

Annual General Meeting

DRAFT Minutes



Date: 3 January 2018

Location: Massey University Manawatu Camus. Tennent Drive, Palmerston North

Time: 5.05 – 7.10 pm

1 Welcome and Acknowledgements

Acting President Colin Mitchell opened the meeting with a welcome to all attendees and acknowledged the attendance of the following people:

- Bernie Fraser - Patron
- Cedric Gorman – Life Member
- Dave Henshaw – Life Member
- Tony Kemp – Life Member

There were 58 members present at the meeting – sufficient to meet the Constitutional requirements for a quorum (40).

2 In Memoriam

The meeting observed a moment of silence in memory of the following Archery NZ members who had passed away during the year:

- John Ireland (Kerry Irelands father)
- Cory Turner (August 2017)

3 Apologies

Apologies were received from the following members:

- Karen Moffatt-McLeod
- Dennis McLeod
- Petra Baker
- Sarah Fuller
- Tucker Family
- Richard Scheib
- Carole Hicks
- Frances Ross

It was **moved** by Anne Mitchell and seconded by Logan Andrew that these apologies be accepted.

Carried

4 Minutes from the 2017 AGM

- 4.1 The 2017 AGM minutes had been on the Association website for a number of months. Colin asked if there were any questions/changes in relation to these minutes and no matters were raised by the members.

It was **moved** by Gary Young and seconded by Abigail Denton that the minutes of the Archery NZ AGM 2017 meeting as posted on the Archery NZ website be approved as a true and correct record of the meeting.

Carried

(A copy of the AGM 2017 minutes are posted on the Archery NZ website with these minutes)

4.2 Matters Arising

Electronic Voting

The use of the electronic ballot system for making changes to the Associations Constitution was discussed. A 'Pros and Con's' paper (as requested at the 2017 AGM) was posted on the website prior to the meeting for members to consider.

Colin provided an overview of the paper and noted that the current ballot which is being considered by members (removing the Treasurer role from the Board) was a good example of where the inability for discussion face to face to work through the questions that members had wanted further information upon prior to deciding how to vote.

It was **moved** by Colin Mitchell and seconded by Peter Russell that an electronic ballot of the members being held with the proposal being to remove the electronic ballot process and reintroduce voting at the AGM for making changes to the Constitution of the Archery NZ.

Carried

5 Annual Reports

5.1 Presidents and Officers Report

Colin noted that the reports have been on the website for members to read and asked for any questions in relation to these. No questions were raised from the members.

(A copy of the full report is posted on the Archery NZ website with these minutes)

It was **moved** from the chair that the Officers Annual reports 2017 be accepted.

Carried

6 Audited Accounts

Acting Treasurer (Anne Mitchell) presented the audited accounts (for the financial period 1 July 2016 to 30 June 2017) were presented to the meeting and a copy was made available at the meeting. It was noted that:

- While the report covers the period to the end of June 2017, the Auditor also requires all information through to the end of September 2017 as part of their review
- The \$46,297 surplus for the year was based heavily upon the World Masters Games whereby Archery NZ only paid for 15 of the 65 new targets with the remainder of targets along with the lights being paid for by the World Masters Games. All of these assets have now become the property of Archery NZ
- The Magazine costs were up while the number of subscriptions for this publication were down. The move to an electronic format this year will see a significant decrease in costs for 2017/18 onwards.
- The membership numbers are down slightly

- International travel expenses are down significantly this year due to the small number of events and number of attendees being down. It was noted that Archery NZ pay for the entry and banquet fee for World Championships only. All costs are initially paid for by Archery NZ (including entry fees and accommodation) and then billed back to the athletes.

Colin then invited questions from the members, and the following points were noted:

- The depreciation rates for the new target stands is 67% which seems really high given that they have a reasonable expected life (unlike the target itself). The meeting was informed that the depreciation rates are set by IRD and depend on the asset type.
- The auditor had included a note in regard to 'no practical procedures' being in place for the management of the income. Anne noted that the large majority of the Associations income is via electronic payments with very little being received in cash. Anne has been working on documentation of procedures and policies for the management of our finances and will check with the auditor to ensure that this will satisfy this requirement.
- There is a desire to see more work being done to try and secure alternative funding sources/grants to assist with the costs of running the Association and the various activities that it undertakes – thereby reducing the financial burden on the members. It was noted that we do currently receive funding from Sports NZ for foundation development of the members and officials – and this requires a lot of work to not only apply for the funding by also to report on the activities completed with this funding. The idea of a Grants Officer/team was mooted for the Board to investigate further.

It was **moved** by Anne Mitchell and seconded by Les Jones that the audited accounts for Archery NZ for the financial period 1 July 2016 to 30 June 2017 be approved
Carried.

