

Board Meeting Minutes



Confidential

Date: 16 & 17 September 2017

Location: Auckland

Time: 9.30am – 5pm Saturday, 9am – 3pm Sunday

1 Attendance and apologies

The following board members were in attendance:

Gary Young (President)

Marcus Barclay (Athletes Commission)

Robyn Denton (National Secretary)

Petra Baker (JAMA Commission)

Karen Moffatt-McLeod (Vice President)

Scott Collett (Coaches Commission)

Apologies were received from the following board members:

Colin Mitchell (Judges Convenor)

2 Constitution and Rules

The Board reviewed the Constitution and Rules and the following key points/changes were noted:

Constitution

- JAMA – will rebrand to become Youth. Noting that this will require any new purchases of medals, pins, and certificates to be changed as existing stocks are used up.
- Special General Meetings (SGM) – the wording currently indicates that changes to the constitution can be undertaken at SGM. It was decided by the Board that this should have been removed at the same time as the changes were made to the AGM – and all changes to the Constitution should be undertaken by ballot.

It was moved by Robyn and seconded by Gary that the Constitution be updated to have the Special General Meeting to have the same status as the AGM. The SGM can have discussion and make recommendations, but any decisions for changes to the Constitution must be via a ballot.

Carried

- General tidy up of the document – including removal of information that was not needed in the Constitution and which is already (or can be) captured in the various Rules.

- It was agreed that the only significant changes to the Constitution that would need to be voted upon by the members was in regard to the changes to the Treasurer role.

Administration Rules

- Information in regard to team officials to be reflected back into the Team Officials application form
- General changes and tidy up of all sections.
- Conveners to provide Robyn with any changes they need reflected in the relevant Commissions section
- The process for Disciplinary issues is very similar to that of the Complaints process – but the two are captured differently – on being a separate policy document, and the other being contained in the Administration Rules. It was agreed that both processes should be in separate policy documents.

Shooting Rules & Tournament Rules

- To be reviewed by the Judges Commission and updated document provided to the Secretary for formatting and publishing

Complaints Policy

- Robyn to complete final version based on February meeting workshop and subsequent feedback from Board members

Members Protection Policy

- Petra to draft new clause in order to have Statutory Declarations being a standard requirement for all official positions.

Match fixing policy

- Karen to tidy based on feedback received from Sport NZ

Disciplinary Policy

- To be developed from information taken from the Administration Rules

Action	Constitution – to be updated based on Board review at September 17 Meeting - Robyn
Action	Constitution Changes – ballot to be organised for vote on changes to Constitution re treasurer role. – Robyn/Karen
Action	Administration Rules – to be updated based on Board review at the September 17 meeting - Robyn
Action	Shooting and Tournament Rules – to be reviewed and updated - Colin
Action	Complaints Policy – to be finalised based on February board meeting - Robyn
Action	Members Protection Policy – to be updated to include Statutory Declarations clause - Petra
Action	Match Fixing Policy – to be finalised based on feedback from Sports NZ - Karen
Action	Disciplinary Policy – to be developed as a separate document based on key processes currently included in Administration Rules – Robyn

Selection panel

- Karen noted that there was nothing to report as the Selection Policy is on the agenda for discussion later in the meeting.

Youth Commission

- Petra referred to her report that was loaded into Google Drive for the meeting
- University League. The Indoor League has just finished and the summer league is about to get underway.
- Trans Tasman – more information has come through from Australia. Discussed further later in the meeting
- Archery In Schools (AIS) – work is continuing. A proposal for 2018 is being developed and will need to be given to NZSSSC by the end of September 2017.

The appointment of Regional Coordinators will be the next key step. An information pack will be sent out to schools at the start of Term 4 2017 which will set out the process for the 2018 calendar year. This will include safe practices guidelines and the recommendation that the school organisers attend the Foundation Coach training to assist them to understand the basic set up and safety requirements.

