

CONFIRMED MINUTES

BOARD MEETING



At the **Board Meeting** on **13 May 2025** these minutes were **confirmed with the following changes**:

Redact comments attached to between meeting decisions.

Name: Archery New Zealand

Date: Tuesday, 8 April 2025

Time: 7:30 pm to 9:50 pm (NZST)

Location: Zoom, online

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

Guests/Notes: Fleur Maggs and Jan Lees (New Pins)

1. Opening Meeting

1.1 Confirm Minutes

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



Confirm Minutes

Minutes confirmed as presented.

Decision Date: 8 Apr 2025

Mover: Melissa Soh-Newstead

Seconder: Lauren Barnes

Outcome: Approved

1.2 Interests Register

Board members were reminded to update their interest declarations as needed.

2. Approved Between Meetings

2.1 Between Meeting Decisions

3. Actions from Previous Meetings

3.1 Action List

| Due Date | Action Title | Owner(s) |
|------------|--|----------------|
| 9 Mar 2025 | Proposal for Tournament Rules Document | Syan Armstrong |

| Due Date | Action Title | Owner(s) |
|-------------|--|---------------------------------|
| 20 Mar 2025 | Trans Tasman Champs - URGENT Status: In Progress | Katherine Watson, 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 | Further Updates and Review of Selection Template Status: In Progress | Cushla Matheson |
| 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 |
| 6 Apr 2025 | Establishment of Working Group Status: Not Started | Katherine Watson |
| 7 Apr 2025 | Funding for World Archery Congress Status: Not Started | Administration Officer |
| 1 May 2025 | Strategic Plan - Member Feedback Phase Status: In Progress | Lauren Barnes |
| 11 May 2025 | Update of complaints procedure Status: In Progress | Katherine Watson, Lauren Barnes |

4. Major Decisions and Discussions

4.1 New Pins



New Pin Proposal

The Board approves the proposal in principle and refers it to FARC for a detailed report on the financial impact to Archery NZ.

Decision Date: 8 Apr 2025
Mover: Katherine Watson
Outcome: Approved

There was discussion about whether the 'six in the ten' badges should indicate the type of bow used (e.g., compound vs. recurve) since difficulty varies. It was suggested that adding bow type to the badge would recognize achievements in context, particularly as compound archers more commonly achieve perfect scores. Fleur noted that customization could be possible if minimum order quantities are met, such as ordering different centerpieces for bow type variants.



Refer proposal to FARC

The Board requests detailed information from FARC on the financial impact to Archery NZ if this proposal is implemented. For example, what will this initial cost be and will the cost of pins need to be adjusted.

Due Date: 20 Apr 2025
Owner: Gordon Harris

4.2 Strategic Goals

Member feedback will be sought prior to the May Board meeting.

4.3 Board Charter

The Board revisited the Board Charter, which had been deferred from the February meeting to allow for further consideration. It was agreed that references to the General Manager should remain in the charter to reflect the organisation's long-term goal of reintroducing the position. It was proposed that the charter be approved with the removal of the terms of reference for the Management Committee and the Finance and Risk Committee, as these are now separate documents.



Board Charter

The Board resolved to accept the Board Charter, with the following amendment:

- Removal of the Finance and Risk Committee and Management Committee terms of reference, as these are maintained in separate documents.

Decision Date: 8 Apr 2025
Mover: Katherine Watson
Outcome: Approved



Publish and distribute Board Charter

Edit Board Charter to reflect the Board decision and arrange for the Board Charter to be published on Archery NZ website and distributed relevant people.

Due Date: 20 Apr 2025
Owner: Katherine Watson

4.4 Service Awards

The Board considered nominations for this year's Archery NZ Service Awards. It was noted that are typically presented at the Outdoor Nationals banquet, rather than at the AGM, to allow for in-person recognition.

Three nominations were received. All nominees were confirmed as not having previously received a service award. All Board members agreed that the three nominees met the standard of meritorious service.



Service Awards

The Board resolved to award Service Awards to the following individuals in recognition of their meritorious service to the sport of archery in New Zealand:

- Marianne Grant
- Barbara Scott
- Jeanette Franklin

Decision Date: 8 Apr 2025
Mover: Katherine Watson
Outcome: Approved

4.5 World Cup Stage 3 Athlete Selection

The Board was informed that the selectors did not recommend any currently available athletes for selection to World Cup Stage 3. Although a selection recommendation had previously been received, the athlete in question has since withdrawn their availability.



World Cup Stage 3 Athlete Selection

The Board resolved that no selection will be made for World Cup Stage 3.

Decision Date: 8 Apr 2025
Mover: Katherine Watson
Outcome: Approved

4.6 World Archery Youth Championships Athlete Selection



World Archery Youth Championships Athlete Selection

The Board accepts the selection committee recommendation for the 2025 World Archery Youth Championship as presented.

The selected athletes are:

Recurve Men U/18
Thornton Wallberg
Zac Campbell

Women U/18
Phoebe Newcombe

Compound Men U/18
Hector McNeilly

Henry Bishop
Compound Men U/21
Jack Adams

Compound Women U/18
Levi Matheson

Decision Date: 8 Apr 2025
Mover: Katherine Watson
Outcome: Approved

4.7 Selection Convenor appointment



Convenor of Selectors Appointment

The board appoints Michael Turner as the convener of selectors. The board notes potential conflict of interest due to his many ties to the archery community and will take steps to control this.

Decision Date: 8 Apr 2025
Mover: Katherine Watson
Outcome: Approved

4.8 Scrutineer Appointment



Scrutineer Appointment

The Board appoints Les Jones and Peter Russell as scrutineers for an electronic vote to approve the financial statements and the draft constitution.

