

# MINUTES (in Review)

## BOARD MEETING



<b>Name:</b>	Archery New Zealand
<b>Date:</b>	Tuesday, 8 February 2022
<b>Time:</b>	7:30 pm to 10:10 pm
<b>Location:</b>	Zoom Meeting, <a href="https://us02web.zoom.us/j/88617368469?pwd=c3JxZGVrWXhvSHNkeklCcFd pRk9SUT09">https://us02web.zoom.us/j/88617368469?pwd=c3JxZGVrWXhvSHNkeklCcFd pRk9SUT09</a>
<b>Board Members:</b>	David Velleman (Chair), Andrew Russell, George Rossolatos, Hana Saemon-Beck, Leonie Hunter-Smith, Melanie Jones
<b>Attendees:</b>	Cushla Matheson

### 1. Opening Meeting

#### 1.1 Apologies

#### 1.2 Interests Register

#### 1.3 Confirm Minutes

**Board meeting 7 Dec 2021**, the minutes were confirmed with the following changes:

*Amendment: bow type remove institute and add traditional*

*3.4 Traditional bow introduction*

Amendment: bow type remove institute and add traditional

3.4 Traditional bow introduction



#### Accept minutes

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**Decision Date:** 8 Feb 2022  
**Mover:** David Velleman  
**Outcome:** Approved

#### 1.4 Communications (Incoming)

Sport NZ Sector Updates (21st Dec, 19 & 24 January)

World Archery Newsletter December 2021 and January 2022

World Archery invoice (received to Admin and Finance accounts)

Athlete release for Jack Baxter-Stacey now living in USA. Release approved.

Li-Wen Yin - request for deferral of membership fee due to vaccine mandate restrictions.



### Accept incoming communications

**Decision Date:** 8 Feb 2022  
**Mover:** David Velleman  
**Outcome:** Approved

## 2. Actions from Previous Meetings

### 2.1 Action List

Review of Board Competencies (Leonie) - completed, refer to Governance Sub-committee  
Administration Assistant Role - Update (Andrew) - 24th Jan draft role and PD sent to Board.  
Discussion with Linsey Corban around structure of position. Governance sub-committee.  
Elizabeth Andrew offered to continue with membership/admin email management.  
Hana - suggested to approach university sport graduates for advertising the position.

General Manager Role - Update (Andrew) will be held vacant  
David to follow up with Dean regarding offer.

Independent Board Member (David) - To be complete this week and circulated to board  
Historic Fairfax Photos and Give-a-little page (Leonie) - Ready to go, moderated by give-a-little. will be circulated to admin for email to clubs, members. To be added to Facebook and website.  
Electronic Ballot for Change of Financial Year End (David) - Notice has been sent to members and voting is currently open.



### Recommend admin position description sent on 24th be approved for advertisement

Advertise on Sport NZ and Archery NZ page.

**Decision Date:** 8 Feb 2022  
**Mover:** Andrew Russell  
**Seconded:** Hana Saemon-Beck  
**Outcome:** Approved

### 2.2 Board Decisions Made in Between Meetings

Funding applications -

## 3. Major Decisions and Discussions

### 3.1 Governance (Andrew, David, Melanie)

Copy of AGM draft minutes to be saved to G Drive.  
Consultation zoom call for clubs and one for members to be scheduled.

Dates:

Club Wed 9th March

Members Wed 16th March.

Sub-committee to present on changes and answer questions about the proposed changes.

### 3.2 Finance & Risk - FaRC (Leonie, Grant Hewson, Gerhard De Bruyn)

\$116k in bank

Deferred income from Sport NZ, report was due end of December, extended due to delays by Lindsey personal circumstances.

Refer back to Governance Sub-committee to complete the reporting requirements of the special project funding.

Date for new investments from Sport NZ has moved to middle of the year.

David to follow up with Craig McFarlen SportNZ for reporting/funding time frames for new project rounds.

Risk register updated and to be reviewed

Finance reports to be presented at next meeting and onwards.

Leonie to follow up re Audit.

Membership deferral request:

Unvaccinated member has requested a deferral of membership for 1 year.

Options to be discussed : defer, refund, or decline request.

Confirm that the courier fess for transport of Archery NZ timing lights shall be paid by Archery NZ.



#### **Audit of annual accounts**

Confirm where process is up to and report back to Board.

**Due Date:** 22 Feb 2022

**Owner:** Leonie Hunter-Smith



#### **Move to decline request for referral of membership fee Li-Wen Yin**

not passed

**Decision Date:** 8 Feb 2022

**Mover:** David Velleman

**Outcome:** Not Approved



#### **Move that the membership be deferred for one membership year.**

One year only deferral and cannot be approved again.

**Decision Date:** 8 Feb 2022

**Mover:** Andrew Russell

**Seconded:** Leonie Hunter-Smith

**Outcome:** Approved

### 3.3 Archery for Young People (George, Hana, Melanie)

David apologies that what he thinks, what he says and what is written has not been consistent. Discussion session to take place. DV was to write discussion document prior to meeting.