The draft budget for the current and next financial years (2017/18 & 2018/19) had been made available on the website prior to the meeting. Anne noted that:

- The accounts are a slightly different format to the Audited Accounts in that they don't have accrual accounting applied and are a reflection instead of the proposed cashflow for this and next financial year
- The estimates are considered to be conservative
- The estimates do include the proposed changes to the Affiliation Fees.

Colin then invited questions from the members, and the following points were noted:

- Concerns were expressed regarding the proposed \$20,982 for website upgrade and hosting proposed in 2017/18. It was explained that this was a complete redevelopment of the website (not just moving the current information across to a new format) and when finished will enable a lot more of the Associations activities to be completed electronically through one central system as opposed to the various systems currently being used. Quotes were sought and SmokeyLemon who have been our current provider were the best value for money. Investigation into various systems has been undertaken with Sports NZ and a site visit was made to Surf Lifesaving NZ to see the system they use which captures information such as membership, tournament registration, tournament results and trophies (for each individual).

It was **moved** by Anne Mitchell and seconded by Gary Young that the draft budget for 2017/18 and 2018/19 financial years for Archery NZ be approved
Carried.

It is a requirement of the Constitution that the AGM sets the fees.

The Board had proposed an increase in some of the fees and these were set out in information posted on the website prior to the meeting.

The proposed fees for 2018/19 membership year were:

The reason for the changes explained as:

- Archery in Schools increased from \$5 to \$10. This is as a result of work that had been completed in 2017 to get Archery In Schools recognised by the NZ Secondary Schools Sports Commission (NZSSC). This will result in archery being a sport that is recognised by secondary schools for sports awards etc and the other sports that are registered under NZSSSC charge \$10 per student.
- Youth <10 years division be combined with the Youth >10 years division and increased from \$12 to \$45. This is a reflection of the fact that this age group get the same benefits as the older youth, there are not many in this division and it just creates more administration having this as a separate division.

It was **moved** by Anne Mitchell and seconded by Peter Russell that the affiliation fees for 2018/19 be set as per the information circulated prior to the AGM.
Carried.

8 Awards

8.1 International Representatives Trophies

Crystals were presented by Bernie Fraser (Patron) all those who have represented Archery NZ internationally.

Archery World Championships Mexico City 2017

- Barbara Scott

World Archery 3D Championships 2017

- Mike Savage
- Darren Day

8.2 Summer Unversiad Games – Taipei

Crystals and certificates were presented by Bernie Fraser (Patron) to the following:

Athletes

- Elizabeth Randle
- Sam Hudson

Team Manager

- Marcus Barclay

8.3 Service Awards

Colin presented the following Archery NZ Service Awards:

- Manawatu Archery Club

For the very successful hosting of the Archery NZ Indoor National Championships in 2013, 2014, 2016 and 2017.

- Elizabeth Andrew

For ongoing outstanding service to Archery NZ in various administrative roles over the years, most recently being DoS for the 2017 Outdoor National Championships and World Masters Games 2017 Target event.

- Kevin Andrew

For outstanding services to Archery NZ over the years to ensure the successful running of many events including a number of National Championships and the World Masters Games 2017.

9 Election of Officers

9.1 Election of new Executive Officers for the Archery NZ Board.

- **President**

Colin stepped down from the front table and asked Gary Young (ex President 2017) to run the election process.

Gary took the opportunity to address the meeting and speak about his time in the role as President – noting that his resignation from the role was as a result of a change in career resulting in insufficient time to undertake the role. Gary noted:

- It was an eye opening experience – the number of emails and hours of work by board members is impressive
- There are some members who think that Board are an easy target to blame everything on and in some cases are even abusive to Board members
- That members should be stepping up and making a difference – and support the board moving forward
- Clubs and districts should also be stepping up by putting their hands up for events – getting in early and making it easier for the Board to concentrate on their Governance role.

No nominations had been received prior to the meeting, so a call for nominations from the floor was made and the following nominations made:

Colin Mitchell – moved by Peter Russell and seconded by Gary Young.

Prior to accepting the nomination for the Presidents role, Colin Mitchell outlined a number of changes that he believed were necessary for the Archery NZ Association to continue to be successful in the future. These included:

- A change to the Board structure and composition to become more Governance orientated and less involved in the day to day activities of the Association.
- The creation of a paid Administrator role to help move the Association to being professional sporting organisation and to relieve the workload of several voluntary roles including the National Secretary.
- Providing greater autonomy for the Commissions to take responsibility for their activities and get on with doing their own thing and not get caught up in the Board administration

There was general support from the meeting for these changes to be made in 2018. On this basis, Colin accepted the nomination.

There were no further nominations received.

A vote was taken on the motion to appoint Colin Mitchell to the position of President for Archery NZ.
Carried.

- **Vice President**

Colin noted that the Vice President should be someone who is prepared to step up to the role of President and to spend their time in this role learning about the Association.

