

CONFIRMED MINUTES

BOARD MEETING



At the **Board Meeting** on **18 Jul 2023** these minutes were **confirmed as presented**.

Name:	Archery New Zealand
Date:	Thursday, 15 June 2023
Time:	7:30 pm to 10:10 pm (NZST)
Location:	Zoom, online
Board Members:	Murray Prowse, Katherine Watson, Graeme Robb, Cushla Matheson

1. Opening Meeting

1.1 Confirm Minutes

Board Meeting 17 Apr 2023, the minutes were confirmed as presented.

Board Meeting 22 May 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
31 Aug 2022	Privacy and Police checks Status: On Hold	Andrew Russell
21 Dec 2022	Set up email distribution list Status: Completed on 17 Apr 2023	Vincent McCartney
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

Due Date	Action Title	Owner
15 May 2023	Update HP ToR for review Status: Completed on 15 Jun 2023	Katherine Watson
31 May 2023	Collate ideas on calendar social media promotions Status: On Hold	Sai Bedekar

4. Major Decisions and Discussions

4.1 AGM Date



2023 AGM Date

The 2023 AGM is held online on Tuesday, August 29, 2023.

Decision Date: 15 Jun 2023
Mover: Katherine Watson
Seconder: Murray Prowse
Outcome: Approved

4.2 Constitution Review



SGM for the purpose of updating the constitution

It has been identified that there are two minor clauses missing from the previously agreed 2022 constitution. We are calling a SGM to insert these two clauses. The SGM will held online directly before the AGM, at 7:30pm on August 29, 2023.

Due to imminent legislative changes to requirements, there will be a further review in the near future.

Decision Date: 15 Jun 2023
Mover: Graeme Robb
Seconder: Katherine Watson

4.3 Hp Committee funds request for pre-selection camp.



Ask FARC to seek funding to support high performance camp

The Board asks FARC to seek funding to support high performance camp.

Decision Date: 15 Jun 2023
Mover: Katherine Watson
Seconder: Cushla Matheson
Outcome: Approved

4.4 WA Licence Fees

1. Once Elizabeth has confirmed that the fee is due, please communicate this as soon as possible to the athletes.
2. In future, all eligible athletes must be invoiced for this fee prior to attending their first tournament each year.

4.5 Appoint new member to FARC



Appoint Katherine Watson to FARC

The Board appoints Katherine Watson to the financial and risk committee.

Decision Date: 15 Jun 2023

Mover: Murray Prowse
Seconded: Cushla Matheson

4.6 Olympic Solidarity Funding



The Board recommends that the Olympic Solidarity Funding is returned

The Board recommends that the Olympic Solidarity Funding is returned with a proper explanation as to the reasons, which include changes in leadership of the Board and roles held by key individuals.

Decision Date: 15 Jun 2023
Mover: Katherine Watson
Seconded: Graeme Robb
Outcome: Approved

5. Membership

5.1 Current Members

6. Sub-Committees

6.1 Current Sub-Committee Members



Appoint Murray Prowse to the Clubs Committee

The Board appoints Murray Prowse to the Clubs Committee.

Decision Date: 15 Jun 2023
Mover: Katherine Watson
Seconded: Cushla Matheson
Outcome: Approved

6.2 FARC

6.3 HP Committee

6.4 Wellbeing, Inclusivity & Diversity

6.5 Clubs Committee

6.6 Membership & Development

6.7 Organisational Management Committee

7. Role Reports

7.1 Sport NZ Liaison

7.2 Olympic Liaison

7.3 Premier Events

No update received from Premier Events about Indoor National Championships.

Katherine will contact Andrew Russell to seek an update.

7.4 Technical Committee

7.5 ICT

7.6 Coaching

7.7 Para Archery

7.8 Health & Safety

8. Other Business

8.1 RGA Nationals Report & Budget to Archery NZ



Review and amend the MOU for national and local funding applications.

The Board asks that the Premier Events Committee review and amend the MOU for national and local funding applications.

Decision Date: 15 Jun 2023
Mover: Katherine Watson
Seconder: Cushla Matheson
Outcome: Approved

8.2 Australian Indoor Nationals 2024 - in NZ



The Board refers this matter to the High Performance Committee

The Board refers this matter to the High Performance Committee

Decision Date: 15 Jun 2023
Mover: Katherine Watson
Seconder: Graeme Robb
Outcome: Approved

8.3 Gymnasiade

8.4 Filling of roles

8.5 Complaints

9. Strategic Goals

9.1 Report on progress

10. General Business

10.1 Personal Space

This is now addressed in coach training, however that is a once off. New coaches sign the existing code of ethics. Existing coaches have not.

This issue is relevant to the clubs committee and health and safety.

Cushla will investigate getting existing coaches who have not signed the code of ethics to sign.

