

Board Meeting Minutes

website



Date: 17 October 2017

Location: Skype

Time: 7.55 – 9.50pm

1 Attendance and apologies

The following Board members were in attendance:

Gary Young (President)	Karen Moffatt-McLeod (Vice President)
Robyn Denton (National Secretary)	Petra Baker (JAMA Commission)
Colin Mitchell (Judges Convenor) (apologies for lateness – joined 8.30pm)	

The following Board members were not in attendance:

Marcus Barclay (Athletes Commission)	Scott Collett (Coaches Commission)
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2 Financials

Anne joined the meeting and provided a verbal update based on her report (copy in Google Drive).

It was noted that:

- Some accounts had still not been received from Manawatu Archery Club for the Indoor Nationals, however, the account for the venue has been paid as the Palmerston North City Council had sent their invoice directly to Archery NZ.
- Youth Nationals – some late sponsorship had been received, and it is looking like the event will break even.
- Anne is still working on the final pieces of information for the End Of Year accounts for the auditor

It was moved by Robyn and seconded by Gary that the October 2018 accounts for payment be approved.

Carried

It was moved by Anne and seconded by Karen that the Financial update for October 2018 be accepted.

Carried

Youth Nationals 2017

- The TD report from Anne was considered.
- It was agreed that the Judges accommodation and travel should come from the Judges Levies to show the true costs associated with the provision of Judges for events. If necessary, this will provide evidence of any need for an increase in levies.
- The Board thanked the TD and Judges for their comprehensive report
- It was noted that there had been great feedback from the athletes about the field and target events and everyone was impressed as to how it was all run.

Outdoor Nationals Target 2018

- The programme has now been finalised
- Robyn has organised the AGM formal notice to go out to all members
- 60 archers are registered to date

Trans-Tasman 2018

- Still getting applications of Intent for the team
- Some qualifying scores already coming through
- 2 applications for the role female team assistant had been received. The Board expressed a preference, but noted that the other Team Officials should be asked for feedback on the applicants. Robyn to complete this, and then put a motion to the Board on that basis.

Outdoor Nationals Field 2018

- Gary has been in contact with the club who have expressed an interest in hosting. If still interested, the draft MOU is now ready for signing up.

Indoor Nationals 2018 & 19

- No bids received have been received yet
- Gary to follow up with a letter to the Canterbury clubs

Action	Draft MOU to be provided to the Outdoor National Field 2018 host club.
Action	Letter to Canterbury Clubs to be sent regarding the opportunities for minimising container shipment costs by hosting both the Indoor Nationals and Outdoor Target Nationals in subsequent years. Gary ASAP

4 Project Updates

Website

- Karen noted that the key person has been away on leave, so there are still a couple of issues to be worked through now that they are back.
- Now moving into Phase 2 – which will be focused on membership, events (including tournament results) and customer management

Zoho/Membership

- The move across to Tidy HQ for 2017/18 is proceeding nicely, and the price will work out similar to that for Zoho.
- Aim to have this up and working for AIS in the new year, and then look at the rest of the memberships

Archery in schools

- Petra noted that in order to keep things moving – there will only been a south island event proposed for sanctioning by NZSSSC for 2018
- The aim is to have a really good national event up and running for 2019
- Focus is on getting the regional information into NZSSSC next week prior to going out to schools. This will include the provision of membership information.
- Copy of information to be circulated to the Board prior.

High Performance sport programme

- A meeting is still to be organised aiming for early November
- Application for funding from High Performance Sport NZ is being worked on by Karen and Petra.
- Aiming to have the application finished this week – the focus will be on funding of training camps for 2018

action Archery in Schools proposal to be finalised and circulated to the Board prior to submission to NZSSSC by end of November 2017 – Petra.

action High Performance Sport meeting to be organised for completion in November 2017 - Petra

action High Performance Sport NZ funding bid to be finalised and submitted - Karen

5 AGM preparation

Service Awards

- Three nominations were received, and were loaded into the AGM 2018 folder in Google Drive
- The three nominations were endorsed by the Board and Robyn will work through the development of appropriate wording for the certificates and get these ordered.

