

# CONFIRMED MINUTES

## BOARD MEETING



At the **Board Meeting** on **10 Jun 2025** these minutes were **confirmed as presented**.

<b>Name:</b>	Archery New Zealand
<b>Date:</b>	Tuesday, 13 May 2025
<b>Time:</b>	7:30 pm to 9:30 pm (NZST)
<b>Location:</b>	Zoom, online
<b>Board Members:</b>	Cushla Matheson, Frasier Cho, Gordon Harris, Katherine Watson, Melissa Soh-Newstead
<b>Apologies:</b>	Lauren Barnes, Murray Prowse
<b>Guests/Notes:</b>	Kelly Atkinson, Grant Hewson.

### 1. Opening Meeting

#### 1.1 Confirm Minutes

**Board Meeting 8 Apr 2025**, the minutes were confirmed with the following changes:  
*Redact comments attached to between meeting decisions.*

#### 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(s)
9 Mar 2025	Tournament rules working group <b>Status:</b> In Progress	Syan Armstrong
20 Mar 2025	Ratification of vote to accept financial statements <b>Status:</b> Completed on 7 May 2025	Katherine Watson
20 Mar 2025	Trans Tasman Champs - URGENT <b>Status:</b> In Progress	Katherine Watson, Murray Prowse
31 Mar 2025	Communicate name change for EDIJ Committee <b>Status:</b> In Progress	Katherine Watson
31 Mar 2025	Policy / Guidelines for trophy donations <b>Status:</b> In Progress	Katherine Watson

<b>Due Date</b>	<b>Action Title</b>	<b>Owner(s)</b>
31 Mar 2025	Communication to Members on Pricing for Tournaments <b>Status:</b> Completed on 13 Apr 2025	Gordon Harris, Katherine Watson
31 Mar 2025	Further Updates and Review of Selection Template <b>Status:</b> Completed on 10 Jun 2025	Cushla Matheson
1 Apr 2025	2026 NZ Representative Uniform <b>Status:</b> In Progress	Cushla Matheson, Murray Prowse
1 Apr 2025	Update to Selection Documentation for Open Events <b>Status:</b> In Progress	Cushla Matheson
1 Apr 2025	Code of Conduct Section 16.2 <b>Status:</b> In Progress	Katherine Watson
6 Apr 2025	Organisational Committee to review Code of Conduct <b>Status:</b> In Progress	Katherine Watson
6 Apr 2025	Establishment of Working Group <b>Status:</b> Completed on 10 Jun 2025	Katherine Watson
7 Apr 2025	Fairfax Media Photos <b>Status:</b> Completed on 13 May 2025	Frasier Cho
7 Apr 2025	Funding for World Archery Congress <b>Status:</b> Not Started	Administration Officer
20 Apr 2025	Refer proposal to FARC <b>Status:</b> Completed on 10 Jun 2025	Gordon Harris
20 Apr 2025	Publish and distribute Board Charter <b>Status:</b> In Progress	Katherine Watson
20 Apr 2025	Refer draft Sponsorship Coordinator proposal to FARC <b>Status:</b> Completed on 4 May 2025	Gordon Harris
20 Apr 2025	National Event Sponsorship <b>Status:</b> Completed on 17 Apr 2025	Gordon Harris
30 Apr 2025	Adoption of Sport NZ Guiding Policy <b>Status:</b> In Progress	Cushla Matheson, Frasier Cho
1 May 2025	Strategic Plan - Member Feedback Phase <b>Status:</b> In Progress	Lauren Barnes
11 May 2025	Update of complaints procedure <b>Status:</b> In Progress	Katherine Watson, Lauren Barnes

## 4. Major Decisions and Discussions

### 4.1 Use of AI to generate Board meeting minutes

- Overview of AI Tools for Meeting Management: Kelly Atkinson presented AI solutions like Otter AI and Fireflies AI for effective note-taking. Google Workspace's Gemini has limited functionality in the nonprofit tier; \$175/month for full features was deemed too expensive. Ongoing trials of alternative tools to improve meeting minutes efficiency.
- Privacy and Data Ownership Concerns: Major risks associated with using platforms like ChatGPT for confidential board data highlighted. Recommendations to use Gemini for non-confidential minutes to maintain privacy within Archery NZ's secure Google environment. Avoid workplace AI tools (e.g., Microsoft Copilot) due to data security issues.
- Next Steps and Responsiveness: Board encouraged to trial and provide feedback on selected AI tools; Kelly to assist with setup where necessary. Upcoming Board Pro webinar on AI tools planned, with insights promised for those unable to attend. Emphasis on using Gemini for privacy-enhanced summarisation of meeting minutes.

