

CONFIRMED MINUTES

BOARD MEETING



At the **Board Meeting** on **15 Apr 2020** these minutes were **confirmed as presented**.

Name:	Archery New Zealand
Date:	Wednesday, 11 March 2020
Time:	7:30 PM to 10:30 PM
Location:	Skype Meeting, Skype
Board Members:	Sier Vermunt, Elizabeth Elkins (Chair), Lexie Matheson (Chair), Lisa Walker, Tracy Cox
Attendees:	Mike Thompson
Apologies:	Chris Wilson
Guests/Notes:	Helen Skinner, in an observational capacity as part of Board member recruitment

1. Opening Meeting

1.1 Meeting Opening

The newest members of the Board, Tracy and Lisa, were welcomed to their first Board meeting with Archery New Zealand.

Mike Thompson who recently replace Phil Vyver as General Manager of ANZ, was also welcomed. Elizabeth noted that, with Mike now in place, she would work with Mike to create a clear separation between governance and operational activities.

Board members were thanked for their contribution since the last Board meeting, noting the work carried out would support the newly defined ANZ Strategy.

1.2 Confirm Minutes

Board Meeting 13 Feb 2020, the minutes were confirmed as presented.



Approval of the minutes from the last Board meeting

The minutes of the last meeting, held on 13 February 2020 were approved.

Decision Date:	11 Mar 2020
Mover:	Elizabeth Elkins
Seconder:	Lexie Matheson
Outcome:	Approved

2. Health and Safety

2.1 COVID19

Agenda item 2.1 was brought to the beginning of the meeting due to time restrictions for Sier.

Sier updated the Board on COVID19-related events, supporting the alignment of Board and operational decisioning to the health and safety advice provided by the Ministry of Health. This information could be used to guide the advice for archers with regard to travelling to overseas international events.

While World Archery was not currently cancelling events, to support those archers who were concerned above travelling to overseas archery events, the Board discussed rescinding the policy obligations requiring archers to attend such events. The communication of this decision was agreed with Mike.

Noting that Sier departed the meeting after this agenda item.



Contacting archers to confirm that the obligation to attend overseas events would be rescinded

- Each competitor to be contacted directly to confirm the change to attending overseas events
- The Board/ops decision to rescind the requirement to attend overseas events to be communicated via the ANZ website and Facebook page

Due Date: 15 Mar 2020
Owner: Mike Thompson



Decision to rescind the policy obligation requiring archers to attend international events.

Given the health and safety concerns around COVID19, the Board agreed to rescind the policy obligation requiring archers to attend international events until further notice.

Decision Date: 11 Mar 2020
Mover: Tracy Cox
Seconder: Lexie Matheson
Outcome: Approved

3. General Business

3.1 Approach to Board Meetings Going Forward

Elizabeth communicated her proposal on the Board meeting structure going forward and how this would support efficient and effective use of Board time. This included:

- Limiting operational-based discussions. This supports the empowerment of Mike to manage the day-to-day activities of ANZ.
- Keeping detailed Sub-Committee discussions for the specific Sub-Committee meetings. The focus should be presenting summary updates and recommendations to the Board.
- Board-only time; this may be required from time to time, so will be added as a standing item after 'Any Other Business' agenda item

3.2 Financial sustainability vs Cost Management

Elizabeth spoke to the Board on the sustainability element of the ANZ Strategy. Specifically, in relation to financial sustainability, and making optimal use of our ANZ membership fees and

grants, the Board and operational team would need to consider opportunities to manage costs and also to identify areas to support profitability potential.

As part of the Board demonstrating how it is supporting the financial sustainability of ANZ, Elizabeth proposed that Board members consider how they can best contribute to this, noting an opportunity to reduce costs with flights/accomodation with less face-to-face and more Skype video Board meetings. Elizabeth also suggested that the Board members consider declining the use of a per diem lunch allowance for face-to-face meetings. It was also noted that the move away from full weekend Board meetings would support the reduction in Board-related costs.

With regard to events organised by ANZ, Elizabeth noted that Mike would be working on supporting their financial robustness.