Life Membership awards

- No nominations received to date

Board Positions

- No nominations received to date

AGM Notice

- A notice to members setting out the time, date and location of the associations AGM has been sent out to all clubs, and posted on the website.

AGM reports

- Robyn reminded the committee that commission reports due by 20 November
- A reminder has been sent to Officers in regard to their reports being due by 20 November

Pro's and Con's of Postal Ballots paper

- A draft document had been prepared by Karen and reviewed by Robyn and was loaded into AGM 2018 meeting folder in Google Drive
- Robyn to add information in regard to actual numbers of members who have been attending AGM's

Action Paperwork for AGM 2018 to be finalised and sent out to members by mid-December. Robyn

6 Constitution review

Robyn had drafted a new constitution document for final approval which incorporated the changes discussed at the September Board meeting. Copy loaded into Google Drive meeting folder

It was agreed that the Special General Meeting did need to be able to amend the Constitution. Robyn to check that this is reflected correctly throughout the document.

Once completed, Robyn will put forward a motion for Board to accept the changes, and adopt the updated Constitution (noting that there will need to be a ballot to adopt the proposed changes to the Treasurer role).

Karen and Robyn to work through getting a notice out to members, and the ballot process underway.

action	Revised constitution (October 2017 version) to be finalised and then circulated with a motion for adoption. Robyn ASAP
action	Ballot to be undertaken for the proposed change in Constitution removing the Treasurers role from the Archery NZ Board. Robyn and Karen – before AGM 2018.

7 Rules review

Progress update on review of rules was discussed:

- Administration rules – Robyn will start into these now Constitution has been sorted
- Tournament and shooting rules – Colin is working his way through these slowly.

8 Archer Magazine items

- The Board notices are due to Caro by 24 October. Robyn to pull these together and circulate for Board review and approval.
- The next magazine deadline is 11 December – Colin and Karen to pull together some 'wanted posters' for all of the various roles that we have vacancies for. Robyn to provide list.

action	Board notices for next two Archer Magazines to be finalised and sent in by due date. Robyn
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9 Australian Archery – Technical Delegate training

- Email from WA Oceania had been received offering TD (for major tournaments) training
- Registrations of interest were due 20 October
- It was agreed that it would be good to have someone attend and bring back the information to help upskill.
- Sport NZ 'workforce development' funding would be able to be used to help cover some of the costs.

It was moved by Karen and seconded by Gary that Colin Mitchell be nominated as the Archery NZ delegate.

Carried

Colin abstained.

Action	The nomination of Colin Mitchell to represent Archery NZ at the WA Oceania TD training course to be registered. Robyn, ASAP
Action	A draft budget for attendance and a proposal of what will be undertaken following attendance (eg report including recommendations and future actions) to be developed. Colin by end of November 2017.

10 Request for targets

- An email from Whanganui Archery Club had been received requesting the opportunity to buy second hand targets off the Association
- It was agreed that at this stage, the Association will not be selling any targets.

11 Tournament Registrations

- The Judges Commission Administrator has resigned from this role and being a judge
- A standard Archery NZ email will be established tournamentreg@archerynz.co.nz - and will be directed to Colin in the meantime until a replacement is found.
- A notice to be issued to members asking anyone who has tried to register a tournament lately to touch base with Colin – there have been computer issues which have resulted in some issues in getting tournaments registered.

action A notice to members to be issued in regard to change for email address for registration of tournaments, and to retry if they have experienced any problems recently. Robyn ASAP

12 Affiliation of Clubs

- Robyn noted that there is there is a policy document which covers off how a club can be 'registered' with Archery NZ.
- It was felt that there would be value in formalising the relationship between Archery NZ and the clubs
- Affiliation of clubs could be achieved via a small fee annually – which would result in a certificate of affiliation being issued annually. This certificate could then be used by clubs when seeking sponsorship or grants.

Dates Future meetings

- 28 November – skype 7.30pm