Athletes Commission

- The report from Marcus has been loaded in the Google Drive meeting folder.
- The article about scoring was included in the latest Archer magazine.
- Matchplay series is still be worked on
- It was noted that Taipei event (University Games) had a very high standard of shooting – and we were only 6-7 points off having a mixed team in the matchplay.

Coaches Commission

- Scott had loaded his report into Google Drive meeting folder
- The re-accreditation process for the coaches has been a lot of work and as a result the process will be reviewed
- Junior Disability Games – still being organised by Scott – with assistance from various coaches in the Auckland area. There have been a good number of athletes sign up for this already.
- It was noted that the District Representatives for Auckland and ECBOP will be stepping down at the Commission AGM in 2018

Judges Commission

Colin joined the meeting via skype

- Colin had loaded the his report into Google Drive
- It was noted that there is interest being expressed by people to become judges – which is great for the sport
- Anne has done a great job in chasing up the clubs for the payment of Judges Levies that have been collected at various events over the last couple of years. There are a couple of clubs that are proving hard to get the levies payment from.

It was moved by Colin and seconded by Marcus that the services of the Archery NZ Judges and provision of Archery NZ lights & timing equipment will be withheld for any

club who has levies in arrears by 30 days or more. Registration of tournaments will also be withheld.

Carried

- Work needs to be done to enable easy submission of results so that they can be filed centrally through the Judges administration so it can then be circulated.
- There have been some issues with getting tournaments registered in a timely manner and Colin is following up on this.
- Allocation of judges to tournaments is still being managed by Clubs at the moment, this will continue until an alternative system is established.

It was moved by Colin and seconded by Gary that the Judges Commission Convener report for the September 2017 board meeting be accepted.

Carried

Action	Proposal for Archery in Schools to be finalised and circulated - Petra
Action	Process for distribution of results to be developed to ensure that it is easy and all the right people are getting the information - Colin

5 Financials

Anne Mitchell joined the meeting via skype.

- The Financial Officers report was loaded into Google Drive
- The Debtors list has now been reduced to just \$254. Anne was thanked for the work that she has done following up on outstanding payments.
- Accounts for payment for September were in Google Drive for approval. It was noted that in addition to these, that the following accounts would also need to be paid:
 - New wooden base for Youth Nationals Trophy - \$31
 - Board member expenses relating to this meeting
- It was moved by Robyn and seconded by Karen that the September 2017 accounts for payment as Anne also noted that payments that will be coming up very soon for payment include:
 - Accommodation for the Administration team at the 2018 Outdoor Nationals
 - Accommodation for the Judges in Cambridge and Rotorua for the 2017 Youth Nationals
- Update on 2016/17 accounts – Auditor Report
 - The Auditor has provided a series of questions that need to be answered. The Executive will work through these and provide them back to Anne.
- Budgets for 2017/18 and 18/19 – drafts for presentation at AGM
 - 2017/18 budgets were loaded into Xero. Anne has updated estimates of #’s attending and removed any events that will not be held.
 - To date our expenditure and income is on track – noting that entries for Outdoor Nationals 2018 have started a little later than expected.
 - Overall we are looking at a budget deficit. Originally this was expected to be \$14-16K, but is now looking like \$22-23K. We will need to have a look at managing expenditure or trimming some activities.

- Budget includes the Website update.

Budgets set out in Google Drive for September 2017 be approved for payment.

Carried

- For 2018/19 – drafts for presentation at AGM were developed
- Budgets for future years are loaded in the spreadsheet in google drive. There have only been minor changes to these since the Board meeting and discussions in June 2017.
 - We will need to think about how we make this budget information available to the members. It was not felt that it was appropriate to have this information on the website and publicly available. In the future we may be able to put this type of information up in a members only section of the website
- Statutory Declarations
 - It was agreed that anyone dealing with Financials should have to complete a Statutory Declaration. This requirement could be captured in the Constitution or Administration Rules.

