



Archery NZ

Board Meeting Minutes

Date: 9 & 10 February 2019
Location: Sport Auckland Offices
Time: Saturday 10.30am – 5.30pm Sunday
9.00am – 3.30pm

1 Attendance & Apologies

Colin Mitchell, Robyn Denton, Sier Vermunt, Callum Skeet, Lexie Matheson

Also in attendance: Karen Moffatt-McLeod (administration manager)

Meeting Opened 10.28am

2 Introductions

Round Table brief introduction from all members present

3 Restructure Overview

Colin gave over view of restructure – where it started 12 months ago. Sports administration now the same as running a business. Committee (Colin, Robyn, Callum, Jordan & Katherine) had several meetings throughout 2018 for brainstorming and road map of changes. How the new structure may look, liaison with Sport NZ who are very pleased that restructure has gone through. Now the 'work' begins. Work through restructure document to bring Sier & Lexie up to speed before making final tweaks.

White Board visuals to assist understanding of structures and history. Why does it matter what type of bow or target you shoot at (Sier), Colin – some don't like the structure of WA & Archery NZ as it is more regulated than other organisations. Clarification around the 'new' look structure / roles / names etc. vs pre 2019 structure of the Board.

4 Next Steps

- Brain storm what the organisation will look like in the future. Board is currently 5 members with 2 co-opted positions at least 1 of which needs to be a non-archery NZ member. Staggered approach to provide continuity. Robyn & Colin agreed to 1 year on interim Board, Callum happy to continue for 3 year term. Callum will run some ads for an Ops Manager on Seek as from Monday.

Premier Events: In the past Archery NZ have asked 'clubs' 'LOC' to run Indoor, Outdoor, Field, TT, Oceania – hard to clubs to come on Board in last few years, then get held to ransom on terms. Archery NZ has now taken 'ownership' of the events and will get clubs/volunteers to assist with set up & pack down. Also provides opportunity for continuity with sponsors on a National level. Live coverage is a good opportunity to get visibility. (Aside – look at live streaming for TT). Lexie – don't lose benefit of contacts/sponsorship etc. from 2019 National tournaments. Need for person to write 'manual' for running of National events (Lexie has 400 event management students that we can tap into). Callum – do we look at the Premier Event manager seeking as much funding as possible to in turn then assist funding International Archers for travel? Sier suggests a 3 year 'contract' for running of a national event and clarity around who is responsible for what. Create a legacy. Look at responsibility of jobs, how will profit share work? Create a forward calendar for location of events. We need to define 'premier' events. What do we want from our premier events? What are we trying to sell? Who do we want to attract? Look at an 'Open' (as Aussie has) and use as a 'Selection' event. Lexie – Archery NZ need to 'own' these events and 'Sell' event to a city.

Premier events include: National Outdoor, Indoor & Field Champs, Trans-Tasman, Oceania, and NZ Open?

Sier – question on why we send athlete's younger than 15yrs overseas for tournaments (TT) sites member protection, why is Archery NZ Board condoning this. What are we trying to achieve? 15/16yrs upwards is more appropriate. Do we continue with TT? Sier suggests asking what Sport NZ & NZOC what they think of sending archers 15 under overseas. Callum states we need a 'rule' rather than leaving it to Board discretion. Documented in Member protection Policy, Selection Policy + comms. Action – further investigation required and wording for communications.

What are the roles & how do they fit in to the new structure?

Equipment Officer: need to manage assets, what equipment is needed, to be fixed, replaced etc. Stock take of the containers. Logistics etc.

Member Care & Development:

Oversee athletes, coaches, youth, awards, postal events. – Position descriptions for the previous 'convener' roles need to be re-written now that they are no longer Board positions.

Tech Support:

Les Jones has put his hand up to lead Tech Support – Judges (Colin), Tech (Peter Russell), DOS (Clive Hudson)

Marketing & Communications:

Website & Facebook & magazine activity. Caro is currently the Editor & Webmaster. Currently no merchandise – but will look at this opportunity.

Financial:

Grants officer? At AGM 2018 a motion was passed to disestablishment the treasurer role and have 2 financial officers. This was put on hold to deal with in the restructure (then Callum came on Board). Moved to Xero – Anne Mitchell (Financial Officer) is managing this well. Callum would like to see a paid 'book keeper' role moving forward. Managing invoicing in / out – in charge of Xero – reports to the Board. Sier asked how many transactions per month Archery NZ has, hundreds or transactions per month is the answer from Callum. Discussion on chain of command and how this will happen. Callum will continue in the interim as a 'treasurer' until operations manager is appointed. Noted that operations manager will need more than 10 hours per week to start with if they are to be effective.

