

MINUTES (in Review)

ARCHERY NZ BOARD MEETING



Name:	Archery New Zealand
Date:	Saturday, 12 October 2019
Time:	9:30 AM to 5:10 PM
Location:	Sport Auckland, Alexandra Park
Board Members:	Colin Mitchell (Chair), Robyn Denton, Sier Vermunt, Chris Wilson, Elizabeth Elkins
Attendees:	Phillip Vyver, Lexie Matheson, Karen Moffatt-McLeod

1. Opening Meeting

1.1 Welcome

Welcome - full agenda for the day and meeting will include some additional agenda items

1.2 Confirm Minutes



Confirm Minutes

Sier Vermunt abstained as he was not present for the last meeting.

Decision Date:	12 Oct 2019
Mover:	Chris Wilson
Seconded:	Lexie Matheson
Outcome:	Approved

1.3 Interests Register

Chris giving instructions on how to do this in Board Pro - go to people, add interest - Phil Vyver covering what type of interests could be a conflict. PV asks that it is completed within a week so it is up to date. Can be updated each meeting.

2. Major Decisions and Discussions

2.1 Strategic Plan

Discussion and confirmation of the Strategic Plan.

CW, LM, EE & PV had a meeting with Auckland Archery Club on Thursday night. Shared the 1 page draft of Strategic plan as done in 2019. AAC were pleased it was shared and recognition on what had been achieved so far and it was positive for the future.

Chris Wilson - the framework itself was received very well. Now we can start evolving it. Next stage is the opportunity to make some amendments, update phrases and words. Since this draft was done, Sport NZ have released their strategic plan for the next 12 years - so some subtle amendments could be good if we wish to align slightly more with this. What is the time frame for Archery NZ plan 3, 4, 10 years?

Chris Wilson offering to work with Phil Vyver to populate pillars etc for feedback with rest of Board. Need to look at what to do and how to achieve it. What are the innovative things that will make a difference that Archery NZ want to do?

Chris Wilson - Draft by end of October to Phil to add to, then circulate back to the Board prior to the November meeting. Agreed to keep members up to date through a regular newsletter and Board update via the GM.

Phil Vyver will make communication to members monthly.

Under participation - Growth, more, young people, accessibility - good link, meaningful. Sport NZ 90% focus on young people - if we want to be potential partners we need to work well in this space. Schools, Youth pathways etc Where is the 'modified' version for kids who have cost, size, economic restrictions. Phil Vyver we should not talk about members - wording should be moved to 'participants' as membership structure needs to be addressed at some point.

Draft changes for further revision were:

VISION: All New Zealanders have the opportunity to participate in Archery. (words to include: accessible, enjoyable, life-long, Fun, sustainable (in the short term it is critical), positive,memorable,

PURPOSE: Empowering & supporting our community.

Pillars:

Participation - Create accessible opportunities for people, partners & providers to participate.

Champions - We create a world leading system to enable people to achieve.

Leadership & Capability - We identify our people, partners & providers are developed & supported.

Communication - We have meaningful & effective engagement with our people & providers.

Sustainability - Our policies, financial management and governance decisions result in sustainable outcomes for archery & the environment.



Strategic Plan Development

Work with PV to update and populate all aspects of the Strategic Plan in preparation for the November Board meeting.

Due Date: 31 Oct 2019

Owner: Chris Wilson

2.2 Board Roles and Structure Documents

The following committees were agreed:

Finance, Audit & risk committee - Elizabeth Elkin and Phil Vyver. Chris Wilson will work with Phil Vyver & Elizabeth Elkin up until the next AGM.

Phil Vyver having to work with the budget that was ratified post the AGM (under the constitution) but a more realistic Budget will need to be done. AGM should be in September to present a budget. Only 6 months of activity to base this on at this stage.

Following discussion it was agreed to propose a change to the Constitution that:

“The AGM would take place within 5 months of the close of the financial year”.

Governance Committee - Colin, Sier, Lexie with GM Phil.

