

# Board Meeting

## Minutes



final

**Date:** 18 April 2017

**Location:** Skype

**Time:** 7.45 – 9.05pm

### 1 Attendance and apologies

The following Board members were present:

Gary Young (President)

Colin Mitchell (Judges Commission)

Robyn Denton (National Secretary)

Marcus Barclay (Athletes Commission)

Karen Moffatt-McLeod (Vice President)

Apologies were received from:

Petra Baker (JAMA convenor)

No apologies were received from:

Scott Collett (Coaches Commission)

Robyn moved and Colin seconded that the apologies be accepted.

**Carried**

### 2 Financials

A financial report was provided by the acting Treasurer and a copy of this was circulated prior to the meeting and a copy added into Google Drive.

Anne joined the meeting and presented her report. Key points noted:

- There are two term deposits which mature in May. Anne will investigate options for reinvestment including setting the investment periods so that the next maturity dates are staggered.
- Insurance options for the new targets have been investigated and there is significant cost to increase the cover during transportation. Need to clarify whether the targets are listed as one asset worth >\$5,000 in total or as individual units worth <\$5,000 each.
- The Profit and Loss statement for the year to date is showing that that Association is likely to end the year in deficit, noting that:
  - There are still some funds to be transferred across from the World Masters Games.
  - The Sports NZ funding will be critical – and the reporting needed to release this has become urgent

- Bulk membership payments by clubs makes it hard to see what membership classes are being paid for vs Archer subscriptions
- The Archer magazine is not covering its costs. We need to understand how the on-line trial is going and consider whether we should move everything to on-line only.
- There have been a lot of pins and badges brought this year – we need to have a good inventory of the stocks that we have, and ensure that we are charging sufficient to cover our costs.
- Postage of record certificates has been high this year with the catch-up work that has been done
- Board expenses are up also – this to be investigated further as there have not been many face to face meetings of the Board or with Sports NZ etc.

It was moved by Colin and seconded by Karen that the Financial Report dated 18 April 2017 be received.  
**Carried**

action Options for reinvestment of term deposits to be investigated and reported back to the Board. Acting Treasurer by mid May 2017

### **3 World Masters Games 2017**

The WMG Report from Board Liaison – Anne Mitchell that circulated immediately prior to the meeting was reviewed. Everything is well on track for a great event.

It was moved by Robyn and seconded by Marcus that the WMG report for 18 April be received.  
**Carried**

### **4 Youth National Championships**

Karen provided an update. She is still seeking a finalised budget for the event, which is necessary before the MOU can be signed and entry form signed off.

The programme has been finalised and early notification of dates and locations has been posted on the website to allow competitors to start booking flights and accommodation.

### **5 Indoor Nationals**

Gary to still catch up with Manawatu to finalise the MOU

### **6 PTS Sponsorship**

Gary is still chasing and hasn't managed to have a conversation to finalise details. Need to have this finalised to help with budgets for Youth Nationals and Indoor Nationals.

### **7 Sports NZ Reporting**

Karen is still struggling to get the information together for the period 1 July 2016 through to 30 April 2017, and there is a real lack of data that is in a ready form and a lot of time has been spent on going through results sheets in order to gather results.

Membership numbers are down this year, with highest numbers being in the senior and masters divisions.

There is a need to develop some standard templates for reporting from events and training courses that can be submitted at the time rather than waiting for the end of the year. Key information to be gathered:

- Date and type of event
- Names of attendees
- Gender and ethnicity of attendees
- Feedback results from attendees
- Identification of any improvements for future events.

The report on activities for the previous period has still not been presented (was to be completed by Carole) – and funding is now on hold until that report is completed.

Action Activity report for Sports NZ for the period ending 30 June 2016 to be submitted with urgency. Karen to liaise with Carole ASAP.

## 8 Certificates for National Outdoor Tournaments

Certificates are currently presented to archers at the National Outdoor Tournament where there are no trophies to present.

The certificate currently is headed “certificate of achievement’ and it has been noted by members and the Board that this is not really reflective of the degree of achievement that has been made.

It was agreed that the certificate needs to be updated to read:

“National Outdoors Field (and /or)Target” (as applicable)

“Champion”

Then have the rest of the information that is currently included in the certificate. The aim is to have these certificates as something special and different from the rest of the certificates that are awarded throughout the year.

Action Tony Walker to be contacted to mock up new certificates for approval. Robyn for the June Board meeting

## 9 IFAA World Indoor Champs 2019

Karen has been in discussions with NZ Field Archery Association (NZFAA) in regard to the possibility of them hosting the International Field Archer Association Champs in NZ in 2019.

A letter of support from Archery NZ will be sought and it is expected that the hire of target butts and timing equipment will be needed in order for NZFAA to host this event.

As part of the development of the proposal it has been suggested that a special membership for Archery NZ members who are not also NZFAA members will be created so that Association members are also able to compete at this event.

Karen has offered to go onto the organising committee and will provide a more detailed update to the June Board meeting.

## 10 Website

- **Revamp/replacement**

Gary has been talking with a friend and is expecting a quote by the end of the week to revamp/replace the current website. It will include ensuring that the new website is mobile friendly

- **Content**

Information on commission pages needs a good review and tidy in preparation for the website upgrade. A lot of the information currently on the website is out of date.

Action Website update quotes to be compared and decision made as to next steps. Board skype meeting 23 May.

Action Website content to be reviewed and updates arranged. All Board members ASAP.

## 11 Outdoor Nationals 2017

It was noted that the report from LOC has still not received and needs to be chased.

Action Outdoor Nationals LOC report to be presented to Board. Robyn to contact LOC for presentation at the May 2017 Board meeting.

## 12 World University Games

The Archery NZ criteria has already been published, but recently information has been received by the organisers which has a new and quicker timetable to be met.

The NZ organisers (University and Tertiary Sport New Zealand (UTSNZ)) have been in touch with Karen (as Selection Panel Convenor) and requested likely number of archers that would be sent - with the entries being sent into the international organising committee today.. Karen indicated 2 competitors. A deposit of \$150 per representative is now being sought to secure flights.

At this stage we have 2 archers who have qualified and a third who is just about there but still trying to get enough qualifying scores.

A decision will need to be made as to the Board approving an amendment to the Selection criteria in order to close the qualifying period and make a final selection.

Karen has been advised that Archery NZ MUST have a team official accompany any archer. An urgent call for a Registration of Interest for a Team Manager to be put out to members.

Karen will also check with the Australian team to see if they have an official that we could call upon to assist if we are unable to find someone to send from NZ.

Action Urgent call for a Team Manager to attend the World University Summer Games 2017. Robyn ASAP.

## Dates for Future meetings

- 23 May – skype 7.30pm
- Saturday and Sunday 17 & 18 June – Auckland – commencing 9.30am
- 25 July – skype 7.30pm
- 22 August – skype 7.30pm
- Saturday and Sunday 16 & 17 September – Auckland – commencing 9.30am
- 17 October - skype 7.30pm
- 28 November – skype 7.30pm

Minutes approved via email vote – 20 April 2017

Signed: .....  
Gary Young – President.