Once operations manager in place – then we will come back to the finer details of the Team Leaders and delegates as Archery NZ need their input on this.

Clarification around 'Commissions' being involved – they are still in the admin rules – but now need to be 'absorbed' into the new structure. Board has the ability to change the Admin Rules.

Chair & Deputy Chair to be elected.

Sier has stated he would step back from either position as he feels he needs to gain more knowledge of the workings and relationships of Archery NZ. Happy to step up for other roles needed. Lexie agrees – happy to step into a 'deputy role' if there was no one else.

Callum asked if Colin would step into the Chair Role and then he would happy to be Deputy Chair with the view of taking over as Chair when Colin steps down. Robyn & Colin asked for their thoughts. Robyn feels she can best add value by updating documents etc. to add value to the organisation e.g. rules, policies etc. to support Ops Manager as well.

Colin – would take the role if that is what the other Board members want, particularly for members to feel comfortable in who they are dealing with under the new structure.

Sier Moved “Colin Mitchell be appointed as Chair and Callum Skeet be appointed as Deputy Chair to Archery NZ for 2019”

Seconded: Lexie Matheson.

Passed unanimously.

Now we have Chair & Deputy Chair the new Constitution that was adopted at the 2019 AGM can be signed.

AGM minutes – Board needs to be comfortable they are a true & correct record so it can go out to members/go on website. Minutes stay as a draft until approved and the 2010 AGM.

Board all agree the minutes of the 2019 AGM are true & correct.

Co-opted board members:

Colin has been in contact with Sport NZ regarding the 2 co-opted members – they advise that advertising through “Appoint” service 4000 members that the newsletter goes out.

Callum – we need to identify the skill set gaps that are needed to obtain the correct applicants to compliment the existing Board skills. Create a ‘Gap’ analysis.

Sier - Good understanding of what a board of director’s role is – strong Governance experience. GAP

Process – thank Katherine for the work she has done in assisting with the restructure committee and inform her that we are advertising for the two Board Positions.

Colin – for Balance prefer the two to be from outside the Archery community. Advertise and see if good quality applications.

Callum suggests someone from the younger age group for balance representation. Only issue is pressure with exams and level of shooting performance around that age group.

Lexie suggests more ethnic representation (noted that Sier is part Maori).

KMM to arrange appoint ad before Wednesday so it goes in their next newsletter for the two positions.

Governance experience for one position particularly around re-build phase.

Sport NZ focus – Young, Asian/Indian, Pacific Island, Maori – Archery NZ need to get more involvement from these areas.

KMM to action and advertise for 2 positions – 2 different set of skills.

Operations Manager Appointment – Colin has been in communication with Jan Shearer who initially responded to the HP Manager role but also has a lot of CEO for NSO's experience. Jan would be keen to catch up with Colin in Wanaka next week for a further discussion about the Op Manager role. Colin/Robyn give background on how contact was made with Jan Shearer initially.

Callum to put ad on seek for role.

Sier – asks for budget range for op manager's role.

In reality is 10-15 hours per week enough for an ops manager to be effective in the initial 12 months? Priority needs to be getting more money – we could only fund for max 12 months without further income. Ops manager – in charge of obtaining funding for Archery NZ.

What level is the current account allowed to drop to before Board decides it is not good enough for the organisation?

Financials for 2019/20 year which starts on 1st July 2019:

Commitments:

| | |
|------------------|-------------------|
| Sport NZ | \$25,000 |
| WMG | \$25,000 |
| Admin Mgr | \$37,200 |
| Ops Mgr | \$35,000 – 40,000 |
| *Rec operational | \$50,000 |
| *Judges Levy | \$ 9,500 |
| *Equipment Levy | \$ 9,000 |
| HPSNZ – legal | \$50,000 |

\$240,700

Archery NZ needs a National Sponsor (3yrs). Ops manager needs to ear mark funding within the first year. Need to 'sell' membership increase to the members – particularly elite members.

Archery NZ would have more resources – primary goals:

- Ops Manager
- Administration
- Premier Events
- Promotion

1. Financial Ballot

Ballot Proposal –Send out financial statements 2017/18, explanation of current cash/asset balance, Budget for 2019/2020 year which will only work if the proposed increase in fees occur. Shortfall would be approx. \$10K if membership fees do not increase.

