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| **Board Meeting**  **Minutes** | |  |
| **Date:** | 7th & 8th September 2019 | |
| **Location:** | Sport Auckland, Level 4, Alexandra Park Function Centre, Gate B, Greenlane Road West, Epsom, Auckland | |
| **Time:** | **Saturday 9.30am – 5pm, Sunday 9.00am – 3pm** | |

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| 1. **Attendance & Apologies** |

**The following board members have indicated attendance:**

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| Colin Mitchell | Lexie Matheson |
| Callum Skeet | Chris Wilson |
| Elizabeth Elkins | Robyn Denton |
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| *Also in attendance:* | |
| Karen Moffatt-McLeod (Administration Manager) | |

**Apologies:**

Sier Vermunt

Meeting opened by Chair @ 9.23am

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| 1. Approval of Past meeting minutes |

July 2019 meeting minutes already approved electronically and published

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| 1. Financials – Over-view of current financials - CS |

Financial Report loaded in to GD.

Profits surplus & revenue down. Money transferred from team deposit to main account.

Money still outstanding from some 2019 representative archers – action will be taken moving forward to recover this debit.

CW – Procedures were: payments prior to leaving or payment plan in place. If this has not occurred the next stage is to decide what the next steps in the procedure will be. Action from here suggestion – by 20th sept 2019 payment in full or payment plan in place and adhered to. If by 21st sept 2019 money has not been paid or they default on payment plan that it results in immediate suspension. Admin Manager to email club secretaries ‘the following members are currently suspended and therefore cannot participate in registered tournaments or Archery NZ events. Please notify the clubs tournament organisers. This information is on need to know basis and not for general publication.” Suspension is lifted once full payment has been received and club secretaries are notified.

Needs to be well written up and sent to those involved, along terms/financial arrangements for 2020 teams.

***Moved Robyn Denton:***

***“Archery NZ will contact those members who have outstanding debit requiring debit to be paid in full or enter into a payment plan by 20th Sept 2019. Failure to do so will result in immediate suspension until time of full payment is received. A notice to members to be sent notifying financial arrangement for the 2020 year.”***

**Seconded – Callum Skeet, Lexie Matheson abstained**

**All others in favor –CARRIED**

CW to provide template – RD, KMM & CS to work on notice to members. To be sent and go on website.

Coaching courses need to be invoiced ‘prior’ to the course, not after. Online entry via ArcheryOSA so data can be captured as well, payments are timely and then certificates can go out post course. Also ensures correct information & contact details are less likely to.

CW – once General Manager is in place they can get on with the role – board needs access to Xero to understand financials.

Anne to be asked to give a breakdown of the costs deficit of the 2019 International Tournaments.

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| 1. Update on General Manager/ Ops Manager role – CS |

CS & SV reviewed applications, short listed to 2 and interviewed via skype both candidates. Both of a very high caliber and Archery NZ fortunate to attract such a level of interest.

Face to Face meetings with presentations from both candidates took place on Saturday.

Board goes into COMMITTEE to discuss, Board comes out of committee

**Moved Lexie Matheson**

***“The position of General Manager is offered to Phil Vyver “***

**Seconded: Chris Wilson**

**All in favor CARRIED**

**Callum moves “should Phil decline the position that it is then offered to Mike Thompson” Lexie second**

**All in favor – carried**

CS to call Phil with offer and work on Contract review with CW.

Colin to call Archery NZ Patron Bernie Fraser to advise of appointment.

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| 1. Update on 2020 National Outdoor Championships - CS & SV |

SV & CS have started on budget – using the AAC 2019 one as a template to ensure all areas are covered.

* Ground inspection – Technical Support indicated CM was the only one who could complete this, but CM states that any qualified National Judge can do it. He is based at the other end of the country and it would be an additional costs. Immediate issue for Nationals now (CS) on going issue for outdoor events ongoing. CS suggests maybe look at google earth. Resolved to conclude the meeting earlier on Sunday to enable CS to visit Pulman Park to complete inspection and indicate suitable location within the venue.
* Programme – KMM presented draft programme. Some adjustments made to timing of the AGM.
* Entry Form – waiting for budget – and Tech S approval of grounds & programme
* Registration of Tournament – will be required
* Sponsorship – LM will help General Manager with this and take over sponsorship acquisition of the event
* 3 Containers are in storage in Auckland and the 4th (if not already) from Indoor Nationals will be returned to Auckland
* Labour force needs to be accumulated – budget to decide how much they will be remunerated.

