

CONFIRMED MINUTES

BOARD MEETING



At the **Board Meeting -in person** on **12 Nov 2023** these minutes were **confirmed as presented**.

Name: Archery New Zealand
Date: Tuesday, 10 October 2023
Time: 8:00 pm to 10:30 pm (NZDT)
Location: Zoom, online
Board Members: Cushla Matheson, Frasier Cho, Katherine Watson, Murray Prowse, Mykel Turner

1. Opening Meeting

1.1 Confirm Minutes

Board Meeting 18 Jul 2023, the minutes were confirmed as presented.



Accept minutes

Accept minutes as tabled

Decision Date: 10 Oct 2023
Mover: Katherine Watson
Seconder: Cushla Matheson
Outcome: Approved

1.2 Interests Register

Frasier to update.

2. Approved Between Meetings

2.1 Between Meeting Decisions

3. Actions from Previous Meetings

3.1 Action List

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

Due Date	Action Title	Owner
10 Feb 2023	Request George for templates Status: On Hold	Vincent McCartney
28 Feb 2023	Organizational Committee to review Code of Conduct Status: On Hold	Vincent McCartney
28 Feb 2023	Organisational Committee - review uniform policy for international events Status: On Hold	Vincent McCartney
5 May 2023	Update ToR Status: Not Started	Vincent McCartney
31 May 2023	Collate ideas on calendar social media promotions Status: On Hold	Sai Bedekar
29 Sept 2023	review of National Tournaments bid document Status: Not Started	Murray Prowse
29 Sept 2023	Cost of constitutional review Status: Not Started	Katherine Watson
29 Sept 2023	Contact Lexie to discuss submission for Wellbeing, Inclusivity and Diversity sub-committee Status: Not Started	Murray Prowse
29 Sept 2023	Schedule updates during event key points Status: Not Started	Katherine Watson
29 Sept 2023	Insurance follow up Status: Not Started	Katherine Watson

4. Major Decisions and Discussions

4.1 Constitution Review



Review constitution and present draft at next Board meeting

Katherine and Cushla to review constitution and present draft at next Board meeting.

Due Date: 12 Nov 2023

Owner: Katherine Watson

4.2 Olympic Solidarity Funding Application

The Board feels that the development and talent identification camp for youth presents the best opportunity for Archery NZ.



Apply Solidarity funding

Katherine and Mykel will complete the application.

Due Date: 31 Oct 2023

Owner: Katherine Watson

5. Membership

5.1 Current Members

6. Sub-Committees

6.1 Current Sub-Committee Members

Board membership of committees:

HP Committee: Katherine will step down from this committee at the next meeting. Cushla and Murray remain on this committee.

Wellbeing and Inclusion Committee: Cushla and Frasier will join this committee.

Clubs Committee: Murray remains on this committee

Finance and Risk Committee: Katherine remains on this committee

Membership and Development: Mykel will act as Board liaison for this committee.

Organisational Management Committee: Katherine and Murray remain on this committee.

6.2 FARC



Renew domain name

The motion is to renew the domain name 9 years.

Decision Date:	10 Oct 2023
Mover:	Cushla Matheson
Seconded:	Murray Prowse
Outcome:	Approved

6.3 HP Committee

The Board supports the concept and would like further detail, i.e. how would this affect the cost of entering tournaments? Please provide a sample budget for running a tournament, including a proposed levy.

6.4 Wellbeing, Inclusivity & Diversity

6.5 Clubs Committee

Impending changes to Incorporated Societies legislation are being considered.

Clubs committee will distribute WA Eligibility for transgender athletes policy.

6.6 Membership & Development

6.7 Organisational Management Committee

7. Role Reports

7.1 Sport NZ Liaison

Sport NZ have recently launched their inclusivity hub on their website:

<https://sportnz.org.nz/inclusivity-hub/inclusivity-hub/>

It is a good resource to support DEI learning and inclusive practices.

7.2 Olympic Liaison

7.3 Premier Events

The Board accepted his notice and we thank him for his service. Moving forward, the Board will look to form a small committee to take over this role.



Term of reference development and handover of documentation

Katherine will contact Andrew to initiate handover of documentation and possibility of developing proposed terms of reference for a future Premier Events committee.

