

CONFIRMED MINUTES

BOARD MEETING



At the **Board Meeting** on **8 Apr 2025** these minutes were **confirmed as presented**.

Name:	Archery New Zealand
Date:	Tuesday, 11 March 2025
Time:	7:30 pm to 9:30 pm (NZDT)
Location:	Online, https://meet.google.com/suv-eqmf-cfe
Board Members:	Cushla Matheson, Frasier Cho, Lauren Barnes, Melissa Soh-Newstead, Murray Prowse
Attendees:	Syan Armstrong
Apologies:	Gordon Harris, Katherine Watson

1. Opening Meeting

1.1 Confirm Minutes

Board Meeting 11 Feb 2025, the minutes were confirmed as presented.

The minutes of the Board meeting held on 11 February 2025 were unanimously approved subject to amendments as discussed and agreed by the Board

1.2 Interests Register

2. Approved Between Meetings

2.1 Between Meeting Decisions



Approve Tournament Rules and Shooting Rules

The Board approves the updated Tournament Rules and Shooting Rules. These rules incorporate several updates previously approved by the Board as well as minor stylistic and typographic changes.

Decision Date: 19 Feb 2025
Mover: Katherine Watson
Outcome: Approved



World Games CQT Official Selection

The Board accepts the recommendation of the High Performance Committee to appoint Lisa Walker as coach for the World Games CQT team.

Lisa has a coaching and working relationship with all the archers selected and will be travelling with the World Cup teams. She is an Archery NZ performance coach

Decision Date: 18 Feb 2025
Mover: Katherine Watson
Outcome: Approved



Asia Cup #2 Officials Selection

The Board accepts the recommendation of the High Performance Committee to appoint Iain Hamilton as coach for Asia Cup #2.

Iain is a level 2 World Archery, Archery NZ performance coach and holds Archery USA coaching accreditation.

Iain has supported 3 of the selected athletes at an international event in 2024 so has a good coaching connection to these athletes and would ably support the team in a coach/manager role.

Iain has also spent time living and working in Singapore so has a cultural understanding of the host country.

Decision Date: 11 Mar 2025
Mover: Katherine Watson
Outcome: Approved



Asia Cup #2 Athlete Selection

The Board accepts the Selection Committee recommendation of the following athletes for Asia Cup #2:

Compound Men (MQS 670)

Lorne Roodt

Recurve Men (MQS 620)

Finn Matheson

Recurve Women (MQS 600)

Nuala Edmondson

Julia Harrison

Isabella Matthews

Decision Date: 11 Mar 2025
Mover: Katherine Watson
Outcome: Approved

3. Actions from Previous Meetings

3.1 Action List

Due Date	Action Title	Owner(s)
19 Nov 2024	Vote for audited accounts Status: Completed on 11 Feb 2025	Katherine Watson
12 Jan 2025	Review of H&S Recommendations from outgoing H&S Advisor Status: Completed on 11 Mar 2025	Katherine Watson
12 Jan 2025	Social Media Policy / Major Event Wording in relation to Member Protection Policy Status: Completed on 11 Feb 2025	Katherine Watson

Due Date	Action Title	Owner(s)
16 Jan 2025	Selection for World Cup 1 - Florida Status: Completed on 11 Feb 2025	Cushla Matheson, Katherine Watson
16 Jan 2025	Selection for World Cup 2 - Shanghai Status: Completed on 11 Feb 2025	Cushla Matheson, Katherine Watson
23 Jan 2025	Re-categorise BoardPro to IT Expenses Status: Completed on 11 Feb 2025	Katherine Watson
31 Jan 2025	Exclusion of 2 Person Mixed Team Event at Outdoor Nationals 2025 Status: Completed on 11 Mar 2025	Murray Prowse
31 Jan 2025	Voting Form Paralympic NZ Board Status: Completed on 11 Feb 2025	Katherine Watson
18 Feb 2025	International Women's Day Event Status: Completed on 10 Mar 2025	Cushla Matheson
28 Feb 2025	Ongoing Development re Travelling Officials Status: Completed on 11 Mar 2025	Cushla Matheson
28 Feb 2025	Athlete Council split Status: Completed on 11 Feb 2025	Cushla Matheson
9 Mar 2025	Proposal for Tournament Rules Document Status: On Hold	Syan Armstrong
10 Mar 2025	Rules Change Documents Status: Completed on 3 Mar 2025	Gordon Harris
11 Mar 2025	MOU Template for future events Status: Completed on 12 Feb 2025	Murray Prowse
31 Mar 2025	Communicate name change for EDIJ Committee Status: In Progress	Katherine Watson
31 Mar 2025	Policy / Guidelines for trophy donations Status: In Progress	Katherine Watson
31 Mar 2025	Clarification on Transgender Policy for ANZ Status: Completed on 1 Apr 2025	Katherine Watson
31 Mar 2025	Communication to Members on Pricing for Tournaments Status: In Progress	Gordon Harris, Katherine Watson
1 Apr 2025	2026 NZ Representative Uniform Status: In Progress	Cushla Matheson, Murray Prowse
1 Apr 2025	Update to Selection Documentation for Open Events Status: In Progress	Cushla Matheson
1 Apr 2025	Code of Conduct Section 16.2 Status: In Progress	Katherine Watson
6 Apr 2025	Organisational Committee to review Code of Conduct Status: In Progress	Katherine Watson
1 Jul 2025	AIMS Games 2026 - Archery Inclusion - Logistics Status: Completed on 1 Apr 2025	Katherine Watson, Murray Prowse