Decision Date: 8 Apr 2025
Mover: Katherine Watson
Outcome: Approved

4.9 Representative Uniform



Representative Uniforms

Archery NZ will supply one white and one black representative shirt to each team member attending tier two events.

Decision Date: 8 Apr 2025
Mover: Katherine Watson
Outcome: Approved

4.10 Sponsorship Coordinator

A draft position description for a Sponsorship Coordinator role was presented in response to feedback from the Athletes' Council. The role would focus on securing broader sponsorship opportunities, distinct from grant funding, to support Archery NZ athlete participation in international competitions.

The discussion acknowledged:

- The role aims to help fund international athlete travel and accommodation, and potentially the travel of non-parent coaches or support personnel for youth athletes, in line with safeguarding and equity considerations.
- The position is proposed to be voluntary, though options for incentive-based models (e.g. commission-based) were briefly discussed.
- Clarification was made that this role would not directly support athletes but would secure funding to help enable that support.
- It was suggested that the draft role description be reviewed by the Finance and Risk Committee (FARC) to ensure it aligns with existing financial policies.



Refer draft Sponsorship Coordinator proposal to FARC

Refer the draft Sponsorship Coordinator position description to the Finance and Risk Committee for feedback and review.

Due Date: 20 Apr 2025
Owner: Gordon Harris

4.11 World Archery Gender Equity and Inclusion Committee

The report was presented for noting only. It was agreed that the report would be taken as read, with no further discussion required at this time.

5. Sub-Committees

5.1 FARC

The Board discussed the current sponsorship arrangement for the Outdoor Nationals.

Points raised included:

- Whether the Board is fully informed of the sponsorship details.
- The importance of ensuring that sponsorship agreements align with Archery New Zealand's values
- Consideration of how sponsor branding is used in relation to the Archery NZ event identity.

It was noted that the Memorandum of Understanding (MOU) should contain relevant details on the agreement. The Board acknowledged the need for oversight in sponsorship arrangements, especially where naming rights are involved.



National Event Sponsorship

The Board agreed to seek clarification from the Finance and Risk Committee regarding the sponsorship arrangement for the Outdoor Nationals, specifically to ensure:

- Compliance with the MOU.
- Alignment with Archery New Zealand's values and strategic direction.

Due Date: 20 Apr 2025
Owner: Gordon Harris

5.2 HP Committee

The Athlete Council met recently, and Cushla provided the Board with a verbal update (the written report was sent to the Board Secretary but not yet circulated).

Key issues raised by the Athlete Council included:

- **Financial Support for Athletes:** This led to the development of a draft sponsorship coordinator position.
- **Expression of Interest Form Issues:** Some athletes' names had dropped off the list; this is being addressed with the ICT team.
- **Tournament Capacity Concerns:** The limited capacity at the North Island Championships was flagged as a concern. This will be brought to the Tournament Working Group.
- **Clarification on Code of Conduct:** Questions were raised around the permitted duration for wearing representative shirts. This was previously discussed and clarified at an earlier meeting.

Tom Matthews has volunteered to serve as team manager for the upcoming University Games.



University Games Official Selection

The Board appoints Tom Matthews as manager for the University Games team.

Decision Date: 8 Apr 2025
Mover: Katherine Watson
Outcome: Approved

5.3 Equity, Diversity, Inclusion & Justice Committee

The Board is broadly supportive of the direction and intent of the Integrity Code and recognises the potential benefits, particularly around complaint handling, resourcing, and fostering an inclusive culture. More detailed planning and analysis are required before further decisions are made.

EDIJ Committee will continue developing the implementation plan and provide updates at future meetings.

No formal motion was passed, but the Board expressed informal support for continuing the investigation and planning process.

5.4 Clubs Committee

5.5 Membership & Development



Membership and Development Committee Appointments

The Board appoints Paul Sutton, Lisa Burrow and Jenni Guard to the Membership and Development Committee.

Decision Date: 8 Apr 2025
Mover: Katherine Watson
Outcome: Approved

5.6 Organisational Management Committee

The Organisational Management Committee (OMC) had previously submitted a draft Terms of Reference for the Selection Panel (also referred to as the Selection Committee).

It was noted that the existing details within the administration rules are insufficient, and due to the specialised nature of the panel's responsibilities, a standalone Terms of Reference is considered necessary.

The OMC requested that the draft document be circulated to current and immediate past members of the panel for feedback.



Selection Panel Draft Terms of Reference

To circulate the draft Terms of Reference to current and immediate past members of the Selection Panel with feedback to be provided directly to the Organisational Management Committee.

Decision Date: 8 Apr 2025
Mover: Katherine Watson
Outcome: Approved

5.7 Rules Committee

The Board was advised that updated versions of the Shooting Rules and Tournament Rules will be presented at the May board meeting for approval. Feedback was sought on proposed wording concerning differential tournament entry pricing.

6. Role Reports

6.1 Premier Events

AIMS Games Application

Archery NZ's application to include archery in the AIMS Games (a large intermediate school sports festival held in Tauranga) was unsuccessful.

Feedback from the AIMS Games organisers cited:

- Concerns over the projected number of participants, which did not compare favourably against the 27 existing sports codes.
- Evaluation focused on application quality, inclusivity, event structure, and venue. At this time, the expected participation numbers are not sufficient to warrant the addition of archery to the event.

7. Other Business

8. Close Meeting

8.1 Close the meeting

Next meeting: Board Meeting - 13 May 2025, 7:30 pm

Signature:_____

Date:_____