

Annual General Meeting

DRAFT Minutes



Date: 4 January 2017

Location: Silverstream Retreat, Lower Hutt, Wellington

Time: 4.45 – 6.30 pm

1 Welcome and Acknowledgements

President Anne 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

Carole Hicks – Life Member

2 In Memoriam

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

- Joyce Cattermole (24 April 2016)
- Lindsay Cooper (7 May 2016)

3 Apologies

Apologies were received from the following members

- Trevor Kennerson
- Mark Van Den Anker
- Beryl Hall
- Steve Brown Douglas
- Andrew Russell
- Caro Geelen
- Frances Ross
- Richard Scheib
- The Tucker family
- Ken and Kathryn Upritchard
- Sonya Martin
- Tony Kemp

It was moved from the chair that these apologies be accepted.

Carried

4 Minutes from the 2016 AGM

- 4.1 Anne noted that the minutes provided in the competitors pack were not quite correct. There are some typos for which we apologise. The version on the web site which has been there for some 6 months is the correct one and is the one that approval was sought.

It was **moved** from the chair that the minutes of the Archery NZ AGM 2016 meeting as posted on the Archery NZ website be approved as a correct record.

Carried

(A copy of the AGM 2016 minutes are posted on the Archery NZ website with these minutes)

4.2 Matters Arising

It was noted by Logan Andrew that the proposed changes to the Shooting Rules relating to the Clout Robin Hood and Maid Marion competition had not yet been actioned. This was acknowledged by the Chair and these rule changes along with others that are pending were to be discussed later in the meeting – refer item 9.

5 Annual Reports

5.1 Presidents Report

Anne presented the highlights of her president's report (included in the competitors pack) and noted:

- 2016 Board had several new members
- Board meetings consisted of 3 face to face meetings and approximately monthly Skype meetings
- A Sports NZ Funding contract has been signed for 4 years
- A new role for Representatives Coordinator was appointed during the year – recognising increasing workload for Secretary and need for better support for Athletes
- JAMA Registrar appointed at the end of 2015 – doing a great job
- Selection policies have had significant work and several have been released throughout the year
- Complaints and match fixing policies have been reviewed and are now with the Board for review and adoption
- Financials – we have invested in the Xero accounting package – but treasurer has been unavailable much of the latter part of the year so everything not fully set up.
- Assets – we have had some key purchases this year – including additional Kevlar backstops and 15 Eleven targets
- Commissions have been busy and have supplied separate reports on their activities.
- Events have seen a number of NZ archers competing on the international stage.
- Restructure Ballot resulted in some significant changes to the Constitution and Administration Rules. The impact of these changes are still being worked through and the need for ballots to make changes moving forward is creating a lot of work.
- World Masters Games – everything all go, but still a need for volunteers especially to undertake official roles.

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

It was **moved** from the chair that the Presidents Annual report 2016 be accepted.

Carried

5.2 Officer Reports

Anne noted that reports from many of the various board appointed roles were included in the competitors information pack.

The Board noted their thanks all these people for their work – which is often behind the scenes but essential for the successful running of the association.

It was noted that vacancy now exists for the Trophy Officer following the resignation by Kerry Turner – whose work was acknowledged and thanks noted.

It was **moved** from the chair that the reports form the Association Officers reports be received.

Carried

(A copy of the Administration reports are posted on the Archery NZ website with these minutes)

6 Audited Accounts

Treasurer was not at the meeting and had not provided a financial report for presentation at the meeting.

The audited accounts (for the financial period 1 July 2015 to 30 June 2016) were presented to the meeting and a copy was included in the competitors information pack. It was noted that:

- The Board expenses have dropped significantly as a result of tighter control. These costs include attendance at NZ Olympic Committee, Sports NZ etc meeting attendance.
- Judges expenses have stabilised because in the previous set of accounts there were two seminars in the one financial year although they were in different calendar years.
- International expenses appear to show a large increase in activity. In fact the number of events was much the same as usual but the accounts include the hosting of the Trans-Tasman Trophy and the fact that all these events are self-funded but the money goes through our books.
- Within the new financial year 2016/17, some of the equipment fund was used to purchase 15 ELEVEN butts to go with the 50 we'll receive from the World Masters Games 2017. We've also purchased 20 additional backstops for the rest of the Danage butts. This will mean that pinex targets will only be used for Crossbows in the future.