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| 1. 2020 AGM |

* Date, venue, time, format

Decided and moved into the Nationals Draft Programme – Colin to work with General Manager for format of AGM

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| 1. Sport NZ Update on next funding cycle - KMM |

Over-view of what might be the format of the next round – Sport NZ are due to make an announcement this month. Archery NZ needs to start planning what the focus areas will be for 2020-2024 and beyond.

Approaches from YMCA re camp for kids from lower socio-economic area in south Auckland for June 2020. KMM will meet with them to discuss further how archery can be involved. This is a key focus area for Sport NZ.

Change mindset from Members to ‘participation’ and ‘partner’ with the willing – other organisations etc.

CW – digital strategy – remove the barriers and make it easier.

Committee to be formed – motion from RD, 2nd LM,

All in favor – passed

**Moved Robyn Denton:**

***“A Committee to be formed to plan for the next round of Sport NZ funding applications consisting of Chris Wilson, Karen Moffatt-McLeod & Phil Vyver”***

**Seconded: Lexie Matheson**

**All in favor CARRIED**

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| 1. Guidelines for Coaches Sport NZ funding |

* Letter went out to Coaching Panel & Coaches Convener regarding spend of the Sport NZ Funding.
* Guidelines for 2019-2020 spend for initiatives – GM to be involved in this.
* Application for Funding from Gavin Blackmore on – CS – caught up with Neville Clark in Gavin’s absence, who will come back with a budget and application for funding. CS to follow up where he is at with this.

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| 1. Patron & Life Members - RD |

* rules & processes moving forward – (carried over from July meeting)
* RD covers background of how this happens – constitution was never updated from the 2007 resolution. RD – does the constitution need to be amended – recommend it is a board appointment. Does it need a specified period? Need to remove the ‘election of’ from the AGM
* CW –The Patron will be appointed by the Board of Archery NZ. (Action item 9.1 of constitution – draft a motion for the AGM).
* RD will write to Life Members & Patron advising what the intention is for the 2020 AGM.

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| 1. NZ Archer Magazine |

* Editor stepping down at end of 2019 – position description has been done and will be circulated.
* Articles for – is this our best communication tool going forward & the Board need to use it more effectively. Facebook information is more immediate so general information in the Archer Magazine surrounding events/announcements etc may be out of date. E.g. an event has just occurred overseas but is not in the issue that is just coming out – the next issue is 3 months later.

General Manager & Chair may be better to write regular updates from Board meetings (could be in in lieu of formal minutes). Maybe look at a 1 pager type of communication/newsletter to members from events etc and on the website more frequently in the future. To be explored.

Administration will need to be updated upon outcome.

KMM to discuss with Editor and advise that the next Archer issue will likely be the last in that format. But an editor is still required to pull together articles going forward.

Current Administration rules:

*11. The Association Magazine newsletter*

*11.1. Control of New Zealand Archer*

*The Association magazine newsletter the “New Zealand Archer” will be under the control of the Board. The Board will appoint the editor or editors.*

*11.2. Submission of Material*

*All Archery New Zealand members have the right to submit material to the editor of the Archer.*

*11.3. Publication*

*The magazine newsletter will be produced four times per regularly throughout the year, will be posted on the Association website and distributed to all members.*

*11.4. Publication Subscription*

*Archery New Zealand members may purchase copies by annual subscription at the rate determined by the Board.*

*11.5. Commercial Sale*

*The magazine may be sold through commercial outlets at the discretion of the Board.*

*11.6. Collection of Fees*

*The Editor will arrange the collection of fees and the distribution of the magazine.*

*11.7. 11.4 Distribution of Copies*

*The Board may provide copies of the magazine newsletter to persons or organisations it deems of assistance to the Association.*

**Moved Robyn Denton:**

***“Amendment to the administration rules to encompass upcoming changes.”***

**Second: Colin Mitchell**

**All in Favor- carried**

Meeting suspended at 5pm to resume on Sunday at 9am

**SUNDAY**

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| 1. Trans Tasman Managers Report – Clive Hudson |

Clive Hudson Team Manager, Trans Tasman 2019 presented his report.

Some key points:

Trophy needs some repairs & engraving to be updated. LM will organize this as trophy is currently at her place.