Colin to have a more detailed discussion with Phil and available Board Members tomorrow to discuss the structure of ANZ in more detail.

Special Project - Sub-committee to develop restructure of membership - same as Governance Committee

Working group for board recruitment - Robyn Denton, Phil Vyver & Karen Moffatt-McLeod job description/key skills needed. Do we need a 'board' selection committee/panel - 2020 needs 1 independent & 2 voted members to the Board. AGM elects 5 of the Board members - other 2 are co-opted by the elected board.



Finance Audit and Risk Committee

Chris Wilson be added to the Finance Audit and Risk Committee through until the AGM, joining Elizabeth and Phil.

Decision Date: 12 Oct 2019
Mover: Colin Mitchell
Seconder: Lexie Matheson
Outcome: Approved



AGM Date

The AGM must be held within five months of the end of the Financial Year.

Decision Date: 12 Oct 2019
Mover: Chris Wilson
Seconder: Elizabeth Elkins
Outcome: Approved



Governance Committee

Colin, Sier, Lexie with GM Phil appointed to the Governance Committee

Decision Date: 12 Oct 2019
Mover: Chris Wilson
Seconder: Robyn Denton
Outcome: Approved

2.3 Policy Documents

Financial Committee Terms of Reference - document discussed with the following changes:

Change the name & change the dates as per comments. Committee needs to be 2 or more persons. Meeting time frames need to be specified - at least quarterly and prior to board meetings

Disciplinary & Disputes Policy

To replace the current 'Complaints Policy' - amend to only cover members (remove officials - in appendix one). A detailed discussion took place to ensure that the Panel would have the required skills and balance for the particular case to be heard.

Note: KMM to communicate with the current pool of potential panelists - confirm willingness, skills, conflicts etc.

Discussion and confirmation of current Board Policies:

What other policies are in place or should be in place?

- Board Charter (to be finalised)
- Child Protection Policy - part of the Member Protection Policy
- Member Protection Policy
- Whistle Blowing Policy
- 2020 Team Member Agreement & Code of Conduct (now finalised and released)
- Others? Robyn Denton has a list

Resolve for Phil Vyver to prepare the agreed policy documents for confirmation at the next meeting, in liaison with the Governance Committee.



Finance Audit and Risk Committee Terms of Reference

With the amendments as agreed the Finance Audit and Risk Committee Terms of Reference was approved.

Decision Date: 12 Oct 2019
Mover: Colin Mitchell
Seconder: Sier Vermunt
Outcome: Approved



Disciplinary Policy

Disciplinary & Disputes Policy accepted with an extended list of names for the Panel to be agreed at the November meeting.

Decision Date: 12 Oct 2019
Mover: Chris Wilson
Seconder: Lexie Matheson
Outcome: Approved



Policy Documents

Resolve for Phil Vyver to prepare the agreed policy documents for confirmation at the next meeting, in liaison with the Governance Committee.

Due Date: 12 Nov 2019
Owner: Phillip Vyver

3. Lunch Break

3.1 Lunch - 45 Mins

4. Operational Decisions and Discussions

4.1 Nationals 2020

Update on planning to date. Decisions on process and procedures to follow from here

Sier Vermunt giving update - sign off of the grounds - completed Colin Mitchell. KMM still awaiting 'official' confirmation from Pulman Park, has been chasing up

Draft contact from Sier Vermunt to Phil Vyver for organisers of event

Still awaiting confirmation of the actual grounds - safety issues addressed.

Budget needs to be done, funding applications to go in by November 2019. Budget needs to be done on a break even budget - Phil Vyver to work with Anne Mitchell.

PJ to be contracted as Admin team leader? - select his own team admin and/or talk to other about project management Team.

Entry fees youth, open, masters - open has to incorporate the Aussie Match Play series. KMM still waiting for Rick Hastie (CEO Archery Australia to confirm fee for AA)

What services are required? Needs to be determined.

Phil Vyver & Colin Mitchell to discuss further and set budget, entry fee and workforce.

