

MINUTES (in Review)

BOARD MEETING



Name:	Archery New Zealand
Date:	Wednesday, 13 May 2020
Time:	7:30 pm to 9:30 pm
Location:	Skype Meeting, Skype
Board Members:	Lexie Matheson (Chair), Sier Vermunt, Helen Skinner, Lisa Walker
Attendees:	Elizabeth Elkins
Apologies:	Chris Wilson, Tracy Cox

1. Opening Meeting

1.1 Meeting Opening

1.2 Confirm minutes of last Board meeting

Board Meeting 15 Apr 2020, the minutes were confirmed as presented.

Minutes confirmed by LM, seconded by HS

1.3 Action Item List

Due Date	Action Title	Owner
12 Mar 2020	Communication to ANZ members on work of Board and Sub-Committees Status: Completed on 5 Aug 2020	Lisa Walker
15 Mar 2020	Contacting archers to confirm that the obligation to attend overseas events would be rescinded Status: Completed on 13 May 2020	Mike Thompson
15 Apr 2020	Mike, to share GM/operational 90-day plan at April Board meeting Status: Completed on 13 May 2020	Mike Thompson
18 Apr 2020	Comms to be created for ANZ social media on Sports NZ funding Status: Completed on 5 Aug 2020	Mike Thompson
20 Apr 2020	Draft approach for review of Selection Policy and processes Status: Completed on 13 May 2020	Lexie Matheson
30 Apr 2020	Letter to Sports NZ to appeal funding drop from \$20k to \$15k Status: Completed on 13 May 2020	Mike Thompson
4 May 2020	Sier to complete work on proposals for changes to membership model via Consitution. Status: Completed on 4 May 2020	Sier Vermunt
8 May 2020	Creation and maintenance of Risk Register Status: Completed on 11 May 2020	Mike Thompson
8 May 2020	Operational report for the Board Status: Completed on 5 Aug 2020	Mike Thompson
30 Jun 2020	Continue review of constitution Status: Completed on 5 Aug 2020	Elizabeth Elkins

Due Date	Action Title	Owner
30 Jun 2020	Completion of constitution changes Status: Completed on 5 Aug 2020	Elizabeth Elkins
30 Jun 2020	Review of ANZ management fo major events and tournaments Status: Completed on 5 Aug 2020	Lexie Matheson
30 Jun 2020	Bid to host 2026 Oceania Championships Status: Completed on 5 Aug 2020	Mike Thompson

2. Health and Safety

2.1 COVID19

Mike (MT) gave an update on COVID and engagement with Sport NZ:

Re gathering sizes – one club open for six week and Auckland Archery (AA) are opening to groups of 10. MT: info is changing daily, a lot of debate as to how Sport is defined. We are defined as a social gathering not a sport. Sport NZ have advised that Archery could go into rec/ golf category as an open sport with distance being easily managed and can't give certainty as to where we will end up. Next brief with Sport NZ Friday so has slowed information disclosure. Met with Grant and VP Janette this morning to talk through changes and he sent through some resources changed to 10-person limit – protocols and registers etc – very comprehensive. Mike will review and Auckland Archery is happy to share with other clubs. End of week hope to be able to distribute to clubs.

EE and Lexie commented that the updates on Facebook really good and helpful. MT advised that there was some debate if top tier archers can train under level 3 but agreed that under level 2 not such a big deal. The next decision on 25th May and MT has heard govt is going to take steps back to maybe make community sport 20 or 50 but will be staged.

Sier advised that the govt have given themselves 14 days to see what happens.

Mike – kit for club is key and protocols under COVID. Guidelines need to be implemented appropriately and allows club to have confidence. Comms to go to members.

Govt wage subsidy and sport funding – sport recovery package details to come out of budget tomorrow. Clubs can apply to sports trust for \$1000 towards fixed costs. \$5-6m for national sports organizations details to come. This is a sticking plaster – cost April to June. July 1 budget announcements will kick in. ANZ will look to get support. FARC next week is Mike presenting cashflow to 2021 based on current knowledge.

Written reports will be issued in future. Board confirmed current process is working well. EE – need to be mindful that Mike's resource is stretched right now with COVID and new role with ANZ. EE asked that board members help where we can but Mike to let us know if no longer required. Noted by board members.