The Board resolved the membership be set at:

AIS (Archery in Schools)

\$10

Full Shooting Membership

Senior

\$145

Youth (< 20)

\$70

Administrative Member

\$10

Postal Event Member

Adult

\$40

Youth (<20)

\$30

Social Member

\$15.

The Board discussed the two questions raised at the 2019 AGM regarding 'Family Membership' & a 'staggered' payment of membership fees over 2 years. After careful consideration the Board found they were unable to support these proposals as while they have merit the board decided they were not economically viable at this time.

The third question regarding the financial support of HP archers. The Board will continue to consider its financial support to assist our representative archers.

Moved: Lexie 'Archery NZ reply No to both of those requests'

Second: Sier

Unanimously passed

Explanation/comments letter to be circulated to members with ballot. Callum addressed many in his email body on the circulation of the financial documents.

"The total bank balance at the end of December 2018 was \$234k. This is made up of:

- \$24k from the World Masters Games fund of which \$14,100 is set aside for the organization & hosting 2019 Trans-Tasman Tournament in Auckland & \$9,600 to be spent on Youth Development in the Auckland (Ateed – hyperlink <https://www.aucklandnz.com/about-ateed>) Area;

- \$93k on Term Deposit to ensure that the Association has funds aside for unforeseen circumstances e.g. legal fees; operational expenses reserves as per Sport NZ recommendations
- \$117k in the main Operating Account to continue running the organisation for the coming year, including all of the expenses for the 2019 National Tournament yet to be paid."

Without a fees increase we will have a \$10,000 shortfall.

Proposed affiliation fees:

Ballot Y or N – must enter member number to answer ballot

As per the constitution

I approve the annual accounts & balance sheet for 2017/2018 financial year.

Y or N

I approve the financial plan for the 2019/2020 financial year

Y or N

I approve the affiliation fees as set out above

Y or N

Membership Number:

Date of Ballot: Wednesday 13th February – open until Sunday 17th 11.45pm (KMM to action)

Scrutineers: Life Members E A Mitchell & P J Russell

2. Appointment of Team Officials

Marianne Grant has indicated that she would be available to represent Archery NZ at the World Archery Congress 2019 which occurs in conjunction with World Championships. There will be the need for a couple of extra days in the Netherlands for her to do this.

Moved: Sier "Archery NZ cover any additional costs for Marianne Grant to represent Archery NZ at Congress".

Second: Lexie

Unanimously passed.

Motion: Sier "Archery NZ appoint the following team officials".

Second: Lexie

Unanimously passed.

Team Officials:

World Champs

Team Manager Marianne Grant & World Congress Representative

Coach Petra Baker

World Cup 2

Team Manager Marianne Grant

Assistant Manager Cushla Matheson (abstention Lexie conflict of interest)

Coach Gustav Bam

World Cup 3

Team Manager Cushla Matheson (abstention Lexie conflict interest)

Cushla will need support in this role a further call out for team officials required.

Pacific Games

Support Staff/Team Manager Petra Baker

Call out for Team Officials needed for Youth Worlds & World Cup 4 – Berlin. (KMM to action)

Meeting closed Saturday 5.35pm to resume 9.15am Sunday

SUNDAY 10.2.19

Meeting resumes: 9.15am

Grants officer & Book keeper roles to become KPI's for the Ops Manager. The book keeping role needs to be reviewed by 1st July 2019. Current Financial Officer to record hours worked.

KPI – this position (op manager) must be self-funded in within 18 months.

If Admin Manager was a full time role what else could be included – admin for all teams (including previous commissions) all admin, support, communications, reporting.

Re name chart 'Reporting / hierarchy' structure

Sier – 'How big does our membership have to become to fund the long term of fulltime Admin & ops manager'? KPI for ops manager – work out where they get the funding to support this from.

KPI – grants applications – particularly Sport NZ funding

6 Selection Panel – resignation of Rynard and Karen (with options!)

- Selection Panel – moving forward

Selection Policies

Agreed at Skype meeting – admin work should be done as ‘admin’ role not selection convenor. Selection Convenor oversees Selection Panel and processes: Formation of Selection Policy & Criteria and Selection of Archers to Teams. All other work is not a function of selectors and needs to come under ‘admin’.

Karen Moffatt-McLeod agreed with changes to stay on as Selection Convenor for now with a review of Selection processes to be completed once an Operations Manager is appointed.

KMM has contacted Tara regarding mentor to assist with selection moving forward.

KMM noted that Policies are too ‘wordy’ and ‘repetitive’ and need to be streamlined and presented better.

