

Archery New Zealand (Inc) Board Meeting

Date: 25 June 2020
By: Skype
Present: Lexie Matheson (Acting Chair)
Helen Skinner (Acting Secretary)
Lisa Walker
Tracy Cox
Sier Vermunt



Apologies: None

Agenda Item: Staffing

The **General Manager** informed the board that there had been no progress on any of his action points.

Query from the **General Manager**: can the board confirm whether the Deputy Chair will take on the role of Chair following Elizabeth's resignation? Yes. Confirmed by show of hands.

The General Manager has completed an exit interview with two board members, Lisa Walker and Lexie Matheson.

Agenda Item: Resignations

There have been four resignations in six months:

- Phil Vyver - **General Manager**
- Mike Thompson - **General Manager**
- Elizabeth Elkins – **Chair and board member**
- Chris Wilson - **board member**

Motion from the Acting Chair:

That the resignations be accepted and a letter to be written to thank them for their outstanding service.

Carried.

Lisa confirmed that this was a personal health and safety issue for Mike and he wished to exit out as soon as possible. He requested to not work out the notice period but will be available for consultation. Mike is under a 28 day notice period.

Motion from the Acting Chair:

That Mike's desire to leave immediately be approved.

Carried: All board members agreed to waive notice period.

Agenda Item: Temporary GM Replacement

The Acting Chair informed the board that Lisa Walker has proposed she take on a full time role as a voluntary option for one month until a permanent replacement is found and to work out the best format for the organisation moving forward. The Acting Chair recommended that the board purchase a mobile phone for Archery NZ – as a specific contact for the organisation.

Motions from the Acting Chair:

- That Lisa Walker take on a full time voluntary role as Interim Operations Manager for one month and to consider the best format for the organisation moving forward.
- That a budget up to \$500 reimbursable be allocated to cover purchase of a mobile phone and to cover expenses.

Both motions were carried

- Tracy Cox and Cushla Matheson have offered to support Lisa in a voluntary administration capacity.
- Helen Skinner asked if there were any conflicts of interest.
- Lexie, Lisa and Tracy to ensure all conflicts are noted and Lisa will ensure confidential items are protected.
- Sier to ensure and conflicts of interest are make sure these are documented.
- Helen Skinner addressed conflicts of interest as a standing agenda item. All members confirmed that no conflicts had been raised since the last meeting.
- Lisa to come back in 3-4 weeks with an update on what the roles are/ should be and record time in motion so we can better scope the roles for the future. Tracy seconded this motion. HS confirmed approval.

Agenda Item: Strategic Review

Lexie addressed the need to approach people to join the board and requested that the board arrange a Strategic Plan review. This had been on Elizabeth's planned work programme as there are a lot of retrospective issues that could benefit from addressing.

The board agreed that this was critical but the meeting is to be scheduled for after new members are appointed.

Lexie has two student interns who can help with website and social media policy. This to be discussed with Lisa.

Agenda Item: Ti Tiriti Statement for the Draft Constitution

Sier to review and incorporate.

Agenda Item: Draft Constitution

Lexie noted the draft constitution recommendations made by the NZ Law Society with the new legislation in mind.

It was agreed that Lisa and Tracy would review the document and comment by 29th June.

Next step is to send the document to World Archery, Sport NZ, Life members and patron and possibly club Presidents and that they be given two weeks to respond.

Following this the draft should be sent to membership for comment.

Once ratified the board should review all policies.

Sier to do the benefit statement after Tracy and Lisa have confirmed and accepted.

Lexie - once constitution done need to review the policies we have in place.

Agenda Item: Funding

Lexie informed the board that Sport NZ has confirmed our \$15k funding and that this has been paid in bulk.

Tracy asked whether any of it was tagged.

Lexie replied that this is our standard annual funding. We did receive an increase to \$20k but \$5k was reclaimed to assist Sport NZ with their own COVID -19 finances. It's at the board's discretion as to how the funding is used.

Agenda Item: Olympic Solidarity Funding

US\$13k was received from the Olympic Solidarity Fund to stage a major Level 2 coach's course and this is still ours until November. It must be used before November or ANZ is required to give it back. Lisa to work with the WA Oceania Development Officer to move this forward.

A Partner Rescue Fund is being discussed through SPORT NZ.

Helen queried the cash flow and Lexie/ Lisa will catch up with Mike to get an update on this.

Lexie gave an update to board from the last FARC.

Lexie suggested the Complaints procedure review be put on hold until a full meeting.

Agenda Item: High Performance Sub Committee Meeting

Discussion Document on Draft Selection Survey strategy shared. Further development needed prior to going out for consultation.

Tracy suggested a Generic Survey to assess what the members want from their Archery NZ membership.

Helen suggested two or three questions, noting it should not be too formal.

Lisa and Tracy to process this.

Lisa asked whether there is a centralised system to gather and record athlete outcomes and scores especially to international standards. Lisa to follow up with Rob Turner of Archery Australia to take this forward.

Lisa also asked about a contract for Archery OSA with a view to moving this forward with Steve Clifton.

Agenda Item: Finance and Risk Sub committee

Grant Hewson, President of Auckland Archery Club, has agreed to join this sub-committee.

Lexie, Helen and Lisa are currently members of FACR with Anne Mitchell doing accounts.

FARC – Reports and accounts to the accountants. Lexie to put timeline together for this and work backwards to get this done. This will also tie in to the AGM date.

Lisa – Anne Mitchell to add Lisa to Xero list of admin – motion Lexie, All in favour

Agenda Item: Archery for Young People

Tracy – Youth and Junior Archery plan is progressing – update next meeting.

Agenda Item: General Business

Tracy Cox moved:

That a gift and a letter of thanks be sent to Elizabeth, Chris, and Mike.

Seconded by Lexie

Carried.

Tracy to organise these.

Meeting ended at 9.40pm