

Board Meeting

Minutes



Final Document – for website

Date: 25 July 2017
Location: Skype
Time: 7.50 – 9.15 pm

1 Attendance and apologies

The following board members were in attendance :

Gary Young (President)	Colin Mitchell (Judges Commission)
Robyn Denton (National Secretary)	Marcus Barclay (Athletes Commission)
Karen Moffatt-McLeod (Vice President)	Petra Baker (JAMA Commission)

Apologies were received from the following board members:

Scott Collett (Coaches Commission)	
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1 Financials

Joleen McKenzie was welcomed to the meeting and introductions of the Board members were made.

An update from the Financial Officers (Anne and Joleen) was given - with their report being loaded into Google Drive meeting folder.

It was noted that the Kiwibank investment will mature 7 August and consideration was given in regard to the period for which this should be reinvested.

It was moved Colin and seconded Karen that the Kiwibank investment be reinvested in Kiwibank for a 12 month period.

Carried.

A cashflow report for the proposed expenditure for the upcoming year indicates that we won't need to utilise any of the term deposits – and the proposal includes the funding for the website rebuild.

	<p>It was <u>moved</u> by Colin and seconded by Marcus that the accounts for payment as set out in the July 17 folder in Google Drive be approved for payment.</p> <p style="text-align: right;">Carried</p> <p>Joleen had been working through the Profit and Loss statement in Xero – and going back through the activities to ensure that everything is correctly coded.</p> <p>In undertaking this work, Joleen is gaining a better understanding of the Archery NZ activities. As part of this work Joleen is working to ensure that the revenue/expenditure is being correctly recognised in the correct financial year. This was previously undertaken by the Auditor as part of their annual review/reporting process and the aim will be to not need the Auditor to undertake this work in the future and thereby save some costs in Auditor fees.</p> <p>Once this work is completed, the information will be useful for planning and understanding the true income and expenditure associated with events etc.</p> <p>Anne noted that it has been really great to have someone with a good knowledge of Xero and therefore be able to make the best use of its tools.</p>
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2	Events:
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	<ul style="list-style-type: none"> • <u>Indoor Nationals 2017</u> <p>The MOU has been finalised and loss sharing is considered a standard requirement for this event and Archery NZ will not be signing the document without this clause included. Gary to follow up with the LOC to get this progressed ASAP.</p> <ul style="list-style-type: none"> • <u>Youth Nationals 2017</u> <p>Kathy Barclay provided a written update for the meeting – a copy of which was added to the Google Drive meeting folder.</p> <p>The methodology for the pulling together mixed teams was requested – and Petra forward a copy during the meeting.</p> <p>It was confirmed that the Outdoor Nationals (target) 2018 will cater for all age groups (including Youth).</p> <p>The registration numbers are still low for the whole event, but particularly the Field events. At this stage the Board would prefer to limit opening of the unmarked field round only to adults. This can be reviewed again once the entries have closed. The aim is to have this event dominated by Youth. The Board thought that it would be good to have the event opened by youth representatives, with the Patron being used for presentation of trophies at the awards dinner.</p> <p>Unfortunately we don't have a Trophy Steward currently – but Robyn has pulled together all of the trophies and this are available for collection. An offer of 12 additional trophies has been made by Justin Dittert. Once the registrations have closed, Robyn will work with the LOC to determine which divisions we have competitors in but no trophy currently available.</p> <ul style="list-style-type: none"> • <u>Outdoor Nationals Target 2018</u> <p>Gary reported that he has caught up with Jordan and the only outstanding issue for the MOU was the response times. The Board felt that the new response times that had been proposed in the MOU document was appropriate and achievable – noting that all queries would be acknowledged and responded to ASAP and Gary is happy to offer 24/7 availability if needed.</p> <p>It would be desirable to have the forms etc out in the next couple of weeks and to have the dates and venue advertised to the members as soon as possible.</p>
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The TD for this event is still to be decided – and Colin is working on this with the aim of having this confirmed ASAP.

- **Trans-Tasman**

The date and location have now been confirmed - Morwell, Victoria, Australia from 19th to 23rd April 2018.

The selection policy has been posted on the website – and registrations of interest to compete have already been received.

The final format and rules are sitting with the Australians to finalise.

No registrations of interest for the Team Coach or Manager roles had been received and it was noted that the filling of these roles in the near future will be critical – as a team will not be able to be sent without these positions filled. Ideally a training camp will be organised for the team prior to travel.

A 'design' competition has been put out for the shirt for this event.

In Committee	
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Action	The signing of the MOU for the Indoor Nationals 2017 to be followed up with the LOC – Gary ASAP
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Action	New trophies for the Youth Nationals to be determined once the applications for the tournament have closed – Robyn with LOC after 14 August.
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Action	TD for the Outdoor Target Nationals 2018 to be confirmed – Colin ASAP
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3	Project Updates
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Website and CRM

- Karen provided an update on the meeting that was held recently in Auckland
- The meeting included Mandy (SmokeyLemon), Peter Russell, Steve Clifton and Caro Geelen and lasted about 5 hours
- SmokeyLemon have provided an updated quote based on the discussions and decisions made at the meeting.
- The intention is to use three external applications to bolt into the website – which will save work and costs. The applications are considered good quality ones and have regular updates provided and Peter has been testing these to ensure that they will provide the service levels required.
- The proposal will enable the use of these applications by clubs for managing their membership etc.
- The website upgrade will be stages and the aim is to get the membership up and running for the upcoming financial year.

It was moved by Karen and seconded by Gary that SmokeyLemon be approved to proceed with the Archery NZ website upgrade as set out in their proposal of 23 July 2017.

Carried

Archer Magazine

- Work is now commencing on making the move to the magazine being online – with the ability to print at home.
- There is one more issue to be provided for the current membership year. The new membership year will provide all magazines to be online.
- The intention is to charge \$10 per copy and have user payers this year.

	<ul style="list-style-type: none"> • Moving forward the aim will be to have this included in the membership fee for the 2018/19 year – and with the new website up and running, the ability to limit access to the document to financial members only. <p><u>Archery in schools</u></p> <ul style="list-style-type: none"> • A skype meeting is being arranged for the upcoming week. <p><u>High performance sport programme</u></p> <ul style="list-style-type: none"> • Petra has started to make arrangements for the meeting • Karen has received the Sport NZ High Performance process and funding applications for 218. These are due for return by 31 October 2017.
4 ANZ Constitution and Rules review	
	<p>Karen and Robyn have both had a look at the constitution – and proposed changes are noted in the document.</p> <p>There is a need for all of the documents (Constitution and Rules *3) to be reviewed prior to the September meeting – as these will need to be finalised at that meeting.</p>
Action	Constitution and Rules to be reviewed – All Board members prior to Sept meeting
5 International Representative Shirts	
	<p>Karen has been working with Mark Collins to develop shirt designs for Archery NZ representative and development team members.</p> <p>The draft designs were discussed and there was general approval of the proposed blue Development team shirt. The representative shirt (which will be available in both black and white depending on the temperature of the country competing in) was not so well liked and feedback on proposed modifications to the proposal were discussed.</p>
Dates Future meetings	
	<ul style="list-style-type: none"> • 22 August – skype 7.30pm • Saturday and Sunday 16 & 17 September – Auckland – commencing 9.30am • 17 October - skype 7.30pm • 28 November – skype 7.30pm