

MINUTES (in Review)

BOARD MEETING



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| Name: | Archery New Zealand |
| Date: | Monday, 12 July 2021 |
| Time: | 7:30 pm to 9:30 pm |
| Location: | Zoom 12 July, Topic: Board meeting Time: Jul 12, 2021 07:30 PM Auckland, Wellington Join Zoom Meeting https://zoom.us/j/96911155673?pwd=Q0xK0XREWTI3S0tzMklQNEMrbEJ3dz09 Meeting ID: 969 1115 5673 Passcode: 639068 |
| Board Members: | Lexie Matheson (Chair), Andrew Russell, George Rossolatos, David Velleman, Melanie Jones |
| Apologies: | Hana Saemon-Beck |
| Gust: | Cushla Matheson |

1. Opening

1.1 Interests Register

1.2 Welcome and correspondence

Proposal from the planned Youth Council (correspondence attached) that a camp be held for those athletes who declared an interest in participating in the 2021 Trans-Tasman Tournament in Australia

Moved: (Lexie) that the board support this proposal in principle and await updates from board liaison person Hana Saemon-Beck with proposed programme and budget.

Seconded: Andrew Russell.

Agreed.

1.3 Minutes of previous meeting

The Chair moved that the minutes be confirmed as a true and correct record of the previous meeting.

2. Subcommittee Reports & Portfolios

2.1 Governance Subcommittee (Chair Andrew Russell)

Constitution update:

- Awaiting the feedback from clubs
- Merge and update the outstanding documents regarding rules.

Acting General Manager:

- Candidate Dean Lawrence. All agree to proceed. Dean has good experience in management and leadership positions, references positive and will bring a resilience to the role.
- Board to offer support to ensure a transition into the role.
- Lexie to have discussion with Dean as to his expectations regarding employment.
- Role description - to be discussed with Dean
- Hours per week - suggest 20 hours per week (3 Days)
- Begin as a volunteer and review after 1st month.
- Term of contract - while volunteer operate with a position description, after review consider longer term - a 12 month contract was suggested.
- Explore the possibility of a hot desk space at Bruce Pulman Park.



Offer Acting General Manger Position to Dean Lawrence

As per minute notes

Due Date: 15 Jul 2021

Owner: Lexie Matheson

2.2 Move into committee

Move out of committee

2.3 Finance and Risk (FaRC) (Chair David Velleman)

- 2020-21 accounts not audited yet but a significant amount of work completed
- To be completed and audited (Anne)
- Budget adopted at AGM is being loaded into Xero (Anne)

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- Budget shows small loss \$4k but has no high risk or significant risk revenue items
- Other than Nationals it is a conservative budget reflective of the last 18 months activities.
- Next FaRC meeting Wednesday 14th July 2021
- Next 3 months: few transactions expected until the end of the membership year
- Recent activities from Nationals currently reflect a breakeven outcome
- FaRC will undertake to look at grants/fundraising processes
- Grant Hewson has offered his support in this area
- GM to also be involved
- Risk Register - FaRC is working through the higher risk items and will move towards the mid to lower level risk assessments in time.

2.4 Archery for Young People (George, Melanie and Hana)

- Contacted Caro for update and explanation of youth archery postal and Archery in Schools.
- Partial update: Caro advised Term 1 schools from Auckland, Hamilton, Tauranga and Christchurch.
- 100 archers in the school postal shoot.
- Engaging with Jeanette Franklyn re College Sport, Caro re Youth and Postal rounds
- College Sport currently only running in Auckland schools
- NCEA Level 3 archery is a sport option for receiving credits
- Already an option for Cambridge PE assessments
- Schools is the growth area

2.5 High Performance (Chair Lexie Matheson)

Next Sub-committee meeting is tomorrow night and will be discussing the following agenda items:

- **Selection Panel** - working on draft selection documents for 2022.
 - PR and Comms with athletes and coaches
 - Regional Talent Scouts - David Croskery (EBP)
- **National Development Programmes**
- **Coaching (Cushla)**
 - Compound National Squad - self-selecting
 - Recurve National Squad - self-selecting (Dale)

- Barebow National Squad - self-selecting (MGAC)
- Oceania 2026 is on the horizon (Pulman)

2.6 Premier Events (Chair Andrew Russell)

Outdoor Nationals 2021

- Final report received and circulated
- Recommendations from Riverglade would require action if Riverglade to host the event again
- Health and Safety considerations
- Container repacking method to be written into the agreement
- Riverglade see scope for Archery NZ to seek overarching corporate sponsorship rather than event specific funding
- FaRC Subcommittee to investigate opportunities for Archery NZ to seek global sponsorship
- Riverglade recommends a fee to the LOC as acknowledgement of the local club's work in running the nationals - perhaps a shared profit model or reward system.
- FaRC to investigate, in consultation with Premier Events, and make recommendations to the Board.

Indoor Nationals 2021

- Multi venue event
- Likely to engage more clubs
- Allow for indoor round to be shot at outdoor range (as per changes to World Archery rules proposed for WA Congress)
- *Moved Andrew Seconded David Agreed*
- Andrew to submit draft budget to FaRC regarding Indoor Nationals

Outdoor National 2022

- Refer to recommendations regarding Riverglade hosting

Indoor Nationals 2022

- Propose formal request for bid to go out to clubs
- *Moved Andrew Seconded Lexie Agreed*



FaRC seek global funding for National events

Andrew recommended FaRC Committee investigate opportunities for Archery NZ to seek global sponsorship for National events

Due Date: 9 Aug 2021

Owner: David Velleman



Nationals Agreement

Share documents as discussed in meetings with David and have offline meeting to create recommendations for the board regarding financial fee or profit share

Due Date: 20 Jul 2021

Owner: Andrew Russell

2.7 Newsletter, Communications and Social Media.

- Lexie to talk to Dean regarding Communications and newsletter
 - Online seminar re Police Vetting (Lexie)
 - Online seminar re Judges and DoS (Logan Andrew)
 - Online seminar re Selection Processes (Dale Lightfoot)
 - If anyone has contacts for interesting presenters please pass on to Lexie
 - Hana's survey - refer to next meeting
- Please send Photo and Bio for website

3. Management Reports

3.1 Projects

- Archive project - discussions to take place with National Library, Te Papa, Auckland Library and Museum regarding storage and archive or physical documents

3.2 Records

- Discussion re Ray Houston's offer - Lexie and Andrew to progress

3.3 WA Centre

- Cushla gave an update re this on-going project

4. Other Business

4.1 General Business

- Support from Board to Purchase a gift for Alison
- *Move Lexie Secoded George Agreed*
- Andrew to pass on Ranking and Records to Caro to publish on website.
- George - Brendan Gaffney can't find details of Past Olympians and life members. Would be nice to acknowledge with images and bio's. General agreement. Lexie will take lead on this.

4.2 Other General Business

5. Close Meeting

5.1 Closing of meeting

Signature: _____

Date: _____