

CONFIRMED MINUTES

BOARD MEETING



At the **Board meeting** on **11 Jun 2024** these minutes were **confirmed as presented**.

Name:	Archery New Zealand
Date:	Tuesday, 14 May 2024
Time:	7:30 pm to 11:01 pm (NZST)
Location:	Zoom, online
Board Members:	Cushla Matheson, Katherine Watson, Murray Prowse, Mykel Turner
Apologies:	Frasier Cho
Guests/Notes:	Clive Hudson

1. Opening Meeting

1.1 Confirm Minutes

Board meeting in person 3 Apr 2024, the minutes were confirmed with the following changes:

6.1 Change Peter to Andrew

Board Meeting 9 Apr 2024, the minutes were confirmed as presented.

Board Meeting 16 Apr 2024, the minutes were confirmed as presented.



Approve all minutes

Correction to 3 April 6.1 change Peter Russell to Andrew Russell.

Decision Date:	14 May 2024
Mover:	Katherine Watson
Seconder:	Mykel Turner
Outcome:	Approved

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
9 Jan 2023	Privacy and Police checks Status: On Hold	Cushla Matheson
28 Feb 2023	Organizational Committee to review Code of Conduct Status: In Progress	Vincent McCartney
29 Sept 2023	Review of National Tournaments bid document Status: In Progress	Murray Prowse
12 Jan 2024	Proposed edit to committee terms of reference Status: Completed on 3 Apr 2024	Cushla Matheson
13 Feb 2024	Contact Tu Manawa Active to check funding eligibility Status: Completed on 7 May 2024	Katherine Watson
7 May 2024	Ask Elizabeth to post on Facebook snapshots taken from the newsletter Status: Completed on 7 May 2024	Katherine Watson
7 May 2024	Send policy to be reviewed by Organisational Management committee, with the view to approve it Status: In Progress	Katherine Watson
28 May 2024	Establish online drop in sessions for club presidents or representatives Status: Completed on 7 May 2024	Katherine Watson

3.2 Board moved to 'in committee'

7.40pm - 8pm out of committee

4. Major Decisions and Discussions

4.1 World Archery Oceania CQT Media Coverage report

defer until separate meeting to include Frasier Cho

4.2 Discussion: Succession planning

Review terms ending and positions to be filled at next AGM

1 board member position - Mykel Turner at next AGM

(add schedule of current positions and term lengths)

CM: Suggested a board intern role be developed for younger/less experienced members to learn the role of Governance. Add to next board meeting for consideration.

KW: to review policy and rules to consider.

4.3 Proposal for Officials Code of Conduct

Background. As an official we wear an identifiable uniform that shows we are representing Archery NZ.

Athletes, when selected for international representation must sign a code of conduct but officials do not have a code of conduct to sign and adhere to.

When issues arise (examples stated) there is no policy other than the member protection policy to hold officials to account for their behaviour or engagement with case studies and tournaments.

Judges/DoS admin are members with special responsibilities. Code of conduct is protecting the position and upholding the responsibilities.

KW: Suggest including specific numbers of attendance at case studies meetings and officiating tournaments. Expertise and competencies being maintained. What would be involved and who would assess and monitor the requirements?

Add specific number of events in a time period to maintain credentials.

MP: Suggested edit 'alleged breaches of the code of conduct may result in immediate stand-down pending an investigation'.

Who would refer the breach? how does it relates to the disputes & disciplinary policy?

Thank you for this first draft. Request Technical officials to rework considering the suggested edits and represent.

4.4 Proposal for Tournament Officials Committee



Refer Tournament officials terms of reference to the Organisational Management subcommittee

Review and request recommendation to the board.

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Mover: Katherine Watson
Seconded: Murray Prowse
Outcome: Approved

4.5 2024 AGM

AGM need to be held no later than 6 months after the end of the financial year (31 March 2024) To be held before the end of September 2024.

Agenda to be prepared 60 days prior.

Date set as Tuesday 24th September 2024. online zoom at 7.30pm

To confirm with FARC that accounts can be prepared.

Draft agenda to be created for next board meeting.

Begin Life member nomination process. Contact clubs and notice in Newsletter.

4.6 2024/2025 Affiliation Fees

Proposed to increase the fees to support athletes at international levels and grassroots.

Liaise with clubs as dates may conflict with club financial years.

Refer to FARC for a recommendation on fee increase amount.



Ask FARC for recommendation on affiliation fees for the 2024-2025 year

To consider loss of Sport NZ Funding and inclusions of athlete support proposal.

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Seconded: Mykel Turner

Outcome: Approved

4.7 WAO Congress report

High participation meetings with 7 member associations in attendance.

Cushla - World Archery Development Officer was thanked for her work in the region.

Reconfirmed Archery NZ commitment to hosting 2026 WAO Championships.

Tonga expressed interest 2028

Athlete representative position to be open and voted on at next congress to be held in person at 2026 WAO Championships.

Seeking clarification of participation of Australia and New Zealand at Pacific Games.

Pacific Games confirmed - If invited then they are to be included in all aspects of the competition.

4.8 NZOC Forum and General Assembly Report

Cushla Matheson attended as Archery NZ Voting member and Murray Prowse attended as observer.