### 4.2 Insurance Cover

The Board addressed the recommendation from FARC to discontinue material damage and transportation insurance policies, favoring self-insurance. The discussion highlighted the lack of

past claims, the depreciated value of the primarily insured assets, and the low risk of significant loss.



#### **That Board accepts the recommendation from FARC regarding insuran...**

That Board accepts the recommendation from FARC regarding insurance policies.

**Decision Date:** 13 May 2025  
**Mover:** Katherine Watson  
**Outcome:** Approved

### **4.3 World Games athlete selection**



#### **The Board accepts the Selection Committee recommendation of the f...**

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

Riku van Tonder.

**Decision Date:** 13 May 2025  
**Mover:** Katherine Watson  
**Outcome:** Approved

### **4.4 World Cup Stage 4 Athlete Selection**

The Board was informed that the selectors did not recommend any currently available athletes for selection to World Cup Stage 4. Although a selection recommendation had previously been received, the athlete in question has since withdrawn their availability.



#### **The Board resolved that no selection will be made for World Cup S...**

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

**Decision Date:** 13 May 2025  
**Mover:** Katherine Watson  
**Outcome:** Approved

### **4.5 Correspondence received.**

The Board went 'in committee' for this agenda item due to confidentiality requirements.

### **4.6 Selection Policy Review**

The Board discussed concerns about the selection policy processes. A perceived conflict of interest regarding board members on the High Performance Committee was discussed and clarified. The primary point of discussion revolved around a suggestion for an independent review of the policy. Attendees generally agreed that direct communication and collaboration between the Membership and Development Committee (representing the concerned individuals) and the High Performance Committee (the policy's originating body) should occur before considering an independent review. This was seen as a more efficient and appropriate initial step.



#### **Response to request for independent review of Selection Policy**

The Membership and Development Committee will be informed of the board's expectation for direct communication with the High Performance Committee regarding the selection policy concerns.

**Due Date:** 20 May 2025  
**Owner:** Katherine Watson

## 4.7 New pins proposal



### To accept FARC's recommendation in regards to schools and tertiary...

To accept FARC's recommendation in regards to schools and tertiary badges and pins, including their pricing recommendations.

**Decision Date:** 13 May 2025  
**Mover:** Katherine Watson  
**Outcome:** Approved

The discussion regarding merit and perfect pins revealed FARC's disapproval due to concerns about minimum order quantities potentially leading to wasted funds and slow stock turnover for achievements likely attained by few archers. Board members echoed these concerns, emphasizing the need for a realistic assessment of demand and the potential financial commitment, especially given the difficulty in obtaining the necessary detailed scoring data due to the lack of digital scoring. Ultimately, it was proposed to task the "badger" to gather more information on the demand and feasibility of these pins.



### Advise Fleur "The Badger" of outcome of new pins proposal

Advise Fleur that schools and tertiary pins have been approved, in line with FARC recommendation. Also update on 'six in the ten' proposal.

**Due Date:** 16 May 2025  
**Owner:** Katherine Watson

## 4.8 Hutton Memorial results

An issue concerning the Hutton Memorial shoot results was presented. A club submitted score sheets, but due to a mix-up in their handling, a scoresheet was not submitted by the deadline. Consequently, an archer's score was not included in the national results.

- It was explained that the affected archer followed the correct process and submitted their scorecard to their club. The club's records administrator was responsible for the late submission and reportedly feels responsible for the error.
- Had the results been included, the archer would have placed second. The archer requested their results be included, believing they followed the correct procedure.
- The archer submitted their score correctly to their club, the club's submission to the interclub coordinator was delayed, the coordinator adhered to the rules and refused late submission, and the coordinator sought guidance due to the unusual circumstances.
- The need for a common-sense solution that acknowledges human error and recognizes the archer's performance without disadvantaging those whose scores were correctly included was emphasized.
- Clarifying questions were invited and addressed, confirming an understanding of the situation from different perspectives (parent/athlete council and interclub coordinator).
- The consensus was that the archer fulfilled their responsibilities, the interclub coordinator followed protocol, and the club registrar made an honest mistake. The importance of not penalizing those whose results were correctly processed was highlighted.
- A proposed solution involved including the archer's results with an asterisk and an explanatory note, awarding them a second-place silver medal. This was deemed fair to all parties.



