

Board Meeting Minutes



Date:	18 th & 19 th May 2019
Location:	Sport Auckland, Level 4, Alexandra Park Function Centre, Gate B, Greenlane Road West Epsom
Time:	9.30am – 5.30pm Saturday Sunday (am – 3pm) meeting opened 9.30am by Chair

Attendance and apologies

The following board members have indicated attendance:

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

Also in attendance:

Karen Moffatt-McLeod (Administration Manager)

2 Approval of Minutes

- Approval of last meeting minutes – accepted as true and correct
- Matters arising from minutes – most are agenda items for current meeting

3 Strategic planning/policy – continued

Robyn Denton suggested as a follow on from the February Face to Face meeting with the appointment of an Operations Manager it is important to have the Strategic Plan & focus areas completed, plus a list of focus areas for the Ops Manager with 90day, 9 month, 12 month goals. Morning session was devoted to discussion and planning around these points.

Robyn Moved 'Jan Shearer be appointed as Operations Manager for Archery NZ for 3 x 1 year periods' Seconded by Callum. all in agreement - Carried.

Once Jan is back from Holiday she will attend the next Face to Face Board Meeting. Board need to do prep for direction & focus prior to that meeting. Colin proposes special meeting to bring new people on Board. This will be the July Meeting for Introduction/Induction of Operations Manager & two co-opted Board Members. An extra face to face meeting included for August 24th & 25th in Auckland.

- What does success look like? Foundation/youth/rep/grass roots?? Discussion around this point and perhaps the use of the word 'Celebration' as 'Success' is often linked with HP/Elite athletes and Archery NZ needs to celebrate its community at all levels.
- Other positions required – List of other positions required under the new structure. Also Ruth Thompson has tendered he resignation from the 'Registrar' role. General discussion that the 'registrar' title is confusing and does not relate to the roll. Agreement that the name will change to Pins & Badges Administrator.

Sier proposing GD needs a better file structure e.g. Board & Governance file which contains all the information that the Board needs to do. Hierarchy of folders. Adopt the Sport NZ template as a starting point and add sub folders as needed for Archery NZ. KMM to set up file system.

Discussion on and formation of 2019 Strategic Plan, Vision, Purpose & Values Review of Documents and Policies required and by when and by whom. As per chart.

Strategic planning Draft:

Archery NZ want our values to be reflected by our members/community.

VISION: Fostering participation in Archery.

PURPOSE: Empowering & supporting our community.

VALUES:

- Respect
- Inclusiveness
- Sportsmanship
- Celebration
- Excellence

Goals:

FOCUS	OBJECTIVE	WHO
Structure	<ul style="list-style-type: none"> • High quality governance • Organisational efficiency & effectiveness 	<ul style="list-style-type: none"> • Board of Archery NZ • Operations Manager

			<ul style="list-style-type: none"> Administration Manager
Community	<ul style="list-style-type: none"> Effective engagement & support Platform for celebration Pathway for success Providing a safe environment 	<ul style="list-style-type: none"> Members, Volunteers, officials, supporters, staff & contractors Institutions e.g. schools & tertiary organisations Key stakeholders Other Archery organisations 	
Reputation	<ul style="list-style-type: none"> Respected advocate for our community Good employer 	<ul style="list-style-type: none"> Board of Archery NZ Members Volunteers Officials Supporters Staff- contracted or employed Representative organisations e.g. clubs, Districts, LOC's 	
Relationships	<ul style="list-style-type: none"> Foster & develop effective mutually beneficial partnerships who uphold our vision, purpose & values 	<ul style="list-style-type: none"> Board of Archery NZ Key Stakeholders & sponsors Members Representative organisations e.g. clubs, Districts, LOC's suppliers & providers Supporters Staff- contracted or employed Other Archery organisations 	
Sustainability	<ul style="list-style-type: none"> To ensure the continuing viability of Archery NZ 	<ul style="list-style-type: none"> Board of Archery NZ Members 	

