

CONFIRMED MINUTES

BOARD MEETING -IN PERSON



At the **Board Meeting** on **12 Dec 2023** these minutes were **confirmed as presented**.

Name:	Archery New Zealand
Date:	Sunday, 12 November 2023
Time:	9:00 am to 4:45 pm (NZDT)
Location:	Sport NZ, Sport NZ Auckland
Board Members:	Cushla Matheson, Frasier Cho, Katherine Watson, Murray Prowse, Mykel Turner
Attendees:	Administration Officer

1. Opening Meeting

1.1 Confirm Minutes

Board Meeting 10 Oct 2023, the minutes were confirmed as presented.

1.2 Interests Register

2. Approved Between Meetings

2.1 Between Meeting Decisions

Nomination to WA Transgender Eligibility Expert Panel approved

Decision on Novice and Development Class Trial to be extended

Solomon Island CQT funding approved

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

3. Actions from Previous Meetings

3.1 Action List

Due Date	Action Title	Owner
9 Jan 2023	Privacy and Police checks Status: In Progress	Cushla Matheson
10 Feb 2023	Request George for templates Status: Completed on 12 Nov 2023	Vincent McCartney
28 Feb 2023	Organizational Committee to review Code of Conduct Status: On Hold	Vincent McCartney

Due Date	Action Title	Owner
28 Feb 2023	Organisational Committee - review uniform policy for international events Status: Completed on 12 Nov 2023	Vincent McCartney
5 May 2023	Update ToR Status: Completed on 12 Nov 2023	Vincent McCartney
31 May 2023	Collate ideas on calendar social media promotions Status: Completed on 12 Nov 2023	Sai Bedekar
29 Sept 2023	review of National Tournaments bid document Status: In Progress	Murray Prowse
29 Sept 2023	Cost of constitutional review Status: Completed on 12 Nov 2023	Katherine Watson
29 Sept 2023	Contact Lexie to discuss submission for Wellbeing, Inclusivity and Diversity sub-committee Status: Completed on 12 Nov 2023	Murray Prowse
29 Sept 2023	Schedule updates during event key points Status: In Progress	Katherine Watson
29 Sept 2023	Insurance follow up Status: Completed on 12 Nov 2023	Katherine Watson
24 Oct 2023	Term of reference development and handover of documentation Status: Not Started	Katherine Watson
24 Oct 2023	Appointed Board members Status: In Progress	Katherine Watson
31 Oct 2023	Apply Solidarity funding Status: Completed on 12 Nov 2023	Katherine Watson
12 Nov 2023	Review constitution and present draft at next Board meeting Status: In Progress	Katherine Watson

4. Major Decisions and Discussions

4.1 Constitution Review

Comments have been made and updates in progress are happening. In shared drive so it can be easily accessed.

Sport NZ has now released a constitution template to refer to

Next steps: Work in progress

4.2 Establish a Complaints Panel Participant Pool



Put out a callout in newsletter for Complaints Panel participant pool

To put out a callout in newsletter for people to contact us if they think they will be suitable for the panel

Due Date: 9 Jan 2024

Owner: Katherine Watson

4.3 Accept the Board Charter



Review Board Charter

Send back to Organisational Management Committee for review

Due Date: 13 Feb 2024

Owner: Murray Prowse

4.4 AGM Finance Documents Questions



Final approval

Katherine to send out final draft for board approval on Monday, before distribution to Archery NZ members ASAP

Due Date: 15 Nov 2023

Owner: Katherine Watson

4.5 Event Specific Membership



2024 Field Nationals will also be open to NZFAA members

Open the 2024 field nationals to NZFAA members, holding an open championship, and Archery NZ championship. Earlybird registrations will be available for Archery NZ members, and after a set date it will become open entry.

Decision Date: 12 Nov 2023

Mover: Murray Prowse

Seconder: Katherine Watson

Outcome: Approved

5. Membership

5.1 Current Members

Nothing to report, but will update progress next time

6. Sub-Committees

6.1 Current Sub-Committee Members

Vacancies:

FARC has 1 vacancy

HP committee has 2 vacancies + athlete rep

Clubs has 2 vacancies

Membership and development has none

Organisational management committee has 1 vacancy

Each board member reviews their committee in relation to strategic goals and report back at next board meeting

6.2 FARC

AGT grant application needs updated accounts to sign at this meeting

Audit documents have some recommendations



Katherine to make this a between meeting decision

Katherine to make this a between meeting decision so board members can approve them soon

Due Date: 26 Nov 2023

Owner: Katherine Watson

6.3 HP Committee

The board notes that these minutes have been received

6.4 Wellbeing, Inclusivity & Diversity

Nothing to report

6.5 Clubs Committee

Difficult to find some documents and reports that used to be on this drive. Technical issue to follow up.

Work in progress

6.6 Membership & Development



The board accepts the proposed changes

The board accepts the proposed changes, for points 1, 2, and 4. This will make the novice and development classes permanent for Archery NZ registered tournaments, with the exception of national championships

Decision Date: 12 Nov 2023

Mover: Katherine Watson

Seconder: Mykel Turner

Outcome: Approved

6.7 Organisational Management Committee

Report back at the next board meeting

7. Role Reports

7.1 Sport NZ Liaison

nothing to report

7.2 Olympic Liaison

Funding application has been sent

7.3 Premier Events

Awaiting report

7.4 Technical Committee

Nothing to report

7.5 ICT

Nothing to report

7.6 Coaching



Move this to high performance

Make this section included in high performance

Due Date: 12 Dec 2023

Owner: Katherine Watson

7.7 Para Archery

Updated in strategy today

7.8 Health & Safety

Process is being formalised now

8. Other Business

8.1 Filling of roles

In progress. Will report back at next meeting for para archery representative, treasurer, and for board member appointments.

8.2 Complaints

No update

8.3 Review Tournament Rules and Shooting Rules changes



Accept the Rules

The board accepts the rules

Decision Date: 12 Nov 2023

Mover: Katherine Watson

Seconder: Frasier Cho

Outcome: Approved

9. Strategic Goals

9.1 Report on progress

We have updated the strategic plan

10. Close Meeting

10.1 Close the meeting

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

Approved decisions made between meetings



Novice and Development Classes trial

The motion is that the trial of Novice and Development classes will continue except at National tournaments. Novice and Development classes will not be offered at National tournaments.

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

0 Opposed:

0 Abstained:

Decision Date: 13 Oct 2023

Outcome: Approved



Solomon Islands CQT team funding

The motion is that ANZ pays \$5000 towards the Solomon Islands CQT archery team.

3 Supported: Frasier Cho , Murray Prowse , Mykel Turner

1 Opposed: Katherine Watson

1 Abstained:

Cushla Matheson - Abstain due to being the official travelling with the team

Decision Date: 10 Nov 2023

Outcome: Approved

Next meeting is December 12, in person in Auckland.

Katherine Watson
14 Dec 2023