

CONFIRMED MINUTES

BOARD MEETING



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

Name:	Archery New Zealand
Date:	Tuesday, 21 January 2020
Time:	7:30 PM to 8:55 PM
Location:	Skype Meeting, Skype
Board Members:	Colin Mitchell (Chair), Elizabeth Elkins, Robyn Denton, Sier Vermunt
Attendees:	Phillip Vyver
Apologies:	Lexie Matheson, Chris Wilson

1. Opening Meeting

1.1 Welcome

Colin welcomed everyone to the meeting. Apologies were accepted from Chris and Lexie.

1.2 Confirm Minutes

Archery NZ Board Meeting 23 Nov 2019, the minutes were confirmed as presented.



Minutes

The minutes of the 23rd November meeting were approved as a true and correct record with no matters arising.

Decision Date:	21 Jan 2020
Mover:	Colin Mitchell
Seconded:	Robyn Denton
Outcome:	Approved

1.3 Interests Register

It was noted that Lexie has now updated her Conflicts. Colin still to complete, however as he is retiring from the Board and this his is last full meeting it is no longer a relevant point. Individual conflicts are noted at the appropriate time during a meeting.

2. Major Decisions and Discussion

2.1 SGM / AGM Details

It was agreed that the International Representative Awards should be given at the Banquet rather than the AGM.

The Service Awards should be given out at either the AGM or the Banquet depending on which one the recipients are likely to attend. Phil to discuss with Karen.



Affiliation Fees

Following discussion it was agreed that no increase to the Affiliation Fees will be proposed this year. It was agreed that the level of fees can be discussed as part of the wider discussion into the Constitution and member structure.

Decision Date: 21 Jan 2020
Mover: Colin Mitchell
Seconder: Robyn Denton
Outcome: Approved

The AGM papers should be updated to show that the affiliation fees will not be increased.



Board Members

It was approved that Lisa Walker be nominated at the AGM for approval to join the Board. Phil to circulate Lisa's application details with the AGM papers. If approved this will leave 2 vacancies on the board that will need to be filled post the AGM.

Decision Date: 21 Jan 2020
Mover: Colin Mitchell
Seconder: Sier Vermunt

It was noted that there is a general business item from Christchurch Archery Club to discuss the date of the Outdoor Nationals, with a proposal for them to be moved back to the first week of January.

It was agreed that Phil should review last years minutes and make sure we are prepared for any questions from the floor in relation to them.

2.2 Archery OSA Development



Archery OSA

Following discussion it was agreed that we should move forward with the development of the Archery OSA tournament software to include an update for the records and rankings, subject to funding being received to cover the cost of development. Steve is also looking to include a payment system for events.

It was also agreed that the website offers the potential for sponsorship. Phil to follow up with Steve.

Decision Date: 21 Jan 2020
Mover: Robyn Denton
Seconder: Elizabeth Elkins
Outcome: Approved

3. Operational Decisions and Discussion

3.1 Outdoor Nationals Update

Phil provided an update on preparations for this event. He noted it was a steep learning curve but that things seemed to be falling into place. Key concern is over the potential low number of volunteers to support the event.

Live streaming is confirmed. Robyn noted that she thought Glen and Lisa did a great job with the commentary at the Caveman event.

3.2 National Squad Selection

Conflict of Interest - Colin noted his conflict of interest with the Women's Compound Selection and did not take part in discussion or voting on this matter.



Compound

Following discussion it was agreed that Hanlie Bam should be invited to the Compound Women's team and Gustav Bam should be invited to the Men's Compound team for the Oceania Champs and the Shanghai World Cup event. Furthermore Anne Mitchell should be invited to be a non travelling reserve in case of injury to any of the current women in the squad.

It was agreed that if a suitable candidate came forward the final vacancy on the Men's Compound team can be filled.

Decision Date: 21 Jan 2020
Mover: Robyn Denton
Seconder: Sier Vermunt



Development Recurve Women

Following discussion it was agreed the following athletes to the Recurve Development squad:

Asia Cup 1:

Olivia Hodgson; Vanessa Jim and Emma Russ are added to the team.

Asia Cups 2 & 3 (and maybe 4 if they do it):

Vanessa Jim; Emma Russ; Suzs Sundheim and Kelly Atkinson are added to the team.

It was noted that this group is a development squad along with the 4 men already selected. It is part of the strategy to develop the next layer of athletes below the senior squad. Development shirts should be used for these events.

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Mover: Colin Mitchell
Seconder: Robyn Denton
Outcome: Approved

Position Descriptions - Phil noted that he is still working on the update of the position description for the Manager / Coach positions that support these athletes. It was agreed that it would be important that an observational report be included so that we get a report on how these athletes conduct themselves, how they interact as a team etc - provides more information that just the scores they shoot.

3.3 High Performance Plan

This agenda item was deferred to the next meeting when Lexie will be available to talk to her paper.

3.4 Oceania Championships

Phil provided an update on the preparation for this event. We are required to pay a 50% deposit on the accommodation. It was noted that the team is not yet named so we need to carry the cash flow expense until we are able to invoice the participants once named. It was suggested that

some participants are already known and perhaps they can be invoiced. Phil to follow up with Karen.

4. Management Reports

4.1 Financial Report

Phil noted that the December accounts are in a draft form as not all income and expenses are included due to the holiday period and time to complete.

Anne's role was discussed, noting her previous resignation from the role. Phil to consider a solution and look to formally advertise the position. Unfortunately the financial position has not yet improved to the point where the accounting function can be a paid role.

4.2 Funding Resolution



Funding

It was moved that an application be submitted to... to cover 3 months of the General Managers Contract to the value of \$14,250.

Decision Date: 21 Jan 2020
Mover: Colin Mitchell
Seconder: Sier Vermunt
Outcome: Approved



Funding

It was moved that an application be submitted to... to cover 3 months of the Administration Managers Contract to the value of \$7,680.

Decision Date: 21 Jan 2020
Mover: Colin Mitchell
Seconder: Elizabeth Elkins
Outcome: Approved



Funding

It was moved that an application be submitted to... to cover the cost of further development to the Archery OSA tournament website to the value of \$2,500 and annual support/maintenance costs to the value of \$2,880.

Decision Date: 21 Jan 2020
Mover: Colin Mitchell
Seconder: Robyn Denton



Funding

It was moved that an application be submitted to... to cover costs associated with running the Field Nationals to the value of \$...

Decision Date: 21 Jan 2020
Mover: Elizabeth Elkins
Seconder: Colin Mitchell
Outcome: Approved

5. General Business

5.1 Any other Business

As it is their last meeting Sier thanked Colin and Robyn for their support and mentoring throughout the year and for all the work they have done over the years for Archery NZ.

Robyn thanked everyone and noted she would not be at the AGM. Invited everyone to Lakeview Archery Club if they are in the area!

All other board members noted they will be at the AGM.

6. Close Meeting

6.1 Close the meeting

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

Meeting schedule to be confirmed with the new Board following the AGM

Signature: _____

Date: _____