce that Kevin Evans has accepted the BC Archery Para-Archery Chair position and BC Archery is very excited to work with Kevin.

Refer also to separate report

BC Performance Program Coordinator Rick Scammell

There were 7 applications received for the Performance Program for 2018, however; only 3 athletes participated in the Target Nationals and Canadian Open, and were thus automatically named to the Performance Team. Nationals was held in Truro, Nova Scotia, which most likely contributed to the low participation from our Province. Based on the Program policy, \$8,000 was awarded to these three individuals, and the balance of the program budget (\$4,000) will be transferred to the High Performance Funding budget to be awarded to eligible athletes. One Silver medal was earned by a member of the Performance Team. It is wonderful to note that, although Field Nationals is not funded by either the Performance or 3D Nationals Programs, every BC athlete that participated in the Field Nationals came home with a medal.

Respectfully submitted

Linda Price

Report of the VP-3D & Bowhunting

3D archers continue to do very well in Canadian Championships and there are many communities/clubs hosting indoor and outdoor fun 3D shoots across the province attracting thousands of participants.

This year, Sundre, Alberta hosted the 2018 Canadian Indoor 3D Championships with many BC athletes competing and ascending the podium. It was a well-run event with many challenging scenarios. 248 archers from across Canada attended. More than 20 BC archers attended with 12 reaching the podium.

The 2018 BC 3D Championships were hosted by the Cariboo Archers in Williams Lake. By all accounts, it was a tremendous event with a good mix of challenging shots, animal variety and terrain. At these BC Championships, the eight-person BC Team and four alternates were chosen using a handicapping system. These archers will share in the \$12,000.00 from BC Archery. Half of the money will go to the BC Team to defray travel costs and the other half will be split among those team members and alternates who reach the podium in Truro, Nova Scotia. All 12 of the team and alternates heading to Nova Scotia have a valid chance to reach the podium at the Canadian Championships! It is a very strong squad. Last year, seven made the podium in Quebec and we expect a better result this year. In total, 31 archers applied for the BC Team.

The choosing of the BC Team continues to evolve. With the majority of the team reaching the podium at each of the last four Canadian Championships, our selection system is working fairly well. However, I am still working to make it as fair as possible. Through education of the host clubs, instituting team alternates and the fact that the alternates have an equal chance to share in 50% of the money through their performance, the inevitable course inequities are felt less harshly. I continue to monitor and strive to improve the process.

One International Bowhunter Education Program (IBEP) course was held this past year.

Respectfully Submitted,

Al Campsall

Report of the VP-Technical

Completed assignments from Director at Large position previously held. This included the purchase of self-supported system for nets. This unit was used at BC Winter games in Kamloops.

2021 Canadian Championships Preliminary interest e-mail was sent to member clubs. Formal request for bids will be issued late September 2018 with December deadline to submit application. The Board will select and notify the successful applicants in early 2019.

Next project is to work with Darcy to review the judging program and make recommendations for improvements. CAC/NCCP is considering adding officials to "The Locker". This will need the approval of Archery Canada before proceeding.

Archery continues to be the most popular sport activity at the KidSport Corporate challenge. This one single event raises over \$100,000 toward helping all kids to participate in organized sport.

Respectfully Submitted,

Rick Scammell

Report of the Director at Large

As the newest member of the Executive, I had a pretty easy first year of getting my bearings and a feel for the inner workings of the Board, as the outgoing Director kindly finished up his previously started tasks, and no new tasks were thrown at me. Moving forward, I will begin work on developing a new Strategic Plan for 2019 and will begin canvassing the other board members for ideas to put into action. I will also begin reaching out to clubs to try to help facilitate any bids for any of the upcoming National Tournaments set to return to BC in 2021. This looks to be a busy upcoming year.