It had not been possible to provide the draft budget for the next financial year (as requested at the AGM2016) in the absence of the Treasurer and the Board apologised for this.

It was **moved** by Anne Mitchell and seconded by Christine Russell that the audited accounts for Archery NZ for the financial period 1 July 2015 to 30 June 2016 be approved

Carried.

A question from the floor was posed in regard to what Archery NZ paid for in regard to international tournaments. Anne responded that Archery NZ pay for the entry fee and banquet for anyone attending World Championship competitions. Everything else is self-funding – including all officials' costs.

7 Affiliation Fees

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

It was noted that the fees have only been recently changed to reflect the new membership structure, as such the Board believed it is too soon to determine exactly what impact this has had on the financial status of the Association. It is therefore proposed that the affiliation fees for 2017/18 remain unchanged

It was **moved** by Anne Mitchell and seconded by Peter Russell that the affiliation fees for 2017/18 remain the same as for 2016/17.

Carried.

Alison Storey voted against the motion.

8 Strategic Plan

Karen Moffatt-McLeod (Vice President) addressed the meeting and gave an update on the strategic plan review that the Board completed during the year. The changes were minor in nature and made to ensure the goals and actions service our mission, and meet the needs of our members and stake holders.

(A copy of the Strategic Plan is posted on the Archery NZ website with these minutes)

It was **moved** by Karen Moffatt-McLeod and seconded by Jordon Taylor That the updated Strategic Plan 2015-2020 be approved.

Carried.

9 Amendments to the Constitution and Rules

Anne noted that as a result of the changes made to the Constitution and Rules via the ballot earlier this year, changes to the Constitution and Rules could no longer be agreed at the AGM and must now be changed following a postal/electronic ballot or a Special General Meeting called for the purpose.

Therefore the Constitutional change regarding the Board being required to approve the actions of the Executive, and the Rule change relating to whom may wear the Association jacket and when, were not able to be voted on at this meeting.

Carole Hicks (Judges Commission Convenor) addressed the meeting and noted that while the electronic ballot process was good in theory, in practice they were creating some difficulties including:

- While the electronic vote provides an opportunity for all members (not just those at the AGM) to vote, in reality we are still getting less than 50% voting.
- It is difficult to explain the proposed changes when the proposal cannot be discussed in person
- There is little ability for members to amend the proposed changes – they just have to either accept or reject.
- Electronic ballots are very time consuming
- There are costs involved with the electronic vote – including the use of Survey Monkey and postage for those without individual emails

Until this year, the Board has made amendments to the Rules and then brought them to the AGM for ratification. As a result of the changes made in recent years, the Administration Rules have become messy and do not reflect the Constitution. There is no longer a need for ratification. Work is needed to bring the Constitution, Administration Rules and Tournament Rules all into line with each other

The members at the meeting were provided with an opportunity to discuss the issue.

The actual ballot return numbers were requested. Karen Moffatt-McLeod (who had run all of the electronic ballots in the last year) informed the meeting the following response rates:

- Restructure proposal 38%
- Constitution and Rules changes 25%
- Membership fees 39%

It was noted that even with this low numbers, it was still probably a better response rate that was possible at an AGM.

It was **moved** by Jordon Taylor and seconded by Alison Storey that the Board complete a comprehensive report on the pro's and con's of the electronic voting system for consideration by all members.
Carried.

It was noted that in order to make any change to the current methodology there would need to be a ballot completed. This along with the other changes to constitution and rules mean that the Board is recommending the creation of a Ballot Officer role.

10 Ballot Officer

Karen noted that there had been significant work associated with the completion of the electronic ballots that she had completed to date, which included:

- Setting up the survey
- Completing additional printing and posting out surveys for those without individual email addresses
- Arranging and reporting to scrutineers
- Completing reports for the Board and then all members.

Bernie Fraser (who has undertaken the role of scrutineer) noted that there is a need to look at who can undertake the role of scrutineer – as to complete a review of the documentation there is value in being able to meet. (The current requirements are that scrutineers are either a life member or a board member).

It was suggested that there may be an organisation that could undertake this role for Archery NZ. The concern with this approach was that there is likely to be costs involved and in order to write the questions correctly there would need to be a good understanding of the rules and constitution.