4. Major Decisions and Discussions

4.1 Strategic Goals

The first draft of the strategic goals survey has been shared amongst the Board.

Information contained within the draft of the survey is being considered as to whether it is the right information to target the membership correctly. There is a consideration of sending the survey through the sub committees first for them to send out first, however it is considered best to go directly to clubs and membership to avoid the potential for misinformation or unofficial editing. Sub committees are welcome to send out their own surveys.

The Board requires some further time to digest the information provided. Feedback will be requested over the next few weeks.

4.2 Para Archery Update

Proposal to Create a Para Archery Sub Committee

Following on from the recent World Archery Para online call, Life Member Carole Hicks & Administrator Elizabeth Andrews have submitted a proposal to create a new sub committee that oversees all para archery in NZ.

As the work is so vast, Carole and EDIJ sub committee have deemed it necessary to work together to support para archers into the and to progress within the sport. The Board needs to work with clubs to identify and offer support to para athletes and officials as required. The sub committee should also look at other countries and their practices around para athletes, such as Archery Great Britain and USA Archery. Carole determines that there is not enough awareness of para archery at grassroots level in NZ, especially since big names such as Neroli Fairhall has sadly passed.

At grassroots level the aim is to start de-bunking the myths around specialised equipment for para archers, noting that at club level and to encourage people in to the sport, minor adaptations can be made to existing club equipment in the majority of cases.

The World Para Archery Championships will be held in Australia in 2027, and World Archery Oceania are keen to see good Oceania representation at this event.



Para Archery Sub Committee Formation

Approval for Para Archery Sub Committee.

Decision Date: 11 Mar 2025
Mover: Murray Prowse
Seconded: Frasier Cho
Outcome: Approved



EDIJ : Para Archery Sub Committee

Formation of the new Para Archery sub committee was approved.
EDIJ to work with Carole Hicks on setting the foundations for the new sub committee.

Due Date: 6 Apr 2025
Owners: Cushla Matheson, Frasier Cho, Katherine Watson

4.3 Ratification of vote to accept financial statements

External scrutineers have given the recommendation that due to the small percentage of members that responded (9%), the vote does not meet quorum (10%) and is therefore invalid. The Board needs to find a further way to manage the ratification process.



Ratification of vote to accept financial statements

Create in between meeting action regarding ratification of vote for financial statements.

Due Date: 20 Mar 2025
Owner: Katherine Watson

4.4 Fairfax Photos

A number of photos were purchased from Fairfax Media quite some time ago, containing public images of New Zealand archery through the ages. The images were held in a gallery in the US, however were bought by Archery NZ with significant membership contribution.

The photos have now been received and are currently being uploaded to the Archery NZ shared drives.

As a portion of donations from members went into the purchase of the photos, the Board will look at ways in which the images can be viewed.



Fairfax Media Photos

Board to work with ICT to create a space for the photos bought from Fairfax Media for public view.

Due Date: 7 Apr 2025

Owner: Frasier Cho

5. Sub-Committees

5.1 FARC

Outdoor Nationals Funding

Applications for funding have been submitted. Contingency plans may need to be put in place to ensure funding is still received in the event of funding applications not being successful.

5.2 HP Committee

High Performance / Athlete Council update

Much work is ongoing for the High Performance committee, with some great feedback and suggestions from the athlete regarding clearer selection documentation, changes to nationals formats and archer pathways.