Draft programme

DRAFT PROGRAMME NATIONALS 2020

Tuesday 4th - set up

Wednesday 5th - Set up

Thursday 6th

Morning:

Waitangi Day observance 8am – 9.30am

10.00am Royle Hutton (Waitangi Day shoot) Those that shoot Royle Hutton stay to move targets into position for Official practice

Afternoon:

1pm - 4.30pm Registration Official Practice & bow inspection

5pm AGM Marist Club rooms

Friday 7th

Morning:

30 minute practice followed by Official Opening of the event

72 arrow qualification round (incorporates qual round for Aussie MP Series)

Afternoon:

Individual Match Play early rounds (incorporates Aussie MP Series)

Target Round medal Presentation end of day

Saturday 8th

Morning:

Mixed Teams Match Play

Afternoon:

Individual Match Play - continuation (incorporates Aussie MP Series)

Sunday 9th

Morning:

Completion of Mixed Teams & Individual Match Play up to medal matches for Open

To completion for other divisions

Afternoon:

Finals Mixed Teams

Finals Individuals (incorporates Aussie MP Series)

Evening :

Banquet

Monday 10th

Pack up



Nationals 2020

Prepare budget and apply for grants as applicable for Outdoor Nationals 2020.

Continue to work on event plan with Sier and ensure suitable people / teams are in place to execute the event.

Entry Fee and Programme to be published by 31 October.

Inspection of grounds on Sunday 24th November following the next Board meeting.

Due Date: 31 Oct 2019
Owner: Phillip Vyver

4.2 Sport NZ Budget - Coaching Plan and other expenditure

Discuss and finalise plans for the use of Sport NZ Funding through to June 2020.

Getting Coaching programs happening - produce evidence over the next 8 months to show initiatives were met. Phil Vyver message to coaching community with support to get as many courses occurring as possible.

How many coaches, what levels, what development is occurring -Phil Vyver to produce a report for the Board - needs assessment. KMM now has access to Coaches Register and can assist with this.

Discussion on clarity of levels, Police vetting requirements for coaches (In a club situation) - vulnerable children's act needs to be looked at and Archery NZ need to help clubs understand.

Police vetting paperwork should be signed at Foundation/Development Course. 3 yearly checks.

Archery NZ need to take ownership - Coaching Panel advise Archery NZ what / when the courses they are running will occur. Archery NZ take ownership and do admin - registration, payment, police vetting, feedback form - then issue cert. Once all forms and payment have been received. Registration & payments can be set up in google forms.

Don't restrict Development course to 'Members'. Clarification that people do not need to be 'Archers' to do the Development course.

Review the new Strategy that Sport NZ has released 2020 - 2032. Highlight potential funding options to consider.



Coaching

How many coaches, what levels, what development is occurring -Phil Vyver to produce a report for the Board - needs assessment. KMM now has access to Coaches Register and can assist with this.

Archery NZ take ownership and do admin - registration, payment, police vetting, feedback form - then issue cert. Once all forms and payment have been received. Registration & payments can be set up in google forms.

Due Date: 12 Nov 2019
Owner: Phillip Vyver

4.3 Para Archery

Discussion and decision on the attached email from Scott Collett. It was agreed that Archery NZ accept PNZ Chief Classifier: as classifier for Archery events.

Robyn Denton - we need to ensure we capture the process of this. Standard Template letter to be developed. National Classification for events only in NZ, overseas need International Classification.

Application to Para Archery person, then goes to PV, Phil presents to Board, Letter to person to confirm (or not) comes from Archery NZ.

All Para Archers - need to be informed this is the process for National classification. KMM to follow up

Phil Vyver to communicate back to Scott Collett.



Para Archery Classification

Board of Archery NZ support & endorse the recommendations from the PNZ appointed classifier for National Classification.

