

# CONFIRMED MINUTES

## BOARD MEETING



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

<b>Name:</b>	Archery New Zealand
<b>Date:</b>	Tuesday, 9 July 2024
<b>Time:</b>	7:30 pm to 9:50 pm (NZST)
<b>Location:</b>	Zoom, online
<b>Board Members:</b>	Cushla Matheson, Frasier Cho, Katherine Watson, Murray Prowse
<b>Apologies:</b>	Mykel Turner
<b>Guests/Notes:</b>	Life members: Dave Henshaw, Carole Hicks, Anne Mitchell, Les Jones

### 1. Opening Meeting

#### 1.1 Confirm Minutes

**Board meeting 11 Jun 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 <b>Status:</b> In Progress	Cushla Matheson
28 Feb 2023	Organizational Committee to review Code of Conduct <b>Status:</b> In Progress	Vincent McCartney
7 May 2024	Send policy to be reviewed by Organisational Management committee, with the view to approve it <b>Status:</b> In Progress	Katherine Watson
9 Jul 2024	Ask membership and development committee about coordinators for para archery <b>Status:</b> In Progress	Mykel Turner
9 Jul 2024	Child safety policy <b>Status:</b> Completed on 5 Jul 2024	Frasier Cho

Due Date	Action Title	Owner
9 Jul 2024	Callout to explore option of multi-venue indoors tournament <b>Status:</b> Completed on 21 Jul 2024	Katherine Watson

## 4. Major Decisions and Discussions

### 4.1 WA Gender Equity and Inclusion report

We are working on this

A reply is in progress from the EDIJ committee

A conversation with Dr Corbett should happen



#### **Cushla to have a conversation with Dr George Corbett**

Cushla to have a conversation with Dr George Corbett to identify future paths

**Due Date:** 13 Aug 2024

**Owner:** Cushla Matheson



#### **Accept report as tabled**

Accept report as tabled

**Decision Date:** 9 Jul 2024

**Mover:** Murray Prowse

**Seconder:** Cushla Matheson

**Outcome:** Approved

### 4.2 Discussion: Review strategic goals

Goal 1: The constitution is being reviewed by a lawyer currently

Goal 2: Cushla has been talking with Blind sport, not much engagement with Halberg due to clashes at the moment as a challenge. A newsletter article to do with vision impairment and archery is recommended. Reach out to Archery Australia.

Goal 3: Awaiting response from Mykel to update

### 4.3 Olympic Solidarity Funding

We have received the first instalment of funding, which is most of it, with the smaller amount to arrive at a later date.

Cushla update on using funding: planned booking for Pullman hotel as a venue, currently going to clubs looking for recommendations of athletes to put forward (also athletes can apply directly), for the athletes then to make contact. Travel and accomodation support may be offered.

The plan is to have the one big camp for a long term focus, then to assign to regions for ongoing support and remain connected. This would then provide support to keep a team connection with the group.

These will also provide data about the distribution of these archers, which can help inform future plans

### 4.4 NZFAA

Katherine had a meeting with NZFAA as an exploratory meeting to establish and strengthen the partnership between the two organisations.

NZFAA is showing enthusiasm for a reciprocal membership structure, with the aim for it to be easier for the members to enter each others' shoots. The different points of views with regard to peak events not being the same are recognised.

A 12 month pilot would be included in one of the next steps.

Details on reciprocal agreements are to be confirmed. We will need to have a written proposal from NZFAA to ensure terms are recorded

## 4.5 Youth Intern

In the past there was a youth voice, with those members still very involved. This example is proof that this can work and it's benefits.

This would be a good way to formalise opportunities.

Refer to organisation management and bring back to the board. This would start after the AGM



### **Organisation management committee to draft a position description for a Board Youth Intern**

Refer to organisation management committee to draft a position description for a Board Youth Intern, and application form, for it to be presented at the August board meeting

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

## 4.6 Manager roles and responsibilities



### **Updates Managers roles and responsibilities regarding the refund of \$50 application fee**

Put in writing in the Managers roles and responsibilities document, that:

Should a genuine appeal be lodged and not upheld that the manager shall, on presentation of a receipt, be refunded the appeal fee. This would be as determined by the convener of the tournament officials committee.

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

## 4.7 Appointed Board Members



### **Refer to the Board appointment panel to make a recommendation to the Board**

Refer the potential applicants to the Board appointment panel to make a recommendation to the Board, seeking a recommendation

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

## 4.8 AAC MOU for Outdoor Nationals

Changes to MOU proposed: change under 20 to under 21, background item c add on "or other suitable venue" to allow flexibility, 3.1b alter this to " seeking out and applying for funding in consultation with Archery NZ. "

A reminder to clubs that this is more of a partnership with Archery NZ and the club, with the MOU. Communication builds partnerships. Perhaps this host agreement should be under a partnership document to recognise the shared vision. Moving forward, the tone of this should be looked into.



