

CONFIRMED MINUTES

BOARD MEETING



At the **Board Meeting** on **21 Nov 2022** these minutes were **confirmed as presented**.

Name:	Archery New Zealand
Date:	Monday, 5 September 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, Katherine Watson, Murray Prowse
Attendees:	Monique Aitchison

1. Opening Meeting

1.1 Election of New Chair and Deputy Chair

Vincent willing to take on the role of Chair, if the board commit to finding an Operations/Admin person to control the day-to-day communications.

High-level admin / office manager level required. A higher budget will likely be required to get the right person.

Refactor the email process to streamline to committees.



Election of Chair: Vincent McCartney

Vincent to be Chair.

Decision Date: 5 Sep 2022
Mover: Murray Prowse
Second: Lisa Holt
Outcome: Approved



Election of Deputy Chair: Leonie Hunter-Smith

Leonie elected deputy chair.

Decision Date: 5 Sep 2022
Mover: Hana Saemon-Beck
Second: Vincent McCartney
Outcome: Approved

1.2 Decisions In Between Board Meetings



New badges & score rules adopted into Shooting Rules

"Caro, with Logan's support, has done some great work in documenting a poster for our available pins and awards. She sent us an email, but external emails to

the board@archerynz.co.nz email address don't actually make it through (only a useful email for intra-Board emails). They have also proposed some amendments to the rules (as attached). Other than clarifications, the key changes include:

- Perfect pin claims no longer need to be sighted by a judge - we instead trust the signed scoresheets just like we do for all other score-related items.
- ANZ Merit Pins can be claimed at Minor Registered Shoots (with a senior club members officiating, rather than an ArcheryNZ Judge), however Merit Stars still need to be claimed at a major tournament (i.e with ANZ judges present)."

Decision Date: 5 Sep 2022
Mover: Hana Saemon-Beck
Seconders: Vincent McCartney
Outcome: Approved

2. Major Decisions and Discussions

2.1 New Committee Terms of Reference

Decision delayed until the next meeting.

To be circulated



Circulate Terms of Reference

Circulate Terms of Reference to Board for review and feedback

Due Date: 7 Sep 2022
Owner: Vincent McCartney

2.2 Setting of Fees and Levies



Accept the fees & levies for the 2022-3 membership year as set out in the Constitution FAQ pack

Fees & levies set out in FAQ pack to be adopted for 2022-3 membership year.

Decision Date: 5 Sep 2022
Mover: Vincent McCartney
Seconders: Leonie Hunter-Smith
Outcome: Approved



Announce Fees & Levies

New fees & levies to be announced to members in the interim newsletter.

Due Date: 16 Sep 2022
Owner: Vincent McCartney

2.3 Grant Funding Application Resolutions

FARC to document grant funding process & templates for ANZ and clubs benefit.

Sai to supply funding avenues for grants.



Grant funding templates

FARC to document grant funding process & templates for ANZ and clubs benefit.

Due Date: 31 Oct 2022
Owner: Leonie Hunter-Smith



Sign grant application letters

Grant funding applications to be signed by Vincent and sent to Anne

Due Date: 6 Sep 2022

Owner: Vincent McCartney



Grant for hiring St Peters College (Outdoor Nationals)

Grant application to Pub Charities for the hire of the fields, student center and changing rooms at St Peter's College, Cambridge for the value of \$4000.

Decision Date: 5 Sep 2022

Mover: Leonie Hunter-Smith

Seconder: Lisa Holt

Outcome: Approved



Grant application to Aotearoa Gaming Trust for the cost of moving containers (outdoor nationals)

Submit grant application to Aotearoa Gaming Trust (AGT) for the cost of moving containers for \$6702.43

Outdoor Nationals.

Decision Date: 5 Sep 2022

Mover: Leonie Hunter-Smith

Seconder: Lisa Holt

Outcome: Approved



Grant for hire of the field venue at Whatawhata, medals, and PA System (outdoor nationals)

Submit grant application to the Lion Foundation for hire of the field venue at Whatawhata, medals, and PA System for the value of \$5815.25.

Outdoor Nationals.

Decision Date: 5 Sep 2022

Mover: Leonie Hunter-Smith

Seconder: Lisa Holt

Outcome: Approved

2.4 Contract Roles

Budget to be reviewed in line with an updated Position Description. Vincent to review.

Vincent to review Admin Position Description.

Hana to approach Monique regarding contract Admin role until Christmas.

2.5 Implementation Of Membership

The team led by Andrew Russell is working hard on the implementation of the Affiliated process.

Any identifier that could be tied back to an individual could not be classed as anonymized therefore can not be used. Instead clubs will need simply report how many of their members that they have that have not consented.

The consent wording to be distributed to clubs is currently being worked on by Andrew, Kelly, Tony, Anne and Vincent.

3. General Business

3.1 Board Appointment of Athlete Representatives

Vincent to check with Andrew regarding Finn's letter of thanks.



Ratify the HP Committee and NZOC Athlete Leadership Network decision on Athletes Representatives

Stephen Florence and Vanessa Jim be appointed to these roles

Decision Date:	5 Sep 2022
Mover:	Vincent McCartney
Seconder:	Hana Saemon-Beck
Outcome:	Approved

3.2 8th IWG World Conference on Women & Sport

Leonie to attend the conference.

3.3 Update Security Access to Board Systems

Vincent to speak Andrew, Caro & Kelly about this.

3.4 Newsletter

Aim for late October in order to have new member details to welcome to ANZ.

In the interim will update the website with new board.

Interim email to be sent regarding new fees, board and expressions of interest for committees.

3.5 Para Archery Classifier Course

Hamish Ashton, physiotherapist based in Tauranga.

<http://p2pphysio.nz/>

Qualified NZ Para classifier for Shooting i.e small bore and is keen to do Archery. Recently did International course in Paris.

We need to get Hamish from Sydney to Brisbane with an overnight stay and Antony may be able to help.

Hamish to be requested to write/present a report on course.

Board to work with Hamish on expectations of Hamish being a classifier going forward.



Approve \$1k budget for Hamish Ashton to attend Para Archery Classifier Course

Approve \$1k budget for Hamish Ashton to attend Para Archery Classifier Course in Brisbane.

Costs to be reimbursed and used for flights, accommodation and direct ancillary costs.

Decision Date:	5 Sep 2022
Mover:	Hana Saemon-Beck
Seconder:	Murray Prowse
Outcome:	Approved

3.6 Board Cycle

New cycle to 2nd Monday of the month, next meeting 10h October.

4. Close Meeting

4.1 Close the meeting

Next meeting: Board Meeting - 10 Oct 2022, 7:00 pm

New Actions raised in this meeting

Item	Action Title	Owner
2.1	Circulate Terms of Reference Due Date: 7 Sep 2022	Vincent McCartney
2.2	Announce Fees & Levies Due Date: 16 Sep 2022	Vincent McCartney
2.3	Grant funding templates Due Date: 31 Oct 2022	Leonie Hunter-Smith
2.3	Sign grant application letters Due Date: 6 Sep 2022	Vincent McCartney

Signature: _____

Date: _____