Action	Budget information for future financial years to be made available to members for AGM. Robyn
Action	Requirement for Statutory Declarations to be signed for anyone dealing with financials to be included in the Administration Rules - Robyn

6 Events Updates

Youth National Championships

- Everything on track – but need more publicity as entry numbers are still low
- Agreed that all medals will be Archery NZ National Tournament medals – including any international competitions
- Update received from Anne (Technical Director)
- 11 trophies to be donated by Justin Dittert – progress photo's supplied indicate that they are going to be really special.
- A notice for all athlete's receiving trophies was drafted by Robyn and approved. It is a reminder that trophies need to be professionally engraved, and returned in January for the National Outdoor Target Championships.

Outdoor Target Nationals 2018

- The tournament information pack was reviewed and a number of changes made including update of uniform requirements, AGM meetings for commissions and including of Kiwi archer requirements
- It was noted that moving forward there is not a need to have a check box for male/female – and that the entry forms for events can just have the various divisions (which include male/female) to capture the divisions that athletes will compete in. It was noted that female archers are able to compete in the male divisions if they wish.

Outdoor Field Nationals 2018

- Early discussions have been had with Massey Archery Club (president and course captain) in regard to hosting this event
- The date is yet to be determined but is likely to be March 2018
- The intention is to allow for Field matchplay and to have a dinner on the Saturday evening with on-site accommodation.
- Champion of champion trophies for Outdoors will be awarded for 2018 at this time.

Trans-Tasman Test 2018

- The updated rules have now been received and some specific differences to the distances to be shot were noted
- It is proposed that there will be a fee put in place for archers to compete in this event from 2018 onwards to reduce the costs being borne by the hosting Associations. Petra to follow up with the Australians to get an idea what this is likely to be.
- Generally Karen and Petra were happy with the proposed format of the event.
- The proposed Call for Registrations of Interest for a Female Team Official wording was approved – with the addition of clarity that the role needs to be self-funding. It was agreed that the appointment will need to be discussed with the existing Team Officials for this event to ensure that we get a strong working relationship in place for the management team.

Indoor nationals 2018 & 19

- No bids have been received yet.
- Gary to send a letter to all of the Canterbury archery clubs seeking feedback on the opportunity to host the Indoor Nationals 2018 and then Outdoor Target Nationals 2019 and have the containers remain in the South Island to minimise transport costs.

IFAA Indoor Champs 2019

- Karen is continuing to work with the NZFAA national committee in regard to this event, some uncertainty whether they will continue with their bid.
- Clarity is being sought in regard to bow poundage restrictions and arrow points

Action	Trans Tasman – proposal for fees for 2018 to be followed up - Petra
Action	Tournament information for Outdoors 2018 to be updated – Robyn with Jordan
Action	Registration of Interest for a female team official for Trans Tasman 2018 to be circulated. Robyn
Action	Letter to be sent to Canterbury archery clubs to see if they will host Indoor 2018 and Outdoor Target 2019 - Gary

7 Project Updates

Website Update

- Karen provided an update on the work that has been undertaken
- Phase 1 is basically complete which includes the new look and transferring information across into the new format.
- At this stage they will continue using the old website for entries, membership and tournaments.
- Once the new membership form is sorted this will be able to be added. The aim is to have this sorted for the 2018 Archery in Schools programme. Will get this running first and then transfer the rest of the membership information for 2017/18 across.
- Phase 2 is primarily 'behind the scenes' work

Meeting closed at 5.10pm

Meeting recommenced on Sunday gam

High Performance Sport programme

- Petra has been trying to get a facilitator from another sporting association who has recently made the move to High Performance Sports – but has been unsuccessful
- Aiming to have a meeting organised in October 2017, therefore will not be in a position to have the HP Programme in place for 2018
- It was agreed that the Selection Criteria for 2018 therefore needed to proceed with this in mind
- Karen noted that High Performance Sports NZ had indicated that they would consider a funding bid for High Performance in Archery - bid needs to be completed by end of October
- Key deliverables that are needed:
 - Finalise the strategy for HP
 - Develop a plan for implementation including timeline and funding
 - Establish key goals and outcomes
 - Develop a structure for implementation