Respectfully Submitted,

David Sandquist

Report of the Executive Director

The past year has flown by, as many of you may agree. I have attended meetings, workshops and seminars on behalf of the Association, with several funders and stakeholders. Many new initiatives are being prioritized by viaSport (who manages the funding awarded by the Province of British Columbia). Some of these initiatives are easy to adopt, such as gender-equity programming, and others require a more in-depth look, such as the policies surrounding Safe Sport and Harassment (which include bullying, sexual misconduct, inclusion, etc). As policies are developed, we encourage our clubs to adopt and promote them as well.

A reminder that every member can check their own profile and scores in the National database by visiting can.service.ianseo.net. If you provided an email address when you joined/renewed your BC Archery membership, then that is the email required to login to the Archery Canada database. Joining or renewing with BC Archery is easy: complete an online form and submit a payment with a credit card. Online applicants receive an emailed membership card which speeds up the process (no waiting for the mail to arrive) and reduces costs to the association. 35% of our current members took advantage of the online application—only 23% used this option last year. The mail-in option still exists for those that are unsure of entering their information on the internet.

It is just over a year from the launch of our new website. As information is posted, messages are posted on Facebook as well. If you have a Facebook account, be sure to like the BC Archery page (@BCAA.Archery) so that our notifications show up in your newsfeed. The newsletter is sent out monthly with short, “to the point” articles to let you know what’s happening in the association. If you have a news item you wish to share, please contact me so that I can post it on our sites. If you have a photo or post you wish to share with the members, that is related to a BC Archery activity, please be sure to tag us in your post: @BCAA.Archery. As well, our website photo gallery is often created through crowd-sourcing—that’s where you send in photos from our events that you are willing to share with our members. If enough people contribute photos, voila, instant album!

Membership statistics, 2018:

Zone	1	2	3	4	5	6	7	8	Total	Grand Total									
Clubs	2		7		7		2		7		5		4		3		37		
Gender	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
Master	12	2	27	11	26	15	18	9	21	5	79	17	15	8	47	18	245	85	330
Senior	9	11	18	11	26	18	28	13	31	21	70	34	21	12	45	38	248	158	406
Junior	1	1	1	0	5	4	5	5	4	2	5	1	3	0	8	6	32	19	51
<=Cadet	18	17	28	13	62	31	48	41	30	24	20	12	19	20	125	80	350	238	588
	40	31	74	35	119	68	99	68	86	52	174	64	58	40	225	142	875	500	
	71		109		187		167		138		238		98		367		1375		
Certified Judges	0	2	2	2	1	3	1	1	3	1	4	2	0	1	7	4	18	16	34
Judge Candidates	0	2	1	0	0	0	2	0	1	1	4	0	1	0	5	3	14	6	20
Certified Coaches	2	2	5	3	3	5	3	5	8	3	11	2	4	2	9	5	45	27	72
Coaches in Training	2	0	7	2	6	6	10	4	2	2	11	2	10	5	4	3	52	24	76

Records (for non-JOP Championships):

The 2017 BC Outdoors consisted of a Canadian-1200-round and a World Archery Field round. 9 records were set for the 1200-round: 3 by women, 6 by men and 12 records were set for the Field-round: 5 by women, 7 by men. The 2018 BC Indoors consisted of 2 World Archery registered 18m rounds, shot over 2 days. 9 records were set on Easter weekend: 3 by women, 6 by men.

Organizational progress:

As I noted last year, one of my intentions when taking on this position was to ensure that Archery is represented at meetings for our funders. Many Board members and I have attended events held by our stakeholders over the years. We are recognized and known by name. We are sought out at meetings to see what we've been up to and what new things we've been implementing. Leaders of our stakeholders make a point of saying hello, just to check in, because they are interested. Your Association is recognized for its participation and innovation. Archery is the most popular activity at a corporate fundraiser held by KidSport each fall. ViaSport recently sent a commendation for our creation and implementation of a Gender-Equity policy. The BC Games Society continues to applaud your Association's enthusiasm to integrate an Indigenous component in the BC Winter Games. Your province was the first in the west to host an Archery Canada TOP clinic to promote the development of athletes beyond the provincial levels. BC Archery is making an impression and we are respected in the sport community.

