

CONFIRMED MINUTES

BOARD MEETING



At the **Board Meeting** on **11 Mar 2020** these minutes were **confirmed as presented**.

Name:	Archery New Zealand
Date:	Thursday, 13 February 2020
Time:	7:10 AM to 8:40 AM
Location:	Skype Meeting, Skype
Board Members:	Chris Wilson, Elizabeth Elkins (Chair), Lexie Matheson (Chair), Lisa Walker, Sier Vermunt
Attendees:	Phillip Vyver

1. Opening Meeting

1.1 Welcome

In the absence of a Chair, Phil conducted the opening of the meeting. He welcomed all Board members especially new member Lisa.

1.2 Elect Chair, Deputy Chair and Secretary



Elect Chair

Elizabeth Elkins was nominated to be Chair and was duly elected.

Decision Date: 13 Feb 2020
Mover: Sier Vermunt
Second: Lexie Matheson
Outcome: Approved



Elect Deputy Chair

Lexie Matheson was nominated as Deputy Chair and duly elected.

Decision Date: 13 Feb 2020
Mover: Elizabeth Elkins
Second: Chris Wilson
Outcome: Approved



Minute Secretary

A discussion was held on the possibility of contracting a Minute secretary for all future Board Meetings. This was seen as a good idea.

It was agreed that Board members would consider potential options and forward these to Elizabeth for consideration.

Decision Date: 13 Feb 2020
Mover: Sier Vermunt

Seconded: Lexie Matheson
Outcome: Approved

1.3 Confirm Board Minutes

Board Meeting 6 Feb 2020, the minutes were confirmed as presented.

Board Meeting 21 Jan 2020, the minutes were confirmed as presented.



Minutes

The minutes of Board meetings held on the 21st January and 6th February 2020 were approved as a true and correct record with no matters arising, not already on the agenda.

Decision Date: 13 Feb 2020
Mover: Sier Vermunt
Seconded: Elizabeth Elkins
Outcome: Approved

1.4 SGM / AGM



SGM Minutes

The Draft Minutes of the SGM held on the 6th February 2020 were tentatively approved as a true and correct record with the final adoption of the minutes to occur at the next General Meeting of the association.

Decision Date: 13 Feb 2020
Mover: Sier Vermunt
Seconded: Lexie Matheson
Outcome: Approved

Phil is yet to complete the AGM Minutes. Once done these will be circulated to Board members and then reviewed at the next Board Meeting.

Matters Arising:

- Need to check rules around Proxy voting and how this could potentially be incorporated into the review of the Constitution.
- Need to consider the possibility of being able to hold General Meetings via video conferencing or similar.
- Need to quickly decide on the date of the next AGM (needs to be in the period of mid October - mid November) and what it could be held in conjunction with to ensure a quorum is reached. Potential is for the Indoor Nationals to be moved slightly or link with another major event at that time of year. Needs to be an agenda item for the next Board Meeting. Phil to discuss the date of the Indoor Nationals with Manawatu Archery Club.

1.5 Interests Register

Thanks to Lisa for adding her list of conflicts to the register.

2. Major Decisions and Discussion

2.1 New Board Member Induction

It was agreed that Elizabeth and Lexie would arrange to meet with Lisa to bring her up to speed on all Board matters. Phil will review the current documentation and see if an induction process has been in place in the past.

2.2 Board recruitment



Co-opting Board Members

Following discussion it was moved that Tracy Cox be included as a new board member to fill a vacancy through until the next AGM. Approved unanimously.

Decision Date: 13 Feb 2020
Mover: Lexie Matheson
Seconder: Lisa Walker
Outcome: Approved

It was agreed that Tracy should be included in the induction meeting with Lisa.

With one vacancy remaining it was agreed that it would be good to fill this position with an independent person. Consider using "Appoint better Boards". The geographic spread of Board members was also discussed. It was noted that Christchurch is not currently represented. If a person with appropriate governance experience was available from this region that would be looked on favourably by the Board.

It was also noted that Sport NZ will require at least 40% of either gender from July 2021 on National Sports Organisation Boards. A further point to be considered when filling the vacancy.

2.3 Updates from each sub-committee

Finance Sub-Committee - No update available. It was agreed that another meeting of this committee should be held before Phil departs at the end of the month.

Governance Sub-Committee - A meeting is scheduled for the 18th February. Elizabeth will circulate an agenda in the next day or so.

Recruitment - The Board went in-committee to discuss the recruitment process for replacing the GM.

2.4 Creation of a High Performance sub committee



HP Sub-Committee

Following discussion a sub-committee of Lexie and Lisa with Lexie as Chair was approved. They are charged with co-opting suitable expertise from the wider sports community to contribute to the process.

The brief is to review the current high performance, athlete development, coaching and selection policies and practices and to report back to the board with recommendations for improvement.

Decision Date: 13 Feb 2020
Mover: Elizabeth Elkins
Seconder: Sier Vermunt
Outcome: Approved

2.5 Meetings and Planning for the Year

It was agreed that Phil would discuss with Elizabeth potential meeting dates for the remainder of the year and then circulate these to the Board for consideration.

Sier noted he would not be available throughout August and September.

It was agreed that with several sub-committees now in place and better management of the agenda each month the meetings can be shortened to a maximum of 3-4 hours.

2.6 Overview of Nationals last week.

Phil provided a brief summary of the Nationals held last week. He noted that he had contacted the key personnel and asked them to provide any feedback. A full event debrief with recommendations will then be given to the Board.

Lexie wanted it noted that Phil did an outstanding job in pulling the event together and ensuring that it ran smoothly.

It was agreed that a brief survey should go out to participants to see how they felt the event went and to receive any suggestions for improvement.

It was also recommended that the finance and audit committee consider a donation to the Auckland Archery Club given the large number of key volunteers that came from that club.

In general the finals venue was viewed favourably.

2.7 Handover Items

- Phil will ensure that all documentation is filed appropriately and available for Board Members and the incoming GM. Admin rights to BoardPro to be updated.

- A finance meeting will be held prior to Phil departing.

- Events:

- Field Nationals and Indoor Nationals are the next 2 national events. A process is in place to ensure the Kapiti venue for the Field Nationals is up to the required World Archery standards with a delegation to meet the local club later this month.

- Indoor Nationals - discussions are underway with the Manawatu Archery Club.

- Archery NZ volunteers document - Phil will circulate to the Board the document which shows the various volunteer positions within the organisation and who currently holds them or if there are any vacancies.

2.8 Questions around Archery OSA

Archery OSA - as noted at the AGM it is important that we are clear on the ownership of the data and wider platform. Phil to discuss with Steve Clifton.

3. General Business

3.1 Any other Business

WAO Congress - Phil to circulate the email that was received to all Board Members. Lexie then needs to be given direction as the nominated Archery NZ delegate to the meeting in April.

Archery NZ contact on Google - Currently listed as Bernie Fraser's address and phone number. Phil to ensure this is updated.

4. Close Meeting

4.1 Close the meeting

Next meeting: No date for the next meeting has been set.

Next meeting date to be confirmed but likely to be held mid to late March.

Signature: _____

Date: _____