

Board Meeting Minutes



Date: Wednesday 11 April 2018

Location: skype

Time: 7.30 – 9.20pm

1 Attendance and apologies

The following board members were in attendance:

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| Colin Mitchell (President, Judges Convener) | Callum Skeet (Treasurer) |
| Rynard van Tonder (Vice President) | Marcus Barclay (Athletes Convener)
(apologies for lateness) |
| Robyn Denton (National Secretary) | |

Apologies were received from the following board members:

Maria Tucker (Youth Convener)

It was moved by Colin and seconded by Robyn that apologies be accepted.

Carried

2 Financials

Callum provided an update on the financials for the Association.

We are currently well ahead of the budgeted surplus and the expenses are also tracking well. It is expected that we will end the year in a healthy position.

It was moved by Callum and seconded by Colin that the financial report be accepted.

Carried

3 Administration Role

Callum confirmed that we can afford to recruit for this position

Feedback on the draft Position description was that it would certainly require a full time position in order to complete all of the tasks listed. If we proceed with recruiting for a part time role then we will need to be clear about what tasks need to be completed in the first instance vs those which can wait and done when/if there is time.

The desired applicant will be a Contractor and it was thought that we could start with a base 20 hours for three months as see how things go – allowing flexibility up to 30 hours if required at peak times.

Callum to finalise a proposal on the recruitment approach to be used for presentation at the June meeting.

4 High Performance (HP) Programme

A recommendation on recruitment of HP Manager was received from the HP working group.

The Board were impressed with the credentials of the recommended applicant and it was noted that:

- There would need to cover provided for at least the first three months of contracting – to enable applications to be completed for funding to be made and received
- Not clear about the hours that would be needed initially to get things underway
- While the applicant lived in Auckland, their preference is not to work from home if possible.

It was that we would be very keen to move toward a formal appointment but would first like to work through a couple of points that were noted in the application to ensure that both parties have a clear understanding of the terms of engagement.

It was agreed that Colin and Robyn will pull together a letter seeking a proposal/overview to be developed which sets out:

- What hours would need to be worked in the first three months during which Archery NZ would be paying you directly – noting that during this time they will be applying for funding?
- What are the key activities that will need to be completed in the first three months?
- Would they be happy to work from home in a contract position initially until sufficient funding is obtained in order for office expenses to be covered?
- After the initial three months – do they believe that they will be able to be 'financially self-sufficient' via grants, or will Archery NZ still need to provide funding? If so, how much.

5 Indoors Nationals 2018

A proposal by Mana/ Trentham via email had been received and pre-circulated to members.

It was noted that:

- Travel to the venue would require flights to Wellington and then travel north by vehicle to Porirua
- They are proposing to host both 18m and 25m rounds
- There would be no opportunity to combine with NZFAA as preparation for the IFAA World Indoor Championships next year
- There would be limited space – 130 archers maximum
- The event would be spread over 2 halls – so would be harder to manage and would require a DOS and judges to both rooms
- The proposed cost of \$125 per archer would be in addition to Archery NZ having to buy lights and all acceptance of risk being undertaken by Archery NZ

It was moved by Callum and seconded by Robyn that the Board did not consider this to be an appropriate agreement for Archery NZ to enter into and suggested that a request be sent back asking Mana/Trentham to consider:

- Holding the event in the Wellington ASB Stadium and using this as a practice for the IFAA World Indoors
- Working with NZFAA to understand the costs and arrangement etc that they already determined for the IFAA World Indoors, and to assist with setup, ply backdrops etc
- Archery NZ would underwrite any loss, but the maximum entry fee that would be considered would be \$100 for the two days

- Run an 18m WA round and an 18.3m (20 yard) IFAA round

If they are not keen to take this on, then the Archery NZ Board will have to consider running the event in conjunction with NZFAA.

Carried

6 Oceania 2018 – Appointment of Team officials

Applications were received for both the Team Manager, Assistant Manager and Team Coach positions.

It was noted that between the Oceania and Youth Oceania Championships there would be a large team competing.

It was moved by Robyn and seconded by Marcus that the following appointments be made:

- Team Manager: Marianne Grant
- Assistant Team Manager: Peter Duart-McLean
- Team Coach: Petra Baker

Carried

Robyn to organise letters of appointment, and thank the unsuccessful applicants for their offers to be a Team Official at this event.

6 Oceania Congress 2018

The WA Oceania Congress will be the day after the Oceania Championships finish.

As there is no Archery NZ Board member attending this event, there is a need to appoint a representative. Robyn had been in contact with a couple of people who had indicated that they would be prepared to help out if needed.

WA Oceania have indicated that they will have the paperwork out for the meeting by 14 May, so the Board will be able to consider this and give the delegate directions on how to vote on our behalf. If necessary, we could also arrange a face to face meeting at the full Board meeting on either 9 or 10 June.

It was noted that there will be a need to cover additional night(s) of accommodation and any changes to pre-purchased flights.

It was moved by Colin and seconded by Callum that Marianne Grant be appointed the Archery NZ delegate at the WA Oceania Congress meeting in July 2018.

Carried

7 Outdoor and Field Nationals 2019

Colin has received the draft MOU back from Auckland Archery. He felt most of the changes were basic and could be accommodated.

It was agreed that the changes could be made and the MOU signed and returned.

8 General Business

Fields 2018

Massey Archery Club (Auckland) are on track with the hosting of this event on 12/13 May 2018.

The online entry is still to be sorted and this will be worked through in the next couple of days.

Robyn to get a notice up on the Archery NZ website and get the event added to the Tournament listing.

Dates Future meetings

- Tuesday 15 May – skype 7.30pm
- Saturday and Sunday 9 & 10 June – Auckland – commencing 9.30am
- July – skype 7.30pm
- August – skype 7.30pm
- Saturday and Sunday 1 & 2 September – Auckland – commencing 9.30am
- October - skype 7.30pm
- November – skype 7.30pm