It is because of this progress that I am excited about my position as the Executive Director. No matter the challenge or the workload, there is passion for sport that is shared by our Board, our members, the other sports in the Province—this passion is energizing. Each year I see the progress of our athletes and feel joy when they succeed, I see the smiles on the faces of athletes at a competition and when they meet friends they haven't seen in a year—these things make the work worthwhile. This leads me to once again ask for your help. I ask you to share the most important asset you have—your time. Volunteer a few hours to your club—I bet they would really appreciate the help. Many clubs struggle along and may face shutting down for lack of assistance. If you have passion for this sport, and get enjoyment from participating, help keep the sport and the clubs active. The Clubs, and even the BC Archery Association, have jobs that require a few hours a year to a few hours a month—you choose! Keep the sport alive and consider donating a few hours of your time to sustain your sport. Share your knowledge, your skill, and your passion. *Nobody can do everything, but everyone can do something.*

I would like to thank our hard-working Directors and Chairs for all they do, and our club administrators for keeping our ranges operational.

Respectfully submitted,

Sonia Schina

Report of the Athlete Representative

This year was my first year as athlete rep for the province. My biggest goal was to reach out and let people know of the position and what I am here for. Reaching out through the BC Archery newsletter was a success. I received feedback from athletes and coaches on the lack of competitions available for Longbow archers. It was requested to open a Longbow category in the Archery Canada Mailmatch to give archers competing in said category another way to compare their standings nationally. I forwarded this on to the Trisha, Archery Canada's athlete rep, who sent it on to the board to review. I am happy to see that it all moved forward and Longbow has been added to the Archery Canada Mailmatch competition. Going forward, we must work at ensuring members are aware of how they can voice their opinions or recommendations through this position.

Take care,

Mariessa Pinto

Report of the JOP Chair

As you can imagine it has been another successful and busy year for me. So many new young archers that earned many certificates over the Indoor and some for the Outdoor season. It is really great to see.

All the JOP tournaments: JOP Club Regionals, JOP Mail Match as well as the JOP Indoor Championships were well attended. The Outdoor Championships not so much. Most clubs don't have an outdoor program. We here in Oliver couldn't shoot at all from May on because of major flooding at our range. Roads washed away and a ravine towards the archery range.

Kelowna doesn't have an outdoor range this year either so hopefully next year all will be good again.

Since September I have handed out 212 plates and a total of approximately 1658 certificates. If sometimes it takes a while longer to get the achievements for your club then I probably am really busy. I try to get them done as quickly as possible but sometimes personal life gets priority.

As you are reading this the Indoor season will be getting closer so here we go again for another year. I'm looking forward to working with all the coordinators once again and if your club has a new coordinator dealing with the JOP can you please send me the new contact info.

If you have any questions regarding the program or anything to do with it please contact me and I will certainly answer your questions.

Also keep in mind that the JOP Mail Match will start with the month of October and I will send out the info later in September. Ron and I will be on the road until around the 20th of September.

Yours in Archery,

Mary Ostermeier

Report of the Coaching Chair

When you take a clinic, you have one year to complete the course which involves completing the portfolio/workbook for Instructional Beginners and Instructional Intermediate. The numbers below may include those who took the training in 2016 – 2017 as sometimes we allow a little more than a year to complete. Let's start with the numbers:

Instructional Beginner: 58 members took the training. So far only 10 have completed the course this 2017 – 2018 year.

Instructional Intermediate: 12 people took the one course held in the 2017 – 2018 year, 13 have completed their training (but this takes into consideration last year's courses as well).

Comp Dev workshop 1: 10 people have taken the course; one has completed. This course is more involved, and it requires two weekends, approximately one year apart, unless it can be shown that the coach-in-training doesn't require the full year to complete the tasks.

So far, the requests for clinics have been member driven. We try to accommodate our member clubs: we still only require 6 spots to be guaranteed by the club which makes them responsible to pay for those 6 even if the minimum number is not reached. We would like the participation numbers to increase as one learning facilitator can handle 12 – 14 participants.

