

Board Meeting Minutes



Date:	17 th April 2019
Location:	Skype
Time:	7.30pm

Attendance and apologies

The following board members have indicated attendance:

Colin	Robyn Denton
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Callum Skeet	Sier Vermunt
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Apologies -Lexie Matheson	
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Also in attendance:

Karen Moffatt-McLeod (Administration Manager)

1 Operations Manager Update

- Applications, interviews
- Recommendation

Sonru interviews have been set up & 5 people have undertaken interviews. All applicants had relevant qualifications / skills. 2 have since withdrawn from the process. 2 have been/or are CEO's of other sporting bodies. Robyn to review interviews and Callum & Robyn to discuss and come up with top 2 for further interviews.

2 Co-opted Board Positions

- Applications, interviews

	<ul style="list-style-type: none"> • Recommendations <p>2 applicants – Callum & Robyn to get together to do interviews.</p>
3 National Indoor Championships 2019 & 2020	
	<ul style="list-style-type: none"> • Finalisation & sign off of MOU/Contract between Archery NZ & Manawatu AC <p>MAC have made an offer to organise administration – which the Board will accept for 2019 due to not having an Ops manager or Events Manager in place as yet. Archery NZ will still own the tournament – MAC will only be local manpower committee as per contract with some extra duties that need to be determined. Booking of venue needs to be under Archery NZ – announcement to be made for dates and venue.</p> <p>Sier suggests Lexie be asked to assist with template Events Manual on how to run the National events to assist any groups who are the workforce to run – timeframes for Indoors by June.</p>
4 National Outdoor Championships 2020 & 2021	
	<ul style="list-style-type: none"> • Update <p>AAC are happy to talk as per letter – suggestion on capturing volunteers from the wider ADAA – we need to discuss with AAC to determine further details such as will field be involved etc KMM & Sarosh to discuss further.</p>
5 Insurance	
	<ul style="list-style-type: none"> • Callum <p>Last year paid \$3228 + GST this year \$3504 + GST. Once we have 'equipment' person they will need to review Insurance with Crombie Lockwood against equipment we have. Sier – do we have insurance for Board members? Yes – Callum will advise if it individual or Board. Up to Million Dollars?</p>
6 Sport NZ Reporting	
	<ul style="list-style-type: none"> • Update • KMM expressed concern that the cut off for receiving information for the Sport NZ reporting is the 22nd April and as yet has not received anything or any acknowledgement of the emails sent. The Chair of Archery NZ will communicate with Coaches Commission regarding the urgency of this. If Archery NZ do not get this round of reporting right then it is highly likely when the next application for another 4 years takes place late 2019/early 2020 that Archery NZ will not receive further funding, and is likely to be required to pay some money back. KMM has asked for an update on how much of the funding has been spent in which area in the past 3 years as Archery NZ may need to ask Sport NZ if they can reallocate some funding to other areas of youth/development/workforce to ensure its use.

7	DOS/IANSEO Training
	<ul style="list-style-type: none"> • Needed urgently for IANSEO for TT and DOS training for future events. <p>Peter Russell to be asked for recommendations and if Peter Baker may be suitable for IANSEO scoring – KMM to obtain training dates from PJ. Call out for interest and shoulder tap. Go to Districts for suggested people.</p>
8	Para Fed Auckland Equipment donation
	<ul style="list-style-type: none"> • Decision needs to be made about use/location of the donated equipment. <p>Do we ask for bids from clubs and see what clubs will use for/input return. Why club needs it and what it needs it for.</p> <p>Also the IPC classifier request for Archery NZ to pay? Not at the moment as only 2-3 para archers currently and for the cost vs number of archers it is too expensive. KMM to advise Scott.</p>
9	Events Co-ordinator
	<p>Should we look at a professional events coordinator for our National Events? How would we pay for this? Archery NZ still owns the event, event coordinator makes the money out of it. Will not resolve TT problem as it is not a money making event.</p> <p>KMM to put out a call for assistance for Event Management for TT. Call for event management for National Champs.</p>
10	Dates for Future Meetings
	<ul style="list-style-type: none"> • 18th / 19th May – Auckland – commencing 9.30am – Lexie unavailable • Wednesday June 12th June – skype 7.30pm • 20th & 21st July– Auckland – commencing 9.30am • Wednesday 14th August - skype 7.30pm • 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

Carry over to F2F meeting – financial arrangements for Representative Archers.
e.g when Team announced a bond is paid within e.g. 7 days

Carry over – governance, club/district affiliation rather than individual affiliation to strengthen our organisation.

Carry over – H&S policy for Archery NZ – contact Dave Henshaw

Callum – Financial Report sent today. \$34k in main operating account, \$24k in TT/Event account. Term deposits should not be touched at this point. Callum will write to rep archers about paying their accounts as soon as possible and stressing that they must be paid prior to them leaving the country otherwise they will have their event entries cancelled.

Meeting closed 9.45pm