3.3 Update from Archery NZ Administration Function

The update paper from Karen on the work carried out recently by the ANZ Administration function was noted.

3.4 Update from GM

Mike presented to the Board on the activities and actions that he has carried out over the past 2 weeks, and since joining ANZ.

- Mike is creating a 90-day plan to be shared at the next meeting of the Board; this would include organisational effectiveness, identifying opportunities to add value and sustainability.
- Mike has spent some of his initial 2 weeks connecting with Board members, together with other stakeholders.
- Noting that Phil, the previous GM, had commenced the process of separating the governance and operational activities of the Board, Mike advised the Board that he would be active in continuing this.

Mike advised the Board that Sports NZ had recently confirmed to him an uplift in annual funding from \$15k to \$20k per annum.



Mike, to share GM/operational 90-day plan at April Board meeting

Mike, to share GM/operational 90-day plan at April Board meeting

Due Date: 15 Apr 2020
Owner: Mike Thompson



Elizabeth to add an update to social media welcoming Mike to ANZ

Elizabeth to add an update to social media (www and Facebook) welcoming Mike to ANZ

Due Date: 22 Mar 2020
Owner: Elizabeth Elkins



Comms to be created for ANZ social media on Sports NZ funding

Mike to create comms to share with ANZ members via www and Facebook to inform/celebrate the latest funding approval from Sports NZ (which reflects a 30% uplift on funding from the previous year). This comms needs to await formal confirmation by Sports NZ.

Due Date: 18 Apr 2020
Owner: Mike Thompson

3.5 Board and Sub-Committee Schedule for 2020

Elizabeth noted the 2020 schedule of Board meeting that circulated following the February 2020 Board meeting and agreed on by the Board. Phil had subsequently added these dates to BoardPro.

Elizabeth noted that the schedule allowed for a greater mix of days/times which might work to suit the needs of Board meetings more; she also advised that these dates could be revisited as and when required. The proposed schedule would allow for every 4th meeting to be held face-to-face, with other meetings being held via Skype either in the morning (7am to 8:30am) or evening (7:30pm to 9:30pm). Given the removal of full weekend Board meetings, there would be a need to ensure the streamlining of information for inclusion on the agenda.

3.6 Confirmation of Congress roles for Oceania

It was agreed that this be done via email.

4. Event Planning & Management

4.1 Nationals 2020 - hindsight review

It was noted that the Board was awaiting the final report from Phil.

4.2 Compound Course, March 2020 - hindsight review

Lisa gave a verbal report on the weekend compound training camp led by Dr James Park, Australian selector and ex-coach.

4.3 Proposed Change to Event Management

The Board agreed to review the manner in which Archery New Zealand manages its major events and tournaments with a view to creating an Event and Tournament Management Advisory Group that would sit outside the board, have board representation, and which would advise the Board on relevant matters.

The Board agreed to appoint health and safety expert Dr George Corbett to the voluntary role of Health, Safety and Wellness Advisor to the Board.



Review of ANZ management fo major events and tournaments

To review the manner in which Archery New Zealand manages its major events and tournaments with a view to creating an Event and Tournament Management Advisory Group that would sit outside the board, have board representation, and which would advise the Board on relevant matters.

Due Date: 30 Jun 2020

Owner: Lexie Matheson



Appointment fo Health and Safety expert into an Advisory position to the Board

The Board agreed to appoint health and safety expert Dr George Corbett to the voluntary role of Health, Safety and Wellness Advisor to the Board.

Due Date: 30 Jun 2020

Owner: Lexie Matheson

4.4 Scheduling Events for 2020

The Board agreed that, with the impending world health crisis as a result of COVID19, it was important to remain vigilant as to the future on national events and the participation of our national teams at international events in the immediate future. The Board agreed to maintain a close watch on the development of the potential crisis and to use our contacts and expertise to support timely decision-making. Dr Sier Vermunt was asked to keep a close watch on the situation and to advise the Board accordingly

4.5 Fields, 17/18 April 2020

After discussion it was agreed that, given the small number of participants (5) and advice given by Archery New Zealand Judge, Colin Mitchell, additional website and social media advertising would be put in place for this event but that cancellation remains an option.