Anyone who has taken training in the past should check your records in The Locker:

<https://thelocker.coach.ca/account/login?mode=login>. In order to maintain your certification you must report your involvement annually, which would mean acquiring Personal Development Points (P.D. Points). PD points are achieved by taking ongoing training, attending conferences and actively coaching. Research this for yourself in The Locker where the requirements are fully explained: <https://www.coach.ca/maintenance-of-certification-s16745>. Some of you may be receiving the message that your status is about to expire due to the lack of ongoing training. This new system is designed to make sure coaches try to remain current.

Respectfully,

Ron Ostermeier

Report of the Judge Chair

The past year we had 2 new judges certified in target archery with another 5 working towards getting their certification.

I'm looking at a new shirt company for judge's shirts and hopefully in the near future will be able to get that out so our new judges and existing judges will be able to order shirts for the upcoming indoor season.

I'm also looking at implementing a judge reporting log, this will allow us as an organization to keep track of active judges and those judges that haven't judged in a while and what we can do to get them actively judging. Hosting more tournaments in certain areas so that there are more opportunities for them may be a solution. This is where the local clubs can help out their judges and archers by adding a couple more tournaments to their calendars.

Respectfully submitted,

Darcy Falk

Report of the Senior Games (55+) Chairperson

The 2017 Games were held in Vernon/Armstrong. Don did a great job. I chaired the participants meeting at the end of tournament. The participants directed me to formally submit a rules change to bring back 3D as separate event with its own medal. A petition consisting of 30 names was submitted with the rules change application. Rules change was granted and will be in effect for the 2018 Games. (one medal for 3D, one medal for Target/Field).

The 55+ Games Society has changed its business model to include a more active role in organizing and running of the games. To that end they have hired two full time staff and one part time staff. Their board, including the President, realize the importance of the PSO and are making an effort to work with us.

Respectfully,

Rick Scammell

Report of the Para-Archery Chair

The Para Archery web page has been up and running for some time. Thank you to Sonia for all her work on the web site, it looks great.

Linda has been working with Pacific Sport to gain access for our Para athletes in the province for our Targeted Athlete Program. With her dedication to the advancement of competitive archery in province it is just a matter of time now for the association to be able to expand its resources for the athletes with disabilities.

We have been most fortunate to have Kevin Evans agree to be the Para Archery Chair for the program. As the Canadian National association begins to widen its scope for athletes with a disability, Kevin is a direct pipeline to information and this will be a huge step forward in the BC Archery Association's work to support and develop.

I would like to personally thank Kevin for all he does to support the sport of archery in BC and wish him the best in his role as Para-Archery Chair.

Thank you

Respectfully submitted,

Susan Lemke



British Columbia Archery Association



Notice of Resolution

Dated August 15, 2018

In accordance with the bylaws, notice is hereby given that the following bylaw amendments will be considered at the Annual General Meeting on August 31, 2018 at 7pm in Prince George, BC.

Special Resolution: To dissolve the position of Zone Representatives and remove all references to Zone Representatives in the bylaws: the entirety of Part 9, bylaws 46 through 50, and Part 10, bylaws 51(b) and 51(d).

