

MINUTES (in Review)

ARCHERY NZ BOARD MEETING



Name:	Archery New Zealand
Date:	Saturday, 23 November 2019
Time:	9:30 AM to 4:30 PM
Location:	Sport Auckland, Alexandra Park
Board Members:	Colin Mitchell (Chair), Robyn Denton, Sier Vermunt, Elizabeth Elkins, Lexie Matheson
Attendees:	Phillip Vyver
Apologies:	Chris Wilson

1. Opening Meeting

1.1 Welcome



Apologies

Move Chris Wilson apology be accepted.

Decision Date: 23 Nov 2019
Mover: Colin Mitchell
Second: Robyn Denton
Outcome: Approved

1.2 Confirm Minutes

Archery NZ Board Meeting 12 Oct 2019, the minutes were confirmed as presented.



Approve Minutes

It was moved that the minutes be approved.

Decision Date: 23 Nov 2019
Mover: Colin Mitchell
Second: Sier Vermunt
Outcome: Approved

No matters arising.

1.3 Interests Register

Lexie and Colin to update any conflicts.

2. Major Decisions and Discussions

2.1 Strategic Plan

Strategic Plan to be tabled at AGM for approval. Detailed business plan will then sit in behind this document. Budget will reflect the details of the strategic plan.

Sport NZ funding for 2020-2024 to be confirmed in Mar/Apr 2020. Will be exclusively for 12-18 year olds under the new Sport NZ Plan, and for "sport" as opposed to have a go type activities. Sport NZ will announce decisions for all sports. No formal application process will be held.



Adopt Strategic Plan

It was moved that the Strategic Plan be adopted with the removal of key partners from the front page. Put the Strategic Plan to the AGM for adoption.

Decision Date: 23 Nov 2019
Mover: Lexie Matheson
Seconded: Robyn Denton
Outcome: Approved

2.2 AGM Preparation

SGM will be required immediately prior to the AGM.

The SGM will be to vote on the proposed changes to the Constitution.

SGM documentation - 1 month prior

AGM documentation - 10 days prior



SGM

Moved to call a SGM on Thursday 6th February at 4.30pm to vote on changes to the Constitution as proposed.

Decision Date: 23 Nov 2019
Mover: Sier Vermunt
Seconded: Lexie Matheson
Outcome: Approved



Constitution Changes

It was moved that the Constitutional changes as drafted be presented to the SGM for voting excluding the changes to the Patron role which will be discussed as part of a wider Constitution review in 2020. It was noted that the current Patron has a further 2 years on his term.

Decision Date: 23 Nov 2019
Mover: Sier Vermunt
Seconded: Robyn Denton
Outcome: Approved



Patron Discussion

The decision regarding the Patron to be communicated to life members and the patron. PV to follow up.

Decision Date: 23 Nov 2019
Mover: Robyn Denton
Seconded: Colin Mitchell

Outcome: Approved

Accounts still being audited. PV to get an update and circulate to the Board.

Discuss with Karen the drafting of the Annual Report including the Financial Statements.

2.3 Policy Documents

A discussion was held on the Board Charter

Change to "access to Board Manual"... on page 12.

Process for Board performance was discussed. Requirement to ensure that the mix of board members covers the required skills.

Under Board performance make it less prescriptive by adding "may" to maintain the intent but not make it compulsory.

Ensure financial delegation is correct and appropriate

PV to find out about insurance that is currently in place.

Consider including anti-doping statement as part of the review of the constitution.



Board Charter

It was moved to adopt the Board Charter but to also refer the document back to the Governance Committee for further discussion with any further changes to be recommended to the next Board meeting.

Decision Date: 23 Nov 2019
Mover: Sier Vermunt
Seconded: Lexie Matheson
Outcome: Approved



Anti-doping policy

It was moved to adopt the new anti-doping policy. This supersedes any previous anti-doping policies and references to anti doping in other policy documentation.

Decision Date: 23 Nov 2019
Mover: Colin Mitchell
Seconded: Elizabeth Elkins
Outcome: Approved

2.4 Nationals 2020

Discussion on Nationals held. Meeting set up for Sunday 9am at Army Fields.

Electronic scoring discussed. Agreed not to use unless it can be guaranteed to work. Robyn to look at the system run by Kapiti.

Karen has additional information from Lexie around grandstands, djs etc.

Funding applications have been submitted. Waiting on a response.

3. Lunch Break

3.1 Lunch - 45 Mins

4. Operational Decisions and Discussions

4.1 Sport NZ Update

Process of Sport NZ noted.

4.2 Selection Report



National Team

Following discussion it was moved that the team as tabled is approved. Sier and Lexie both tabled a conflict of interest and abstained from voting.

Decision Date:	23 Nov 2019
Mover:	Colin Mitchell
Seconded:	Robyn Denton
Outcome:	Approved

It was agreed that a review of the current selection policy should be undertaken in 2020, with particular reference to the minimum age of national athletes being considered.



Budget Allocation

Following discussion it was moved to provide support for the Selected National Squad training camps to the value of \$5,000 for the current financial year through to the 30th June 2020.

Decision Date:	23 Nov 2019
Mover:	Sier Vermunt
Seconded:	Lexie Matheson

Need commitment from archers to attend US training camp and pay fees. ANZ will then make the registrations. They would need to fly out the day after the national championships.