Update following Sport NZ funding decision

Mike to give an update on emergency funding from Sports NZ

Due Date: 13 Jun 2020
Owner: Mike Thompson



Present revised cashflow out to 2021 based on revised COVID information

as above

Due Date: 20 May 2020
Owner: Mike Thompson

2.2 Health and Safety Adviser

Lexi gave an update on the Health, Safety and wellbeing adviser:

Lexi has suggested George Corbett (PHD in health and safety) as a volunteer. This was approved at last meeting. George can review the archery competitions from an H&S perspective.



Arrange an initial meeting with George and issue an appointment letter

Mike to arrange and issue.

Due Date: 30 Jun 2020
Owner: Mike Thompson



H&S Adviser Terms of Reference

Mike to develop a Terms of Reference

Due Date: 30 Jun 2020
Owner: Mike Thompson



Lexi to connect with Mike and Sier on H&S adviser and issue contact details

as above

Due Date: 30 Jun 2020
Owner: Mike Thompson



Sier to send Mike historic H&S policy/statement document

as above

Due Date: 30 Jun 2020
Owner: Sier Vermunt

3. General Business

3.1 Update from Archery NZ Administration Function

Lexie – need to establish exactly what is the Admin role, some that might be GM roles or voluntary roles e.g extranet for World Archery should be GM and AM and needs to be updated. We need to ensure the high-level meetings are moved to Mike. HS = is there a JD? Mike – not located. Sier – requested that the board owns relationships with the external organizations and delegate as appropriate.

EE has reviewed the proposed constitution and roles and responsibilities and the board to assign responsibility for engagement with Sports NZ. Board to formally confirm next meeting the stake holders e.g. Sports NZ and decide who has voting rights and who can attend. Karen has supplied these to EE – EE to provide to board and proposal for next meeting.

EE – should look to move some stuff from google drive into Boardpro etc. Mike to make some recommendations in due course. Mike confirmed mostly going into GDrive and could do a tidy up and not sure who has access so this would need to be reviewed. EE reiterated that board things should go through board pro. EE to check with Karen on some of the access.

EE - suggest board considers reviewing Secretariat role. To be considered for next board meeting.

ANZ Email addresses – needs to be reviewed for access.



Confirm external stakeholders and assign ownership

Board to formally confirm next meeting the stake holders e.g. Sports NZ and decide who has voting rights and who can attend. EE to provide to board a proposal for next meeting.

Due Date: 13 Jun 2020
Owner: Elizabeth Elkins



set HS up with googledrive

as above

Due Date: 13 Jun 2020
Owner: Elizabeth Elkins



Confirmation of Access to G drive

EE to review

Due Date: 13 Jun 2020
Owner: Elizabeth Elkins



Clean up of G drive

EE – should look to move some stuff from google drive into Boardpro etc. Mike to make some recommendations in due course.

Due Date: 31 Jul 2020
Owner: Mike Thompson



Secretariat role - review

EE - suggest board considers reviewing Secretariat role. To be considered for next board meeting.

In light of recent changes this needs to be review again

Due Date: 11 Aug 2020
Owner: Lisa Walker



ANZ email address review

review of all ANZ email addresses to be completed

Due Date: 13 Jun 2020
Owner: Lisa Walker

3.2 Update from GM

MT caught up with Andrew Russell (coaching program leader) regarding events catch with Colin re events. Colin did a tour re ANZ running its own events. Lexie advised that she had looked at it but thought we didn't have the resource to support them. Since 2019 events have run at a loss due to poor management

4. Event Planning & Management

4.1 Proposed Change to Event Management

LM proposed to have an events group and AR would like to get into event management and away from coaching. Could involve more people in a structure way. Andrew is a project manager at Becca and brother has large knowledge around scoring and documentation and would join this group. It would be a voluntary group and would not be a board delegated group. Would have representation across the ANZ world. Would report to GM. Could put a structure and manual for all tournaments maybe based on previous versions. Full model to be confirmed. Proposal been submitted to board pro. Sier: approved motion and seconded by Elizabeth. Mike: to discuss next steps with Andrew.