Forum: NZOC sort the opinions of its members during a forum session. Questions around what events are considered important: All of them for different reasons to different NSO's.

Future planning for 'home event' Brisbane 2032, what will it look like. Comments from members included a strong full team, asking if the selection criteria could be reviewed for the home event.

General Assembly annual report will be published on the NZOC website.

Voting on all motions went as recommended by NZOC and as discussed by Board.

Of note is the NZOC philanthropy programmes and opportunities for possible support.

4.9 National Māori Sport and Recreation Wānanga Report

Report tabled. Attached

4.10 Paralympics New Zealand AGM Report

Katherine:

Main theme how to get more than 6 sports represented at future Paralympic Games.

Looking for opportunities to work with more sports.

Cycle of funding - saving during the 4 year cycle as Paralympic year is the expensive year so saving during the led up to games year.

Neroli Fairhall receiving an PNZ Order of Merit. To be presented to her family later this month.

Membership fee remain the same at \$250 plus GST

Cushla has been working with Blind Sport NZ working with their residential programme and introducing young people to our sport.

4.11 Containers

Currently have 2x 20 foot containers. Currently stored at PTS logistics in Palmerston North.

Containers need to be cleaned out and sold as leaking causing damage to the equipment inside.

Murray to call Tony Vercoe to discuss logistics of storage and cleaning of containers.

Sale of current containers the income can go towards creation of South Island 'Tournament in a box' to assist South Island.

Murray to follow up.

4.12 Complaint received

Acknowledge complaint received.

Unable to discuss at this meeting to ensure quorum.

4.13 Selection Decisions



Approve the recommendations from the selectors for the World Archery Field Championships 2024

Decision Date: 14 May 2024
Mover: Cushla Matheson
Seconded: Katherine Watson
Outcome: Approved

5. Sub-Committees

5.1 FARC

Some adjustments to be made as some events fall in the 2024/25 financial year.

Some expenses are still to be paid for Nationals as the accountant will allocate income and expenses to the correct accounts.

Estimate \$31,000 profit for the year end.

Anticipate higher cost in the years when big teams are selected for international events. TT and WAO.

5.2 HP Committee

Asked the HP committee to review the current selection policy to ensure it is fit for purpose for 2025.

Review Trans Tasman proposal at next meeting.

Attended NZOC Master classes regarding Olympic selection.

Have arranged to meet with NZOC, post Paris games, to discuss criteria, support and set 4 and 8 year plan.

DFSNZ webinar to be held this week 16th May 2024

5.3 Wellbeing, Inclusivity & Diversity

Meeting held to discuss plans for 2024/2025

Drafting new strategy and setting goals and identifying key stakeholders.

Cushla has been working with Blind Sport NZ engaging with their residential programmes offering have a go opportunities and pathways to club activities.

Refer to Report from Te Aupikitanga National Māori Sport and Recreation Wānanga.

5.4 Clubs Committee

6 attendees covering a broad geographical range

2 club apologised as clashed with club meetings.

Katherine presented on the changes to the Incorporated Societies Act. Created a space for discussion between clubs and progress on reviewing constitutions.

Recommendations that we will host these meetings quarterly.

To follow best practice district associations should be affiliated members.

5.5 Membership & Development

No meeting since last board meeting

5.6 Organisational Management Committee

Shooting rules require specialist knowledge.

Recommending the Board accept these terms of reference and make the changes to the organisational terms.

Request update from the Board as to the General Manager position.

To focus on fundraising and high level communication, relationship and partnership building.

To function as a professional organisation we need to fill this role.

Questions: What can we afford? What does that purchase? What is the role?

remuneration and requirements of the position need to match to be realistic.

Ask FARC for indicative budget.

Ask Organisational management to revise and review position description.



Move that we accept the recommendations in full

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Decision Date: 14 May 2024
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Outcome: Approved



Ask FARC to provide budget for contact salary

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Due Date: 11 Jun 2024
Owner: Katherine Watson



Ask Organisational management subcommittee

to revise and review position description

Due Date: 11 Jun 2024
Owner: Katherine Watson

6. Role Reports

6.1 Premier Events

EOI received from a group to host Trans Tasman 2025. Clarification of cost requirements group/club before progressing to bid.

Bid received from a club to host Trans Tasman 2025. Clarification required on points have been requested before confirming bid.

Need to contact Archery Australia to confirm if they are hosting Youth Nationals during Easter 2025. What effect would this have on proposals to host Trans Tasman?

Bid received for Indoor Nationals 2024 - caveats around some aspects of the event need to be clarified before confirming bid.

Murray to liaise with bidders to clarify and confirm details requested and make recommendations to the board.

7. Other Business

7.1 Correspondence

Nuala Edmundson asked how the archer to shoot the first arrow at nationals is decided. LOC makes the decision regarding the opening ceremony which the board feels is appropriate.

Request from journalist at New Zealand Dr Journal to write information about the recent sports tribunal ruling to support Doctors working with athletes.

8. Close Meeting

8.1 Close the meeting

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



Katherine Watson
5 Jul 2024



Frasier Cho
11 Jun 2024