

# Board Meeting Minutes



<b>Date:</b>	20 <sup>th</sup> & 21 <sup>st</sup> July 2019
<b>Location:</b>	Sport Auckland, Level 4, Alexandra Park Function Centre, Gate B, Greenlane Road West, Epsom, Auckland
<b>Time:</b>	<b>Saturday 9.30am opened by Chair– 5pm, Sunday 9.00am – 3pm</b>

## 1. Attendance & Apologies

**The following board members have indicated attendance:**

Colin Mitchell	Lexie Matheson
Callum Skeet	Chris Wilson
Elizabeth Elkins	Sier Vermunt via Skype

*Also in attendance:*

Karen Moffatt-McLeod (Administration Manager)

**Apologies: Robyn Denton**

## 2. Approval of Past meeting minutes

May 2019 meeting minutes approved

## 3. Welcome & Induction of new members

### New Board Members:

Elizabeth Elkins & Chris Wilson

Basic introduction to GD and folders/strategic plan/Board Charter etc

Callum - Cover what we are looking for in an Operations Manager now that Jan Shearer is no longer in a position to take up the position. The role will eventually grow in to a proper CEO for the organization.

Lexie points out we now need to discuss what we will do with tournament / event management now that the Ops manager is not in place. Colin gives run down to new board members of why Archery NZ took back the ownership of the National & Key events. Main reason was to lift these events to a level we have something to sell to sponsors.

Lexie – how do we get to the next step? Operations Manual is needed for all key events. How do we harness the skills and knowledge? KMM, a manual was started a number of years ago, but not completed, this could be used as a base to work from.

Callum – aim is that in 4-5 years' time Archery NZ National Championships replicate the WA World Cup model.

Chris – have a full understanding of the **value proposition** of the events. How robust is the current constitution and regulations. 1. Need to be evidence based. 2. Tangible data – participation numbers, club membership, casuals, link to other providers.

Chris - How is it controllable? – if Jan was on board as ops manager it would have accelerated the process. View the Hockey NZ site and how they present their information and docs – could model things/adapt to do. <http://hockeynz.co.nz/get-involved/playhockey/tournaments/>

Callum – need to tackle membership structure 'before' we can move on with any of these changes.

Colin – communication of our vision & pathway to our members has been poor and needs to be improved, that we can get people on our side with Archery NZ's vision and what we are trying to achieve.

Callum – new chair for 2020 needs to be appointed so that person can be the primary communicator to the members.

Lexie – we are not just dealing with a 'structure' we are dealing with a 'culture'. Restructure has not continued to be sold to the members, and needs to be.

Chris – reality in sport is ‘everything you do is wrong’ there are no good moments – attitudes are similar from members across many sports. Subtle difference would be to reference “archery in New Zealand” rather than ‘Archery NZ’. Adapt communication to reflect that so people view it as the sport, rather than the Governance of.

Callum – members do not ‘value’ the brand of Archery NZ – some only think that they have to be a member so they can go overseas. Colin – thinks the ‘individual membership creates the ‘what can I get’ rather than thinking about the organization.

Chris - Water polo has a 21 club network – clubs affiliate directly to the National Body. Schools don’t even though they do the sport & participate in tournaments (80% of time servicing 20% and non-membership), so they have no governance over them. This is something Archery NZ need to consider.

There are no specific insights and evidence forming the strategic pillars. Nothing about the ‘Brand’ value of Archery NZ

Colin - ‘Clean Slate’ need to build and get it right.

Chris - 2 part business plan January – June 2020, then July 2020 to June 2021 needs to be worked on. Sort the Strategic plan out first. Here is 6 months, 18 months etc.... under promise, over deliver.

Skype Sier into the meeting 10.41am to discuss further the strategic plan. Chris recaps – re opportunity. 1 person needs to drive 80-90% then the Board will come in a supplement/critic otherwise it will take too long if everyone is working on the plan with differences of opinion.

Sier covers what is his aspect on the Board – he is very focus on the Governance and does not want to get caught up in ‘Management/Operations. Keen to see a robust plan for the next 5 months of the year.

Callum – opportunity to revisit a couple of other candidates from the Ops manager applications so may not have to start from scratch again, but will re-advertise the position. Chris suggests another title may attract more people with the right skills. Needs to be done asap.

Elizabeth – what is the timetable/process for Board to go back to membership about the strategic plan/ops manager etc. Sier – plan available for the membership for next 5 months, so plan needs to be done before communication starts. Chris agrees – set Colin or another member of the Board up with a little video and use social media more effectively.

Sier - Revise and re-write agenda to ensure we have some outcomes by the end of the meeting. Some items carried over to allow for more time on the strategy of the Association.

Review of ‘Board Pro’ software for moving forward – Chris gave an over-view. More effective than Google drive.

### **Key things:**

Who are we developing the plan for?