Selection Criteria

- The current process has been in place for three years and it is not considered to be getting the results desired or really supporting the archers.
- It is really hard to get scores to qualify and a lot of money can be spent chasing the scores. There is often a lack of events to shoot at – with someone recently trying to qualify ended up setting up their own events.
- There is currently not a lot of depth in some divisions.
- There needs to be a shake up and change, with clubs providing more tournaments and a commitment to the provision of training camps.
- The proposed selection criteria will be revisited again once the High Performance programme is established, the aim being that this is a stepping stone to High Performance and team development.
- A draft document had been circulated prior to the last Board meeting (skype) and a number of concerns had been raised. It was agreed at that time that the opportunity to sit down together to talk in through in person.
- After much discussion a compromise proposal was put forward in three parts

It was moved by Karen and seconded by Gary that a selection shoot for World Champs rounds 1 & 2 to select a campaign team be established with a training camp for the team to be held prior to each event.

Carried

It was moved by Karen and seconded by Gary that a selection shoot for the Asian &/or European Grand Prix (pending clarification on which event would best suit our archers) to select a campaign team be established with a training camp for the team to be held prior to each event.

Carried

Scott against

It was moved by Karen and seconded by Marcus that minimum qualifying scores be set for Oceania 2018, World Cup rounds 3 &4, and other similar events in 2018 (including Youth events) where other selection criteria has not already been established.

Carried

Scott abstained

- Karen to rework the selection criteria document and circulate
- A call to be put out for registrations of interest for an Archery NZ Performance Coach who will need to be able to organise and hold training camps for the World Cup rounds 1&2 and Grand Prix events, and attend those events if possible.
- It was agreed that there needs to be clear communication linkages between the Performance Coach and any athletes personal coach as they work together to assist the athlete to achieve to their full potential.
- The aim will be to have the Selection Shoot held in late January or early February (for World Cups 1&2) and late March (for Grand Prix) and a host club will need to be found for these.
- It will no longer be a requirement to shoot at the Nationals tournament, but it would be a good way to get ready for the selection tournament and achieving any minimum qualifying scores.

It was moved by Petra and seconded by March that the National Outdoor Championship tournament will no longer be a compulsory requirement for future selection.

Carried

It was moved by Petra and seconded by Gary that the Board direct the Selection Panel to remove WA1440 scores from future selection criteria and in the future have selection criteria based on rounds that are relevant to the event.

Carried

- There is a need for clubs to host more WA72 arrow rounds

Archery in Schools

- Primarily covered under the JAMA update
- Moving forward membership will be required to compete in AIS and this will be completed via an individual on-line enrolment
- An information pack is to be developed and once this is out to the schools, then will progress the establishment of regional coordinators who will sit alongside the Postal Shoot coordinator.

International representative shirts

- No update at this stage as Mark has been busy,
- The aim will be to have 3 potential designs developed and then put the options out to the membership to vote upon the design for the black representative shirt
- The blue development team shirt is on hold currently.

8 Sports NZ – funding and reporting

- There is an ongoing need for the Coaches, Judges and Youth commissions to develop a plan for the year as to what the Sport NZ funding will be spent on and ensuring that there is good data captured from these activities to enable reporting back to Sport NZ.
- Information needs to include the key demographic information of the attendee's and feedback from the attendee's on the course and the value that they have got from attendance.

- Information of these requirements can be found in Google Drive.

9 World Congress and Proxy vote

As Archery NZ will not have anyone attending the World Congress it was agreed that we should appoint a proxy. It was noted that a country can only undertake a proxy vote for one other country and it was understood that Australia was already completing a proxy vote for someone else.