Current Bylaws	RATIONALE
<p>Part 9 – Zone Representatives</p> <p>46) In this part, “member” means a member of the Society in good standing who resides in a given BC Games Zone.</p> <p>47) Subject to bylaw 48), a zone representative shall be elected by the members in each BC Games Zone and shall hold their offices for a term of two years from election, and</p> <ul style="list-style-type: none"> i) the terms of office of the representatives of Zones 1, 3, 5 and 7 shall be concurrent, and ii) the terms of office of the representatives of Zones 2, 4, 6 and 8 shall be concurrent. <p>48) a) An election may be by acclamation; otherwise it must be by ballot.</p> <p>b) If a successor is not elected, the person previously elected or appointed continues to hold office.</p> <p>49) a) Subject to bylaw 50 a), if a zone representative resigns his office or otherwise ceases to hold office, the directors must appoint a member to take the place of the former representative.</p> <p>b) A zone representative so appointed holds office until the normal term of office expires in accordance with bylaw 47) i) and ii).</p> <p>50) a) The members may remove a zone representative, before the expiration of his term of office, and may elect a successor to complete the term of office.</p> <p>b) If the members do not elect a successor, one must be appointed pursuant to bylaw 49).</p> <p>Part 10 – Policies</p> <p>51) The directors, by resolution and in accordance with these bylaws, must make, and may change from time to time, policies with respect to:</p> <ul style="list-style-type: none"> b) the procedures for the election and removal of zone representatives; d) the responsibilities of the zone representatives; 	<p>To allow for better reporting and administration with regard to the BC Winter Games. For many years, the sole responsibility of the Zone Representatives has been with regard to the BC Winter Games, and only every second year. The Board and the BCWG Provincial Advisor recognize that most of the work with regard to the Games has been, and can efficiently be, performed by the Head Coach for each zone. Communication of information no longer filters through a Zone Representative, but is distributed by the Association via email, newsletter and website directly to the members.</p>

To be decided by a 3/4 majority of voting members present at the AGM.

Questions and concerns may be forwarded to
Sonia Schina, Executive Director
778-241-2724
execdirector@bcarchery.ca

President

The President is responsible for the general leadership of the Association. The President shall:

- a) Recruit, select, train, and recognize volunteers for the BCAA
- b) Manage and supervise BCAA affairs and operations
- c) Ensure that the Executive Committee and the Board members pursue steps to attain goals set in their areas of responsibility
- d) Preside at all meetings of the members and of the Directors
- e) Represent the Society in any activity with which the Society is associated
- f) Act as a member ex-officio on all BCAA committees
- g) Be in attendance at all championship events (or send a representative)
- h) Appoint a member to act in the President's place at any event or meeting where the President will be absent
- i) Be responsible for the supervision of the Multi Sport Games, BC Summer Games, and Senior Games
- j) Be responsible for the supervision of the Archery Canada Representative.
- k) Be responsible for the supervision of paid staff members.

Budgets

The President is responsible for monitoring and ensuring that the Executive, Board and Committee members comply with budget restrictions when running their programs.

The President is responsible for the following budgets:

- a) Staff salaries, travel and benefits
- b) Board and committee travel
- c) Meetings
- d) Administration of Association

All reasonable administrative expenses will be paid by the Society.

Meetings

The President is expected to attend and participate in:

- BCAA Board Meetings
- BCAA Annual General Meeting (AGM)
- Meetings as required by Sport BC
- Meetings as required by Chef de Mission - Canada Games/Western Canada Games
- Financial Meetings as required
- Executive Meetings as required
- Coaching and Officials Committees Meetings as required

Reporting Responsibilities

- To the Executive Committee as required
- To the Board
- To the Membership at the AGM

Program Tasks

- a) Leadership
 - Supervise recruiting of volunteers for committee positions
 - Ensure volunteers have adequate orientation and training
 - Communicate with VPs and Zone Directors
 - Communicate with the general membership
 - Appoint members to fill Board vacancies upon Board approval (per bylaws)
- b) Planning
 - Supervise seminar to develop short and long term planning
 - Identify milestones for current year
 - Outline annual task list and/or work plans for the portfolio
- c) Development
 - Co-ordinate planning results into print form
- d) Implementation
 - Staff performance appraisal
 - Volunteer Recognition program
- e) Evaluation
 - Annually assess programs and results for past year

Supervision Responsibilities

Overall operations and productivity of the BCAA including:

- BCAA Staff
- Leadership provided by the Executive Committee and Board
- Performance Review System

Vice-President - Administration

The VP-Administration shall:

- a) Perform the duties of the President during the absence or inability of the President
- b) Maintain and update the Strategic Plan
- c) Oversee and guide the harassment complaints process

Budgets

The Administrative VP is responsible for the following budgets:

- General administrative items of the Association

All reasonable administrative expenses will be paid by the Society.