	<ul style="list-style-type: none"> • People, Planet, Finance 	<ul style="list-style-type: none"> • Volunteers • Officials • Supporters • Staff- contracted or employed • Representative organisations e.g. clubs, Districts, LOC's
Treaty obligations /responsibilities	<ul style="list-style-type: none"> • Partnership • Protection • Participation 	Community

ACTION PLAN for 2019

Objective	How	What	When	Who
Structure				
High quality governance	Appoint a full board		Before 14 July 2019	Present Board Members
	Governance Policies & processes documented	Board charter and policies - see table below	As per table below	As per table below
Organisational efficiency & effectiveness	Document management	Google drive restructure of folder hierarchy	1- Governance (July 2019) 2 - Operations (Sept 2019)	Karen
	Organisational structure	Fit for purpose	Reviewed at F2F meetings	Board
	Ops Manager	Appointment Induction	In progress 20 July 2019	Board Board
	Financial planning	Develop annual budget	AGM 2020	Board

		Funding applications programme	Living document. Applications to meet required deadlines	Operations Mgr/ Karen	
	Communication and support to the board	Define report	October 2019	Board	
		Prepare the reports	Week prior to board meetings	Operations Mgr	
Objective	How	What	When	Who	\$
Community					
Effective engagement & support	Ops Manager	Appointment	In progress	Board	
		Induction	20 July 2019	Board	
	Fill key vacancies	<ul style="list-style-type: none"> key positions to fill (Youth development coordinator, events coordinator, selection panel) Refresh position descriptions Registration of interest process Recommendations to appoint to Board 	Process completed by Sept 2019	Operations Manager & Administration Manager with assistance from Board	
	Communications	Post Board meeting summary document	Within 2 weeks of a Board meeting	Administration Manager	
		Create Club information section in website			

	Platform for celebration	Communications	Regular articles on website/facebook on our community achievements	monthly	Communications Officer	
			Regular Press Releases	monthly	Communications Officer	
			Club News		Communications Officer	
	Pathway for success	Define pathways	Selection Policy updated	August 2019	Operations Manager & Administration Manager	
			Update Athlete Pathways document	December 2019	Operations Manager	
	Providing a safe environment					
	Objective	How	What	When	Who	\$
Reputation						
	Respected advocate for our community					
	Good employer					
	Objective	How	What	When	Who	\$
Relationships						
	Foster & develop effective mutually	Promotion and partnership opportunities	Identify opportunities Formalise relationship	In progress June 2019	Board Board	

	beneficial partnerships who uphold our vision, purpose & values		Manage relationship	ongoing	Operations Manager	
		Formalise Liaison Roles	NZOC Sport NZ Paralympics Drug Free Sport NZ NZFAA	June 2019	Board	
	Objective	How	What	When	Who	\$
Sustainability						
	To ensure the continuing viability of Archery NZ	Sport NZ funding	<ul style="list-style-type: none"> Plan 2019 activities to fulfil current obligations to Sports NZ Oversee delivery of activities and reporting requirements Report for 2019 funding Preparation for 2020 funding round 	30 June 2019 Ongoing to April 2020 April 2020 Draft Feb 2020 Due June 2020	Board & Administration Manager Operations Manager Operations Manager & Admin Manager Operations Manager & Admin Manager	
		Sponsorship opportunities	Identify opportunities	July 2019	Board	
			Formalise relationship	October 2019	Board	
			Manage relationship	ongoing	Operations Manager	

People, Planet, Finance	Waste Minimisation Policy for Events				
Treaty obligations /responsibilities					
Partnership					
Protection					
Participatio n					