No nominations had been received prior to the meeting, so a call for nominations from the floor was made and the following nominations made:

Rynard van Tonder – moved by Lisa Walker and seconded by Hanlie Bam.

Rynard accepted the nomination.

There were no further nominations received.

A vote was taken on the motion to appoint Rynard van Tonder to the position of Vice President for Archery NZ

Carried.

- **National Secretary**

Colin noted that the proposed changes to the governance structure will result in changes to this role with a paid Administration Officer role being created in the future.

No nominations had been received prior to the meeting, so a call for nominations from the floor was made and the following nominations made:

Robyn Denton – moved by Anne Mitchell and seconded by Chris Gorman.

Robyn reluctantly accepted the nomination noting that she was only prepared to undertake the role for one year – by which time the new governance structure will be in place.

There were no further nominations received.

A vote was taken on the motion to appoint Robyn Denton to the position of National Secretary for Archery NZ

Carried.

- **Treasurer**

Colin noted that the proposed changes to this role via the ballot would be clearer once the ballot had been closed and votes counted. Moving forward it is intended to have two financial officers which will allow for training and sharing of workload

No nominations had been received prior to the meeting, so a call for nominations from the floor was made and the following nominations made:

Callum Skeet – moved by Chris Gorman and seconded by Bernie Fraser.

Callum accepted the nomination and provided a brief overview of his experience as a Chartered Accountant and Xero experience.

There were no further nominations received.

A vote was taken on the motion to appoint Callum Skeet to the position of Treasurer for Archery NZ

Carried.

Anne was thanked for all the work that she has done in her role as Acting Treasurer for the last year.

9.3 **Election of new commission conveners for the Archery NZ Board.**

- **Youth Commission Convener**

Maria Tucker was elected as the Youth Commissions Convener at the commission AGM held on Tuesday 2 January 2018.

- **Coaches Commission Convener**

There were no volunteers for the role of convener and hence a convener was not elected at the commission AGM held on Monday 1 January 2018.

9.4 **Archery NZ Board for 2017**

Based on the results of the various elections, Colin Mitchell announced the Archery NZ Board for 2018 as being:

- President – Colin Mitchell
- Vice President - Rynard van Tonder
- National Secretary – Robyn Denton
- Treasurer – Callum Skeet
- Athletes Convenor – Marcus Barclay
- Coaches – vacant
- JAMA convenor – Maria Tucker
- Judges – Colin Mitchell (acting)

10 **National Championships**

10.1 Host locations for the following National Championships were discussed:

- **2018 National Outdoor Field Championships** – Massey Archery Club, Auckland – April 2018
- **2019 National Outdoor Target and Field Championships** – Auckland Archery Club in association with Massey Archery Club.
- **2018 National Indoor Championships** – Trentham Camp and Mana Archery Clubs (dependent on a grant application). May also consider hosting in 2019 also.

11 **Recommendations from the Commission Meetings**

There were no recommendations from the Commission meetings raised.

12 **General Business**

The meeting was opened to general business:

12.1 **Grants Committee**

Further to discussions on the Affiliation fees (item 7) it was noted that it would be good in the longer term to have the Administration Officer seeking grants.

Until this time, it would be good to have a team. Volunteers for this will be sought.

12.2 **Outdoor Nationals 2020**

Elizabeth Andrew asked if there were any clubs potentially interested in hosting the 2020 Outdoor Nationals.

Tony and Nell Kemp (Riverglade Archers, Hamilton) indicated that they would be interested and would approach Lakeview Archers in regard to hosting the Field rounds.

12.3 **Trans Tasman 2020**

A NZ host will be needed for the Trans Tasman 2020 event. Kathy Barclay noted that the Youth Commission had noted that it would be desirable to start planning for this event early.

Kerry Hoole noted that Mountain Green may be interested in hosting and undertook to follow up with his club to confirm this.

12.4 Trans Tasman 2018

Hannah Hawley asked if the Board had an update on the proposal for an entry fee to be charged for the Trans Tasman event this year.

Colin noted that the Archery NZ Board has been trying hard to determine this and given the little time left before the event is held, the Archery NZ Board would not support the introduction of a fee at this late stage. Updates to intending competitors would be provided as soon as information was available from the Australian LOC.

12.5 Outgoing Board members

Elizabeth Andrew proposed a vote of thanks from the members for those Board members stepping down this year.

Her proposal was supported by a round of applause from the Association members.

12.6 Youth Nationals 2017

Elizabeth Andrew noted the Youth Nationals were very successful and thanked Rotorua Archery Club and Lakeview Archery Club for jointly hosting the event.

13 Closing

With no further business to be discussed, Colin thanked everyone for their attendance, their contributions, wished them luck for the remainder of the tournament and declared the meeting closed.

Minutes to be approved at 2019 AGM Meeting of the Association

Signed:

President.