Due Date: 24 Oct 2023

Owner: Katherine Watson

7.4 Technical Committee

7.5 ICT

7.6 Coaching

7.7 Para Archery

7.8 Health & Safety

8. Other Business

8.1 Filling of roles



Appointed Board members

Katherine will put together a list of potential appointed Board members to present to the Board.

Due Date: 24 Oct 2023

Owner: Katherine Watson

Appointed Board members x2:

- Financial and/or legal expertise.
- Tangata Whenua representation.
- Governance experience.
- Gender balance of Board must be considered.

2-4 month timeline (considering that we are approaching summer holiday season).

8.2 Complaints

8.3 WA Gender Equity Report



Accept report as received

The motion is that the Board accepts the report.

Decision Date: 10 Oct 2023

Mover: Mykel Turner
Seconded: Frasier Cho
Outcome: Approved

8.4 Updated Administration Rules

Item deferred to allow time for changes to be checked.

8.5 WA Eligibility rules for transgender athletes

The Board will have this published on the website. It will be in the next newsletter and also distributed to club contacts.

9. Strategic Goals

9.1 Report on progress

The Board will meet in person on November 12 to review the strategic plan and set a work plan for the next 12 months.

10. Close Meeting

10.1 Close the meeting

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

Approved decisions made between meetings



Field Selection Criteria

The Board accepts and the attached Field Selection Criteria.

4 Supported: Cushla Matheson , Katherine Watson , Murray Prowse , Mykel Turner

0 Opposed:

0 Abstained:

Decision Date: 9 Sept 2023

Outcome: Approved



Fees 2023-2024

The membership fees will remain unchanged for 2023-2024.

We will introduce a 50% fee reduction for members who join on or after July 1 each year, i.e. the last 3 months of our membership year. This reflects the practice of many of our affiliated clubs reducing fees when members join out of cycle.

4 Supported: Cushla Matheson , Katherine Watson , Murray Prowse , Mykel Turner

0 Opposed:

0 Abstained:

Decision Date: 10 Sept 2023

Outcome: Approved



Solomon Islands CQT Athlete Selection

The board endorses the Selection Committee's recommendation of selecting the following athletes for the CQT to be held in Honiara, Solomon Islands:

Nuala Edmundson

Finn Matheson

4 Supported: Cushla Matheson , Katherine Watson , Murray Prowse , Mykel Turner

0 Opposed:

0 Abstained:

Decision Date: 13 Sept 2023

Outcome: Approved



Solomon Islands CQT travelling official selection

The board endorses the High Performance Committee's recommendation of selecting the following travelling official for the CQT to be held in Honiara, Solomon Islands:

Cushla Matheson

3 Supported: Katherine Watson , Murray Prowse , Mykel Turner

0 Opposed:

1 Abstained: Cushla Matheson

Decision Date: 19 Sept 2023

Outcome: Approved



Funding application for December training camp grant funding

The motion is that an application be made to Aotearoa Gaming Trust (AGT) for funding towards the Training Camp to be held in Auckland from 8th to 10th December 2023.

A funding application is to be submitted by Anne Mitchell and Grant Hewson of the Finance Committee for up to the value of \$6450.70;

for: Hireace for a 19-Seater Coach for participants travel to and from Auckland Airport of \$1335.05;

for: AUT Millennium for accommodation only for 30 participants for 2 x nights of \$3745.65;

and for: AUT Millennium for hire of conference room for 2 x nights of \$1370.00.

5 Supported: Cushla Matheson , Frasier Cho , Katherine Watson , Murray Prowse , Mykel Turner

0 Opposed:

0 Abstained:

Decision Date: 1 Oct 2023

Outcome: Approved



Nomination to World Archery Transgender Eligibility Expert Panel

The motion is to nominate Lexie Matheson to the World Archery Transgender Eligibility Expert Panel.

5 Supported: Cushla Matheson , Frasier Cho , Katherine Watson , Murray Prowse , Mykel Turner

0 Opposed:

0 Abstained:

Decision Date: 10 Oct 2023

Outcome: Approved

Next meeting is November 12, in person in Auckland.

Signature:_____

Date:_____