Board Charter and Policies

Red - before July

Yellow - before October board meeting

White - end of year

What	Subsets	comment
Board Charter		
Governance Process Policies	Code of Ethics	Karen
	Indemnities and Insurance	In place -collate Callum
	Conflict of interest	Have information - need
	Welfare of Sport and Recreation participants	Have member protection
	Board committees and working parties	Ad hoc. Document a fran etc. TOR template by Op
	Board meetings	Use Sports NZ document
	Health and safety at work	In progress - Karen / Sier
	Monitoring operational performance	Report req's for the Ops
	Risk management	Board meeting - Sept
Board/Ops Mgr inter-relationship policies	Delegation to Operations manager	Utilise Sports NZ docum

	Operations Manager Authority	Utilise Sports NZ document	Callum/Si
	Operations Manager remuneration	Utilise Sports NZ document	Callum/Si
	Operations Manager performance assessment	Utilise Sports NZ document	Callum/Si
Operations Manager Delegation Policies	Communication and support to the board	Utilise Sports NZ document	Callum/Si
	Overarching limitations	Utilise Sports NZ document	Callum/Si
	Financial management	Utilise Sports NZ document	Callum/Si
	Stakeholder engagement	Utilise Sports NZ document	Callum/Si
	Emergency Operations Management Succession	Utilise Sports NZ document	Callum/Si
	Employment Conditions	Utilise Sports NZ document	Callum/Si
	Public Affairs	Utilise Sports NZ document	Callum/Si
Other delegation policies	Budgeting and financial planning	Utilise Sports NZ document	Callum
	Protection of assets		

4 Events: National Championships – Indoor Nationals 2019 & 2020 & Outdoor Nationals 2020 & 2021 & Trans Tasman 2019

National Outdoor Champs

Update from AAC they have declined request to be the workforce for 2020/2021 via email from AAC President. The committee feels their core volunteers were burnt out after 2019 and did not want to jump back in at this stage.

Discussion on what rounds to run and whether to include clout or not. KMM to look into Auckland Venues such as Rongomai Park, Bruce Pulman, Alexander Park etc and put expression of interests for work force out. Look at 10-13th January to straddle a weekend. Discussion on how to allocate our 'National' champions vs the open champions. Still to be decided.

What event do we want?

Does not have field – target/clout only or only target. Round of the Australian MP champs to be incorporated etc.

Possible structure:

Day 1

Clout AM – if can be catered for

PM = registration & Practice

Day 2

AM = 72 arrow ranking round

PM = Individual MP up to 1/4 round for snr & jnr & right through for all other divisions

Day 3

AM = Mixed Teams MP up to 1/4 round for Snr & Jnr, and right through for other youth divisions

PM = 3 person Team MP up to ¼ Snr/Jnr/open

Day 4

AM = Finals medal matches Mixed Teams & Teams

PM – Finals Individual medal matches

10-13th January 2020

Find banquet venue

Subcommittee to be appointed – Sier & Callum – need terms of reference

Call out to clubs – preference for Archery Clubs to be workforce, but other types of clubs can work too.

- Inclusion of Australian National Match Play round
- Plan C – Waikato?? St Peters/St Paul
- Successful Funding Applications by workforce group – 50% share with Archery NZ

Callum & Sier to head/drive organisation

National Indoor Champs

Date 31st August/1st September

Contract needs to be signed by 5pm Friday 24th May.

Board agrees to \$3500 for workforce due to included extra duties for 2019.

Email for entries to Nationalindoors2019@gmail.com . Entry fee to be advised before entry form can go out – Callum & financials to look at budget/costs.

Trans Tasman Update

Without an Event's Manager or an organising committee, tasks will need to be allocated out.

KMM obtaining line marking plan and target sizes & numbers (from Technical Support/Judges/TD)

2 x Porta-coms booked that are at venue for admin & judges

Awaiting Australia to announce team so numbers can be confirmed to allocate rooms at the lodge and organise Vans.

KMM, Team Manager Clive to do Event Booklet.

Team Manager to look at rental vans.