### To award a silver medal to the affected archer and add their resu...

To award a silver medal to the affected archer and add their results to the official results for the Hutton Memorial with an asterisk and an explanatory note.

**Decision Date:** 13 May 2025  
**Mover:** Katherine Watson  
**Outcome:** Approved

## 5. Sub-Committees

### 5.1 FARC

### 5.2 HP Committee



**The Board approves the policy as presented.**

The Board approves the policy as presented.

**Decision Date:** 13 May 2025  
**Mover:** Katherine Watson  
**Outcome:** Approved

### 5.3 Equity, Diversity, Inclusion & Justice Committee

#### 1. Discussion - Member Protection Policy Training

An update was provided regarding upcoming training for members on the member protection policy. A focus group will be hosted in the coming weeks to refine the training presentation based on feedback, utilizing a successful model from SportTutor. This smaller group will help identify areas for improvement before the anti-discrimination training is rolled out to the wider membership. This initiative follows the distribution of an anti-discrimination guide a few weeks prior.

#### 2. Discussion - Sports Integrity Code Implementation

An update was given on the implementation of the Sports Integrity Code. It was noted that this is a significant undertaking requiring a review and amendment of numerous policies. The implementation is currently in the planning stage, and contact is being made with the Sports Integrity Commission for guidance and to ensure the process is on the right track from the outset. Early engagement with the Commission is prioritized for effective planning. The Organisational Management Committee offered support with policy reviews.

#### 3. Discussion - Halberg Games Participation

A report was shared on the successful participation of 12 coaches at the Halberg Games on April 25th. These coaches facilitated an archery "have a go" session for 120 young people with physical disabilities. The event received very positive feedback. The remarkable commitment of these coaches was highlighted, particularly as many had been working at the national championships for the preceding week, with even ground crew members volunteering their time.

### 5.4 Clubs Committee

### 5.5 Membership & Development

### 5.6 Organisational Management Committee

### 5.7 Rules Committee

The meeting addressed the Rules Committee's timeline for reviewing tournament rules, aiming for a draft in June and final proposal in September. The committee also sought clarity on where the records officer and interclub rules management reside within Archery NZ's structure. The records officer is currently under Membership and Development. The board deferred a decision on interclub rules management, requesting a recommendation from the Rules Committee. Finally, a query arose about a team entry in a shield competition from independent members of a non-

affiliated club, prompting a discussion on rule interpretation and the definition of a "club" under the new constitution, which the Rules Committee will review.

## 6. Role Reports

### 6.1 Premier Events

The Board received an update on the Oceania Championships. A venue meeting is scheduled imminently, with tentative dates and reasonable venue costs identified. Confirmation of these details will allow broader communication and is expected in the coming weeks.

## 7. Other Business

### 7.1 Paralympics NZ AGM

### 7.2 World Archery Gender Equity & Inclusion Committee Report

## 8. Close Meeting

### 8.1 Close the meeting

**Next meeting:** Board Meeting - 10 Jun 2025, 7:30 pm

Approved decisions made between meetings



#### **Coach of the Year**

The Board awards Coach of the Year to Finn Matheson.

Ordinarily this recommendation would be made by the High Performance Committee but most members were nominated for the award. The remaining member, Murray Prowse, made the recommendation with assistance from Katherine Watson.

**6 Supported:** Frasier Cho , Gordon Harris , Katherine Watson , Melissa Soh-Newstead , Murray Prowse ,  
Lauren Barnes - Supported - based on additional detail added regarding process, independent assessment and declarations / acknowledgement of Conflicts of Interest noted.

**0 Opposed:**

**1 Abstained:**

Cushla Matheson - As a member of HP committee, a nominee for this award, and mother of Finn I abstain in this vote

**Decision Date:** 24 Apr 2025

**Outcome:** Approved



## World Youth Championship Officials Selection

The Board accepts the recommendation of the High Performance Committee to appoint the following officials for the World Youth Championships:

Managers: Jenni Guard and Myshka Walberg

Coaches: Iain Hamilton and Finn Matheson.

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

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 28 Apr 2025

**Outcome:** Approved

Katherine Watson

8 Jul 2025