4.6 North Island Champs 2020

The event is well supported by registrations (34) but given the health crisis cancellation must remain an option. It was agreed to keep in close contact with the Randwick Club and to provide advice and updated information to assist them with decision-making.

4.7 Indoor Nationals

The Board was informed that Manawatu Archery Club has again offered to stage this event and this offer has since been accepted. The same applies to the Field Championships and the North Island Championships. The Board agreed to provide advice to the club as and when it was deemed appropriate.

5. Sub-Committee Updates

5.1 Finance, Audit & Risk Sub-Committee

In the interests of time, the minutes of the FAR Sub-Committee were noted and the Board was advised that the Sub-Committee members would connect with Mike to discuss his involvement going forward.

5.2 Governance Sub-Committee

In the interests of time, the minutes of the Governance Sub-Committee were noted.

5.3 High-Performance Sub-Committee

Lexie gave an update on meetings with Lisa (face-to-face and online) and indicated that a report with recommendation would be forthcoming covering the Sub-Committee's area of review namely high performance, coaching, selection and development. Meetings have been held also with the newly appointed World Archery Oceania Development Agent with regard to the upcoming World Archery Level 2 coaching course to be undertaken by M Pascal Colmaire supported by Dr James Park in May, 2020.

5.4 Proposed Sub-Committee: Youth

The Board discussed to proposed establishment of a Youth Archery Sub Committee and it was agreed that Tracy Cox would take the lead on this.

5.5 Proposed Sub-Committee/Working Group: Communcation and Digital

The Board discussed its Communications and Digital Strategy approach going forward and agreed that considerable improvement is necessary, especially in the sphere of social media. There was considerable anecdotal and analytical evidence that members satisfaction in this area had improved recently in this area but the Board felt that there was yet more potential to be developed in this field.

5.6 Facebook and www data insights

Data and insights available on ANZ website and Facebook pages discussed. It was noted that, while there are currently about 400 ANZ members, the level of interest in the ANZ social media demonstrated that ANZ was reaching a much greater number.

5.7 Proposed Sub-Committee - Selection Process

To be carried over to the next meeting of the Board

6. Board-only time

6.1 Update on Board Recruitment

During Board-only time, Helen Skinner was discussed and agreed as a suitable candidate for the vacant Board position.



Offer Board position to Helen Skinner

Elizabeth to connect with Helen to offer her the vacant Board position.

Due Date: 21 Mar 2020

Owner: Elizabeth Elkins



Draft offer letter for Helen Skinner

Mike to create draft Board member offer letter; to be reviewed by Elizabeth prior to sending.

Due Date: 4 Apr 2020

Owner: Elizabeth Elkins

7. Close Meeting

7.1 Any other Business

7.2 Close the meeting

Next meeting: Board Meeting - 15 Apr 2020, 7:00 AM

New Actions raised in this meeting

Item	Action Title	Owner
2.1	Contacting archers to confirm that the obligation to attend overseas events would be rescinded Due Date: 15 Mar 2020	Mike Thompson
3.4	Mike, to share GM/operational 90-day plan at April Board meeting Due Date: 15 Apr 2020	Mike Thompson

Item	Action Title	Owner
3.4	Elizabeth to add an update to social media welcoming Mike to ANZ Due Date: 22 Mar 2020	Elizabeth Elkins
3.4	Comms to be created for ANZ social media on Sports NZ funding Due Date: 18 Apr 2020	Mike Thompson
4.3	Review of ANZ management fo major events and tournaments Due Date: 30 Jun 2020	Lexie Matheson
4.3	Appointment fo Health and Safety expert into an Advisory position to the Board Due Date: 30 Jun 2020	Lexie Matheson
6.1	Offer Board position to Helen Skinner Due Date: 21 Mar 2020	Elizabeth Elkins
6.1	Draft offer letter for Helen Skinner Due Date: 4 Apr 2020	Elizabeth Elkins
Final preparation for the AGM		

Signature: _____

Date: _____