Selection Templates

High Performance have produced a document template to provide the Board and selectors with further information to make informed decisions, not just about MQS, but also on behaviour and previous international experience. Further rationale for the form means, appeals can be more appropriately managed and held on file in a more meaningful way. The form may need further review to simplify it for the new Selection Convenor, as current selectors do not wish to take on any further administrative work.

Code of Conduct

More emphasis is being placed on the Code of Conduct around behaviour, attitude and sportsmanship, where previously the focus was solely on scores as part of the selection procedure. High Performance are seeking to enhance the information that is sent to selectors to provide a more comprehensive overview on candidate suitability for international events

Selection Convenor Update

Taken as read and noted

World Cup #3 selection

Taken as read and noted

University Games athlete selection

Deferred to an in-between meeting vote as more information is needed for the Board to make an informed decision

University Games - no selected official

Taken as read and noted

2024 Representative Crystals

Taken as read and noted



Athlete Selection University Games

Create in between meeting decision on selection for University Games

Due Date: 17 Mar 2025

Owner: Katherine Watson



Further Updates and Review of Selection Template

Further review of the template to potentially simplify it further for selectors.

Due Date: 31 Mar 2025

Owner: Cushla Matheson

5.3 Equity, Diversity, Inclusion & Justice Committee

The EDIJ has their first official meeting in January, with lots of positive information flowing through the committee. Much of the focus has been around the new Sport NZ Guiding Principles for the Inclusion of Transgender People in Community Sport and how to apply it in the context of archery.

A number of recent events have highlighted the need for more guidance around the LBGTQIA+ community, so there should be more guidance on addressing any current issues and future guiding policies. Archery New Zealand's Member Protection Policy is fairly comprehensive but there could be more work involved in aligning it with Sport NZ's Policy. This is noting that the Sport NZ Principles will not override Archery New Zealand policies

There has been further talk amongst the archery community around fairness from the community as a whole, particularly around competitors in the upcoming Outdoor Target Nationals. EDIJ will work with the Local Organising Committee (LOC) and periphery volunteers to educate around relevant policies, to ensure that everyone feels included. It is felt that overall by the Board, that a full re-work of any policies around transgender athletes should not be rushed to be produced by Nationals, but be a longer term goal for the sub committee.

EDIJ would like to establish an online forum for discussion, to include education and other measures, such as de-escalation conversations. Initially this can be with organisers for major tournaments such as Nationals, but then be opened to all members with any concerns and questions.



Sport NZ Guiding Principles for the Inclusion of Transgender People in Community in Sport

Board to accept Sport NZ Guiding Principles for the Inclusion of Transgender People in Community in Sport.

Decision Date: 11 Mar 2025

Mover: Frasier Cho

Seconded: Cushla Matheson
Outcome: Approved



Adoption of Sport NZ Guiding Policy

EDIJ to update ANZ policies with the idea of adapting the Sport NZ Guiding Principles for the Inclusion of Transgender People in Community Sport.

EDIJ to create some training and awareness for members of organising committees for major events and also for members.

Due Date: 30 Apr 2025
Owners: Cushla Matheson, Frasier Cho

The most recent EDIJ Survey noted a strong sense of inclusion from the community, but has also highlighted some areas where further work should be undertaken to address equity and equality concerns.

The Board has asked EDIJ to quantify the data received rather than "some" or "most".

5.4 Clubs Committee

Did not meet again this month, but are again encouraged to do so.

5.5 Membership & Development

Currently the Board have no background information on the prospective sub committee members to enable an informed decision. At present any decisions have been deferred until the next Board meeting.



Sub Committee Prospective Members - Membership & Development Sub Committee

Board to obtain a short biography on each prospective member from the M&D sub committee.

Due Date: 31 Mar 2025
Owner: Katherine Watson

5.6 Organisational Management Committee

Selection Panel Terms of Reference

Unable to obtain feedback from the Selection Panel as "there is no Selection Panel". Deferred to April Board meeting for further discussion.

NZ Representative Shirts - Code of Conduct (CoC)

The OMC have sought clarification of CoC regarding how long an NZ rep shirt can be worn. It was deemed that the wording of the current code was too ambiguous as it appeared to be from 2 years from selection. This has been clarified as from the conclusion of the date of first selected tournament after presentation of the shirt. For example, if you attend Asia Cup #2 from 19-20 June 2025, an athlete can wear their rep shirt until 20 June 2027.