Meetings

The Administrative VP is expected to attend and participate in:

- BCAA Board Meetings
- BCAA Annual General Meeting (AGM)

Reporting Responsibilities

- To the President bi-monthly, or to the Board at scheduled meetings, whichever occurs more frequently
- To the Membership at the AGM

Program Tasks

- a) Leadership
 - Give direction to and supervise committees under portfolio
 - Present issues under portfolio to the Board
- b) Planning
 - Develop short and long term planning for areas under own portfolio
- c) Development
 - Initiate changes and updates to the Strategic Plan
- c) Evaluation
 - Annually assess progress for the past year

Supervision Responsibilities

Overall operations and productivity of the BCAA committees in portfolio

Performance Review System

- Identify milestones for current year
- Outline annual task list and/or work plans for the portfolio

3D & Bowhunting Vice-President

This Vice-President shall be responsible for the establishment and supervision of Bowhunting Committees including the following programs:

- a) International Bowhunter Education Program
- b) Liaison with the AC 3D Program
- c) 3D Rules
- d) Provincial 3D Championships & Provincial 3D Team
- e) Lobbying the Government for Bowhunting licensing and hunting zones
- f) Establish contact with Zone Directors to assess needs for IBEP clinics
- g) Act as a member ex-officio on all committees in the portfolio
- h) Work with a committee to establish a Bowhunting Records Book

Budgets

The 3D & Bowhunting Vice President is responsible for monitoring expenditures of committees under his/her portfolio, and is responsible for budgets of the IBEP program. All reasonable administrative expenses will be paid by the Society.

Meetings

The 3D & Bowhunting VP is expected to attend and participate in:

- BCAA Board Meetings
- BCAA Annual General Meeting (AGM)
- Government Biologists/Minister concerned with bowhunting zones and licensing as required

Reporting Responsibilities

- To the President bi-monthly, or to the Board at scheduled meetings, whichever occurs more frequently
- To the Membership at the AGM

Program Tasks

- a) Leadership
 - Supervise recruiting, orientation and training of volunteers for committee positions
 - Give direction to and supervise committees under portfolio
 - Present issues under portfolio to Board
- b) Planning
 - Participate in planning seminar to develop short and long term planning
 - Establish clinic needs
- c) Development
 - Develop a network of IBEP clinicians in the province
 - Work with AC regarding 3D rule revisions
 - Establish a permanent (hunting) records book
 - Develop a 3D Tournament Guide
- d) Implementation
 - Ensure that bowhunters have access to the IBEP course
- e) Evaluation
 - Annually assess programs and results for the past year

Supervision Responsibilities

Overall operations and productivity of the BCAA committees in portfolio:

- IBEP
- Records (hunting)
- 3D Championships

Performance Review System

- Identify milestones for current year
- Outline annual task list and/or work plans for the portfolio
- Review Job Descriptions for areas under own portfolio

Vice-President - Technical

The VP Technical is also responsible for establishing and supervising the following committees:

- a) Coaching
- b) Officiating
- c) Tournaments & Awards
- d) Act as a member ex-officio on all committees in this portfolio

Budgets

The VP Technical is responsible for monitoring expenditures of committees under his/her portfolio, and is responsible for the following budgets:

- a) Coaching Chair
- b) Officials Chair

All reasonable administrative expenses will be paid by the Society.

Meetings

The Technical VP is expected to attend and participate in:

- BCAA Board Meetings
- BCAA Annual General Meeting (AGM)
- Executive Meetings as required

Reporting

- To the President bi-monthly
- To the Board
- To the Membership at the AGM

Program Tasks

a) Leadership

Supervise recruiting of volunteers for committee positions
Supervise orientation and training of volunteers for their roles
Communicate with VPs, Zone Directors, and the general membership

b) Planning

Participate in planning seminar to develop short and long term planning
Establish clinic needs

c) Implementation

Major events BCAA Championships

d) Evaluation

Annually assess programs and results for the past year

Supervision Responsibilities

Overall operations and productivity of the BCAA committees in portfolio

Performance Review System

- Identify milestones for current year
- Outline annual task list and/or work plans for the portfolio
- Review job descriptions for committee positions

Director-at-Large

This Director shall be responsible for special projects which may arise. Some examples of past projects are:

- Guest Insurance policy
- Range Safety policy
- Purchase and outfit tournament trailer
- Sport Chair for the America's Masters Games

Assist other Directors with large projects, when requested.

