

# CONFIRMED MINUTES

## BOARD MEETING



At the **Board Meeting** on **9 Jan 2024** these minutes were **confirmed as presented**.

<b>Name:</b>	Archery New Zealand
<b>Date:</b>	Tuesday, 12 December 2023
<b>Time:</b>	7:30 pm to 9:30 pm (NZDT)
<b>Location:</b>	Zoom, online
<b>Board Members:</b>	Cushla Matheson, Frasier Cho, Katherine Watson, Murray Prowse, Mykel Turner
<b>Attendees:</b>	Administration Officer

### 1. Opening Meeting

#### 1.1 Confirm Minutes

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

#### 1.2 Interests Register

### 2. Approved Between Meetings

#### 2.1 Between Meeting Decisions

### 3. Actions from Previous Meetings

#### 3.1 Action List

Due Date	Action Title	Owner
9 Jan 2023	Privacy and Police checks <b>Status:</b> In Progress	Cushla Matheson
10 Feb 2023	Request George for templates <b>Status:</b> Completed on 12 Nov 2023	Vincent McCartney
28 Feb 2023	Organizational Committee to review Code of Conduct <b>Status:</b> On Hold	Vincent McCartney
28 Feb 2023	Organisational Committee - review uniform policy for international events <b>Status:</b> Completed on 12 Nov 2023	Vincent McCartney
5 May 2023	Update ToR <b>Status:</b> Completed on 12 Nov 2023	Vincent McCartney
31 May 2023	Collate ideas on calendar social media promotions <b>Status:</b> Completed on 12 Nov 2023	Sai Bedekar

Due Date	Action Title	Owner
29 Sept 2023	review of National Tournaments bid document <b>Status:</b> In Progress	Murray Prowse
29 Sept 2023	Cost of constitutional review <b>Status:</b> Completed on 12 Nov 2023	Katherine Watson
29 Sept 2023	Contact Lexie to discuss submission for Wellbeing, Inclusivity and Diversity sub-committee <b>Status:</b> Completed on 12 Nov 2023	Murray Prowse
29 Sept 2023	Schedule updates during event key points <b>Status:</b> Completed on 2 Jan 2024	Katherine Watson
29 Sept 2023	Insurance follow up <b>Status:</b> Completed on 12 Nov 2023	Katherine Watson
24 Oct 2023	Term of reference development and handover of documentation <b>Status:</b> Completed on 2 Jan 2024	Katherine Watson
24 Oct 2023	Appointed Board members <b>Status:</b> Completed on 2 Jan 2024	Katherine Watson
31 Oct 2023	Apply Solidarity funding <b>Status:</b> Completed on 12 Nov 2023	Katherine Watson
12 Nov 2023	Review constitution and present draft at next Board meeting <b>Status:</b> Completed on 2 Jan 2024	Katherine Watson
15 Nov 2023	Final approval <b>Status:</b> Completed on 2 Jan 2024	Katherine Watson
26 Nov 2023	Katherine to make this a between meeting decision <b>Status:</b> Completed on 2 Jan 2024	Katherine Watson
12 Dec 2023	Move this to high performance <b>Status:</b> Completed on 2 Jan 2024	Katherine Watson
9 Jan 2024	Put out a callout in newsletter for Complaints Panel participant pool <b>Status:</b> Completed on 2 Jan 2024	Katherine Watson
13 Feb 2024	Review Board Charter <b>Status:</b> In Progress	Murray Prowse

## 4. Major Decisions and Discussions

### 4.1 Constitution Review

Provisional timeline

Jan meeting: Draft (incl. related policies) presented to Board

Feb meeting: review suggested changes

Then, seek legal advice and consult membership.

2024 AGM: hold adjacent SGM for member approval.

### 4.2 Review Committee Structure

The Board will explore forming a Tournaments Committee to encompass the current Events working group. A premier events working group would sit within this committee.

The Board will consult with current Events working group members to seek their feedback and advice on a potential committee and terms of reference.

The imminently vacant Premier Events role will be filled by a 2-3 person team. Recruitment will start immediately.

It is noted that there is currently no provision in committee terms of reference to include advisors from outside our organisation.



### **Proposed edit to committee terms of reference**

Provide proposed change to committee TORs to allow inclusion of advisors from outside Archery NZ membership.

**Due Date:** 12 Jan 2024

**Owner:** Cushla Matheson

## **4.3 Archer Ranking System**



### **Archer Ranking**

That Ray Houston's ranking system be formally approved by Archery NZ, the archer ranking page on the Archery NZ website be updated and the non-private data Ray needs be provided by the ICT Manager.

