

CONFIRMED MINUTES

BOARD MEETING



At the **Board Meeting** on **10 Oct 2023** these minutes were **confirmed as presented**.

Name:	Archery New Zealand
Date:	Tuesday, 18 July 2023
Time:	7:30 pm to 9:33 pm (NZST)
Location:	Zoom, online
Board Members:	Cushla Matheson, Katherine Watson, Murray Prowse, Mykel Turner

1. Opening Meeting

1.1 Confirm Minutes

Board Meeting 15 Jun 2023, the minutes were confirmed as presented.

1.2 Interests Register

2. Approved Between Meetings

2.1 Between Meeting Decisions

Proxy vote for WA congress assigned to Archery Australia

3. Actions from Previous Meetings

3.1 Action List

Due Date	Action Title	Owner
15 May 2023	Update HP ToR for review Status: Completed on 15 Jun 2023	Katherine Watson
4 Jul 2023	Confirmed Status: Completed on 6 Jul 2023	Katherine Watson

4. Major Decisions and Discussions

4.1 Constitution and AGM update

Though Sport NZ we were able to contact Buddle Findlay for legal advise on the constitution situation. Cushla spoke with legal partners at the firm and advise was given as to how the AGM could be run under the current rules and that as the will of the membership was to accept the

terms of the 2022 constitution we, the Board, would be acting in good faith to call and un the AGM under the terms stated in said document as it would cause no disadvantage to the membership.

Full review of the constitution to take place as soon as possible to comply with the legislative changes. Buddle Findley offered two options for their legal services to either check a draft constitution from the companies office template or to offer a full review and recommendations.



Constitution review

Taking into account the advice received from SportNZ legal council, the Board will act in good faith in all matters and in accordance with the will of the membership hold the AGM in accordance with section 8 of the Constitution dated 1/10/2022.

Up to and following the AGM the Board shall make it their priority to have a full legal review of the Archery NZ Constitution to meet all requirements of the Incorporated Societies Act 2022.

Decision Date:	18 Jul 2023
Mover:	Katherine Watson
Second:	Cushla Matheson
Outcome:	Approved

4.2 Review National Tournaments Bid Documents

To review and update bid document for club to host event with resources and support from Archery NZ.

Archery NZ support may include, funding, officials and health and safety.

Refer to Organisational management committee.



review of National Tournaments bid document

Organisational Management Committee to review

Due Date:	29 Sept 2023
Owner:	Murray Prowse

4.3 Merit Pins Update



Accept merit pin updates

Check names of rounds prior to publication

Decision Date:	18 Jul 2023
Mover:	Katherine Watson
Second:	Murray Prowse
Outcome:	Approved

5. Membership

5.1 Current Members

6. Sub-Committees

6.1 Current Sub-Committee Members

6.2 FARC



Cost of constitutional review

To advise FARC of the costs of the Buddle Findlay review.

Two options for review, recommend full constitutional review

Due Date: 29 Sept 2023

Owner: Katherine Watson

6.3 HP Committee

Pre season camp dates changed to allow time for FARC to seek funding.

Dates set based on venue availability 8th and 9th December 2023

6.4 Wellbeing, Inclusivity & Diversity

Submission received from Lexie Matheson.

Murray to contact Lexie to discuss the submission in detail and establish a way forward for the committee.



Contact Lexie to discuss submission for Wellbeing, Inclusivity and Diversity sub-committee

discuss submission and develop new terms of reference

Due Date: 29 Sept 2023

Owner: Murray Prowse

6.5 Clubs Committee

Ideas for action from subcommittee:

Create event templates

Supporting clubs with changes to Incorporated Societies Act

capacity building

Call in subject matter experts when needed

Empowering to act

6.6 Membership & Development

Novice and Development rules update work underway

NZQA proposal work in progress

6.7 Organisational Management Committee

Draft recommendations to Board on shooting rules

to be reviewed and report back

7. Role Reports

7.1 Sport NZ Liaison

7.2 Olympic Liaison

Katherine discussed nomination process with NZOC. Regular updates

7.3 Premier Events

Board request event budgets to include actuals and tracking.

Schedule updates at key points of event.



Schedule updates during event key points

Budget reports in relations to event to include actuals and tracking

Due Date: 29 Sept 2023
Owner: Katherine Watson

7.4 Technical Committee

7.5 ICT

7.6 Coaching

Update within HP committee

7.7 Para Archery

7.8 Health & Safety

8. Other Business

8.1 Filling of roles

8.2 Complaints

No complaints received

8.3 Containers

Refer to FARC to follow up insurance re water damage to containers



Insurance follow up

FARC - insurance re; water damage to containers

Due Date: 29 Sept 2023
Owner: Katherine Watson

8.4 Publish Sub-Committee ToRs on website



Publish Terms of reference and committee member lists

To publish the Term of Reference for sub committees and maintain a list of current committee members on Archery NZ website

Decision Date: 18 Jul 2023
Mover: Katherine Watson
Seconded: Murray Prowse
Outcome: Approved

9. Strategic Goals

9.1 Report on progress

10. General Business

10.1 SGM

Learnings regarding procedure of meeting and Chairing

Happy to have achieved quorum. Questions from members gave insight into what matters to membership.

11. Close Meeting

11.1 Close the meeting

Next meeting: Archery NZ Annual General Meeting - 26 Sept 2023, 7:30 pm

Next meeting early October, date to be set post AGM to confirm availability of all Board members

Signature: _____

Date: _____