It was moved by Colin and seconded by Karen that the proxy vote for World Archery Congress 2017 be assigned to South Africa Barbara Manning.

Carried

The motions for change at the World Congress were then considered and it was decided that Archery NZ would vote in favour of all of the proposals except motion #4 which was proposing the introduction of an International Licence. It was felt that this was just increasing the administration and costs unnecessarily.

It was noted that Motion #12 will have an impact on the Clubs and Archery Equipment Suppliers. It is proposed that the Indoor Target faces for Compound be three faces vertically being 18cm in diameter with each zone being 2cm. If accepted this proposed change needs to be notified to these people. <https://worldarchery.org/congress-2017>

It was noted that the cost of sending representatives to World Congress makes it very difficult for small countries to attend and therefore take an active role in the decision making processes. A letter to the World Archery Oceania Chair to be sent asking them to pursue this issue on our (and others) behalf.

Action	Proxy and voting information to be sent to South Africa for World Congress - Robyn
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10 World Archery Oceania – Zoom Conference

Colin provided a report on the key issues discussed on the conference call.

It was a recommendation from the meeting that each Association appoint a representative for these conference calls, which WA Oceania are hoping to hold on a semi-regular basis.

It was moved by Karen and seconded by Robyn that Colin be appointed to represent Archery NZ in the WA Oceania Zoom Conference.

Carried

Colin was thanked for the time he had taken to phone in and pull together the summary report.

11 AGM preparation

- The checklist for AGM preparation was reviewed
 - There will not be a Coach of the Year award this year. The way this is managed will need to be considered by the Coaches Commission again next year.
 - Robyn to remind all commission conveners and officers of the need to have their reports for the period 1 October 2016 to 30 September inclusive to the National Secretary by 20 November at the latest.

- Fees for 2018/19 were reviewed and the following is proposed for adoption at the AGM:

Membership Type	Age Group	Proposed fee 2018/19	Current Fee 2017/18
Associate Member (Archery in Schools)		\$10	\$5
Full Member	Senior	\$90	\$90
	Under 20	Youth (< 20) \$45	\$45
	Under 10		\$12
Administrative Member		\$10	\$10
Postal Event Member	Adult	\$30	\$30
	Junior	Youth (<20) \$20	\$20
Social Member		\$15	\$15

- 2017 minutes – actions that need to be followed up at the meeting:
 - Pro's and Cons of using the Ballot System – paper by Karen, but someone else will need to present as Karen will not be at the Nationals or AGM
 - Surplus target butts – board keen to see if we can utilise these for provision of national events in the Canterbury region for 2018/19 along with timing systems.
 - Home of Archery – will be linked into the development of a High Performance programme
 - Development shirt – the new Selection policy will mean that at this stage there will be no specific development team. This will be need to be updated at the Athlete's Commission as a matter arising.
- Gary to approach Bernie to check that he is happy to be the Patron again for 2018
- Items for discussion at AGM 2018
 - Clubs and affiliation – the benefits for clubs to be affiliated to be discussed, along with the opportunity to formalise this eg via a certificate, which can then be used in funding applications etc. Policy on how clubs are recognised by Archery NZ' to be reviewed and information to be added to the website.

Action

Policy on how Clubs are recognised by Archery NZ – to be reviewed and updated version to be added to the website - Robyn

12 Officer Reports

Membership secretary

- Another great report. Great to see that the membership numbers are back up to the numbers for last year, and that the restructure of membership numbers hasn't had a negative impact.

- The report is perfect for the end of year report.

Ranking Administrator

- Email update received
- Further to the resolutions in regard to Selection Criteria discussed in section 7 above, it was agreed that:
 - the Ranking List needs to reflect the correct information needed for Olympics and Youth Olympics and the rounds shot at these events. On this basis, information from RMT's and 1440 events should no longer be included into the ranking list.
 - The aim would be to have this become effective from 1 October 2017 via a new Ranking List.
 - The existing approach can be continued in the form of a 'Members Comparison' table.
 - Any archers who are shooting up a division can have their names listed in both divisions.
 - Archers who have progressed to the next division due to age should be removed from the lower division.