5.7 Rules Committee

Longbow Trophy Naming

Not discussed

Differential Pricing & Other Member Organisations

Defer any further discussions until the relevant Board member returns from leave to enable further information and questions. A working group is still in progress of being established for a number of actions including differential pricing and other items raised as part of the Rules Committee meeting.



Establishment of Working Group

Establishment of working group for major logistics review such as tournaments and rules to align with strategy proposals.

Due Date: 6 Apr 2025

Owner: Katherine Watson

6. Role Reports

6.1 Premier Events

The 9 month report from Christchurch Archery Club has unfortunately highlighted gaps in the organisation and communication for Trans Tasman Championships

According to the club report, there is no Memorandum of Understanding to host Trans Tasman that has been signed by the club. The report states that they have not received it from Archery New Zealand, however that is contrary to reports advising that the club have sent it.

The report also states that Christchurch are likely to postpone the event as their Technical Delegate (TD) is currently injured and unable to travel. There has been no further action sought for a replacement TD, despite other available judges that could stand in.

Actions need to be managed with a matter of urgency as there have been concerns raised that the archers will not be adequately supported and costs for accommodation / airfares have potential to rise considerably as the event approaches.



Trans Tasman Champs - URGENT

Following on from TT update the following actions must be completed as a matter of urgency:

- Memorandum of Understanding with Christchurch to host TT
- Organise another Technical Delegate (perhaps Logan Andrew or Clive Hudson)
- Organise any equipment to be sent to Christchurch and full logistics

Email update to be provided to the Board by 20 March.

Due Date: 20 Mar 2025

Owners: Katherine Watson, Murray Prowse

7. Other Business

7.1 World Archery Congress

There have no costs that have been sought for the WA Congress. Approximate costs can be tabled for next meeting

Registrations are not closing until 5th of August, so there is plenty of time.



Funding for World Archery Congress

To obtain costs for flights, accommodation and other relevant expenses for WA Congress.

Due Date: 7 Apr 2025

Owner: Administration Officer

8. Close Meeting

8.1 Close the meeting

Next meeting: Board Meeting - 8 Apr 2025, 7:30 pm

Approved decisions made between meetings



Approve Shooting and Tournament Rules for member consultation

The Board approves the Tournament and Shooting Rules for member consultation.

6 Supported: Frasier Cho , Gordon Harris , Katherine Watson , Melissa Soh-Newstead , Murray Prowse , Lauren Barnes - Supported. Note for future, is it possible to receive documents with marked up changes?

0 Opposed:

0 Abstained:

Decision Date: 21 Dec 2024

Outcome: Approved



Appoint scrutineers for member vote to accept audited financial statements.

The Board appoint Les Jones and Carole Hicks as scrutineers for the electronic member vote to accept the audited financial statements for the year ended March 31, 2024.

7 Supported: Cushla Matheson , Frasier Cho , Gordon Harris , Katherine Watson , Lauren Barnes , Melissa Soh-Newstead , Murray Prowse

0 Opposed:

0 Abstained:

Decision Date: 23 Dec 2024

Outcome: Approved



Accept proposed Archery NZ Constitution and present to members for electronic vote.

The Board accepts the attached proposed Archery NZ Constitution for presentation to members for electronic vote.

7 Supported: Cushla Matheson , Frasier Cho , Gordon Harris , Katherine Watson , Lauren Barnes , Melissa Soh-Newstead , Murray Prowse

0 Opposed:

0 Abstained:

Decision Date: 24 Dec 2024

Outcome: Approved



Apply for grant funding

That an application be made to Pub Charity Limited for funding to help with the following items for the Archery NZ 2025 Outdoor National Championships.

A funding application is to be submitted by Anne Mitchell and Grant Hewson of the Finance

Committee for up to the value of \$9540.34 (GST exclusive);

being for;
Walkie Talkie Hire \$450.00 (GST exclusive);
Security \$2081.20 (GST exclusive);
Sound System \$1844.14 (GST exclusive);
Container Transport \$700.00 (GST exclusive);
Venue Hire \$1350.00 (GST exclusive);
Medals \$3115.00 (GST exclusive)

7 Supported: Cushla Matheson , Frasier Cho , Gordon Harris , Katherine Watson , Lauren Barnes , Melissa Soh-Newstead , Murray Prowse

0 Opposed:

0 Abstained:

Decision Date: 31 Dec 2024

Outcome: Approved



World Cup Stage 1 & 2 2025 Officials Selection

The Board accepts the recommendation of the High Performance Committee to appoint Lisa Walker as Coach for World Cup Stage 1 and 2 2025.