### **Sign this subject to the 3 changes being made**

Change under 20 to under 21, background item c add on "or other suitable venue" to allow flexibility, 3.1b alter this to " seeking out and applying for funding in consultation with Archery NZ. "

**Decision Date:** 9 Jul 2024  
**Mover:** Katherine Watson  
**Seconders:** Murray Prowse  
**Outcome:** Approved

## **5. Sub-Committees**

### **5.1 FARC**



#### **Accept financials**

Accept financials

**Decision Date:** 9 Jul 2024  
**Mover:** Murray Prowse  
**Seconders:** Katherine Watson  
**Outcome:** Approved

### **5.2 HP Committee**

TT selection dates have been set

Coaching courses have been delivered by Archery NZ, organised by ADAA.

HPSNZ meeting with coach education programme, clarifying details about this course, preparing for 2025 intake. The NSO can endorse this once decided.

Camp is on track with funding from Olympic solidarity funding, age range 15-25, clubs have been asked to recommend archers, programme is being developed.

TT selection criteria received. Proposed to change to standalone youth event, from a tier 3 event, to support youth development and for our strategic goals.

Barebow archers representation and conversation is occurring, in response to a published open letter.

### **5.3 Wellbeing, Inclusivity & Diversity**



#### **Approve Trans Tasman selection criteria**

Approve Trans Tasman selection criteria

**Decision Date:** 9 Jul 2024  
**Mover:** Cushla Matheson  
**Seconders:** Frasier Cho  
**Outcome:** Approved

The EDIJ Committee held a meeting on July 1st, 2024, and discussed several key topics: Meeting minutes to be attached at the next board meeting.

**1. Communications:**

- Developing a survey to understand members' needs.
- Updated the coaching manual to support minority groups.
- A reply to Lexi on equity will be sent with planned actions and updates.

**2. EDIJ Strategy:**

- The committee is developing its first EDIJ Strategy to provide direction and structure.
- The strategy will cover diversity, inclusion, equity, well-being, justice, gender, gender equity, and disability.
- Building relationships with key stakeholders

**3. Safeguarding Posters:**

- Creation of safeguarding posters to ensure member safety during tournaments.

**4. Māori Sports Wānanga Recommendations:**

- Establishing representation on the EDIJ subcommittee.
- Integrating tikanga at the board level.
- Is working on re-establishing the Youth Council.
- Engaging with the National Māori Sports Authority and local iwi for national events.

**5. Wellness Checks:**

- Implementing wellness checks for traveling teams to ensure athletes have a safe space for concerns and check-ins.

## **5.4 Clubs Committee**

a forum is coming up for clubs

## **5.5 Membership & Development**

## **5.6 Organisational Management Committee**



### **Accept these terms of reference for tournaments officials committee**

Accept these terms of reference for tournaments officials committee

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



### **Appoint Clive Hudson to chair a meeting of accredited officials to establish a TOC**

Appoint Clive Hudson to chair a meeting of accredited officials which must include the majority of currently accredited National-level officials for a recommendation of up to 5 members

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

## **5.7 Rules Committee**

## 6. Role Reports

### 6.1 Premier Events

Indoor nationals: Multi venue event is further being explored for late September/October. The tournament registration costs for WA will be covered by Archery NZ, so clubs are not burdened by this. Look at grant funding for medals. Clubs could set their own entry costs according to requirements.

As long as there is club buy in, this is looking very promising.

Trans Tasman locations and dates will be updated and lined up

Oceania 2026 callout should be done soon, earlier is preferred. Bid document will be reviewed.

## 7. Other Business

### 7.1 Set date for next meeting

Approved

### 7.2 Constitution enquiry

Question from Dave Henshaw about the constitution, which is currently under review, and fees being set. We are currently working from the constitution listed on the website.

In 2022 constitution is not under the incorporated societies, but we are working from this 2022 constitution published on our website in accordance with interests of our members. As we need to develop a new constitution for the new Incorporated Societies Act, our resources are contribution towards the new one which is in progress as a highest priority.

## 8. Close Meeting

### 8.1 Close the meeting

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

Approved decisions made between meetings



#### Manager for WA3D championships

The Board accepts the High Performance Subcommittee recommend Trinity Sarjant be appointed as team manager for the World Archery 3D Championships and undergo manager training.

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

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 17 Jun 2024

**Outcome:** Approved



## Appointment of Disciplinary Panel

The Board appoints Carole Hicks, Iain Hamilton and Les Jones to the Disciplinary Panel for the Matheson complaint, with Carole Hicks appointed as Chairperson.

**4 Supported:** Frasier Cho , Katherine Watson , Murray Prowse , Mykel Turner

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 26 Jun 2024

**Outcome:** Approved

Katherine Watson  
4 Oct 2024

Frasier Cho  
14 Aug 2024