

Board Meeting Minutes



Date: 10 November 2016

Location: Skype

Time: 7.35 – 10.08 pm

1 Attendance and apologies

The following board members were in attendance:

Anne Mitchell (President)

Yiftach Swery (Athletes Commission)

Karen Moffatt-McLeod (Vice President)
(apologies for lateness – joined 8.05pm)

Scott Collett (Coaches Commission)
(intermittently due to internet problems)

Robyn Denton (National Secretary)

Petra Baker (JAMA convenor)
(apologies for lateness – joined 7.50pm)

Apologies were noted for the following board members:

Carole Hicks (Judges Commission)

Keith Murphy (Treasurer) (no apology received)

The apologies for the 10 November 2016 Board meeting were moved for acceptance by Robyn, Seconded Yiftach. **Carried.**

2 Minutes of last meetings

The minutes of 3 & 4 September meeting were reviewed. Minor amendments were noted.

Noting the minor amendments, the minutes for the 3 & 4 September 2016 Board meeting were moved for adoption by Robyn, Seconded Yiftach. **Carried.**

The minutes for the 11 October meeting were reviewed. Minor amendments were noted.

Noting the minor amendments, the minutes for the 11 October 2016 Board meeting were moved for adoption by Anne from the Chair. **Carried.**

At this stage of the meeting there was not a quorum present, so Robyn will make the amendments and then email out both documents and the resolution for final approval.

Action Make amendments to minutes of the 3&4 September 2016 and 11 October 2016 meetings and then load into Google Drive and recirculate the resolutions for final signoff. Robyn

3 Actions arising from previous meetings

The Action Sheet in Google Drive was reviewed in the meeting and updated.

Anne noted that there are a number of very urgent actions that need progressing in the next couple of weeks in preparation for the AGM including:

- Budgets for the forward years
- Letter to close the ANZ account and move the money into KiwiBank
- Commission reports for incorporation into AGM report.

4 Financials

It was noted that there were a number of accounts already loaded into Google Drive that needed payment. Keith has been off-line for a while so there a need to try and get these sorted ASAP.

Robyn has passed through a number of accounts to Keith which have not been loaded up yet either. It was agreed that everyone needs to urgently get their claims into Google Drive in the next week, Robyn/Anne will then collate these and put forward a motion via email to enable payment to be made.

Action Accounts for payment to be loaded into Google Drive by 20 November 2016. All

Action Accounts to be collated into the payment spreadsheet and a motion for payment of the October/November 2016 accounts to be circulated by email and payments to be made. Robyn/Anne

5 Sports NZ

Robyn is unable to attend the meeting in Wellington on 30 November and Keith has not confirmed whether he will be able to attend.

Karen has booked flights and will be attending.

6 Outdoor Nationals 2017

6.1 MOU

The MOU has been signed and is loaded up in Google Drive.

Irving has been on contact with Anne working through the outstanding issues. Target faces have been ordered and the Damage backstops, pins and straps have all arrived and are with Irving.

Trentham have received around 130 entries – breakeven was around 103 entrants, so financially the event is looking to at least breakeven.

Irving will confirm whether there is a need to supply any of the extra Eleven targets or not. They are currently looking to bring in targets from the local clubs.

Signage at the event (Archery Man) and for finding the event location should be in the container. Robyn to check the inventory supplied from the last event to see if these are still in the container or need to be replaced.

Dave Henshaw has donated a couple of Archery NZ flags which will also be able to be put up at the event either on a flag pole or along the side of a container/DOS box. Anne to send a thankyou card to Dave.

Action Check the container inventory supplied from the last Outdoor Nationals event to be made to see if the signs are still in the container or need to be replaced. Robyn

action Dave Henshaw to be sent a thank you card for the Archery NZ. Anne

6.2 Medals

It was not clear whether Keith had heard back from Brandwell Moller with a copy of all the various

medals that they provide to Archery NZ.

Decisions still need to be made in regard to the provision of medals for the Youth Archers, as they will receive the National Tournament medal at the Youth Nationals.

Karen to contact Brandwell Moller to look at getting an off the shelf medal and then just have an appropriate insert added.

Action Contact Brandwell Moller to look at getting an off the shelf medal and then just have an appropriate insert added for presentation to Youth archers competing at the Outdoor Nationals 2017. Karen

6.3 DOS and Judges

Trentham have been in contact with Colin Mitchell to finalise the DOS and Judges.

7 Youth Nationals 2017

Anne has been on contact with Rotorua Archery Club and they are keen to proceed with getting the MOU in place.

Anne and Petra have been working on the draft MOU document and once finalised will circulate for Board signoff prior to presenting to Rotorua. The aim is to have the MOU signed and be able to announce the hosting of this event at the AGM.

8 World Masters Games 2017

8.1 Targets

We need to make a decision as to the type of container to purchase so that we can have this available at the port for the targets to be transferred into when they arrive.

Anne to check with Carol in regard to the name of the ship that the targets are coming out on and the expected ETA.

The construction of the frames is still be finalised.

8.2 Timing Equipment

No update available at the time of the meeting.

9 Board Appointed Roles

9.1 Representatives Coordinator

The appointment of Doug Clayton has been made and he has signed the Confidentiality Statement.

Doug has started to get systems in place and has been asking questions in regard to the timing associated with booking accommodation etc. It was noted that World Archery will be the key source of information and they normally have a 'pack of information' their website is the first place to go. Information from World Archery has been a bit slow lately.