Budgets

The Director-at-Large is responsible for monitoring expenditures of committees under his/her portfolio. All reasonable administrative expenses will be paid by the Society.

Meetings

Director-at-Large is expected to attend and participate in:

- BCAA Board Meetings
- BCAA Annual General Meeting (AGM)
- Any meetings with regard to Special Projects as decided/determined by the Board

Reporting Responsibilities

- To the President bi-monthly, or to the Board at scheduled meetings, whichever occurs more frequently
- To the Membership at the AGM

Program Tasks

a) Leadership

Supervise recruiting, orientation and training of volunteers for committee positions
Give direction to and supervise committees under portfolio
Present issues under portfolio to Board

b) Planning

Participate in planning seminar to develop short and long term planning
Establish timelines and detailed budgets, if any, for Special Projects

c) Evaluation

Annually assess programs and results for the past year

Supervision Responsibilities

- Overall operations and productivity of the BCAA committees in portfolio

Performance Review System

- Identify milestones for current year
- Outline annual task list and/or work plans for the portfolio

Vice-President - Athlete Development

The VP Athlete Development shall be responsible for establishing and supervising the following committees:

- a) Junior Program
- b) Team Selection
- c) Targeted Athlete Program
- d) Athlete Assistance / High Performance Funding
- e) High Performance Training
- f) Act as a member ex-officio on all committees in this portfolio
- g) Para-Athletes

Budgets

The VP Athlete Development is responsible for monitoring expenditures of committees under his/her portfolio, and is responsible for the following budgets:

- Junior Program Chair
- High Performance Training
- Athlete Assistance

All reasonable administrative expenses will be paid by the Society.

Meetings

The Athlete Development VP is expected to attend and participate in:

- BCAA Board Meetings
- BCAA Annual General Meeting (AGM)

Reporting

- To the President bi-monthly, or to the Board at scheduled meetings, whichever occurs more frequently
- To the Membership at the AGM

Program Tasks

- a) Leadership
 - Supervise recruiting of volunteers for committee positions
 - Supervise orientation and training of volunteers for their roles
 - Communicate with VPs, Zone Directors, and the general membership
- b) Planning
 - Participate in planning seminar to develop short and long term planning
 - Establish training needs for athletes in the various programs of the portfolio
- c) Evaluation
 - Annually assess programs and results for the past year

Supervision Responsibilities

Overall operations and productivity of the BCAA committees in portfolio:

Performance Review System

- Identify milestones for current year
- Outline annual task list and/or work plans for the portfolio
- Review job descriptions for committee positions

Athlete Representative

The role of the Athlete Representative is as a spokesperson for high performance archers in the province, ensuring their views, comments and opinions reach the BC Archery Board and Athlete Development committee.

The Athlete Representative shall:

1. Act as an ombudsman on behalf of the athletes
 - a. Communicate with high performance archers, coaches and BC Archery membership in general
2. Correspond with the Archery Canada Athlete Representative to establish an improved line of communication between the athletes, the BCAA, and AC
3. Attend meetings as required or as requested by the Board
4. Submit an annual report to the Board for presentation at the AGM
5. Report to / communicate with the Executive Director to ensure that athlete comments/concerns are directed to the appropriate directors/chairs

Budgets

All reasonable administrative expenses will be paid by the Society.

Meetings

As requested by the Board

Reporting

- To the Executive Director as required
- To the Board as required

Program Tasks

a) Leadership

Communicate with Executive Director

Communicate with the appropriate Provincial Government personnel

Communicate with the Athlete Representative of Archery Canada

b) Evaluation

Annually assess programs and results for the past year

Performance Review System

- Identify milestones for current year
- Outline annual task list and/or work plans for the portfolio