

# Board Meeting Minutes



**Date:** 15 December 2016

**Location:** Skype

**Time:** 6.35 – 8.35 pm

## 1 Attendance and apologies

The following board members were in attendance:

Anne Mitchell (President)

Carole Hicks (Judges Commission)

Karen Moffatt-McLeod (Vice President)  
(apologies for lateness – joined 7.26pm)

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

Robyn Denton (National Secretary)

Yiftach Swery (Athletes Commission)

Apologies were not received from the following board members:

Petra Baker (JAMA convenor)

Keith Murphy (Treasurer)

The apologies for lateness for the 10 November 2016 Board meeting were moved for acceptance by Carole, Seconded Scott. **Carried.**

## 2 Minutes of last meetings

The minutes of 3 & 4 September and 11 October meetings for the website will be added to Google Drive for review by all Board members prior to posting. The aim is to be able to have posted prior to Christmas.

The draft minutes for 11 November also to be added to Google Drive for review and adoption.

**Action** Minutes of the 3&4 September 2016 and 11 October 2016 meetings for the website to be loaded into Google Drive and recirculate the resolutions for final signoff. Robyn

**Action** Minutes of the 11 November 2016 meeting to be loaded into Google Drive and circulate motion for their adoption. Robyn

## 3 Actions arising from previous meetings

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

- Trans-Tasman rules – need to get a copy from Petra
- Complaints Policy and Procedure – Carole will working on in next couple of days
- Jackets requirements - Carole will working on in next couple of days

- Anti-betting - Carole almost finished
- Notice regarding who can attend the various meetings at Nationals – Carole to complete and will send to Yif for posting on the website.
- DOS for Outdoor Nationals – will be Elizabeth Andrews. The Judges Commission will be confirming this in writing.
- Still awaiting advice from the TD as to who will be the Chief Judge for Outdoor Nationals.

## 4 Financials

### 4.1 Accounts for Payment

Payment of funding from WMG for the targets expected soon. We will also have a small refund for targets that were not supplied.

PTS – everything is ready for the changeover of the targets from the shipping – the bill for this work is not expected to be too big. A bill for the new container has also been received.

There is an error in the IRD return – this is being fixed so that everything can be closed off.

All accounts for payment have been added to Google Drive.

All accounts for December 2016 to be approved for payment.  
Moved Carole, seconded Robyn. **Carried.**

Anne has invoiced WMG for the expenses incurred to date – including targets and Hirepool. A further account will be needed to deal with the costs associated with the WMG portion of the target import including GST, customs and port services. Anne is aiming to have this completed prior to Christmas.

### 4.2 Budgets for AGM

Anne has requested these from Keith but not received anything to date.

At the AGM we will need to note that the Treasurer has not been able to supply the accounts for the next two years (as requested at 2016 AGM) and the Board regrets that they are not available. We have been busy getting the new software up and running along with setting up bank accounts. The new membership structure has also meant that it is somewhat harder to determine income for the upcoming years as we have no historic information to base this upon.

### 4.3 Financial Accounts for AGM

Anne provided an update on the work that she has been doing to get the accounts audited and ready for presentation at the AGM. She doesn't believe that the information will be ready in time as they are still gathering information including hardcopies. Early indications are that the books are looking healthier this year and Board expenditure has been lower.

## 5 Sports NZ

The funding report for the 2015/16 activities is just about finished and Carole is expecting to have this completed in the next few days.

## 6 Commission Updates

### 6.1 Coaches Commission - verbal update provided by Scott.

- **High Performance Sports workshop**

Scott gave a brief report on the workshop. It went really well and it was greatly appreciated to have Tristran (from HPSNZ) waive the fees. There was very good information shared by the attendees. Aiming to have a draft document out at the end of January 2017. It will then need to go through a

consultation process. Once finalised an operational plan will need to be developed.

- ***Performance Level Coach Course***

The first course has been completed in Auckland. Pam Gordon is working on running the course in Wellington next year. Having coaches trained at this level will be critical for the success of the High Performance programme in the future. There is likely to be a need for financial support moving forward.

- ***Next Year***

The focus will be on the Sports NZ funded initiatives and having the Developing High Performance and HP Program going well and gaining momentum.

