

# **ARCHERY NEW ZEALAND BOARD MEETING**

**DATE:** 11<sup>th</sup> August 2020

**LOCATION:** Skype

**PRESENT:**

Lexie Matheson; Lisa Walker; Tracy Cox; Sier Vermunt; Andrew Russell + Life Member Guest: Carole Hicks

**APOLOGIES:**

None

## **1. Opening Meeting**

### **1.1 Welcome**

### **1.2 Confirm Minutes**

Sier advised every meeting should open with any new conflicts of being advised & entered into the conflicts register in Board Pro. This is something that individuals can also enter individually on Board Pro. Also, actions from previous meetings should be addressed at this time. In addition, any resolutions need to be noted early on & updated in the Resolutions register.

Lisa suggested a Confidentiality Document & some other documents need a review.

Minutes of 25 June '20 & 14 Jul '20 - Approved by Lexie / Andrew

ACTION: Lexie to discuss with Lisa & update these.

Andrew queried how any items / resolutions previously passed are handled. Agreed that these need to be addressed & minuted in appropriate manner at the time then actioned/updated in the appropriate document as soon as possible.

ACTION: Lisa & Lexie to update Agenda with new items regards Conflicts of Interest & Motions / Resolutions. Agenda structure also to be revised.

## **2. Major Decisions & Discussions**

### **2.1 Administrator JD Review**

Lisa has revised & updated the Administrator role for discussion & consideration by the Board. The Board added further input & approved Lisa to go ahead with recruitment process.

ACTION: Lisa to start recruitment process for new Administrator

### **2.2 Review Oceania Champs & Communications**

Not discussed.

### **2.3 Weekend Warrior Discussion**

Agreed we need a good passionate person to lead this. Need to ensure to be inclusive of whole country with district & regional representatives.

ACTION: Lisa to draft a document which outlines how this role could look, for Board consideration.

### **3. Action List Update**

#### **3.1 Action List**

It was agreed that all Board members would be responsible for clearing the Action Document List as actions are completed.

### **4. Management Reports**

#### **4.1 GM & Comms Report**

Lisa advised needing more support around marketing & comms. Newsletter was well received on the whole. Lisa & Andrew are looking at 're-purposing' the flags & banners we currently have in stock.

Christchurch Archery Club's uniform remit discussion – Sier suggested that this matter be passed to our Technical Support committee for input around gender & cultural considerations. Board recommends standardising dress code around World Archery requirements. These requirements must be reinforced & reminded for all tournaments.

#### **4.2 Governance Report**

Meeting last night covered feedback received from first Constitution pass. Sier acknowledged & thanked those involved so far. Currently up to section 5. Going to take a lot longer than first expected therefore unsure whether this document could be ready for AGM. Carole advised Lexie that she is most happy to continue to help with input.

#### **4.3 Finance & Risk Report**

Lexie advised she now feels we are at the point of being able to approach Grant Hewson to become part of this sub-committee. Currently awaiting a response from an auditor. Lisa advised Anne Mitchell has been asked to come onto this sub-committee which she is currently considering.

Sier asked if we are now using Xero for all accounting functions. Lisa advised there is still more functionality for us to use & is investigating these. Sier suggested assets register a good function to use also. Lexie expressed thanks to Lisa & Anne for the presentation of the updated financial documents.

Sport NZ funding – Lisa attended an online seminar. Observed a lot of discussion around Treaty of NZ & we need to ensure any future funding requests and use of funding must be considerate of key points of this.

ACTION: **Lexie** to approach Emma Jensen to potentially join the Board.

Andrew presented comparisons over previous years' financials and how they have diminished. We need to be mindful of this when looking at contracting etc.

ACTION: **Lisa** to add this to FARC Committee to discuss.

Lexie commented that a 'value proposition' for our members is critical.

ACTION: **Lisa** will share info from Sport NZ with membership via clubs & districts

#### 4.4 Major Events Report

Indoor Nationals – Andrew advised that there are 3 venues now mostly locked in for Indoor Nationals at Mountain Green, Riverglade & Deep South. Still trying for a central venue. Sponsorship requests have gone out and one offer received so far with others due by this Saturday. Entry form is being drafted & hopefully out in the next couple of weeks. Dates are 3<sup>rd</sup> & 4<sup>th</sup> October '20. Financially should hopefully run at just over break even. Lisa did a radio interview with Newstalk ZB recently.

Outdoor Nationals – Andrew has drafted bid documents with intention of approaching all clubs shortly for next 2 years. Has had initial interest from a couple of clubs already. Andrew will work with Lisa (in current GM role) with overall responsibility to be largely under GM role & back to Board through the GM's reporting. Andrew has had discussions with Riku Van Tonder around potential involvement in Events team moving forward. Also working on manual updates / appendices.

Sier raised question of consideration of equalisation of costs for North vs South Island competitors attending tournaments to give greater opportunity for remote archers to attend. Additionally, consideration of a hardship fund may be an idea.

North & South Island Youth Champs – Andrew has made recommendation that these events are owned & run by the host club with medals etc being provided by the district

MOTION: Andrew to approach districts to confirm that if they wish to provide medals for Youth North & South Island Champs, it will be their responsibility.

MOVED: Lexie                      SECONDED: Andrew                      CARRIED: Unanimously

ACTION: Andrew to approach districts as per above.

#### 4.5 High Performance Report

Good interest & registration so far for the recently advertised Performance event being held at AUT Millennium. Pascal Colmaire event looking good for going ahead also. Lisa advised that unfortunately David Croskery unable to join the Board at this time, however is happy to give input around High Performance as needed.

Have been seeking MOU for Convenor of Selectors role which cannot be located. Suggested this should be looked at & reviewed. Lexie suggested a conversation between Lisa & Karen Moffatt-McLeod take place.

ACTION: Lisa to review & re-survey members around how selection may/could look moving forward.

Carole queried who is current Policy Convenor along with how the complaints committee operates. October 2019 document is what is currently being followed (Disputes & Disciplinary Policy).

#### 4.6 Coaching Report

Coaching planning going well. Lisa asked on behalf of Cushla for possible funding for coaching. Board advised they need a plan.

ACTION: Lisa to approach & discuss with Cushla for this.

#### **4.7 Youth Report**

Tracy advised, as per report provided in Board Docs, that the revised Youth Postal Schools & Club Programme has gotten under way again starting with a Schools round for August. All clubs & schools we have previously had on the list have been advised & any others can always be added. Tracy acknowledged the superb work done by Caro Geelen in getting this back up & running along with great input from Jeanette Franklyn, in particular around the running of the school rounds. Lexie advised ACC member, Guy (surname??) may be a good addition to Youth sub-committee when needed.

#### **4.8 Health & Safety Report**

Not discussed, however as noted in agenda, Lexie advised H & S documents need to be developed. Sier has provided documents to support this development. Lexie has suggested arranging a consultation with George Corbitt to take to the next level.

#### **5. Other Business**

\*Raised at the end of the meeting following 'in committee' session\*

Sier has formally advised Lexie that we fully support her in the role as Chair. All in agreement.

#### **6. Close Meeting to Guests & go Into Committee**

Lexie thanked Carole Hicks for her time & input this evening. Carole reiterated she was happy to help.

**NEXT MEETING DATE:** Tuesday 15<sup>th</sup> September '20