4.3 World Archery / Oceania Archery

It was noted that the following decision was made between Board meetings:

1. All athletes and team officials (including parent/guardian of any archer under 16) stay together at the ANZ recommended accommodation. Research is being conducted as to suitable options. This may require youth / seniors to stay separately but best endeavours will be made to have the full team stay at the same accommodation.
2. The full team travel together where possible. The exception to this may be that flights from Auckland / Wellington / Christchurch are used rather than enforcing an additional cost of everyone getting to Auckland. Although most flights transit through Auckland so this may not be an issue anyway.
3. Additional Management personal be found to support the team. Ideally 2 coaches and 2-3 managers.



Oceania Team Management

It was moved that the following team management be appointed for the Oceania Championships:

Karen Moffatt-McLeod - Team Manager
Marianne Grant - Assistant Manager
Peter McLean - Assistant Manager
Robbie Anderson - Recurve Coach

Nate Butterfield - Compound Coach

Furthermore Karen Moffatt-Mcleod is appointed as the ANZ representative to the Oceania Congress. Lexie to attend the congress as an observer and to be considered for a position on the Oceania Board once nominations are called for.

Lexie abstained from voting noting a conflict of interest.

Decision Date: 23 Nov 2019
Mover: Sier Vermunt
Seconded: Colin Mitchell
Outcome: Approved

One team from time in Suva. Have preferred flight and travel times - but individuals to make their own bookings and be in Suva at the agreed time. Must stay in accommodation as one team.

PV - Review Team Manager JD. Make sure it is up to date and comprehensive.

Formally note thanks to Pascal, Chris and Carol as per recommendation from KMM.

5. Management Reports

5.1 GM Report

The GM's report was discussed and noted with no matters arising.

5.2 Finance Report

P and L discussed. A number of unbudgeted expenses have been incurred in relation to the HP programme and tournaments. The trans-tasman came at considerable cost as have incorrect bookings for the international archers which led to penalty fees being charged by World Archery.

Need to have better cost centres for the next budget. Allocate to the areas we actually focus on. PV to prepare budget for presentation at the AGM.

Funding applications:

- funding for crystals. Lexie to investigate further and look at an alternative solution that may be more cost effective.
- contracts
- nationals
- international events; Oceania etc.



Aged Payables

It was moved that Robyn be given authority to pay the aged payables for the month of October.

Decision Date: 23 Nov 2019
Mover: Colin Mitchell
Seconded: Sier Vermunt
Outcome: Approved



North and South Funding

It was resolved to submit an application to North and South Trust for \$13,324 to contribute towards the costs of hosting the 2020 Outdoor Target Archery National Championships to be held from the 6-9 February 2020 in Papakura, Auckland. Specifically marquee hire, portaloos hire, container transport, target faces, PA Equipment hire, and van hire.

Decision Date: 23 Nov 2019
Mover: Colin Mitchell
Seconded: Elizabeth Elkins
Outcome: Approved



Trillian Funding

It was resolved to apply to the Trillian Trust for 3 months of the Administration Managers Contract to the value of \$7,680.

Decision Date: 23 Nov 2019
Mover: Elizabeth Elkins
Seconded: Lexie Matheson
Outcome: Approved



TTCF Funding

Following discussion it was resolved to apply to The Trusts Community Foundation to support the contract of the General Manager for a period of 3 months to the value of \$14,250.

Decision Date: 23 Nov 2019
Mover: Colin Mitchell
Seconded: Sier Vermunt
Outcome: Approved

5.3 Membership Report

The Membership Report was discussed and noted.

Need to work on our value proposition for membership.

5.4 Five Minute Stretch

5.5 Health & Safety Report

H and S. Get a check sheet ready for future events.

Thanks to Colin Tucker for his report from Indoor Nationals.

5.6 Any other Business

Archery Rules - Make sure Ranking Officer and Records Officer is aware of this.

Mainland Muster - No, cannot have an alternative nationals. The request from the Christchurch Archery Club was declined.

The Reports from the World Events were discussed with the following action points:

- Confirm that the Manager is the head role and not the coach.
- Reports need to be presented on time - within 2 weeks of conclusion of the event.
- PV to make sure there is a Template available for the Managers Report.
- Letters to be sent to Jane Griffiths and Petra Baker regarding the situations that arose at the Youth World Champs.

Strategic Plan - time was taken to further discuss the plan and brainstorm the detail that will sit in behind each of the identified pillars. PV to take this information and use as part of the formation of the overall plan.

6. Actions from Previous Meetings

6.1 Action Item List

Due Date	Action Title	Owner
18 Oct 2019	Letter of Thanks Status: Completed on 24 Oct 2019	Phillip Vyver
25 Oct 2019	H and S Report Status: Completed on 18 Nov 2019	Karen Moffatt-McLeod
31 Oct 2019	Strategic Plan Development Status: Completed on 19 Nov 2019	Chris Wilson
31 Oct 2019	Nationals 2020 Status: In Progress	Phillip Vyver
31 Oct 2019	Para Archery Status: Completed on 24 Oct 2019	Karen Moffatt-McLeod
12 Nov 2019	Policy Documents Status: Completed on 19 Nov 2019	Phillip Vyver
12 Nov 2019	Coaching Status: In Progress	Phillip Vyver

Agree in principle for the Field Nationals to be held at Kapiti Coast AC. PV to hold discussions to agree the date and terms and conditions of hosting the event. Our Preferred date is - Apr / May 2020. Qual for World Field Championships

6.2 Future Meeting Dates

december - life membershup, sgm, service awards. Robyn apology

Jan - full board agenda

Feb - get board meeting asap after AGM - skype.

7. Other Business

7.1 Sunday Plans

meet 9am Sunday

7.2 Board Time

8. Close Meeting

8.1 Close the meeting

Next meeting: Board Meeting - 17 Dec 2019, 7:30 PM

Signature: _____

Date: _____