Strategic Pillars – understand meaning so work below will look after itself. Needs to have a connection between Values and beliefs – need to state what beliefs are so they are clear and work into the Values.

Is the strategic Plan connected to the objects of the constitution and what it says?

'Create Opportunities' rather than 'grow participation' as it is more measurable.

'Champions' – world stuff – development – talent ID

'Leadership capability' – coaches/officials/club capability/systems/CRM etc

'Brand Value' value proposition – includes insights, evidence, data, visibility – are we listening to our members?

'Sustainability' - policy, finance, governance, - unsure if that sits alone as a key strategic pillar or sits with all of them.

Business Plan (separate doc) GM or ops manager plans year 1, year 2, year 3 etc

Sier – we need to work on the constitution to align with the Strategic Plan and needs to be done before the end of the year.

Agree participation & Champions are included as key pillars

Lexie – the 2 way conversation is important – it is about 'doing' not just saying.

Chris – connection with past & tradition are still important, honoring – e.g. trophies, successes. –link in one of the value or pillars

Lexie – treaty imbedded in the SP on its own.

Elizabeth – drawn to the Brand Value – like all things data, and the Participation felt from discussion there was a large focus on the 'elite' archers more than all members. Also how do we facilitate the ease for people to join/participate in archery?

Colin – it is a struggle to be all-encompassing from the have a go thru to elite – is the biggest challenge particularly with the plans. Chris – leadership and focus on clubs is important as without that people will never get to Hp level. Build the foundation.

Chris – Key short term objective is how we have a relationship with clubs – (in 3-4 year plan).

We need to change terminology from 'member' to 'participant'

Sier – have glossary to explain the Values.

Work on SP – review & adjust

Engage members on how their relationship should be with Archery NZ or Archery in New Zealand.

Sunday work on Objectives/measurements etc – Chris will do 60-70% of it.

Retired at 5pm.

### **Resume Sunday 9am**

Continue to work on Business plan

Lexie – who are our advocates? Marketers

## 4. Vacant Positions to be appointed

- Operations Manager 4.20pm Saturday – Callum takes through list of other Ops Manager applicants – Callum to re-advertise role
- Financial Officer – Anne Mitchell is stepping down from the role by the end of 2019
- Event Manager - urgent
- Youth Coordinator - urgent
- Distribution of Operational items until Ops manager position filled?
- Other positions. Fill the main ones first so there is clear reporting structure.

## 5. Governance - Affiliation

Club/district affiliation rather than individual affiliation to strengthen our organisation discussion – postponed until July meeting (carried over as Strategic & Business plans need to be completed first)

## 6. 2020 National Outdoor Target Championships

Callum & Sier still to meet to work on this.

KMM has booked venue – ground inspection still required to be completed.

Dates have been announced.

## 7. 2020 AGM

Look at running at another time not in conjunction with Nationals and run workshops for e.g. Coaches/Judges etc. Items on the agenda are the only items to be discussed as per a correctly run AGM.

Incorporated societies recommends AGM to be 5 months after close of financial year – good reason for a remit to change. “Best Practice” so don’t have it at the same time as a major event. An SGM will be required to change this and notification of resolution 1 month prior to vote.

SGM – 1 months’ notice by 31<sup>st</sup> July for SMG Saturday 7<sup>th</sup> September 4pm – invite 20 key people to Sport NZ offices. Link to live stream. Purpose: to un-tether the AGM from being held in conjunction with National Championships. Reasons: Preparation over the Christmas period can be difficult, Archers wish to focus on their performance at Nationals rather than Association matters, AGM needs to be run correctly as an AGM with an Agenda & remits having previously been submitted and circulated rather

than accepting from the floor on the day. Live streaming as well will allow members who don't attend National Champs (the larger portion of the membership) to be involved if they so choose. As per the Incorporated Societies recommendation – AGM's should be held within 5 months of the end of the financial year, which means before December in the same year.

SGM – how will people vote? Survey Monkey can be set up to open during / at conclusion of meeting so members can vote.

Scrutineers will need to be appointed.

## 8. Financials

Financial Report – Callum presents.

Ateed money – Lexie asked what had been tagged for. Callum explains it has to be used in the Auckland area for youth. Much of it was allocated to the Trans Tasman event.

Outstanding money owed by 4 archers – most dating back to May 2019 approximately \$17000

Callum - covering Bond that archers will be required to pay – needs to be communicated to the members sooner rather than later.

Colin – do we debrief and ask archers about accommodation/flights/partners etc.

KMM to send this out as part of the archer survey.