Clive would like Archery NZ to build on the experiences and learnings from past events. NZ will not host in theory again until 2023.

Challenges to fit events into the World Calendar, particularly to try to encompass school holidays as well.

Recommends there needs to be a local organization team for Archery NZ.

Clive said Management Team was wonderful and big ups particularly to Geoffrey Sinclair for the amount of work he did to organize prior and during the event.

Venue for TT Training Camp in Hamilton was great – can we utilize it more – Podium Lodge – purpose built for sport, close to St Peters.

Good team vibe – starting from the Training Camp. Good leadership within the archers – team captains really stepped up.

Electronic scoring did not perform unfortunately and started to slow the process down when the days had limited daylight hours.

Peter McLean did a fantastic job stepping in to DOS for the Match Play, and thanks to Carole and some of the Aussie parents who were judges for stepping up to assist with the MP.

TT photos etc – big deal needs to be front and foremost on the website.

LM to hold to trophy & get it repaired.

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| 1. Budget Presentation - CS |

* Budget for next financial year

CS – waiting for GM to be on board as they will need to take responsibility for the Budget.

CW – form finance & risk committee to work with GM – to work on and present budget, then with GM to verify financial reports for board meetings. Will help with efficiency.

**Committee:**

Elizabeth Elkins

Callum Skeet

* Anne Mitchell & Robyn Denton will be stepping down at the end of the year. Need to consider signatories for Bank accounts.

***Callum Skeet Moves:***

***“Elizabeth Elkin & the General Manager added as signatories and at the end of the year Anne & Robyn are removed as signatories. Finance & risk committee established with Elizabeth Elkin & Callum Skeet as members”***

**Second: Colin Mitchell**

**All in favor – Carried**

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| 1. Vacant Board positions 2020 |

* Colin & Robyn stepping down in 2020 – Board need to look at skills matrix to ascertain the skills that will be lost and what needs to be filled so they can consider the best fit for these two up-coming vacancies.

CM did a report for the Archer mag which included the information that CM & RD are stepping down from the board.

Notification for 2 Board positions to go out asap Cut of date: 30th October

KMM & RD work on Skills set required

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| 1. Video Presentation |

* Update for members – discussion on who, how & when this will be done. Needs to be discussed with General Manager to finalise.

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| 1. Selection going forward |

KMM How are we going to qualify archers for the 2020 World Field Champs Yankton USA? As we do not have a field champs in the plans as yet. Aussie Field Nationals does not include Longbow division so we cannot expect to use that as the qualifier.

RD - IFAA calendar is already fairly full – April onwards WA calendar full with outdoor target events.

Club to provide venue, target bales and labour to set course. 2 day event 24 targets unmarked 1st day, 24 targets marked 2nd day. Needs to be before end of May, preferably a little earlier.

**Moved Chris Wilson:**

***“Board recommends Lakeview, Kapiti, Pine Ridge clubs to be approached run Field Nationals 2020 pending acceptance of and acceptance of the budget by the club.”***

**Second: Colin Mitchell**

**Robyn Denton abstained**

**All others in favor. CARRIED**

Financial contribution $1500 – for use of course, bails, labour. Archery NZ to provide target faces, score sheets, administration, Judges. KMM to make approaches.

* When is announcement going to be made to the prospects regarding financial arrangements for selection for the 2020 team? KMM archers need to know as soon as possible to allow time to secure funds/funding.
* Format of the Selection Panel

One pager – Convener of Selectors, then other 2 people who have the right skills – skills matrix. KMM to put together.

RD to looking at wording for Admin rules to capture this.

**Moved Robyn Denton:**

***“6.0 Selection ~~Panel~~***

***Panel***

*The convener of the Selection Panel will be appointed by the Board for a period of 4 years.*

*~~The two other members of the panel will be a Coach (nominated by the Coaching Commission) and one other board appointed person.  Each of these positions will be appointed for a two year term.~~*

*The two other positions on the panel will be filled via a registration of interest process with the General Manager coordinating the process and making a recommendation to the Board.  Each of these positions will be appointed for a staggered two year term.*

***Policies and Processes***

*The Selection Panel will be responsible for the development of Selection Policies and Processes in conjunction with the General Manager.*

*The Selection Panel will make selection recommendations to the Board for ratification.”*

**Second: Lexie Matheson**

**All in favor - CARRIED**

* Oceania Barebow policy – awaiting ratification by the Board

**Moved Colin Mitchell**

***“The Board of Archery NZ ratify the Selection Policy & Criteria for the Barebow division for the 2020 Oceania Championships to be held in Fiji.”***

**Second: Callum Skeet**

**All in Favor – CARRIED**

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| 1. Filling of roles within the new structure |

Carried over for General Manager

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| 1. Other Business |

* Matters arising from Officer Reports (loaded into the Google Drive for viewing prior to meeting).
* Signing of resolutions for funding applications.