9.2 Privacy Officer

The scope of the role for the Privacy Officer was discussed, and it was agreed that the scope of the role could become quite wide, but in the meantime that there would be real value in getting the role up and running and dealing with the Police Vetting initially. With the large number of international events next year, this will be relatively busy. Karen has a person in mind who would do a great job.

Consideration can then be given to extending the scope of the role, and expressions of interest can be sought once a wider scope is finalised.

On this basis it was proposed:

That Janette Franklin be offered the role of undertaking the police vetting duties initially. If interested, Janette could then consider moving to undertake the Privacy Officer Role once the scope has been finalised. Moved Anne, seconded Robyn. **Carried.**

Action Janette Franklin to be offered the role of undertaking police vetting while Privacy Officer position description is finalised. Karen

9.3 Ballot Officer

The use of ballots to make any amendments to the Constitution does take time and effort. This topic will be discussed at the AGM along with other potential changes. A ballot will be needed in the new year to make any changes and therefore there will need to be someone who can look after this moving forward.

It was agreed that Karen and Robyn will draft a Position Description for inclusion in the AGM discussions.

Action Position description for Ballot Officer to be developed. Karen/Robyn

9.4 Webmaster

Yif noted that work has been very busy, but he has been in contact with Tony Walker and is now all set up for undertaking this role moving forward.

10 AGM Preparation

10.1 Proposed Changes to the Constitution

Robyn has pulled together a document which sets out the proposed changes that will need to be considered at the AGM 2017. A copy of the document is in Google Drive in the AGM 2017 folder.

It was agreed that there is a need to add some document control to the Constitution document so that there is a way of tracking the changes that have been made and when.

Action A document control sheet to be developed and added to the Constitution to track the changes that have been made to the document. Robyn

10.2 Rules Changes

With the changes made to the Constitution over the last year, there is no longer a requirement to present any of the rules changes to the AGM. The Board have the ability to work through the changes and issue updated documents, while providing notice to the members of the changes that have been made.

It was agreed that there is a need to add some document control to each of the Rules documents so that there is a way of tracking the changes that have been made and when.

The Administration Rules currently require the Selection Policies to be presented to the AGM, but as these are progressively released throughout the year and published on the Archery NZ website, it was felt that there was little value in presenting these at the AGM.

It was proposed that Clause 16.3 of the Administration Rules be deleted as the Selection Policy information is provided to members throughout the year via the Archery NZ website. Moved Petra, seconded Karen. **Carried.**

Action A document control sheet to be developed and added to the each of the Rules documents to track the changes that have been made to the document. Robyn

Action Administration Rules to be updated to reflect the removal of Clause 16.3 – and circulated to all clubs and posted on website. Robyn

10.3 Reports for the AGM

Commission reports and reports from various Board Appointed Positions are still needed to complete the Presidents report for the AGM for the period 1 October 2015 to 30 September 2016 inclusive.

It was agreed that there is a large expense associated with printing off large numbers of reports for the AGM attendees. It was felt that if we can get the information out on the Website prior to the event, then people can print off their own copies if they are interested. A few copies will need to be supplied at the meeting as a reference.

Action Reminders to be sent out re supply of end of year reports. Robyn

Action AGM information to be posted on the website. Robyn

10.4 Nominations for Board Positions

Information on the nominations received for the two Board Positions will need to go out with the AGM information.

10.5 Coach of the Year

A glass award will need to be organised for presentation at the AGM. The Coaches Commission is currently working through determining who will be the recipient for this year.

Anne will check what the latest date is for getting this information to the Trophy providers – as the International Awards have already been ordered and produced.

Scott to get the information through to Anne.

Action Glassware to be sorted for Coach of the Year – Scott / Anne

10.6 Life Membership Awards

No nominations have been received this year.

10.7 Fees and Charges

Normally a recommendation for changes to fees and charges would be made by the Treasurer. Given the fact that we have only just worked through the fees for the 2016/17 year and introduced a number of new membership classes, it is hard to know what the impact on the financial status of the association.

It is expected that this will be a topic of discussion following the proposal for a targeted fee for high performance, and there may also be recommendations coming out of the High Performance workshop.

11 Other Business

11.1 Open Letter from the Board regarding Uniforms

It was agreed that there is still a need to get this letter out.

Action Open letter from the Board regarding uniforms to be reviewed ready for signing and sending – Robyn

11.2 High Performance Workshop

Scott provided an update on the planning for the High Performance Workshop. He is looking at a date in December, and once this has been set and exact attendance confirmed he will put a motion to the Board for coverage of transport and accommodation costs.

It is recognised that we will not be able to get everyone there, but the aim is for a good cross section of attendees and good discussions to get the planning underway.

Action High Performance Workshop – motion to be sent out once details are confirmed re costs associated with facilitator, accommodation and travel. Scott.

11.3 **Strategic Plan**

Version #3 of this document has been produced based on feedback received. This document has been updated by Karen and is loaded into Google Drive.

It was agreed that the document is now ready for presentation at the AGM so Karen will put a clean copy into Google Drive ready for the document be presented at the AGM.

11.4 **Meetings for 2017**

A calendar has been loaded into Google Drive for Board members to fill in with information on availability.

Future meetings

- 15 December 2016 – Skype – 7.30pm

Minutes approved at via email vote.

Signed:

President.