Process: peer review of policy by Nate Butterfield. Restructure roles on the Selection Panel. Review on Archers Diary may remove the need for Patricks ranking role in the future. 2020 policies ideally to be completed by end of March 2019. Selection Panel of 3. KMM needs back up by a fully active selection panel.

7 Selection & Team Matters

Athlete Training Camp

As Marianne Grant has been appointed Team Manager for more than one event, Marianne is appointed to organise with assistance the Athlete Training Camp. KMM to put together contract and guide on HP pre-event training camp.

Youth Training Camp

Similar format with Team Officials organising. WMG funding to assist if camp is run in Auckland. Consider subsidising those that travel from out of the area and have increased costs due to this.

Trans-Tasman target face size for Intermediate Compound

How to handle the scores shot in Intermediate division for TT qualification scores when some have been shot on 80cm and most on 122cm face. This needs to be resolved

quickly so that it is a level playing field for those archers. Target Size for TT – deferred until next skype meeting.

New uniform shooting shirt for representative teams –

Samples of the new cut and fabric were shown to archers at the Selection Event and the majority all liked them. One archer was not sure about not having a collar but also stated they had never shot in a collarless shirt so would give it a go. new shirt presented Archery NZ – Callum moves:

Moved: Callum 'Archery NZ adopt the new shirt design and fabric be adopted for minimum 2 years.

Second: Colin

Unanimously passed

Discussion regarding the number of archers and officials who purchased shirts in 2018 and the extra financial strain that a change puts on them.

Motion: Lexie "Archery NZ supply archers & officials with one black & one white shirt at no cost for 2019 only with additional shirts at the archers or officials cost.

Second: Colin.

Unanimously Passed.

Action: KMM to do letter to advise selected teams of this and liaise with suppliers.

Follow up on issues raised at the Athletes Commission AGM – deferring until next skype meeting.

Official Font

In the Branding Policy 'Myraid Pro' is stated as the official font which is not a standard font on computers.

Motion: Robyn "official font be changed to Verdana"

Second: Callum

Unanimously Passed.

Action: KMM to update Branding Policy with font & shirts

7 Strategic Plan Review & Update

Discussion regarding constitution / rules not being updated physically after motions for change accepted. Causing some issues later on.

Patron position – currently Bernie has been elected for a period of 3 years from 2019.

Minutes from 2007 Patron: Since 1958 it has been the current Governor General has been the Patron of Archery New Zealand. The Board of ANZ has never been to an Archery tournament. The Board has appointed Bernie Fraser the stand for a three term

and will rotate through the rank of member of Archery NZ. Bernie accepted this position of presented the President with a donation.

Admin rules need to be reviewed and updated at a later meeting.

Going through the Strategic plan:

Archery NZ want our values to be reflected by our members/community. What are the 'values' we want? Short concise statements. Needs to go out to all members (update in appropriate other places) and needs to be a document that is used constantly.

VISION: Fostering participation in the sport of Archery.

PURPOSE: Empowering & supporting our community.

Board agrees to 'Purpose' rather than mission.

VALUES:

- Excellence
- Inclusive
- Sportsmanship
- Celebration
- Respect

Translate into Te Reo – Lexie will assist with obtaining translation.

Break for Lunch: 12.15 resume at 1pm

Goals:

Identify groups we are trying to service as Archery NZ - The WHO:

- Members (archers, admin, volunteers, spectators etc.)
- Partnerships (Stake holders/sponsor etc.)
- Volunteers
- Providers (suppliers)
- External organisations

The HOW – what do we need to be able to do this?

Technology

| | | |
|---------------|--|---|
| Structure | <ul style="list-style-type: none"> • High quality governance • Organisational efficiency | <ul style="list-style-type: none"> • Governance, operations, |
| Community | <ul style="list-style-type: none"> • Effective engagement & support • Platform for success | <ul style="list-style-type: none"> • Members, Volunteers, officials, supporters, staff & contractors, schools |
| Reputation | <ul style="list-style-type: none"> • Respected advocate for members | <ul style="list-style-type: none"> • Performance, good organisational citizen • Pride |
| Relationships | <ul style="list-style-type: none"> • Foster & develop effective mutually beneficial partnerships | <ul style="list-style-type: none"> • Key Stakeholders, suppliers & providers, Treaty obligations (responsibilities), sponsors, clubs |
| Sustainably | <ul style="list-style-type: none"> • To ensure future viability of Archery NZ | <ul style="list-style-type: none"> • People, Planet, Finance (Sustainable profitability) |
| | | |

Meeting Closed by Chair: 3.30pm Sunday