

CONFIRMED MINUTES

BOARD MEETING



At the **Board Meeting** on **13 Feb 2024** these minutes were **confirmed as presented**.

Name:	Archery New Zealand
Date:	Tuesday, 9 January 2024
Time:	7:30 pm to 10:30 pm (NZDT)
Location:	Zoom, online
Board Members:	Cushla Matheson, Frasier Cho, Katherine Watson, Murray Prowse, Mykel Turner
Attendees:	Administration Officer

1. Opening Meeting

1.1 Confirm Minutes

Board Meeting 12 Dec 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
9 Jan 2023	Privacy and Police checks Status: In Progress	Cushla Matheson
28 Feb 2023	Organizational Committee to review Code of Conduct Status: On Hold	Vincent McCartney
29 Sept 2023	review of National Tournaments bid document Status: In Progress	Murray Prowse
29 Sept 2023	Schedule updates during event key points Status: Completed on 2 Jan 2024	Katherine Watson
24 Oct 2023	Term of reference development and handover of documentation Status: Completed on 2 Jan 2024	Katherine Watson
24 Oct 2023	Appointed Board members Status: Completed on 2 Jan 2024	Katherine Watson

Due Date	Action Title	Owner
12 Nov 2023	Review constitution and present draft at next Board meeting Status: Completed on 2 Jan 2024	Katherine Watson
15 Nov 2023	Final approval Status: Completed on 2 Jan 2024	Katherine Watson
26 Nov 2023	Katherine to make this a between meeting decision Status: Completed on 2 Jan 2024	Katherine Watson
12 Dec 2023	Move this to high performance Status: Completed on 2 Jan 2024	Katherine Watson
9 Jan 2024	Put out a callout in newsletter for Complaints Panel participant pool Status: Completed on 2 Jan 2024	Katherine Watson
12 Jan 2024	Proposed edit to committee terms of reference Status: In Progress	Cushla Matheson
13 Feb 2024	Review Board Charter Status: In Progress	Murray Prowse

4. Major Decisions and Discussions

4.1 Constitution Review

4.2 Service Awards

Callout to clubs will be made to make nominations, with deadline 1 month before nationals, which is when awards will be presented. Callouts will be made directly to clubs and via newsletter

4.3 Review progress on securing funding for Para and School Coordinators.



Contact Tu Manawa Active to check funding eligibility

It appears that we are not eligible for Tu Manawa Active funding, but to follow up with them to check in case we are

Due Date: 13 Feb 2024
Owner: Katherine Watson

We could also see if Halberg funding is available

5. Membership

5.1 Current Members

6. Sub-Committees

6.1 Current Sub-Committee Members

Male ALM representative position has been filled

6.2 FARC

6.3 HP Committee

HP committee ad will be put out in the newsletter and email



Re-establishment of the Athlete Council

Terms of reference to follow

Decision Date: 9 Jan 2024
Mover: Cushla Matheson
Seconder: Katherine Watson
Outcome: Approved

6.4 Wellbeing, Inclusivity & Diversity

Work in progress

6.5 Clubs Committee

6.6 Membership & Development

6.7 Organisational Management Committee

7. Role Reports

7.1 Premier Events

Put another reminder in the next newsletter

Indoor nationals is under development

7.2 Sport NZ Liaison

7.3 Olympic Liaison

Waiting to hear back about funding

7.4 Technical Committee

7.5 ICT

Subcommittees to contact Kelly with an updated list of members

ArcheryOSA is important to Archery NZ, and contributions should be made to it

Electronic domains discussion tabled

7.6 Health & Safety

8. Other Business

8.1 Filling of roles

Appointed board member progress is being made, but not on other roles

8.2 Complaints

8.3 Branding Policy



Adopt branding policy as tabled

Guidelines have been accepted for the branding policy

Decision Date: 9 Jan 2024
Mover: Katherine Watson
Seconder: Cushla Matheson
Outcome: Approved

8.4 Social Media Strategy

Membership and development subcommittee to develop a social media strategy or role

8.5 High Performance Levy

Funds to be allocated on a four year rotation, for example; Officials for world youth champs, recurve archers to attend CQTs, compound archers to go to world games, barebow archers at field world champs (further consultation to these are needed)

Further discussion with FARC will be needed about this levy



Discuss HP levy with FARC

Discuss the HP Levy with FARC

Due Date: 13 Feb 2024
Owner: Katherine Watson

8.6 World Archery U15

It is not necessary to update categories to include U15 at the moment

For the purpose of Trans Tasman, we believe it will be beneficial for Archery Australia to align categories and distances with us, and for the Oceania championships

8.7 Indoor nets

Archery NZ does not own nets behind that go behind indoor targets



Murray will make contact with NZFAA to see where we can get indoor nets

Murray will make contact with NZFAA to see where or who we can get indoor nets from

Due Date: 13 Feb 2024
Owner: Murray Prowse

8.8 International licence fee

This is charged annually to Archery NZ.

The board expects athletes to pay this to Archery NZ prior to travelling to their first event of the calendar year.

This fee represents excellent value, as it is comprehensive medical and travel insurance.

8.9 2024 Uniforms



Add the year to representative uniforms

Add the year to representative uniforms, to be updated in admin rules

Decision Date: 9 Jan 2024
Mover: Murray Prowse
Seconder: Katherine Watson
Outcome: Approved



Archery NZ provides representatives who are selected and attend international events with two shirts

Archery NZ provides all representatives (athletes and travelling officials) who are selected and attend tier 1 and 2 international events with one black and one white shirt per calendar year

Decision Date: 9 Jan 2024
Mover: Katherine Watson
Seconder: Mykel Turner
Outcome: Approved

8.10 Accommodation for WC1 2024

Expectation for teams to stay in official accomodation, for the manager to decide when they are appointed

This will be likewise for other world cups and Asia cups

9. Strategic Goals

9.1 Report on progress



Invite Life Members to the February board meeting

Send invite

Due Date: 16 Jan 2024
Owner: Katherine Watson



Archery NZ photos update

Provide an update of the Archery NZ photos in the next newsletter. This would include the current location, and what is happening with them

Due Date: 13 Feb 2024
Owner: Katherine Watson

10. Close Meeting

10.1 Close the meeting

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

Approved decisions made between meetings



World Cup Stage 1 2024 Athlete Selection

The Board accepts the Selection Committee recommendation of selecting the following athletes for World Cup Stage 1 2024:

Isabella Wassilieff (WC), Gary Coleman (MC), Hector McNeilly (MC), Riku van Tonder (MC), Ben Trim (MC) and Finn Matheson (MR).

Further, we accept the recommendation that Riku van Tonder be appointed Team Captain.

5 Supported: Cushla Matheson , Frasier Cho , Katherine Watson , Murray Prowse , Mykel Turner

0 Opposed:

0 Abstained:

Decision Date: 29 Dec 2023

Outcome: Approved

New Actions raised in this meeting

Item	Action Title	Owner
4.3	Contact Tu Manawa Active to check funding eligibility Due Date: 13 Feb 2024	Katherine Watson
8.5	Discuss HP levy with FARC Due Date: 13 Feb 2024	Katherine Watson
8.7	Murray will make contact with NZFAA to see where we can get indoor nets Due Date: 13 Feb 2024	Murray Prowse
9.1	Invite Life Members to the February board meeting Due Date: 16 Jan 2024	Katherine Watson
9.1	Archery NZ photos update Due Date: 13 Feb 2024	Katherine Watson

Next meeting is February 13, online.

Katherine Watson
14 Feb 2024