Callum would like a formal board sanction to

**“Official communication to be sent to S F, OH, CM to pay their outstanding financial debit to Archery NZ by 5pm 31<sup>st</sup> July 2019 or enter into a payment plan satisfactory to Archery NZ by that said date or debts will go to a collection agency for recovery.”**

**Moved: Callum Skeet**

**Second: Colin Mitchell**

**All in favor – carried**

**“The Payment plan as indicated in the previous motion is full payment within 90 days of establishment of the plan.”**

**Moved: Callum Skeet**

**Second: Lexie Matheson**

**All in favor - carried.**

**“To acknowledge Anne Mitchell for her work as Financial Officer for 2019 and for Colin Mitchell & Anne Mitchell company Classic Wood products for their financial support to allow Anne to volunteer for Archery NZ.**

**Moved: Callum Skeet**

**Second: Lexie Matheson**

**Colin Mitchell abstained**

**All others in favor – carried**

Appropriate award to be made and photos taken to publish on Facebook page & website.

## 9. Budget

Budget for next financial year **carried over for September Meeting.**

## 10. Para Classification

Request from Scott Collett, Para Liaison – for NZ to pay to have a classifier trained. (Australia does not have one either).

## 11. Patron & Life Members

Rules & processes moving forward – (carried over from July meeting) – **Carried over for next meeting**

## 12. Guidelines for Coaches Sport NZ funding

Letter to go out – has everyone agreed to Robyn’s draft? Yes, KMM to circulate Letter to Coaches Commission & Panel.

Guidelines for 2019-2020 spend for initiatives need to be agreed and sent to the Coaching Panel.

## 13. Other Business

- a. Shared costs for rep teams - Not sure of the exact wording but it needs to be something along the lines of:

'Team Members will pay an equal share of accommodation costs for the team (both athletes and officials). This will be on the basis that Team Members are expected to share accommodation. If there are an uneven number of team members, the single room will be given to the Team Manager in the first instance. Those team members wishing to have a single room will have to pay the extra costs - to enable a fair distribution of costs.'

- b. Timing of Selection Event for 2020 Teams (senior) & other items from SP convener report

**Colin moves "Selection event dates of 15<sup>th</sup> – 17<sup>th</sup> November 2019 & venue of Randwick Archery Club in Wellington be accepted'.**

**Moved: Colin Mitchell**

**Second: Callum Skeet**

**All in favor – carried.**

- c. Youth Competitions – objections from Sier Vermunt.

Discussion on Sier's concerns about youth at a young age being sent to 'elite' comps and their psychological & physical health. Note – nothing in the member protection policy specifically – only talk about being committed to the protection of young and vulnerable adults. Sier thinks they should have to be independent and people under age of 15 probably can't do that – particularly not without their parents. 15 – 17 would be okay if they were given lots of support.

Chris – water polo only travel to international sanctioned events. Looks at 16yrs as entry level for international travel FINA 16/18/20's age groups) Kind of agrees with Sier. However in the 'Open' division – if you are good enough you are old enough.

Round table discussion on subject. Archers should be independent – should not require a chaperone – 17 upwards. (Trans Tasman will be deferred to a future discussion)

Amendment to the Oceania Youth Championships 2020 policy 6.1 –

**"That each under 16 year old would be accompanied by a parent or a legal guardian per archer (or 1 individual parent or Guardian per archer or per family of archers).**

**Moved: Colin Mitchell**

**Second: Lexie Matheson**

**All in favor – carried.**



**“Oceania Youth Policy 2020 be accepted with the above stated amendment”.**

**Moved Colin Mitchell**

**Second: Callum Skeet**

**All in favor - carried.**

d. Matters arising from Officer Reports (loaded into the Google Drive for viewing prior to meeting)

Reports not received from:

- Trophy Steward/Privacy Officer – Marianne Grant advised, as she has been with rep teams.
- Pins & Badges Officer – we don’t have one as position is still vacant.
- Coaching Commission.
- Para Archery Liaison
- Team Manager reports from WC3 & WC4 (advised it would be soon by WC4 manager)

e. Application for Funding from Gavin Blackmore

Discussion on the benefit of targeting the development of the Coaches to tie into the Sport NZ fund and in a region that has had little coaching activity. Callum will follow up with discussions with Gavin Blakemore.

## Re-visit ops manager position

Revisit Ops manager position description

- 10-15 hrs
- \$45-\$50 per hour
- Options – General Manager (title) for different perception of the role.
- Pivotal on grants or a person having more than one contract
- Applications needed for at least 50% funding.

## Moving forward

Better communication – short videos to communication key things to participants that can go on social media.

Acknowledgement from Sier on the work that the Selection Panel convener does.

September meeting need to go through constitution and how that ties into our strategic plan.

### **Dates for Future Meetings:**

- Wednesday 14th August - skype 7.30pm – do we wish to move this now
- 7<sup>th</sup> & 8<sup>th</sup> September – Face to Face – Auckland – commencing 9.30am
- 12th & 13th October – Face to Face Auckland – commencing 9.30am
- Wednesday 13th November – skype 7.30pm
- Wednesday 11th December – skype 7.30pm