Katherine will talk to Elizabeth about establishing a yearly timetable for information to include in the newsletter, including an annual article on consent between coach and athletes.

10.2 SGM

Cushla will draft a short statement to communicate information about being on the Board.

10.3 Half Yearly Memberships

The Board is not planning to introduce half yearly memberships. We believe the current rate of \$35 represents good value.

11. Close Meeting

11.1 Close the meeting

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

Approved decisions made between meetings



Youth World Selection

The board endorses the Selection Committee's recommendation of selecting the following athletes for the Youth World event in Limerick.

Ben McLean - Male U21 recurve

Ryley Griffiths - Male U18 Recurve

Hector McNeilly - Mens U18 Compound

Akuhata Norman-Hewlett - Male U18 Compound

Logan Dittert - Male U18 Compound

5 Supported: Hana Saemon-Beck , Katherine Watson , Lisa Holt , Murray Prowse , Vincent McCartney

0 Opposed:

0 Abstained:

Decision Date: 27 Apr 2023

Outcome: Approved



Youth World Selection: Addition of Nuala

Based on the Selection Panel's recommendation, the ratify the addition of Nuala Edmundson to list of selected archers for the Youth Worlds.

Nuala was originally not selected due to an administrative error on behalf of Archery NZ.

5 Supported: Hana Saemon-Beck , Katherine Watson , Lisa Holt , Murray Prowse , Vincent McCartney

0 Opposed:

0 Abstained:

Decision Date: 28 Apr 2023

Outcome: Approved



HP Committee -update terms of reference.

As discussed at the last board meeting, I'm proposing that we update the HP committee terms of reference to clarify who is responsible for making team official selections.

Motion: Update the High Performance Committee terms of reference to allow the committee to make recommendations to the board on team officials selection. Specifically in section 4, add "Make recommendations to the board regarding selection of team officials, e.g. coaches and managers". You can view the proposed change here:

<https://docs.google.com/document/d/1q341GsEwsytjdz7AZNBoG6cNiu6iyba/e/dit?usp=sharing&oid=106587112968266296957&rtpof=true&sd=true>

5 Supported: Hana Saemon-Beck , Katherine Watson , Lisa Holt , Murray Prowse , Vincent McCartney

0 Opposed:

0 Abstained:

Decision Date: 28 Apr 2023

Outcome: Approved



Pub Charity - Judges Uniforms

A funding application is to be submitted by Anne Mitchell and Grant Hewson of the Finance Committee, to the Pub Charity Limited, for up to the value of \$10,903.50 (GST exclusive) for the purchase of Judges and Officials' shirts, light-weight jackets, all-weather jackets, safety vests, hats and bags.

5 Supported: Hana Saemon-Beck , Katherine Watson , Lisa Holt , Murray Prowse , Vincent McCartney

0 Opposed:

0 Abstained:

Decision Date: 6 May 2023

Outcome: Approved



Board Member Travel Fees

The board approves the travel cost of up to \$1000 (in total combined) for Hana & Katherine to travel to Auckland for the board's in person board meeting in June.

5 Supported: Hana Saemon-Beck , Katherine Watson , Lisa Holt , Murray Prowse , Vincent McCartney

0 Opposed:

0 Abstained:

Decision Date: 7 May 2023

Outcome: Approved



Team officials selection for Youth World Championships.

The Board endorses the High Performance Committee's recommendation of selecting the following officials for the Youth World Championships in Limerick:

Team manager: Peter McLean

Assistant manager: Kathryn Stevens

Coach: Lisa Walker

5 Supported: Hana Saemon-Beck , Katherine Watson , Lisa Holt , Murray Prowse , Vincent McCartney

0 Opposed:

0 Abstained:

Decision Date: 8 May 2023

Outcome: Approved



Appoint Graeme Robb and Cushla Matheson as Board members

As permitted under clause 6.5 of the Constitution, the Board appoint Graeme Robb and Cushla Matheson as a Board members until the AGM, or SGM if one is called.

Nominated by Katherine Watson.

2 Supported: Katherine Watson , Murray Prowse

0 Opposed:

0 Abstained:

Decision Date: 19 May 2023

Outcome: Approved



Travel expenses for Lisa Walker

The Board approves the travel expenses of up to \$5000 (for flights and accommodation) for Lisa Walker to travel to the 2023 Youth World Championships as team coach.

4 Supported: Graeme Robb , Katherine Watson , Murray Prowse , Cushla Matheson - I believe we should honour what the Chair of the time (Vincent McCartney) agreed too and cover out of pocket expenses for travel and accommodation not already covered by sponsorship

0 Opposed:

0 Abstained:

Decision Date: 30 May 2023

Outcome: Approved

Signature: _____

Date: _____