

CONFIRMED MINUTES

BOARD MEETING



At the **Board Meeting** on **13 May 2020** these minutes were **confirmed as presented**.

Name:	Archery New Zealand
Date:	Wednesday, 15 April 2020
Time:	7:00 AM to 8:30 AM
Location:	Skype Meeting, Skype
Board Members:	Elizabeth Elkins (Chair), Chris Wilson, Lisa Walker, Sier Vermunt, Tracy Cox, Helen Skinner
Attendees:	Mike Thompson
Apologies:	Lexie Matheson (Chair)

1. Opening Meeting

1.1 Meeting Opening

1.2 Confirm minutes of last Board meeting

Board Meeting 11 Mar 2020, the minutes were confirmed as presented.



The the draft minutes of the meeting 11 March be accepted

Carried

Decision Date: 15 Apr 2020

Mover: Tracy Cox

Seconder: Lisa Walker

Outcome: Approved

2. Health and Safety

2.1 COVID19

Cash was tight as a result of the COVID-19 pandemic, resulting in a need to break a term deposit.

Government support options discussed, with a expectation that there would be additional support made available for sporting bodies vis Sports NZ.

Noted that there would need to be a consideration of alternative revenue opportunities to manage around the lockdown requirements together with address revenue concerns.

Further COVID-19 related discussions occurred, as appropriate through other agenda items.

3. General Business

3.1 Update from Archery NZ Administration Function

The Administration function reporting was not available for the Board meeting; it has since been received and circulated to the Board members.

3.2 Update from GM

Mike presented his high-level 90-day plan.



Creation and maintenance of Risk Register

Agreed that Mike would create a Risk Register for consideration at each Finance, Audit and Risk Committee.

Due Date: 8 May 2020
Owner: Mike Thompson



Operational report for the Board

Confirmed that Mike would submit a written report to the Board prior to each Board meeting to enable the Board to identify and support operational areas for Archery New Zealand.

Due Date: 8 May 2020
Owner: Mike Thompson

4. Event Planning & Management

4.1 Proposed Change to Event Management

Deferred to next meeting

4.2 Events for 2020

- Discussion on online opportunities.
 - Mike confirmed he was connecting with eSportNZ to consider opportunities for Archery NZ. Chris noted a need to ensure ANZ is retaining IP through any resultant arrangements
 - Lisa referred to other potential idea such as the use of online presentations to engage with ANZ members
- Noted that the training camp funded by the Olympic Solidarity Fund was postponed, with the \$13k funding to be held and carried forward for other opportunities.
- Profiles for website and FB
- Sier - Opportunity for a remote indoor championships.
- Video updates from Mike to FB and website?



Online opportunities for Archery NZ via eSport NZ

Mike confirmed he was connecting with eSportNZ to consider opportunities for Archery NZ.

Due Date: 8 May 2020
Owner: Mike Thompson

5. Sub-Committee Updates

5.1 Finance, Audit & Risk Sub-Committee

- Points to note:
 - Noted that budgeting at AGM stands
 - There is a net loss for the year to-date of approx \$13k; the expectations are for a net loss for the financial year of \$20k
 - It was noted that Karen was reducing her hours in the near-term. This was accepted as an opportunity to save on overheads
 - There was a requirement to break a term deposit to address financial needs in the need term
 - Succession planning. The Board and GM discussed the need to consider options around addressing the financial activities carried out by Anne; this is currently carried out as a voluntary role, with a need to consider Anne looking to discontinue this in time.
 - COVID-19 related financial impacts and support
 - At the previous Board meeting, it was noted that Sports NZ agreed a funding uplift from \$15k to \$20k. In light of the COVID-19 pandemic, Sports NZ has since notified Mike to confirm that this can no longer be fulfilled and will be reduced to the original amount of \$15k. Chris asked that Mike connect with Sports NZ to request that this reduction is reviewed.
- Refer to the minutes of the last FAR Committee meeting for further details.



Mike to appeal funding reduction from Sports NZ

Mike to connect with Sports NZ to request that the funding reduction from \$20k to \$15k is reconsidered.

Due Date: 8 May 2020
Owner: Mike Thompson

5.2 Governance Sub-Committee

Refer to the minutes of the last Governance Committee meeting for further details.

5.3 High-Performance Sub-Committee

Lisa spoke to pathways, breaking down coach/athlete/selection supply chain

Starting at aspirational level and working back from there

Terms of Reference being drafted

Robust consultation needed and well researched solutions presented

Check Board Charter TOR

May need to break into panels e.g. HP, Coaching, Pathways etc in future but keeping tight currently

MT to sit on committees to keep activity streams connected

5.4 Proposed Sub-Committee: Youth

Tracy spoke to update

TC to talk to Karen MM re history and why switch to OSA

5.5 Sub-Committee/Working Group: Communication and Marketing

Meeting scheduled for 27 April to consider opportunities for the Working Group - currently Helen, Mike and Elizabeth

5.6 Proposed Sub-Committee - Selection Process

Deferred

6. Archery NZ Strategy

6.1 Strategy Check-In

Briefly noted that this agenda item would be included as a recurring agenda item to allow the Board to check in on its alignment to strategy.

7. Close Meeting

7.1 Any other Business

EE noted need to find ways to celebrate success at all levels

Connect Tracy to current state Badge and Pin Officer

Bios in week commencing 20 April

Move May meeting to 14 from 13

June meeting Skype

7.2 Close the meeting

Next meeting: Board Meeting - 13 May 2020, 7:30 PM

Final preparation for the AGM

Signature: _____

Date: _____