Decision Date: 12 Oct 2019
Mover: Lexie Matheson
Seconded: Sier Vermunt
Outcome: Approved



Para Archery

All Para Archers - need to be informed this is the process for National classification. KMM to follow up

Due Date: 31 Oct 2019
Owner: Karen Moffatt-McLeod

5. Management Reports

5.1 Finance Report

1. Financial Report to the 30th September 2019 for discussion and acceptance.

While there was an annual budget put in place and agreed it is not helpful for the current actuals of what has occurred this year .e.g TT was not factored in. Some figures need clarification e.g. neg figures in HP. Some International archers still have monies outstanding.

Board endorse GM sending a letter to Convenor of Selectors that, those archers with outstanding debts to Archery NZ will not be eligible for selection until paid off.

Finance, Audit and Risk Committee to draft a policy for the board to clarify policy on 90 + outstanding funds.

Anne Mitchell had had resigned from the financial team at end of 2019. Colin suggests that Anne be invited to stay on for a period of time (perhaps 3 months) until a Financial person is appointed. Job description required, hand over required.

Bank Authority and Signatories - Callum Skeet to be removed, Elizabeth Elkin & Phil Vyver to be added.

Phil Vyver - auditors have said under the terms of engagement, they can no longer be our auditors past this year. RFP to go out to find another auditor.

Letter of thanks to auditors for the work they have done.

A discussion was held on the requirement to get funding into the organisation.



Funding NZCT

It was moved that an application be submitted to NZCT for a contribution towards the Contract costs of the General Manager for a period of 3 months for the amount of \$14,250 + gst.

Decision Date: 12 Oct 2019
Mover: Chris Wilson
Seconded: Lexie Matheson
Outcome: Approved



Funding Request BWCT

IT was moved that an application be made to the Blue Waters Community Trust for \$14,250 + gst to contribute to the cost of the GM's contract for a period of 3 months.

Decision Date: 12 Oct 2019
Mover: Chris Wilson
Seconder: Colin Mitchell
Outcome: Approved



Grassroots Funding

It was moved that an application be made to the Grassroots Trust for \$8,500 as a contribution towards the costs of hosting the 2020 Nationals, specifically container transport, marquee and portaloos hire.

Decision Date: 12 Oct 2019
Mover: Colin Mitchell
Seconder: Elizabeth Elkins
Outcome: Approved



Pub Charity Application

It was resolved to apply to Pub Charity Limited for \$14,250 to contribute towards the costs of the Contract for Service with the General Manager from the 1st February 2020.

Decision Date: 12 Oct 2019
Mover: Elizabeth Elkins
Seconder: Chris Wilson
Outcome: Approved



Trillian Trust Funding

It was resolved that an application be submitted to the Trillian Trust for costs associated with the running of the Target Archery National Championships to be held in Papakura, Auckland from the 6th - 9th February 2020. Specifically the cost of a sound system, generator, target faces, mini bus hire and medals to the value of \$5600.

Decision Date: 12 Oct 2019
Mover: Colin Mitchell
Seconder: Robyn Denton
Outcome: Approved



Local Board Funding

It was moved that an application be made to the Papakura Local Board for \$2000 to support the delivery of the National Championships being held at Bruce Pulman Park from the 6-9 February 2020.

Decision Date: 12 Oct 2019
Mover: Elizabeth Elkins
Seconder: Lexie Matheson
Outcome: Approved



Bank Authority

Bank Authority and Signatories - Callum Skeet to be removed, Elizabeth Elkin & Phil Vyver to be added.

Decision Date: 12 Oct 2019
Mover: Chris Wilson
Seconder: Colin Mitchell
Outcome: Approved



Financial Report

It was moved that the financial report for the period ended 30 September 2019 be approved.

Decision Date: 12 Oct 2019
Mover: Chris Wilson
Seconder: Colin Mitchell
Outcome: Approved

5.2 GM Report

Report was tabled for discussion. PV to follow up with the NZSC on the status of the contract.



GM Report

The GM Report was accepted.