**Decision Date:** 12 Dec 2023

**Mover:** Katherine Watson

**Second:** Mykel Turner

**Outcome:** Approved

## **5. Membership**

### **5.1 Current Members**

## **6. Sub-Committees**

### **6.1 Current Sub-Committee Members**

### **6.2 FARC**



#### **Approve November accounts**

The Board approves the November accounts.

**Decision Date:** 12 Dec 2023

**Mover:** Katherine Watson

**Second:** Murray Prowse

**Outcome:** Approved



#### **Float for National tournament LOCs**

*Give National tournament LOCs a float of \$2000.*

**Decision Date:** 12 Dec 2023

**Mover:** Katherine Watson

**Second:** Cushla Matheson

**Outcome:** Approved



#### **Pub Charity funding**

*that an application be made to the Pub Charity for funding to help deliver a successful Archery New Zealand National Championships 2024.*

*A funding application is to be submitted by Anne Mitchell and Grant Hewson of the Finance Committee for up to the value of \$11882.00;*

*· Being the hire of the field venue at Whatawhata of \$2000 (GST exclusive),*

- *Medals for the competition of \$2860.00 (GST exclusive),*
- *Transport of the containers from Auckland to Hamilton and return (one to Palmerston North) of \$4022.00 (GST exclusive),*
- *Streaming service of \$3000.00 (GST exclusive)*

**Decision Date:** 12 Dec 2023  
**Mover:** Katherine Watson  
**Seconder:** Frasier Cho  
**Outcome:** Approved



### **Lion Foundation Funding**

*that an application be made to the Lion Foundation for funding to help deliver a successful Archery New Zealand National Championships 2024.*

*A funding application is to be submitted by Anne Mitchell and Grant Hewson of the Finance Committee for up to the value of \$11882.00;*

- *Being the hire of the field venue at Whatawhata of \$2000 (GST exclusive),*
- *Medals for the competition of \$2860.00 (GST exclusive),*
- *Transport of the containers from Auckland to Hamilton and return (one to Palmerston North) of \$4022.00 (GST exclusive),*
- *Streaming service of \$3000.00 (GST exclusive)*

**Decision Date:** 12 Dec 2023  
**Mover:** Katherine Watson  
**Seconder:** Frasier Cho  
**Outcome:** Approved

## **6.3 HP Committee**

## **6.4 Wellbeing, Inclusivity & Diversity**

## **6.5 Clubs Committee**

## **6.6 Membership & Development**



### **NZQA submission**

The board endorses the submission proposed by the Member and Development committee.

**Decision Date:** 12 Dec 2023  
**Mover:** Katherine Watson  
**Seconder:** Mykel Turner  
**Outcome:** Approved

## **6.7 Organisational Management Committee**

## **7. Role Reports**

### **7.1 Premier Events**

### **7.2 Sport NZ Liaison**

### **7.3 Olympic Liaison**

## 7.4 Technical Committee

## 7.5 ICT

## 7.6 Para Archery

## 7.7 Health & Safety

## 8. Other Business

### 8.1 Filling of roles

### 8.2 Complaints

### 8.3 Financial Documents Vote



#### Financial documents vote

That the Board accepts the recommendation of the ballot officer that the electronic vote is approved.

**Decision Date:** 12 Dec 2023  
**Mover:** Katherine Watson  
**Seconded:** Murray Prowse  
**Outcome:** Approved

## 9. Strategic Goals

### 9.1 Report on progress

## 10. Close Meeting

### 10.1 Close the meeting

**Next meeting:** Board Meeting - 9 Jan 2024, 7:30 pm

Approved decisions made between meetings



#### Nomination to WA Gender Equity Committee and Gender Equity, Masters (50+) Committee

The motion is that Archery NZ nominate Lexie Matheson to the World Archery Gender Equity Committee and the Gender Equity, Masters (50+) Committee, as invited by World Archery.

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

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 12 Nov 2023  
**Outcome:** Approved



### **Accept amended Administration Rules**

The motion is to confirm changes reflect 2023 AGM and minor formatting changes.

**3 Supported:** Frasier Cho , Katherine Watson , Murray Prowse

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 27 Nov 2023

**Outcome:** Approved



### **Accept 2021 and 2022 Audit Report and Report to Governance**

The motion is that the Board accepts the 2021 and 2021 audit reports and the report to governance (attached).

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

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 27 Nov 2023

**Outcome:** Approved

Katherine Watson  
14 Feb 2024