

Board Meeting Minutes



Date:	12 th June 2019
Location:	Sykpe
Time:	Meeting opened by Deputy Chair at 7.30pm

1. Attendance and apologies

The following board members have indicated attendance:

Callum Skeet	Robyn Denton
Lexie Matheson	Sier Vermunt
	Colin Mitchell - apologies

Also in attendance:

Karen Moffatt-McLeod (Administration Manager)

2 Approval of Minutes

- Approval of last meeting minutes F2F May Moved Sier, 2nd Robyn - carried
Minutes approved by everyone and Actions & strategic plan into separate documents to be filed into GD as living documents - KMM

3 Archery NZ 2020 Nationals / Open

- Decision needs to be made so Aussie Match Play series dates can be confirmed and advertised, Selection event can be advertised & Archers know when their Nationals champs is occurring.

Sier's suggestion and KMM's follow up. Callum thinks that changing to an open/Nationals at different times but doing that within 6 months may be pushing it – look at 18 months.

Sier believed agreement had been reached in May meeting and that Nationals would be a 4 day event 10th – 13th **Day 1** - 72 qualification round, Individual Match Play up to quarters (or as far as possible in the afternoon), **Day 2** – Individual & Mixed Teams Match Play up to finals – **Day 3** finals which incorporate the Aussie Match Play finals as well.

Investigation by Robyn and a Board resolution is required to change Nationals format. Tournament rules - "events are Target, clout, field champs – rounds will be as approved by the Board or as per these rules." Callum & Sier to work on proposal and get back to board next week.

Rongamai Park – Karen has had no response from 3 attempts, Pulman Park is available on those dates currently– Banquet on the 13th. AGM prior to event on 9th.

KMM book Pulman Park for Nationals.

KMM as Selection Convener suggests the selection event straight after the Nationals. Initially suggested as 2 days but this could be done in 1 day extra by using the 72 arrow qualification round from Nationals and then the top 8 who have qualified for selection go through to the round robin match play on the day after nationals Finals.

Sier suggests looking at auto entry for open division for 2020 rep team even if haven't made MQS but have won the Nationals Match Play in the open divisions. Board is happy to have selection event straight after Nationals. KMM to communicate with Tech support to ensure they are happy with format and timing of the event.

4 Governance Documents

- Update on where everyone has got to with the documentation required prior to July meeting

Sier has uploaded templates on H&S for everyone to have a look at and finalise. Ops manager will then need to look at hazards surrounding our National Events. Put Logo on docs.

Robyn asking if all the Governance docs should be all together or separate. Sier suggests they are separate while working on them then once final are pulled together as one.

Folder set up in Governance/Policies "**Board Charter and Policies**"

Sport NZ doc and other docs to be moved into that folder.

KMM has not started as doing TT organisation has taken up her time – and hopes to next week.

Callum has not yet started either due to commitments, but will get on to it.

Lexie asked to start putting together template for Event Management.

5 Patron & Life Members

- rules & processes moving forward

Robyn has put together a discussion document in GD and talked the Board through the past processes of election/appointment of Patron. Robyn advises that it is 'election' at AGM not by Board Appointment in the current constitution. Recommendation that it should be continued as a 3 year period (then reviewed) as this time frame has already been used.

No description on what a 'Life Member' is and no indication that they are/should be on rotation for Patron. Patron is often expected to offer support and possible financial gift to association.

Are the Life members the best people to undertake the role of 'Patron' and do they actually want to be? Robyn – should we ask the Life members if the role of Patron circulate around the Life Members, what do they think the roll of Patron is?

Bernie Fraser thinks it should not be restricted to Life Members, rather it should be the right person for the role.

Robyn recommends Patron should be 'Board Appointment' rather than vote – also that voting should not occur for Life Members either as it has the potential to be an embarrassing situation.

Callum agrees that vote on Life Members should not occur at AGM. And recommends that it should be circulated to our current life members for their input.

Sier – Patron is a reputable person but does not need to be involved in the sport, but will face the membership at national and other important events to give their words of wisdom. Should not have a need for financial donation and could put people in an embarrassing situation. Appointment should be recommendation from the Board in discussion/endorsements with Life Members.