5 Financial arrangements for Representative Archers

Fees and Bond Requirements for Travelling Archery, NZ Board meeting – May 2019

Concerns have been raised by the Financial Officer in regard to the cash flow for the Association and the work that they are having to put into ensuring that we are not getting into an overdraft situation.

The situation has occurred due to the large number of events that we are currently entering athletes to attend and the large numbers of athletes attending. Archery NZ is required to pay entry fees and accommodation charges initially on behalf of the athletes, and then seek reimbursement ie Archery NZ is acting as a 'banker'.

Motion:

The following changes be made to the team agreement primarily in regard to entry and accommodation costs and their recovery:

1. Payment of any invoices by credit cards will be accepted but will incur additional administration costs of 3% to cover the stripes fees that Archery NZ incurs on these payments.

2. A bond of \$1,000 being required to be paid within 5 working days of confirmation of selection of athletes for each event. This will be deducted from the invoice of costs for each archer that is sent out once bookings etc have been completed. If not received, then selection slot may be offered to someone else. If the archer pays the bond but subsequently withdraws or is withdrawn, the bond will be returned less any costs that have been incurred by Archery NZ which are not able to be refunded.

(Most tournaments will incur a cost of around \$1500 - \$1800 inclusive of accommodation, entry and transport costs, and Archery NZ pay all these costs up front.)

3. Payment to be made by the due date on the invoice for any remaining costs not covered by the initial bond. If not received, the withdrawal process will be initiated.

4. The current requirement for payment by the team member to be made prior to departing the country will be reinforced by an additional note that if payment is not received prior to team member departing then Archery NZ will withdraw their entry from the event.

5. Archery NZ will only be responsible for the bookings associated with the selected team members – Athletes & Officials (not family/friends/un-official officials).

Actions:

- The current selected team members be reminded of the requirements set out in #4 above by Callum.

- These changes be made immediately to the Team Member agreement and be applied for all future selections from 2020.

- The bond to apply to athletes only and team officials need to pay by invoice due date.

	<ul style="list-style-type: none"> • These changes be publicised in the next Archer magazine and on the website with an outline of <ul style="list-style-type: none"> • the costs that Archery NZ is currently carrying for travelling competitors and team officials <p>Moved Robyn, Seconded Colin, all agree – Passed.</p>
6 World Archery Congress	
	<p>Sign off resolutions RD, CM & KMM went through motions from World Archery to recommend how to vote on resolutions.</p> <p>Colin Moved 'directives from committee on World Archery Congress voting be accepted' Second: Callum – all in favour - Passed</p>
7	H & S Policy
	<p>Update KMM working with Dave Henshaw on policy – DH advised that as Archery NZ do not have an 'office' or 'staff' that the H&S policies would be venue specific – as a good employer do we need to site contractors H&S policy. As an organisation we need to identify hazards/address hazards etc –Ops Manager to complete over-arching doc. Judges need to be trained on Hazard identification for events – send hazard identification chart to Colin. Sier also recommends using templates provided by Sport NZ.</p>
8	Patron & Life Members
	<ul style="list-style-type: none"> • rules & processes moving forward - postponed until July meeting
9 Administration Rules	
	<p>Sign off on updates Robyn gave an overview of changes to Admin rules that have already been agreed by board. (old business)</p> <p>Motion: Callum: 'Board accept changes as per the documentation presented by Robyn Denton'. 2nd Colin all in favour - passed</p>
10	Governance – Affiliation
	<ul style="list-style-type: none"> • club/district affiliation rather than individual affiliation to strengthen our organisation discussion– postponed until July meeting

11**Co-opted board applications**

- Co opted Board application #1

Elizabeth Elkin interviewed in person. Board members covered who we are, new structure and asked what can Elizabeth offer? Area of speciality is Risk/audit focus & she is very passionate about that area.

- Update on Chris Wilson meeting application #2

Colin covered meeting with Chris Wilson – CEO of water polo as day job, 25 yrs sports admin.

