

MINUTES (in Review)

BOARD MEETING



Name:	Archery New Zealand
Date:	Tuesday, 7 December 2021
Time:	7:30 pm to 9:30 pm
Location:	Zoom, online
Board Members:	Andrew Russell, David Velleman (Chair), George Rossolatos, Hana Saemon-Beck, Leonie Hunter-Smith
Attendees:	Cushla Matheson
Apologies:	Melanie Jones
Guests/Notes:	Lindsay Corban

1. Opening Meeting

1.1 Welcome

1.2 Apologies

Melanie Jones



Apologies from Melanie Jones..

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Decision Date:	7 Dec 2021
Mover:	Andrew Russell
Seconded:	Hana Saemon-Beck
Outcome:	Approved

1.3 Interests Register

1.4 Confirm Minutes of last meeting

Board Meeting 2 Nov 2021, the minutes were confirmed with the following changes:
At red level of the COVID Protection Framework Archery NZ can not run national events

Item to amend-

Cannot operate at red level without vaccine certificate for National events.



Minutes accepted

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Seconded:	Hana Saemon-Beck

Outcome: Approved

1.5 Matters Arising from previous minutes

Check in with Dale for NZOC survey feedback to be published.

1.6 Communication (incoming)

International camp - refer to High Performance subcommittee for comment.

Emma Russ has requested a release from Archery NZ as she will be representing another country in the future.

Received letter from Bernie Fraser with his thanks and appreciation for his appointment and continuation as Patron of Archery NZ.



Andrew to write letter of release for Emma Russ

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Seconders: Hana Saemon-Beck
Outcome: Approved

Outgoing communications:

Written letter of warning sent to Petra Baker.

Letter of support to Logan Andrew for his attendance at Judges seminar.

1.7 Review of Board Competencies

Leonie to complete the documentation prior to next meeting.

1.8 Election of Chair and Deputy Chair



That David be elected as Chair of the Board

elected

1 year left in his term on the board

Decision Date: 7 Dec 2021
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Seconders: Hana Saemon-Beck
Outcome: Approved



That Andrew be elected as Deputy Chair

elected

1 year left in his term on the board

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Seconders: Hana Saemon-Beck
Outcome: Approved

1.9 GM Recruitment

Discussion and strategic planning meetings previously managed by Lindsey.

GM role is currently vacant but discussions with a possible candidate, current offer from the candidate for 4 days work with offer of Pro rata rate.

2 part time administrative volunteers have been working for the previous 12+months to support the Board, approx 20hours a week.

12+ volunteers working across various support areas of the organisation

Discussion: what does the organisation need and what can we afford?

Structure and streamlining of admin tasks, management tasks, and systems

Advertise - Archery NZ website

Sport NZ job board

Talk with Partnership Manager

Lindsey to come back with a plan of action before Christmas to progress filling the role

1.10 Appointment of an independent Board member

To consider advertising the position on Board recruitment websites

Directors Institute or similar

The Board will first complete the Board competencies, then advertise to fill skill set required.

1.11 Stakeholder coordination roles

2. Subcommittee Reports & Portfolios

2.1 Review of Subcommittee members

Review in reports

2.2 Governance

Members : Andrew, David, Melanie

Constitution feedback received. Next stage is to have constitution updated by end February to out to membership for consultation end of March 2022.

Take to sub-committee regarding details of division for para-archery

2.3 Finance and Risk (FaRC)

Members :Gerhard De Burn, Grant Hewson, Anne Mitchell (retiring January)

David to step down and Leonie to become board representative

\$2k loss for financial year

Not a lot of activity expected for the rest of the calendar year

2.4 Archery for Young People

Members: George, Hana, Melanie. Youth representative to attend.

College Sport event at Auckland Archery Club to borrow Archery NZ targets for the season. George to sort the logistics.

How can Christchurch replicate the College Sport Auckland model?

Andrew to attend an Archery for Young people to provide history and path of College Sport Auckland archery.

TT Training Camp - 17-20 January 2022. Going ahead.

Correspondence has been sent to youth archers. 30 places available with 17 archers already having responded. Concept plan to be circulated.

1 funding application in and others to be submitted soon.

Youth Protection Policy - example document was shared from ArcheryUSA. Examples templates are also on SportNZ. Archery NZ document still under development.

2.5 High Performance

David to step in to High Performance committee as board representative

Contact Dale for briefing.

2.6 Equity and Inclusion

Hana to become Chair

Lexie to be invited to continue as member of Sub-committee

2.7 Premier Events

Outdoor Nationals contract confirmed.

Indoor Nationals negotiations underway, to be confirmed soon.

NZSC discussions underway for 2022 period.

3. Management Reports

3.1 Adoption of Novice/Development Rules for trial in 2021/2022



to adopt the novice and development division for trial in the 2021-2022 season

agreed

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Seconder: David Velleman

Outcome: Approved

3.2 COVID-19 Protection Framework

Issued the protection framework summary guidance with Sport NZ feedback.

Some questions to clarify beginners courses as events or gatherings to be confirmed.

3.3 Para Archery divisions and timing

Lexie Matheson, Hana Saemon-Beck, Logan Andrew, Cushla Matheson, Scott Collett attended meeting to discuss para archery inclusion at events



Move that Archery NZ accept the World Archery para divisions

Mens and women's open

W1 and VI 2&3

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Outcome: Approved



That timing of para-archers be the same as able bodied archers when shooting in the same division

Unless competing in a seperate division, Para archers will shoot to the timing of able bodied archers on the same line.

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3.4 Instinctive Bow introduction



Move that ArcheryNZ adopts the instinctive bow class for all disciplines at events

will match the Barebow distances for all events other that those noted in World Archery rules

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Outcome: Approved

3.5 Historic Fairfax Archery Photos

A Gallery owner in New York, Daniel Miller, had purchased a bundle of Fairfax media photographs.

300-350 archery photos were included in the bundle.

Offered to Archery NZ to purchased the original photos for a cost of \$2500USD for the Total bundle.

Archery NZ to explore options for raising funds to purchase them back. Suggest using a Give a Little page.

FaRC to follow up.



To follow up for fundraising to purchase images from

talk to FaRC for details for funding page

Due Date: 11 Jan 2022
Owner: David Velleman



Funding for purchase of Fairfax media archery photographs from US gallery

FaRC to manage funding

Due Date: 22 Dec 2021

Owner: Leonie Hunter-Smith

3.6 Eletronic ballot for Financial year end

Governance committee to go out to membership with electronic ballot.

Appoint scrutineers - Approach Anne Mitchell and Peter Russell



Move that Peter Russell be ballot officer and Anne Mitchell and Peter Russell to be scrutinisers

to be sent in January 2022

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Outcome: Approved

3.7 Newsletter, Communications and Social Media

consider advertise for a social media communications volunteer

Use existing style guide for consistency

Newsletter will be with the Chair for ownership of messaging



Newsletter to be published

ongoing : newsletter to be sent every 4-6 weeks

Due Date: 23 Dec 2021

Owner: David Velleman

3.8 Rankings and Records



defer to next meeting

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Due Date: 10 Dec 2021

Owner: Cushla Matheson

4. Other Business

4.1 General Business

4.2 Setting of dates for next Board meetings

Next meeting Tuesday 25th January 2022

5. Close Meeting

5.1 Closing of meeting

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

Signature: _____

Date: _____