Lisa has supported the selected archers over previous years at World Cups and Youth World Championships and has the support of these archers as being their coach at these events.

6 Supported: Cushla Matheson , Frasier Cho , Gordon Harris , Katherine Watson , Lauren Barnes , Melissa Soh-Newstead

0 Opposed:

0 Abstained:

Decision Date: 1 Feb 2025

Outcome: Approved



World Games CQT Selection

The Board accepts the Selection Committee recommendation of the following athletes for the World Games CQT:

Gary Coleman

Riku Van Tonder

Ben Trim

4 Supported: Cushla Matheson , Katherine Watson , Lauren Barnes , Murray Prowse

0 Opposed:

0 Abstained:

Decision Date: 3 Feb 2025

Outcome: Approved



Approve Tournament Rules and Shooting Rules

The Board approves the updated Tournament Rules and Shooting Rules. These rules incorporate several updates previously approved by the Board as well as minor stylistic and typographic changes.

7 Supported: Cushla Matheson , Frasier Cho , Gordon Harris , Katherine Watson , Lauren Barnes , Melissa Soh-Newstead , Murray Prowse

0 Opposed:

0 Abstained:

Decision Date: 19 Feb 2025

Outcome: Approved



World Games CQT Official Selection

The Board accepts the recommendation of the High Performance Committee to appoint Lisa Walker as coach for the World Games CQT team.

Lisa has a coaching and working relationship with all the archers selected and will be travelling with the World Cup teams. She is an Archery NZ performance coach.

7 Supported: Cushla Matheson , Frasier Cho , Gordon Harris , Katherine Watson , Lauren Barnes , Melissa Soh-Newstead , Murray Prowse

0 Opposed:

0 Abstained:

Decision Date: 19 Feb 2025

Outcome: Approved



Asia Cup #2 Officials Selection

The Board accepts the recommendation of the High Performance Committee to appoint Iain Hamilton as coach for Asia Cup #2.

Iain is a level 2 World Archery, Archery NZ performance coach and holds Archery USA coaching accreditation.

Iain has supported 3 of the selected athletes at an international event in 2024 so has a good coaching connection to these athletes and would ably support the team in a coach/manager role.

Iain has also spent time living and working in Singapore so has a cultural understanding of the host country.

6 Supported: Cushla Matheson , Frasier Cho , Gordon Harris , Katherine Watson , Melissa Soh-Newstead , Murray Prowse

0 Opposed:

0 Abstained:

Decision Date: 6 Mar 2025

Outcome: Approved



Asia Cup #2 Athlete Selection

The Board accepts the Selection Committee recommendation of the following athletes for Asia Cup #2:

Compound Men (MQS 670)

Lorne Roodt

Recurve Men (MQS 620)

Finn Matheson

Recurve Women (MQS 600)

Nuala Edmondson

Julia Harrison

Isabella Matthews

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

Gordon Harris - That competitors are reminded that it is expensive to compete internationally and they will likely need to fund \$xxx themselves. If they have

any doubts about attending then they should inform Archery NZ immediately before deposits are committed by Archery NZ

0 Opposed:

0 Abstained:

Decision Date: 6 Mar 2025

Outcome: Approved

New Actions raised in this meeting

Item	Action Title	Owner(s)
4.2	EDIJ : Para Archery Sub Committee Due Date: 6 Apr 2025	Cushla Matheson, Frasier Cho, Katherine Watson
4.3	Ratification of vote to accept financial statements Due Date: 20 Mar 2025	Katherine Watson
4.4	Fairfax Media Photos Due Date: 7 Apr 2025	Frasier Cho
5.2	Athlete Selection University Games Due Date: 17 Mar 2025	Katherine Watson
5.2	Further Updates and Review of Selection Template Due Date: 31 Mar 2025	Cushla Matheson
5.3	Adoption of Sport NZ Guiding Policy Due Date: 30 Apr 2025	Cushla Matheson, Frasier Cho
5.5	Sub Committee Prospective Members - Membership & Development Sub Committee Due Date: 31 Mar 2025	Katherine Watson
5.7	Establishment of Working Group Due Date: 6 Apr 2025	Katherine Watson
6.1	Trans Tasman Champs - URGENT Due Date: 20 Mar 2025	Katherine Watson, Murray Prowse
7.1	Funding for World Archery Congress Due Date: 7 Apr 2025	Administration Officer



Melissa Soh-Newstead
11 Apr 2025