- ***Use of surplus targets post WMG***

Scott keen to have some good discussions about the use of the surplus targets in the future. Scott is able to offer safe storage for the short term while the final decision is being made.

## 6.2 **Athletes Commission** - verbal update from Yiftach

Dealing with ongoing enquiries from athletes.

At the upcoming AGM for the Commission there are a number of issues that will need to be discussed including:

- Medals
- Use of surplus targets following WMG

Ongoing discussions with Steve Clifton re the indoor postal league – especially how scores will be entered.

Karen joined the meeting – 7.26pm

## 6.3 **Judges Commission** – verbal update from Carole

The Judges Commission have voted in favour of the restructure. The rule changes will be presented to the Board for approval in the near future.

A new convenor will be chosen at the Commission AGM and then be joining the Board.

The commission will be looking to have a joint seminar with the Coaches in 2017 – eg the coaches training camps. The aim is to assist coaches with their knowledge of the rules and for both parties to get to know each other better.

## 6.4 **Selection Convenor** – verbal update from Karen

- ***Youth Olympic Games (1-12 October 2018)***

Selection Policy to be developed. Will need to look at a qualifying event CQT 2017. The Archery NZ Outdoor Target tournament in 2018 would be one possible option.

- ***3D Worlds***

Selection criteria have been released.

- ***Development team uniform***

The development team is set up as a stepping stone to help athletes from competing at a national level up to competing overseas. The development team wore grey shirts – but these have more recently been used as the travel shirt for athletes travelling internationally.

Options were discussed and it was thought that the following would be a suitable:

- Grey Shirt – for travel

- Black Shirt – for representatives and supporters. Also now for Development team members
- White Shirt – for representatives

It was suggested that this proposal be put to the Athletes Commission AGM. The shirt would be black with NZ Development written on it, along with Archery NZ logo and the Athletes name.

Action Option of black shirt for Development Team uniform to be discussed at the Athletes Commission AGM in January 2017 - Yiftach

## 7 Tournament Updates

### 7.1 Outdoor Nationals 2017

There have been a number of withdrawals – these gaps are being filled off the waiting list. Currently sitting at 129 entries.

In general things are on track:

- Only 5 of the 6 target face packages arrived - so Irving has order a replacement set to ensure that they have everything needed.
- The medals have all arrived – including those for Youth.
- Accommodation has been sorted for all of the officials
- Trentham will need to get some spare targets from local clubs as the WMG ones will not arrive in time to be used at this event.
- The 3D Field Course will have a good inspection for safety following concerns last year. Also noting that that is likely to be the only qualification event for those hoping to go to World 3D.
- Target pins – there was a shortage last year – but we have brought an additional 1000 along with the Kevlar backstops so should be all sorted for this year
- Marking up of the target range – the TD will check this and ensure that it is all correct.

### 7.2 Youth Nationals 2017

Anne has been on contact with Rotorua Archery Club and they seem reasonably happy with the MOU and Anne is hopeful that we will be able to announce this at the AGM.

The entry form for the event will include a request to have parents involved and assist with the younger archers (scoring, general supervision etc) as needed.

### 7.3 World Masters Games 2017

- **Field Course**

Massey have recently lost access to some of their land and therefore will not be able to host a 20 target IFAA as originally planned. Instead an IFAA 14 target round \*2 will be held - with distances ranging from 20-80 yards. A message will be put up on the WMG website and emails sent to all entrants. This may have an impact on entries.

Will have a maximum of 80 archers/day – with groups of 6 shooting each target.

- **Indoors**

The lighting is ok for the recurve archers, but additional LED lighting is needed for the compound archers, so the whole venue will be fitted.

- **Targets**

Frames – the Manawatu wooden frame specifications are considered the most desirable. Still looking to have these built – the aim is to have them light enough to therefore be easy to move.

- **Timing Equipment**

Carole still in discussions with the French and working through their desires for advertising at the event. It was noted that other sporting codes may also require timing equipment to be supplied also.

We need to aim to have delivery of these by late January/mid-February at the latest.

The backup plan will be to use the ANZ lights and hire from clubs throughout the country. Alternatively there is an Oceania Franchise in Tasmania that we may be able to purchase from – the initial quote didn't include the easels for the lights.