Plan for hui with interested parties for school archery planning. Date TBC.

College Sport starts 16th February at Auckland Archery Club with registration due 9th Feb for schools to confirm numbers.

George has been in contact with PTS logistic regarding access to storage to retrieve targets. Require 1 days notice and those entering must be fully vaccinated.

Included visually impaired and physically impaired in school postal



### **To accept Melanie resignation from Archery for Young People Sub-Committee**

With thanks to Melanie for her time on the sub-committee

**Decision Date:** 8 Feb 2022  
**Mover:** Andrew Russell  
**Seconded:** George Rossolatos  
**Outcome:** Approved



### **Move that Caro Geelen be invited to join Archery for Young People sub-committee**

Andrew abstained

**Decision Date:** 8 Feb 2022  
**Mover:** George Rossolatos  
**Seconded:** David Velleman  
**Outcome:** Approved

## **3.4 High Performance (David, Dale L, Cushla M, Mike S, Dave H, Barbara S)**

11 January - Minutes attached to Board Pro and posted to website.

Requests from members for communication around the high-performance programmes.

27th Jan received letter from World Archery that 1 male and 2 females spots for compound have been awarded to NZ. Those places have been accepted and the HP Sub-committee will discuss process for selection.

Selection policy and intention to apply will be forwarded for discussion and approval.

## **3.5 Equity Diversity & Inclusion (Hana, Lexie Matheson)**

Have not had a meeting yet this year.

Question around how to improve archery for trans/non-binary archers.

Shooting rules and member protection policy to be reviewed.

Youth Postal and School postal updated to include para and visually impaired archers.

Logan Andrew attended WA Para judges call update from WA judges - WA has updated and tightened requirements regarding the medical background of classifier.

Scott Collett requests to send para update regarding upcoming event and details of WA rule changes.



### **Board move into committee 9pm**

**Decision Date:** 8 Feb 2022  
**Mover:** Hana Saemon-Beck

**Seconded:** David Velleman  
**Outcome:** Approved



**move out of committee - 9.06pm**

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**Decision Date:** 8 Feb 2022  
**Mover:** Hana Saemon-Beck  
**Seconded:** David Velleman  
**Outcome:** Approved



**Move that Kerry Hoole be appointed to EDI sub-committee**

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**Decision Date:** 8 Feb 2022  
**Mover:** Hana Saemon-Beck  
**Seconded:** Andrew Russell  
**Outcome:** Approved

### 3.6 Premier Events (Andrew)

Attended Sport NZ update on how to operate in RED settings.

Discussed with LOC regarding '100 people bubbles' requirements of multi-day events.

Risk assessment of numbers attending and bubble management

Risk assessment around loss of officials or admin should there be a positive covid case.

Discussions to take place and update from LOC and Premier events sub-committee in two weeks.

Funding applications for movement of Archery NZ containers to be by Archery NZ and not with LOC.

## 4. Other Business

### 4.1 Ranking and Records

Melanie Jones to take responsibility for ranking and records updates.

David to send thanks to Steve Clifton for his work in the role over the years.



**Move that Melanie Jones be appointed as ranking and records officer**

Thanks to be sent to Steve Clifton for his work and support in the role.

**Decision Date:** 8 Feb 2022  
**Mover:** Andrew Russell  
**Seconded:** Leonie Hunter-Smith  
**Outcome:** Approved

### 4.2 Google workspace

Google are discontinuing the Google workspace free access.

\$648 USD per year to continue with current situation which seems excessive.

To be included in review of all systems to find a platform or structure that will meet the needs of the Board and the membership.

Propose working group to review Archery NZ main systems and tools

Cost associated with those and to propose options back to the Board for how to process and rationalise the systems.



### **Working group to review Archery NZ main systems and tools**

Propose working group to review Archery NZ main systems and tools

Cost associated with those and to propose options back to the Board for how to process and rationalise the systems.

Andrew to manage

**Decision Date:** 8 Feb 2022

**Mover:** Andrew Russell

**Seconder:** David Velleman

**Outcome:** Approved

## **4.3 Dress Code**

Clarification requested regarding women wearing tights/leggings on the shooting line.



### **Move that technical support committee be advised that tights/leggings be permitted on shooting line**

Rules are not required to be amended as tights are not specifically mentioned in the current rules.

**Decision Date:** 8 Feb 2022

**Mover:** Andrew Russell

**Seconder:** Melanie Jones

**Outcome:** Approved



### **Governance sub-committee to undertake review of shooting rules regarding dress code**

Dress code and uniform rules

Comeback to Board with recommendations.

**Due Date:** 7 Jun 2022

**Owner:** Andrew Russell

## **4.4 Newsletter**

Each sub-committee to send article to David by 22nd Feb for newsletter to be sent by end of the month.

## **4.5 Next Meeting**

Meetings to be Third Tuesday of the Month

next meeting 15th March

## 5. Close Meeting

### 5.1 Close the meeting

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

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_