A position description for this new administrative role had been developed and the meeting was advised that the role would be advertised on the website in the next few days.

11 Awards

11.1 International Representatives Trophies

Crystals were presented all those who have represented Archery NZ internationally. Bernie Fraser (Patron) presented to the athletes, with Anne Mitchell (President) presented to the management officials.

Archery World Cup Shanghai 2016

- Sarah Fuller

Oceania Championships 2016

- Sarah Fuller

Oceania Youth Championships 2016

Athletes:

- Emily Cavell
- Isaac Ellery
- Vanessa Jim
- Carl Jones
- Olivia Sloan

Management:

- Petra Baker
- David Ellery

Trans Tasman Test 2016

Athletes:

- Sebastian Ashburn
- Ryan Dittert
- Nicholas Evans
- Hannah Hawley
- Samuel Hudson
- Rebecca Jones
- Cheree Kinnear
- Chayse Martin-Roberts
- Adam Niziol
- Olivia Sloan
- Matthew Storer
- Jordan Van Waas
- Isabella Wassilieff
- Keeley Watson

Management:

- James Kinnear
- Clive Hudson
- Dianne Storer

Coach:

- Colin Tucker

World Archery Field Championships 2016

- Anne Mitchell

11.2 Service Award

Anne invited Karen Moffatt-McLeod to the front of the room and presented her with an Archery NZ service award with the following citation:

"In recognition of outstanding service to Archery New Zealand including running two National Outdoor Championships, convening the Restructure Committee, working with Sport New Zealand to ensure that ArcheryNZ receives funding for the next four years and who, as Convener of the Selection Panel, developed policies and procedures that have streamlined the selection of athletes to represent New Zealand."

11.3 Emeritus Award from the Judges Commission

Colin Mitchell invited Carole Hicks to the front of the room and presented her with a Emeritus award on behalf of the Judges Commission with the following citation:

"For her outstanding contribution of forty years' service to judging within Archery New Zealand."

12.1 Retiring Members of the Board

Karen Moffatt-McLeod (Vice President) came to the front of the room and thanked both Anne Mitchell (President) and Carole Hicks (Judges Commission Convenor) for the work that they have undertaken in their respective roles in Archery NZ over the years.

Bernie Fraser (Patron) also thanked the ladies for their service to the sport presented gifts as a token of appreciation on behalf of Archery NZ.

12.2 Election of new Executive Officers for the Archery NZ Board.**• President**

A nomination had been received for Gary Young – moved by Mark Collins. This nomination was seconded from the floor by Patsy Vercoe, and Gary confirmed that he was happy to stand for this role.

There were no further nominations received.

Gary addressed the meeting and provided an overview of his archery background (primarily in England). He has taken up archery again in preparation for competing at the upcoming World Masters Games. Gary has an accounting and marketing background.

A vote was taken and the motion to appoint Gary Young to the position of President for Archery NZ was **carried**.

• Treasurer

No nominations had been received prior to the meeting. A call for nominations from the floor was made – but no nominations were received.

It was noted that this is a very important role on the Board and Executive and there will be a need to shoulder tap someone for the role. Following on from the recommendations made by the Auditor in the report on the Audited Accounts – there is a need for a number of systems and processes that need to be implemented in the coming year.

12.3 Election of new commission convenors for the Archery NZ Board.**• Judges Commission Convenor**

The convenor for this commission was elected at the commission AGM – held on Monday 2 January, with Colin Mitchell being elected.

• Athletes' Commission Convenor

The convenor for this commission was elected at the commission AGM – held on Wednesday 4 January with Marcus Barclay being elected.

12.4 Archery NZ Board for 2017

Based on the results of the various elections, Anne Mitchell announced the Archery NZ Board for 2017 as being:

- President – Gary Young
- Vice President - Karen Moffatt-McLeod
- National Secretary – Robyn Denton
- Treasurer - vacant
- Athletes Convenor – Marcus Barclay
- Coaches – Scott Collett
- JAMA convenor – Petra Baker
- Judges – Colin Mitchell

13 National Championships

13.1 National Outdoor 2018 and 2019

No bids had been received for the National Outdoors. A call for bids from the floor was made, but nothing was received.