## 10 AGM Preparation

### 10.1 Rule Changes

The process that is now required for making rule changes was discussed in order to clarify exactly what we need to as a result of the changes to the Constitution and Rules earlier this year:

- Changes can be proposed by members, clubs or board
- The Board resolve any changes to the rules
- The rules document is updated and then circulated to the members via notices on website and to clubs.
- The date that the new/amended rule comes into effective is set by the Board.
- The changes will then be ratified by the members at the next AGM.

Robyn is still working through adding an Amendment Record at the back of each document.

There is a need to hunt down the change made to the Tournament Rules in 2008 in regard to the 50% discount for shooting judges as this seems to be missing.

Any additional changes to rules for this year will need to be gathered together for voting by the Board ASAP.

Action Any changes to Rules necessary for consideration at the AGM to be submitted to the secretary for compiling ASAP. Board

### 10.2 Reports by Commissions and Administrators

It was noted that there were still a number of reports outstanding and these are urgently needed for inclusion in the Presidents report and presentation at the AGM.

Robyn to send a reminder to out to everyone.

Action Reminder for commission and administrator annual reports to be sent out. Robyn

### 10.3 Fees and Charges

Normally the Treasurer would be recommending any changes. As noted in previous meetings, the recent change in membership categories means that we do not have a good feel for the financials associated with membership – so will be proposing to leave them the same for 2017/18 year.

The High Performance workshop also discussed at funding opportunities and this will be a consideration in the development of the action plan next year.

## 11 Correspondence

### 11.1 Open Letter to Members in regard to Uniform Design

Robyn noted that she had taken the draft document and put it onto Archery NZ letterhead and given it a general tidy so that it was ready for signing and sending.

It was agreed that the logistics involved in getting the document individually signed by all Board members was going to be too hard and that there was a need to get the document out. Given that all members of the Board had agreed to the draft – it was agreed that it would be suitable to send the document out on behalf of all Board members, but unsigned.

Robyn to finish formatting of document to reflect this and get the document sent out and posted on the website.

Carole noted that there is also a need to reiterate that uniforms must be worn in full – athletes cannot mix and match tops and pants from different uniforms. It was agreed that this should be included with the discussions at the AGM regarding rule changes to uniforms.

Action Open letter to members in regard to Uniform Design to be sent out to members and posted on the website. Robyn

Action Mix and matching of uniforms to be discussed at the AGM. Carole

### 11.2 Service Awards

Anne and Robyn still to complete the responses to the Clubs who put forward Service Award nominations. These need to be sent out such that they are available immediately following the AGM.

Action Letters of response in regard to Service Award nominations to be sent. Robyn/Anne

### 11.3 Letter of Release

It was agreed that a letter of release should be provided to Rachel Burge. Carole to draft a response for Robyn to use and to have as a template for any future requests.

Action Letter of Release to be drafted and used as a template for future requests. Carole/Robyn

Action Letter of Release to be sent to Rachel Burge. Robyn

### 11.4 Letter of Support

Karen has received a request from Lyall Lainchbury (Massey Archery Club) seeking Archery NZ support for a bid to host the IFAA World Indoor Tournament in 2019 – as Archery NZ is recognised as the governing body for archery in New Zealand.

It was agreed that a letter should be requested from NZFAA setting out clearly exactly what assistance they would be looking for beyond general endorsement of the bid eg hiring of targets and timing equipment would have a potential impact on timing of ANZ events.

## 12 General Business

### 12.1 World Archery

Carole noted that she had a discussion with the World Archery 'Shop' was she was visiting and they are happy to send pins out and invoice us for them as needed. The Shop is going online in the new year.

World Archery fee must be due soon – Robyn to contact them to find out when they are due and how much they will be so that we can budget accordingly.

Action World Archery fee timing and value to be checked so they can be included in budgets. Robyn

12.2 **World Games – NZ Qualification**

Carole sought clarification from World Archery in regard to whether or not NZ has qualified for World Games while she was in Lausanne, Switzerland. She has subsequently emailed World Archery to seek an official answer.

12.3 **Meetings for 2017**

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

12.4 **Farewell from Anne and Carole**

Anne noted that this would be her last meeting and thanked everyone for their hard work and support throughout the year.

For Carole, this was another key milestone ticked off and she thanked the Board for their support.

**Future meetings**

- To be determined by new Board

Minutes approved via email vote

Signed: .....

President.