Trophy Steward

- This is still a role that needs to have someone appointed, but no applicants have been received.
- In the meantime, Robyn has organised the trophies for the Youth Nationals and worked with Marianne Gordon to ensure that this will be managed at the event.
- A full inventory of the trophies is being pulled together, which will include photos of each trophy to assist in the organising of the trophies at prize giving events in the future where a Trophy Steward is not available to help.
- It was noted that Justin Dittert has donated 11 new trophies for various Youth Target divisions which will be presented for the first time at the Youth Nationals. Two Field event trophies have also been donated by the Denton Family.
- A draft notice for trophy recipients was presented to the meeting and agreed upon. The note set out the requirements in regard to engraving, and the need to return the trophies at the next National Outdoor Target Championship in January 2018.

NZ Postal League administrator

- An email update was received.
- It was noted that the League has continued to be very successful, and interest in this event continues to grow.
- Kerry was thanked for the work that he undertakes in coordinating this each year

RMT Administrator

- An email update was received noting that there had only been one RMT held during the last period.

Webmaster and Editor

- The report from the Webmaster/Editor was filed in Google Drive and Caro thanked for the update and work that she has been doing.
- In response to the question in regard to advertising rates for the electronic magazine it was noted that the current rates are probably fine to remain in the short term.

It was moved by Robyn and seconded by Petra that the current pricing for the magazine be retained for the first 2 issues of the electronic document, and then be reviewed based on readership numbers.

Carried
(Scott voting against)

Records Officer

- The issue in regard to claiming of records was discussed. It was agreed that an archer can only claim the records for the division that they shot the record in at that event.
- The shooting rules will be updated to reflect this.

Archery in Schools Coordinator

- No report received

Registrar

- Quick email from Ruth received. No claims received in the short time she has been undertaking the role.

JAMA Awards Registrar

- The report from Rachel was filed in Google Drive.
- The Board were pleased to be informed of the work undertaken to get the 'Most Improved' JAMA awards underway and noted that the 2015 and 2016 Awards will be presented at the Youth Nationals in Rotorua.
- It was agreed that the same time of awards can be used for the 2017 Awards – which will be presented at the Outdoor Target Nationals in January 2018
- Rachel's resignation from the role was noted, and the Board noted their thanks for the work that she has undertaken in this role.

13 In Committee

14 Farewells to departing Board members

This was the last full Board meeting – departing at the 2018 AGM will be:

- Karen Moffat-McLeod – Vice President
- Robyn Denton – National Secretary
- Scott Collett – Coaches Convenor
- Petra Baker – JAMA Convenor

It was noted that Karen, Scott and Petra will continue to be involved in various parts of the association moving forward.

Karen will not be attending Nationals this year – or the AGM.

Gary noted that the organisation is very large when you consider the depth of activities that we are involved with – coaches, judges etc. It has been a year of change and great progress this year and this is thanks to all of the behind the scenes work that gets done.

The Board members have brought a diversity of thoughts and opinions, but have come together to achieve the best outcome for the archers.

Meeting closed 3.10pm

Dates Future meetings

- 17 October – skype 7.30pm
- 28 November – skype 7.30pm

Postscript

- ***Update regarding Item#7 Selection Policy***

The Selection Policy motions agreed to at this meeting and recorded in these minutes were subsequently withdrawn as a result of feedback on the proposal. Revised Selection Policy & Criteria for Team Campaign #1 2018 and the Policy & Criteria for "other" 2018 events were then developed and adopted by the Board, and then published on the Archery NZ website.

- ***Update regarding Item #9 Proxy Vote for World Congress***

The information delegating the Proxy Vote for World Congress was not submitted in time and consequently there was no representation by NZ at this meeting.