**Colin Mitchell Moves:**

***“The five funding applications as presented by the Administration Manager be approved.”***

**Second: Lexie Matheson**

**All in favor CARRIED**

* Membership cards – need to cover storage in email to members. Life members. Reference & tick box about storage of member details. Benefits of moving to a digital card tie in with strategic plan.
* Callum will not be available for 2 day board meetings in future – only 1 day meetings
* Crystals / trophies

KMM recommends repurposing the unused medal centres and the medal blanks from TT.

KMM to get a quote from Martin at Trophy specialists for the crystals & trophies and LM will look for sponsors.

* Board Pro software – KMM investigated price for NFP

**Moved Lexie Matheson:**

***“Archery NZ purchase annual subscription of BoardPro to be in place for October Meeting”***

**Second: Callum Skeet**

**All in favor - CARRIED**

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| 1. Action Points from last meeting |

All either completed or in progress.

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| 1. **Dates for Future Meetings** |

* Saturday 12th October Auckland – F2F -commencing 9.30am – with sub section & GM on Sunday 13th October commencing 9am
* Saturday 23rd November Auckland – F2F – commencing 9.30am strat plan in place by this meeting
* Wednesday 11th December – skype 7.30pm – approving AGM Docs
* Tuesday 21st January 2020 – Skype 7.30pm

ACTION POINTS from Meeting:

KMM to investigate payment of Board Pro software.

CW to provide template – RD, KMM & CS to work on notice to members. To be sent and go on website. (from 4)

CS to call Phil with offer and work on Contract review with CW.

Colin to call Archery NZ Patron Bernie Fraser to advise of appointment.

Application from Gavin Blakemore/discussion with Neville Clark - CS to follow up where he is at with this.

RD will write to Life Members & Patron advising what the intention is for Patron from the 2020 AGM.

LM will organize repairs and engraving for TT trophy.

KMM & RD work on Skills set required for 2 vacant board positions

Notification for 2 Board positions to go out asap Cut of date: 30th October -KMM

KMM to put together 1 pagers for position descriptions for SP.

RD to look at wording for Admin rules for Selection Panel.

KMM to make approaches to Lakeview, Kapiti & Pine Ridge for National Field Champs 2020

PV to consider establishment of HP or pathways of development committee and make recommendation to the board.

KMM to get a quote from Martin at Trophy specialists for the crystals & trophies and LM will look for sponsors.

KMM to template a letter to thank team officials – acknowledgement of service

Strat Plan to be socialized – with clubs. Refined and then publicized CW – Phil to drive – RD will put some words together – do we need to send to Key Stake-holders? – throw to Phil

KMM to email Pam Gordon about the good job she is doing with the coaching courses in the SI. keep up the good work – what are the plans she has

Advise Caro – next Archer Mag is final – AGM stuff – moving to new format

CW to work on Business plan – then hand over to KMM

Format for Gen Man moving forward – not for minutes

* Strategic Plan – Business plan
* Funding applications
* Budget for 2019/2020 with CS
* National Tournament 2020
* Coaching delivery – 2019/20 – Sport NZ funding spend
* Communications Strategy
* Digital Solutions – including privacy assessment
* Tokyo 2020
* Youth

Ideal start Monday 16th –

EE & CS will catch up for Budget session Tues 17th???

Friday 27th Lexie, KMM, Phil, Callum – Nationals 2020 meeting

Phil to be introduced to clubs

Attend selection event in Wellington – introduction to Bernie

Phils programme

17th Sept – Finance/Budgets with CS, EE, AM

18th Sept – AM morning – day to day financials

? Sept - CW/Lexie – strat & business plan

12 Oct – Board Meeting

13th – Board catch up - priorities

16/17th November – Selection Event & intro to Patron/ WAA