

Board Meeting Minutes



Date: 17 July 2018

Location: Skype

Time: 7.30 – 9.15pm

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) |
| Robyn Denton (National Secretary) | |

2 Financials

Callum provided an update on our financial position noting:

- We have a few debtors that we will need to have an increased focus on collecting funds from in the next few weeks. Most of these are athletes who have recently been overseas and payments have been steadily coming in since the end of June 18. It was noted that the Athletes Selection Policy and confirmation letter is very clear that accounts must be paid prior to departing and we are going to need to look to enforce this requirement moving forward.
- \$9,460 has been received from the World Masters Games Legacy fund. There are some requirements around how this money can be used and reporting on the use of the funds
- We have finished the financial year (30 June 2018) with a surplus of \$23,187. While this is less than 16/17, last year was largely influenced by funding from the World Masters Games. We have a healthy balance sheet and everything is well under control. The cashflow report for the year shows that we ended the year with less than we started, but the debtors payments have been coming in since the end of year, so the position is largely neutral. It was noted that we will not have spent all of the Sports NZ funding for the year, so this needs to be kept separate and carried forward.

It was moved by Callum and seconded by Robyn that the financial report for the period ending 30 June 2018 be approved.

Carried

Callum will work with Anne and the auditors to ensure necessary information is supplied for the completion of audited accounts for the 2017/18 financial year at the 2019 AGM. It was noted that we have a term deposit due for reinvestment.

It was moved by Callum and seconded by Colin that the term deposit be reinvested for a term that will yield the best interest rate.

Carried

The World Masters Games Contestable Fund applications have to be in by the end of July 2018. It was agreed that we should be applying for funding to assist with the hosting of Trans-Tasman in 2019 and for the maximum amount possible (\$16,000). Callum to tidy up the application drafted by Robyn.

3 Events

2018 Indoors

Update from Colin noted:

- 76 entries to date – but continuing to come in steadily
- Containers have been organised
- Administration is sorted, as are medals
- DOS and Judges are all organised
- Ongoing conversations with NZFAA in regard to their support for the running of the event.

2019 Outdoors

Update received from Andrew on behalf of the LOC noted:

- Massey Archery Club are now onboard for the field rounds
- Additional manpower and assistance will be required to help Massey with setting up the field
- The Target venue has been booked
- Full event details and entry form are expected out soon
- The option for including an Archery Australia matchplay round into this event is being discussed between Rob Turner and Andrew. LOC to make the decision.

2019 Trans-Tasman

- Funding application to World Masters Games Legacy funding to be submitted the end of this month
- Dates still to be finalised – but looking to be later in the year to fit with venue availability
- Administration Manager will be able to pick this up and get things moving once they are onboard.

4 Administration Manager

The appointment committee (Callum, Colin and Robyn) made a recommendation that Karen Moffatt-McLeod be appointed to the Administration Manager role. Her point of difference to the other applicants (who were impressive) was her existing knowledge and experience of Archery NZ activities.

It was moved by Callum and seconded by Robyn that Karen Moffatt-McLeod being appointed as the Administration Manager for 20 hours per week and a contract be developed to finalise this appointment.

Carried

Callum noted that the contract will be simple in nature and just set out the key requirements that will be formalised eg 1 month notice for termination, PAYE to be sorted by Karen etc.

The position will report through to Callum – primarily because he works from home and will generally be available for management throughout the day. All board members are able to ask for work to be undertaken by the Administrator. Callum will work with Board members to determine priority of activities if the Administrator has a number of tasks competing for completion.

5 Memberships

NZFAA Memberships

Robyn noted that we currently have 15 members who have signed up through Archery NZ to become NZFAA members. The aim will be to have membership cards available for archers at the Archery NZ Indoor Nationals – and to do a good check to confirm division.

Membership Administrator

Frances has tendered her resignation to be effective from Xmas 2018 – which ties in with the normal Xmas shutdown for membership applications and the AGM for re-election.

Moving forward we should have a better system in place and this activity could potentially be picked up by the Administration Manager.

Membership Cards and database

The next membership year 2018/19 will commence September 2018 and Frances has requested the Board to consider whether the current system of membership cards will continue which involves laminating each individual card and then posting out to the archer. This methodology is not only time consuming but also getting increasingly costly.

There was discussion in regard to 'the need for a membership card' with users of the card being:

- Administration teams probably make most use at registration at tournaments
- Judges – but not often
- Organisers – probably make the most use to ensure that the members are currently financial

It was thought that a readily available spreadsheet with archer membership number, name and membership type may largely solve the need for having a membership card.

Action It was agreed that this was a task that the Administration Manager could pick up. Options for alternative 'cards' and a new system for capturing membership records to be investigated and reported back ASAP so that any necessary changes can be implemented for the upcoming year.

6 Selection

Selection Policies 2019

There has been quite a lot of feedback received since the 2019 Selection Policies have been posted on the website. The key concerns were in regard to the timing of selection events.

A number of options were considered and it was decided that a possible way forward could be:

- Have the 'Trans-Tasman and Youth World selection event incorporated into the Outdoor Nationals 2019. This would save hosting one selection event. Will need to determine with the LOC that this would be able to be accommodated.
- Move the seniors selection event to November 2018 – noting that we will be very dependent on clubs providing events prior to this for archers to achieve their MQS (but the policy states 12 months prior to the selection event, so scores achieved at Nationals 2018 would now count) and also clubs to host the selection event itself.

Robyn to contact Outdoor Nationals LOC and Selection Convenor for thoughts before posting a notice to members.

Youth Olympic Games

NZ had a great competition take place at the Oceania Youth Championships to gain a spot of the Youth Olympic Games. It has since been advised that we are able to nominate a reserve athlete.

It was moved by Colin and seconded by Callum that Rebecca Jones be nominated for the Youth Olympic Games archery spot, with Olivia Sloan being our nominated reserve.

Carried

We now also need to nominate our support person through to the NZOC.

It was moved by Robyn and seconded by Colin that Alison Storey be nominated as the support person for the archery athlete attending the Youth Olympic Games.

Carried

Robyn to pull together a letter on behalf of the Board forwarding this nomination through to NZOC.

7 Website

There are a number of steps needed to get the new website fully operational eg Tournament registrations, along with a good tidy up and update of the information on the site.

Callum noted that he has been in discussions with Karen on this and will add this to the list of tasks for the Administration Manager to pick up.

8 General Business

Uniform

Anne sent through an email to the Board with the option of adding a new jacket to the list of uniform items available for athletes to choose from. The jacket is the same materials/style as the vest which has proven very popular with archers.

It was moved Robyn and seconded Colin that the Geneva Jacket be added to the approved Archery NZ list, and the uniform guide be updated to reflect this.

Carried

Future Meetings

Board members were asked to check and confirm future meeting dates for skype calls as highlighted below are on dates that suit everyone.

Dates for future meetings

- 21 August – skype 7.30pm
- Saturday and Sunday 1 & 2 September – Auckland – commencing 9.30am
- 2 October - skype 7.30pm
- 6 November – skype 7.30pm
- 4 December – skype 7.30pm
- January 2019 - AGM