Both have governance experience. Good skill sets that fit in with requirements of Board.

Motions:

Colin – ‘Chris Wilson be invited to join the Board of Archery NZ as a co-opted member for 30 months’. Callum 2nd – all in favour - passed
Callum ‘Elizabeth Elkin be invited to join the Board of Archery NZ as a co-opted member for 18 months. Sier 2nd all in favour - passed

12

‘To change the re-election/re-appointment of Board positions E & G to 2022 for a 3 year term thereafter.’ **Moved: Colin, 2nd Callum all in favour – passed**

KMM to send standard letter of appointment with Confidentiality agreement for signing and availability for 20th 21st July – Induction pack will be ready for meeting.

13**Sport NZ Reporting****Update**

Reporting was completed by KMM before the cut off or 3rd May 2019 and was accompanied by an explanatory letter to Craig McFarlane regarding the changes to the structure of Archery NZ and identifying that the initiatives have not yet been actioned as well/fully as hoped. A draft plan was also presented for 1 July 2019 – 30 June 2020 on how the remaining funds would be used.

KMM also provided an overview of Sport NZ’s strategy for 2020 – 2032 and a slight shift in focus and how allocation of funding may occur. What does this mean for Archery NZ? Based on the past 3 year performance the possibility of obtaining future funding could be low, especially if any funding has to be returned. A plan needs to start now for future funding applications that aligns with Sport NZ focus and outcome areas so Archery NZ can enter discussions by July/August with our partner manager on the direction of the association and what we need to deliver. This would be easier if the clubs were all on board with Archery NZ as the impact needs to be at the activity, involvement, encouragement area rather than the ‘athlete’ area i.e. getting more people involved in archery at any level but particularly a ‘fun’ level rather than competitive and within our existing membership.

	<p>Now into the 3rd year was once again a struggle to gain communication & information from the Coaches Commission/Panel who have the majority of the 4 year funding and Judges (now Technical Support). TS had more information on what had been done and provided a report, supporting information & planned spend whereas Coaches for the 3rd year seem not to be capturing much of information required in many areas apart from Pam Gordon in the South Island who seems to be the main active trainer currently. Once again little has been delivered little of what was promised in the initiatives. Neither group presented their reports in the format required which results in more of time spent to break the content down to report under the different headings supplied.</p> <p>Motion: The Board remove the responsibility of the 4th year of investment from the Coaches Commission/Panel, present them with a plan for the spend, actions, timeframes and templates for the information that is required.</p> <p>Moved Robyn, Seconded Callum – all in favour, Passed.</p>
14	<p>WIAC</p> <p>Robyn presented an overview of WIAC, exposure gained, world & national records broken etc. As so many Archery NZ members shot the event and there is a greater cross –over between NZFAA & Archery NZ members shooting both, Robyn to ask NZFAA if Archery NZ can join as a club for \$50 and offer membership to Archery NZ members for the \$10 per person</p>
15	<p>Member Behaviour</p> <ul style="list-style-type: none"> • In committee
16	<p>Dates for future meetings</p>
	<ul style="list-style-type: none"> • Wednesday June 12th June – skype 7.30pm • 20th & 21st July– Auckland – commencing 9.30am – Robyn unavailable • Wednesday 14th August - skype 7.30pm • 24th & 25th August – Face to Face - 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

Other Business: - Records – juniors shooting as seniors

Paper needs to be pulled together for this – National vs open records ‘age group’ or ‘division’ based - Technical Support committee to work on this, prior 1st October. Rational

Bids for donated Equipment have closed – bids received & reviewed

Colin moves `donated equipment from parafed Auckland be passed to RRG for use by Fred Davidson and if equipment is no longer used to be passed back to Archery NZ'. Robyn 2nd all in Favor - passed.

Callum will look at transporting eqp from Ak to PN.

Commission Reports – in Google Drive