

Board Meeting Minutes



Date: 15 May 2018

Location: Skype

Time: 7.30 – 9.35pm

1 Attendance and apologies

The following board members were in attendance:

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

Apologies were not received from the following board members:

- Maria Tucker (Youth Convener)

2 Financials

Callum provided an update on the financial position. While we have a lower bank balance than last month, it was noted that there were a lot of invoices for Trans Tasman and Shanghai were yet to be paid – so overall there is very little change.

Oceania expenses are yet to be invoiced through to archers but some expenses have been paid already.

The insurance of \$3,200 (excl GST) is a small increase on the bill for last year. Callum proposed to review the full policy and conditions be undertaken at the full Board meeting in June.

At this stage it still looks like a surplus will be achieved at the end of the financial year – along with healthy investment balances.

It was moved by Callum and seconded by Robyn that the financial report for May be accepted and approved.

Carried

3 HP Manager

Colin met with our preferred candidate at the recent National Olympic Committee meeting in Auckland. He has arranged to meet in the near future when they are down in Queenstown. They are currently on a six month contract for another sporting code.

4 WMG Funding

Callum is getting the paperwork together for completing the application for the \$9460 grant.

A submission for holding Trans Tasman 2019 in Auckland has been drafted by Robyn for the contestable fund (\$16k max). If successful, the payment would be made in September – with notification in August.

Robyn to develop a call for hosts for Trans Tasman 2019 from Auckland clubs. It was noted that there would be benefits from having this event in Auckland via reduced travel for the container.

5 Paid Administrator

Callum noted that he had not made a lot of progress to date but will aim to have a short-list of candidates for the June Board meeting.

Advertising costs have been determined at:

- \$230 – Seek
- \$175 – Trade Me.

6 Events

Indoor Nationals 2018

Colin reported that he had been and checked out the proposed venue with representatives from Mt Green, North Shore and NZFAA.

- The venue looks suitable
- Lighting will need to be arranged
- Archery NZ should probably be looking to purchase some additional equipment (eg lighting and screens) to make it easier to host Indoor events in the future.
- Having the event in Auckland would help reduce the cost of container movement – because it could be brought up for this event, and then used again at the Outdoor Nationals in January, and then Trans Tasman in 2019.

Outdoor Target and Field Nationals 2019

Colin has been continuing to work with Andrew Russell and the Auckland Archery Club and the MOU is now signed.

A tentative date of 4-11 January 2019 has been set but is yet to be finalised

World Indoor Championships 2019

Everything seems to be on track and this year's Indoors will a great training run.

Robyn to work through getting the NZFAA Affiliation fee paid.

Field Nationals 2018

The event went well overall this year.

The demonstration shoot-off event seemed to work well given that time was of an essence.

Colin to write up guidelines for running of future events based on the lessons learned for this year.

It was noted that we need to develop guidelines in regard to Sponsorship as we don't currently have anything in place.

Colin to work through and circulate for Board review

It was also noted that we need to develop an Equipment Plan. The plan needs to consider repairs/maintenance and renewals of existing equipment along with purchase of any additional new equipment.

Colin to check out possible deals with local electrician for purchase of LED spots (noting these have a lower power draw)

7 Selection Policy 2019

Feedback has been received from the Selection Convenor which will need to be worked through. All Board members were asked to comment on this and to feed this back through Marcus, Rynard and Colin who will work with Karen to finalise.

Additional items for consideration were also noted:

- What do archers want and how do we get them included in this process?
- Could there be a bonus system for archer who achieve good results to encourage high performance?

8 Restructure

Colin is keen to present the restructure proposal at the Indoor proposal for mid August Membership for the restructure committee currently consists of:

- Colin Mitchell
- Callum Skeet
- Robyn Denton
- Elizabeth Randle
- Emily Cavell

Colin to contact Sports NZ to see if they have someone available to join the committee

9 Badges and Crystals for international competitors

The crystals are currently worth \$70 each. These are currently awarded to archers for each event that they represent NZ internationally.

It was moved by Colin and seconded by Callum that we change the crystal to be just be awarded to the archer for the year – one crystal per athlete.

Carried

Archery NZ badges will continue to be provided free of charge to those travelling overseas – 4 per archer and 2 per team official.

10 Website and Technology

Callum to pull together information for discussion at the June meeting noting:

- the membership secretary report and request for early notice on any changes
- Archery OSA seems to be working well
- The list of problems and issues that Caro has been having with the Tournament administration

11 World Archery Level 2 Coach Training

Andrew Russell sent through an email on behalf of the Coaches Commission regarding an opportunity for having 2 coaches attend training in New Calendonia.

A request for 2 coaches to attend – noting that WA Oceania will cover the costs of accommodation and meals.

It was agreed that a maximum of one coach per District could attend – with NZ Archery funding of \$500 each.

In return for receiving the funding support, the coaches are to be asked what they will provide in return to support coaching in NZ archery as a result of attending this training.

Callum to respond to Andrew.

12 Regional Coaching Development Fund

Andrew Russell sent through an email setting out a concept for a Regional Coach Development and seeking funding.

The board were supportive of the concept but requested that a formal proposal be developed which set out the budget requirements and which clearly shows how this relates to the Sport NZ funding opportunities. An outline of the reporting (suitable to meet Sport NZ annual report) also needs to be provided.

13 World Archery Oceania Congress

Email received from WA Oceania setting out the agenda and supporting documents for the upcoming congress meeting.

Robyn to email the WA Secretary seeking advice on when the proposed motions would be ready – as it would be desirable to work through these at the next Archery NZ Board meeting 9/10 June.

14 Scouts NZ

A request was received from Scouting NZ to enquire if there were any documents available for H&S requirements in regard to setting up an Archery range.

It was agreed that Archery NZ need to be careful in regard to this, and it was agreed that we would recommend that

- Key members of Scouting NZ attend the Foundation Coaching Course
- They contact a local club for advice and assistance
- They work with the Coaching Coordinator

15 Matchplay Series

Marcus confirmed that work is continuing on the development of a matchplay series.

Prize money is proposed so there is a need to ensure that the event is open to all associations and to check that there are no issues with complying with the Association Constitution and Rules.

16 Uniform

Concerns in the regard to the quality of the latest round of new uniforms and the materials used, along with the styles have been expressed from those attending both Trans Tasman and Shanghai

It was agreed that Rynard will look into this and come back to the Board with recommendations.

17 Wairarapa Youth Event

An email had been received from Chris Gorman seeking support for a youth event proposed in Wairarapa.

It was agreed that Rynard would work with Maria to help develop/formalise this event to work in alongside the Secondary Schools Archery.

The aim would be to have this event as a learning opportunity and stepping stone for assisting in establishing something for the future.

In general the Board were supportive of the concept.

Dates for future meetings

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