Sier suggests and annual basis rather than a term and should be asked annually if they wish to continue in the roll.

Lexie agrees with what has been said – and looking at quality of person as an example: Dame Susan Devoy who has been involved in sports/human rights and has the type of qualities that patron's need.

Moving forward: Communicate with Life members about recommended changes – discuss with them so we utilise the skills they have.

Robyn will tidy up document so it can be taken to the Life Members for discussion.

6 Commissions

- *What to do with Commissions under new structure?*

Under the new structure how do we deal with commissions? They are still included in the admin rules. Discussion around commissions needs to be bought in with the club/district affiliation discussion – as this is where districts can be involved with Youth, Athletes, and Coaches areas.

Definition of Commissions (admin rules) Robyn reads out for Board.

Sier – where do they 'fit' in the new structure as discussion at previous meetings? Perhaps it needs to be upgraded.

KMM covered past history of conveners / commission format & structure.

	<p>Lexie suggests waiting for the Ops Manager as discussed at first meeting to be up and running to look at this in more depth. Callum agrees with Robyn that the commissions are inter-twined with Club/district Sier agrees with Lexie on discussion at first meeting. Further discussion held over until Jan Shearer starts and will have a meeting after July to discuss in depth.</p> <p>agree on 7th & 8th September for that Board Meeting – KMM to check with everyone on availability - also confirm with Jan when she is back in NZ</p>
<p>7</p>	<p style="text-align: center;">Sports NZ Funding Plan</p> <ul style="list-style-type: none"> • Update <p><i>Letter drafted by Robyn and updated by Karen – re circulated tonight and board members to respond by end of week so it can go out to the Coaching panel.</i></p>
<p>8</p> <p>9</p>	<p style="text-align: center;">Governance – Affiliation</p> <ul style="list-style-type: none"> • club/district affiliation rather than individual affiliation to strengthen our organisation • Hold over for July & September meetings along with the 'what to do with commissions' discussion. <p>Part of this discussion is to look at what members like Gustav Bam have to say (Gustav had made some suggestion in earlier communication) and others like him and their thoughts. Incorporate their views. Sier: Ask clubs & districts their view on the current membership "How do you think the membership structure of Archery NZ be improved? 320 characters?" Survey monkey in same month as Constitutional changes as have to pay for service again.</p> <p>FINANCE Sier – should have a standard agenda item "Finance" KMM stated her oversight. Callum has circulated the report.</p> <p>Highlights 1. Bank Account Balances Bank Account Balances as at 12 June are: \$37,931.62 - Main Account \$59,136.21 - Term Deposit \$34,114.56 - ANZ Term Deposit \$131,182.39 Total plus: \$6,686.57 - WMG funding for TT</p> <p>Outstanding payments – some Athletes have not yet paid and have all been written to. Sier is concerned by the level of outstanding debt and asking if we have a 'Debt Collection Policy' – no, as we have never had a problem like this before. \$40,000 that needs to be recovered (from money paid out on behalf of archers)</p>

hence why changes have been made and informed in the archer and will be on the website.

Callum clarifies that some of the current outstanding debt is from Trans Tasman e.g. the accommodation/meals for the Australian & NZ Teams etc.

Sier: The Board have a responsibility to the membership to manage the finance, so the International Representatives need to pay in good time – processes have start.

OTHER BUSINESS:

Scott's email saying Archery NZ should be facilitating National Classification for its members which was circulated. As Colin was unable to attend the meeting, confirm with Colin if it is a board decision or if it should go to Tech support for a recommendation back to the Board.

Indoor medals – who is ordering – KMM to organise

Callum asks if Karen can upload a new format of the May meeting minutes as GD has destroyed the formatting making them extremely hard to read.

Meeting closed by Deputy Chair @9.32pm

Dates for future meetings

- 20th & 21st July– Auckland – commencing 9.30am – Robyn unavailable
- Wednesday 14th August - skype 7.30pm
- **7th & 8th September Face to Face Meeting NEW**
- Wednesday 11th September– skype 7.30pm
- 12th & 13th October Auckland – commencing 9.30am
- Wednesday 13th November – skype 7.30pm
- Wednesday 11th December – skype 7.30pm

True & Correct

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Colin Mitchell, Chair