

MINUTES (in Review)

BOARD MEETING



Name:	Archery New Zealand
Date:	Tuesday, 24 May 2022
Time:	7:00 pm to 9:30 pm (NZST)
Location:	Zoom, online
Board Members:	Hana Saemon-Beck, Leonie Hunter-Smith, Lisa Holt, Sai Bedekar, Vincent McCartney
Attendees:	David Velleman, Andrew Russell, Monique Aitchison

1. Opening Meeting

1.1 Confirm Minutes

Board Meeting 19 Apr 2022, the minutes were confirmed as presented.



Minutes Approved

Approved minutes from previous meeting (19th April).

Decision Date: 24 May 2022
Mover: Andrew Russell
Seconders: Leonie Hunter-Smith
Outcome: Approved

1.2 Interests Register

1.3 Decisions made since previous meeting



Archery NZ appoint the following people to the following board roles

1. Lisa Holt - appointed independent Board member role until 2024 AGM.
2. Sai Bedekar - appointed to an independent Board member role until 2023 AGM.
3. Vincent McCartney - appointed to fill vacancy until 2022 AGM.

Decision Date: 24 May 2022
Mover: Andrew Russell
Seconders: Hana Saemon-Beck
Outcome: Approved



ANZ to send delegates to the NZOC General Congress next Thursday

Dale Lightfoot as voting member, and Barbara Scott as non - voting member.

Decision Date: 24 May 2022
Mover: Andrew Russell
Seconders: Hana Saemon-Beck
Outcome: Approved

2. Major Decisions and Discussions

2.1 New Board Member Welcome

Refine strategy document - Clearer intentions of how success will be measured, needs to be approved by annual general meeting

Board session to go over strategic plan before AGM

New Board members, Sai Bedekar, Lisa Holt and Vincent McCarthy were welcomed and thanked for putting themselves forward to contribute to Archery NZ.

2.2 Correspondence

High Performance Committee is the best place to recommend an appointment process for this role.



Request from NZOC

NZOC request appointment of 1x male and 1x female athlete leadership network (ALN) representatives for Archery NZ.

Decision Date:	24 May 2022
Mover:	Andrew Russell
Seconder:	David Velleman
Outcome:	Approved

Archery NZ nominated Patsy Vercoe as Secretary General and her application was accepted.

2.3 Administrator Recruitment

Seeking to obtain a part time administrator to fill this position (20 hours per week).

Possibly look externally to fill this position.

Suggestion that General Manager role be filled, in order for governance to be managed.

With Administration Manager role filled, it was discussed whether the part time role would be best filled by a GM or Administrator. Agreed that Andrew Russell would distribute role description to administrator to new Board members for review and further discussion.

Internal recruitment has not been successful in filling this position.

2.4 Constitution Review

53 individual member responses.

Feedback - changes to constitution, before AGM.

Noted that feedback from some clubs appeared that they believe this change was mandatory - the Governance committee is to respond to clubs confirming that becoming an Affiliated club is an optional.

Need to reintroduce a non-shooting membership fee and shooting membership type, particularly looking into fees. (Optional to clubs)

e.g. \$30 to \$35 for members shooting fee

e.g. \$10 - \$15 for non shooting members, similar to a donation

Need to address insurance issues around member feedback.

Constitution to be updated and disseminated before Electronic Ballot.

Craig McFarland - legal review - Maria Clark lawyer to get in contact with.

3. Actions from Previous Meetings

3.1 Action List

Due Date	Action Title	Owner
31 Aug 2022	Privacy and Police checks Status: In Progress	Andrew Russell

Andrew Russell cleansed outdated actions from the list, and reassigned actions where relevant.

4. Committee Reports

4.1 Governance

ICT review - Dr Kelly Atkinson has come on board to be ICT manager.

Proposed operational structure Archery NZ - would like a GM at some point in the future. Will need to make some changes to structure and focus on setting up clubs, wellbeing and inclusion and organisational structure etc...

To draft up some terms and references and send out to board.

Could challenge GM position further e.g. additional hours or additional pay, possibly by funding. However, financial issues may prevent this from occurring at this time.

4.2 Finance and Risk

Give a little page is set in motion.

Proposing \$3,700 New Zealand money for photographs



Archery NZ to contribute up to \$2,000 for historical photographs sold by Fairfax to Daniel Miller

Cost of \$4,700 plus shipping negotiated down to total payment of \$3,700, shipping inclusive, of which the balance has been made up by give - a - little funding from clubs and members.

Decision Date: 24 May 2022
Mover: David Velleman

Seconded: Hana Saemon-Beck
Outcome: Approved

Grant Funding Archery NZ - Need to implement a structure.

Get a list of future events and plan well in advance before events occur, in order to adhere to a manageable timeframe.

Quotes to be made out to the right organisation and specify who has given grant funding.

Sport NZ reporting - getting more youth, females involved and providing more opportunities for Maori and Pasifika and para athletes involved within archery and sporting sector. Participation is key.

\$30,000 from Sport NZ

\$20,000 investment goal

\$10,000 governance integrity

A verbal financial summary provided by Leonie, with monthly accounts still to be produced.

4.3 High Performance

3 athletes going to the World Games in July in Birmingham, USA.

Need more planning for next year, with specific emphasis on training and coaching.

Talk about funding initiative in order to support archers in relation to financial support in competitions.

Consultation on policies for high performance sport, to be examined at next high performance sport meeting (31/5).

4.4 Youth

Archery in Schools Hui with stakeholders planned for 26th May.

4.5 Wellbeing & Inclusion

What more can we do to improve para archery and Maori and Pasifika involvement.

Looking to reestablish wellbeing and inclusion.

Looking at gaining members on the committee.

Terms of reference - Sai and Lisa to offer assistance.

Could provide grants to other clubs for inclusivity and wellbeing. e.g. archers with disabilities.

4.6 Premier Events

Outdoor Nationals for 2022 cancelled.

Refunds will need to be distributed.

Indoor Nationals to be held mid August.

5. General Business

5.1 General Business

Hana to follow up on action for Monique's beginners course payment.

Offer a timeframe to be adhered to in order to meet the agreed meeting timeframe.

5-10 minutes for each agenda item as a proposal.

Next meeting to focus on strategic planning.

Create an agenda with reports attached to it and make reference were necessary.

Proposed by Sai, face to face meetings every quarter.

6. Close Meeting

6.1 Close the meeting

Next meeting: Board Meeting - 21 Jun 2022, 7:00 pm

Signature: _____

Date: _____