

CONFIRMED MINUTES

BOARD MEETING



At the **Board Meeting** on **8 Oct 2024** these minutes were **confirmed as presented**.

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

1. Opening Meeting

1.1 Confirm Minutes

Board Meeting (AGM prep) 25 Aug 2024, the minutes were confirmed as presented.

Board Meeting 13 Aug 2024, the minutes were confirmed as presented.

Board Meeting -fees motion 20 Aug 2024, 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	Cushla Matheson
	Status: In Progress	
28 Feb 2023	Organizational Committee to review Code of Conduct	Vincent McCartney
	Status: In Progress	
7 May 2024	Send policy to be reviewed by Organisational Management committee, with the view to approve it	Katherine Watson
	Status: In Progress	
9 Jul 2024	Ask membership and development committee about coordinators for Mykel Turner para archery	
	Status: In Progress	

Due Date	Action Title	Owner
13 Aug 2024	Cushla to have a conversation with Dr George Corbett Status: On Hold	Cushla Matheson
10 Sept 2024	Contact Christchurch and Dunedin clubs to clarify 75% members requirement for life member nomination Status: Completed on 10 Sept 2024	Katherine Watson

4. Major Decisions and Discussions

4.1 Olympic Solidarity Funding

The funding money is being spent currently, with invoices to Archery NZ arriving soon

4.2 2025 Uniforms

Athlete reps make it clear that the athletes want the material should be changed, along with the design. The black shirt colour printing is piling white (as black is printed on white fabric). These need to be made before the CQT, so lead times need to be watched.

More information is needed about the pilling option, preferably from the same supplier. Samples are also required.

Athlete's council will review samples and make a recommendation, under the division of High Performance. Then see if the lead times are feasible for 2025.

Move on with white shirts for Tier 2 and 3 of current fabric and design. Tier 1 will get white and black shirts (however black shirts will come later).

Trans Tasman will have a different design and shirt, however this is not until September 2025, so less time sensitive.



Archery NZ supplies 1 team shirt to team members attending tier 2+3 events in 2025, and 2 for tier 1

Archery NZ supplies 1 white team shirt to team members attending tier 2 and 3 events in 2025, and 1 white and 1 black to team members attending tier 1 events in 2025. We will use the existing supplier and design, while also requesting a review of the materials from the Athlete's council. Their recommendation will be taken into consideration if in time for lead times required before the 2025 competitions.

Decision Date: 10 Sept 2024
Mover: Katherine Watson
Outcome: Approved

4.3 Appointment Panel Recommendations

The appointment panel recommends that the Board makes the following appointments:

Appointed/Co-opted Board member, 2 year term: Lauren Barnes.

Appointed/Co-opted Board member, 3 year term: Melissa Newstead



Accept recommendation from Board appointment panel in full

The appointment panel recommends that the Board makes the following appointments:

Appointed/Co-opted Board member, 2 year term: Lauren Barnes.

Appointed/Co-opted Board member, 3 year term: Melissa Newstead

Decision Date: 10 Sept 2024
Mover: Katherine Watson

Outcome: Approved

4.4 Proposed Constitution and consultation process

Demonstrate haste and caution with the consultation process

Consultation by: sending to committees and see if they have comments to make with their views, specifically get feedback from everyone who has recently been in complaints panels, then could go to members after that

Phase 1 of members consultation: send constitution, comparison document, feedback open (with google form with comments allowed under each clause)

Phase 2 of members consultation: publishing the information what has been asked, and replies. Makes this transparent

Approval will likely be by electronic ballot, when we get to the stage near the end

Question about there being enough time for financials to be reviewed between the end of the financial year and before the AGM dates set in the constitution

Note for November Clubs Forum to be about the constitution as part of the consultation

To be sent out on 30 September, then 1 month for questions, then 1 month to respond, followed by a special electronic ballot in December that will be open 10 days from 30 November to 9 December.

Addition to have the fees set with an advising of minimum of 12 months notice, to give clubs time

5. Sub-Committees

5.1 FARC

Question about professional grant funding. We were looking for someone to look for and write grants for us, but the person we engaged with could not offer more than what we already are able to do. Further exploration is happening.

5.2 HP Committee

Selection policy is being looked at for 2025/2026

56 people are attending the upcoming camp this month

4 people on Athlete's council, have discussed terms and filling places. They wish to have youth representatives too. However there should also be open/masters representatives. A club level representative for social archers would also benefit.

Clarification for U15 age group and what it means for Archery NZ: at this point, Archery NZ is not looking at adopting this group. This was originally created for the gymnasia event

5.3 Wellbeing, Inclusivity & Diversity

Child safeguarding policy: need guidelines about minors competing in open competitions

Frasier to contact Jeanette about the Police vetting policy and what to do if there is a negative response specifically.

For Police vetting, anyone who does foundation coaching course, and anyone who has contact with children should have the check. Coaches are endorsed by Archery NZ, and sign the code of ethics, however vetting should be a part of this. Every 2 years Police vetting.

Once policy is done, send to Organisational Management committee for review.

In Member protection policy, it is unclear about what to do with safeguarding, so to look into

5.4 Clubs Committee

We need members to sign up to this committee.

5.5 Membership & Development

5.6 Organisational Management Committee

Approve the expense management policy as presented

Approve the expense management policy as presented by the Organisational Management committee

Decision Date: 10 Sept 2024

Mover: Katherine Watson

Outcome: Approved

Approve change 1: Amend 3.3 Membership Fees

Approve change 2: Add privacy training requirements

Approve change 3: Revise Definition of Selection Panel



Approve all 3 changes as proposed by the organisational management committee

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Decision Date: 10 Sept 2024

Mover: Katherine Watson

Outcome: Approved

5.7 Rules Committee

First meeting has happened

Chair person has been appointed



Appoint Meike Boigt as chairperson of the Rules Committee

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Decision Date: 10 Sept 2024

Mover: Katherine Watson

Outcome: Approved

6. Role Reports

6.1 Premier Events

To ask a question about the review of the barebow category numbers which do not currently have age groups

However this is for our information, and to note that this has already gone to Archery Australia. To check the process of the MOU to see if feedback is available, and if not, then to consider altering for future MOUs.

Also we would like some clarification about the 2 person teams.

Auckland Outdoor Nationals are looking at venues and dates are about to be set. Progress is being made

Oceania Champs 2026 is being run by Archery NZ in Auckland. LOC needs to be put together, appointing 1 person, finding dates and venues

7. Other Business

7.1 Amend minutes of 3 April 2024 Board meeting



Correct spelling of Kerry Hoole and update Iain Hamilton being part of coaching advisory group

Item 5.2: Iain Hamilton was appointed as part of the coaching advisory group

Item 5.2: Correct the spelling of Kerry Hoole's surname

Decision Date: 10 Sept 2024

Mover: Katherine Watson

Outcome: Approved

7.2 Complaints received

Cushla has left the meeting for this section.

7.3 Update Policies for Integrity

7.4 Send message to Logan



Send best wishes for Logan for his upcoming role at the World Field Championships

The Board of Archery NZ to send best wishes for Logan for his upcoming role at the World Field Championships

Decision Date: 10 Sept 2024

Mover: Katherine Watson

Outcome: Approved

8. Close Meeting

8.1 Close the meeting

Next meeting: Archery NZ Annual General Meeting - 24 Sept 2024, 7:30 pm

A handwritten signature in black ink that reads "K. Watson".

Katherine Watson
2 Nov 2024

A handwritten signature in black ink that reads "Frasier Cho".

Frasier Cho
2 Nov 2024