Request for approval of change to event management model

Approved.

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



Mike to meet with Andrew Russell to develop Event Management Programme

as above

Due Date: 30 Jun 2020
Owner: Mike Thompson

4.2 Events for 2020

It was agreed that this ties into 4.1.

Board discussed the proposed Trans-Tasman bubble, reviewing nationals, youth, indoor, outdoor and do a programme of events but all are pending dates. Archery Australia has been running events with Kiwis competing. Discussion to continue next meeting.

5. Sub-Committee Updates

5.1 Finance, Audit & Risk Sub-Committee

Key items from Mike:

- started an organization risk register which will be progressed in coming weeks
- reviewing impact of COVID and furnishing cashflow for 2021 by quarter so there's a clear line of sight to financial and organization risk from COVID
- International archers' deposits has been approved in principal to refund.
- Able to pay May bills release term deposit with KiwiBank

Mike now has access to KiwiBank, and Signatories have been updated to Mike, Anne and Elizabeth.

P&L to end April shows a loss YTD with a couple of months to go but need to see what recovery funding we will get from govt and Sports NZ. Budget announcements will make this clearer.

FARC will meet Monday to discuss this.

5.2 Governance Sub-Committee

Constitutional changes:

SV has reviewed external constitutions, has revised the ANZ constitution to ensure membership through clubs that feeds into regionals. International archers can be direct members. Other changes as well to ensure changes can be made without full SGM. Draft is being reviewed by committee and will be sent through the board for review before goes to membership. Another govt sub-committee to meet Saturday to go through this again and finalize.

5.3 High-Performance Sub-Committee

LM update – name to be agreed as an alternative model to reflect the overall model hasn't been approved by the board. Now needs to be reviewed by board and then survey to be issued to get confirmation that this could work. Once survey completed and reviewed by board, will then look to get ratified by World Archery.

5.4 Proposed Sub-Committee: Youth

TC update (given by LM): Will do a survey to target archery in schools to get a gauge on what's working etc. and ignite interest. Tracy and Mike to connect on this and take it further. Have met with Janet Franklin as a key person on this model.

5.5 Sub-Committee/Working Group: Communication and Marketing

EE update:

Karo Geilan will be brought her into group as she is in charge of website design. Group will look to coordinate the website and Facebook branding and content so not doubling work.

Group is doing a survey on what, how and when across the ANZ base. HS proposed some questions. Mike to finalise.

Lexie suggested bringing in Sheree Kenier: sports journalist with Herald and does stuff with Sky Sport. Suggested could capitalize on this. Lexie to send details to group.

Discussed ideas e.g videos from past tournaments options to put out to press. HS commented that we should look in time to do regular press releases for regular comms and same messaging.

Lisa suggested highlighting the national team and start show casing them. HS suggested videos for Facebook, a couple of questions, 20 sec videos in portrait mode. HS/ Mike to discuss ideas at next working session – in two weeks' time.



date to be agreed for next Comms working group

as above

Due Date: 13 Jun 2020

Owner: Elizabeth Elkins

5.6 Proposed Sub-Committee - Selection Process

EE - this is on hold

6. Archery NZ Strategy

6.1 Strategy Check-In

Celebration: the board discussed how do we put more emphasis on archers via video clips. Focus on the seniors and national team and gives the youth archers. Lisa and Helen to connect on ideas for the first video.



Lisa/ HS to catch up on video for Facebook

as above

Due Date: 13 Jun 2020

Owner: Helen Skinner

7. Close Meeting

7.1 Any other Business

Bios – all received and just need to go on website. -Action EE

EE and Lexie to connect with World Archery – pending

Oceania Congress - Bid for 2026 in Auckland. Mike has action on this as a bookmark

Paralympics – for noting. Have separate person attending this – Mike to connect with Carol.

Next meeting 13th June at 11am



EE to load bios on website

as above

Due Date: 30 Jun 2020

Owner: Lisa Walker



Paralympics engagement

connect with Carol on this

Due Date: 30 Jun 2020

Owner: Mike Thompson

7.2 Close the meeting

Next meeting: Board Meeting - 25 Jun 2020, 8:00 pm

Final preparation for the AGM

Signature: _____

Date: _____