Decision Date: 12 Oct 2019
Mover: Colin Mitchell
Seconder: Elizabeth Elkins
Outcome: Approved

5.3 Five Minute Stretch

5.4 Membership Report

The Report was tabled for discussion. It was agreed that the Archer Magazine would be discontinued after the next edition. Letter of thanks to be sent to Caro for all her hard work.



Letter of Thanks

Letter of thanks to be sent to Caro for all her hard work.

Due Date: 18 Oct 2019
Owner: Phillip Vyver



Membership Report

Board accept the membership report

Decision Date: 12 Oct 2019
Mover: Robyn Denton
Seconder: Colin Mitchell
Outcome: Approved

5.5 Selection Report

Phil Vyver to work with Karen Moffatt-McLeod on appointing others to Selection Panel



Selection Report

The selection report was accepted.

Decision Date: 12 Oct 2019
Mover: Sier Vermunt
Seconder: Robyn Denton
Outcome: Approved

5.6 Health & Safety Report

Any H&S from recent events - no report received from the Chief Judges - Colin Tucker to be asked by Karen Moffat-McLeod - Archery NZ need chief judge report on H&S from Indoor Nationals



H and S Report

Seek report from Chief Judge from Indoor Nationals in relation to event and in particular Health and Safety.

Due Date: 25 Oct 2019
Owner: Karen Moffatt-McLeod

5.7 Any other Business

Archery NZ Shooting Rules - question around records. Phil Vyver tasked with investigating and making a recommendation to the Nov meeting. Phil Vyver to reply to Clive Hudson.

Financial report from National Indoors. Venue invoice was far in excess of the estimate the venue supplied - Phil Vyver will follow up

Letter from Dunedin AC - Sier Vermunt suggests we thank them for their input and what they put forward has been considered - Phil will respond and look at meeting with them.

Callum tendered resignation 12.10.19. Thank you letter to Callum

Moving forward Chris Wilson suggests we move forward quickly on advertising for another co-opted member - Phil Vyver activate call for nominations for Board members by 30th October.

Letter to ATEED to thank them for funding & let them know what it was used for.

CS Access to be removed from GD in November.

Preparation for AGM - covered Sunday for sign off Nov meeting.



Resignation

Callum Skeet has tendered his resignation which was accepted by the Board. Letter of thanks to be sent to Callum for all the work he has done for ANZ.

Decision Date: 12 Oct 2019
Mover: Colin Mitchell
Seconder: Robyn Denton
Outcome: Approved

6. Actions from Previous Meetings

6.1 Action Item List

Application from Gavin Blakemore/discussion with Neville Clark - PV to Follow up

RD will write to Life Members & Patron advising what the intention is for Patron from the 2020 AGM - In progress

LM will organize repairs and engraving for TT trophy - In Progress

KMM & RD work on Skills set required for 2 vacant board positions - in progress

Notification for 2 Board positions to go out asap Cut of date: 30th October -KMM - In progress

KMM to put together 1 pagers for position descriptions for SP - In progress

RD to look at wording for Admin rules for Selection Panel. - In progress

KMM to make approaches to Lakeview, Kapiti & Pine Ridge for National Field Champs 2020 - Waiting on response from all

KMM to get a quote from Martin at Trophy specialists for the crystals & trophies and LM will look for sponsors - in progress

KMM to template a letter to thank team officials – acknowledgement of service - in progress

6.2 Future Meeting Dates

- Saturday 23rd November - Auckland – F2F – commencing 9.30am strat plan in place by this meeting

- Wednesday 11th December – skype 7.30pm – approving AGM Docs

- Tuesday 21st January 2020 – Skype 7.30pm

- AGM, 5pm Thursday 6th February 2020.

7. Other Business

7.1 Sunday Plans

Phil Vyver to meet with Colin and other available Board members on Sunday to further discuss Nationals, Policy documents, structure, and any other required business.

7.2 Board Time

8. Close Meeting

8.1 Close the meeting

Next meeting: Archery NZ Board Meeting - 23 Nov 2019, 9:30 AM

Signature: _____

Date: _____