It was noted that the Athlete's Commission AGM had discussed the possibility of making the split between the Youth and Senior nationals permanent. This decision will need to be made by the JAMA Commission as they will be most impacted by this decision.

It was agreed that this is something that will urgently require a decision.

13.2 National Indoors 2018 and 2019

A bid was received from Manawatu for both 2018 and 2019. It was noted that they would like to remove the 25m distance and are proposing an 18m and Vegas shoot instead. The final format will be agreed with the board.

It was moved by Patsy Vercoe and seconded by Peter Russell that the National Indoors for 2018 and 2019 be hosted by the Manawatu Archery Club.

Carried

13.3 Youth Nationals 2017

As a result of the Board's negotiations with Trentham Archery Club for the Outdoor National Championships 2017, it was necessary to split off the Youth Championships. The Board noted that it was currently in negotiation with the Rotorua Archery Club for a Youth Championships to be held during the third term school holidays 2017. Unfortunately due to the very busy calendar for 2017, it was not possible for an earlier date to be chosen.

Further details are to be released once the dates and format of the event is finalised.

It was noted by the members that this time of year is hard for Youth archers as they are starting this study for University and High School exams.

14 Policies

There is a Constitutional requirement to approve the overseas selection policies.

The following selection policies have been created over the last year and have been posted on the Archery NZ website:

- Oceania Championships and Youth Championships – Tonga 2016
- Trans-Tasman test - Christchurch 2016
- World Field Championships – Ireland 2016
- World Cup round 1 – Shanghai 2017
- World Cup round 2 – Antalya 2017
- World Cup round 3 – Salt Lake City 2017
- World Cup round 4 – Berlin 2017
- World Archery Youth Championship 2017
- World Archery Championships 2017
- World Archery World 3D 2017

It was **moved** by Karen Moffatt-McLeod and seconded by Peter Fahy that the Selection Policies were approved by the AGM.

Carried.

15 Recommendations from the Commission Meetings

Athletes commission

There were a number of recommendations from the Athletes Commission meeting that were conveyed to the AGM meeting:

- **National Outdoors**

- Events held at the Outdoors

It was recommended that the Field event be separated from the Target/Clout events and be run as a separate National Event and include matchplay.

- Entry Form

It was recommended that the entry form be altered to allow separate entry into 144, 72 arrow rounds and the matchplay.

A checkbox for registering an interest in being a volunteer was also recommended.

- District and Mixed teams

The Athletes commission would like to have these formalised and criteria developed so they are a formal part of the programme and qualify for medals.

- **Surplus Target Butts**

The Athletes are keen to see the board consider a number of options – including selling to clubs, having a container in both North and South islands to reduce transport costs, set up as part of a high performance programme.

- **Development Uniform**

The Commission recommended that black be the Development Team uniform shirt colour – with the word 'development' on the chest under the Archery NZ logo.

16 General Business

The meeting was opened to general business:

16.1 Finding a 'home' for Archery NZ

Elizabeth Andrew suggested that the Board consider the idea of finding a 'home' for Archery NZ in its Strategic Plan.

The idea would be to have a town from which activities such as High Performance and National Tournaments could be based. This would reduce transport costs.

It was recommended that the pros and cons of establishing this be considered in the next couple of years.

Alison Storey offered to talk to the Board directly about opportunities in Cambridge – where High Performance training is being established for a number of sports.

16.2 PTS Sponsorship

Tony Vercoe outlined the sponsorship arrangements that Archery NZ has enjoyed with PTS over the last few years. He noted that this arrangement had expired on 31 December 2016, and the need to confirm future arrangements with the new owners of this organisation. If some arrangements were not able to be confirmed in the near future, Archery NZ would need to arrange alternative storage locations.

Anne noted thanks from the Board for the support that PTS has provided in the past, and most recently in the purchase of a new container to hold with World Masters Games targets.

Archery NZ now own two 20 foot containers and two 40 foot containers.

16.3 **Hosting of Nationals**

Further to discussions in regards to the format of the Outdoor Nationals and the proposal to find a 'home' for Archery NZ, Carole noted that there have been a number of models used including a rotation around Districts and then having Hamilton as a base.

While each of the options has pros and cons – the key consideration needs to be about who does the organising and all of the work.

17 Closing

With no further business to be discussed, Anne 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 2 AGM Meeting

Signed:

President.