



# Board Meeting

9 December 2025 Meeting

## Agenda

Location: Via Zoom

Chair: Frasier Cho

Attendees: Cushla Matheson

Guests: Life members: Les Jones, Peter Russell, Dave Henshaw

Apologies: Murray Prowse (Board Member), Gordon Harris (Board Member), Katherine Watson (Board Member), Anne Mitchell (Life Member), Carole Hicks (Life Member)

Disclaimer: This is a public summary of Archery NZ Board proceedings for members. Full minutes are retained by the Board. Some contents (including personal, legal, and commercially sensitive matters) have been omitted for legal, privacy and confidentiality reasons in accordance with Archery NZ's policy.

### 1. Opening & Apologies

The meeting commenced at 7:30 pm.

Apologies were received and noted.

The Chair confirmed that quorum was not met, and therefore the meeting proceeded for discussion only, with no formal decisions made.

### 2. Conflicts of Interest

No new conflicts of interest were declared.

### 3. Key Governance Matters

Life Membership Records:

Issues were identified with the accuracy and completeness of the Life Members list published on the website.

Verification and updating of records is ongoing.

The Board discussed the value of utilising historical expertise to strengthen organisational records.

Governance Capability:

The Chair shared early observations from the Governance Assessment Questionnaire, identifying capability gaps and areas for development.

Further work will continue over the coming months.



#### Fundraising Oversight:

Discussion reinforced the need for clearer governance oversight of fundraising activity, with formal guidance under development by FARC.

#### 4. Strategic & Operational Updates

##### Constitution Process:

An administrative inconsistency was identified in the "Summary of Changes" document relating to complaint outcome notifications.

The Board agreed transparency with members is essential, and that the issue can be corrected following the vote if the Constitution is approved.

Membership system timing issues resulted in some eligible members not initially receiving voting access; options to address this were discussed and escalated to scrutineers.

##### Appointed Board Member Process:

Interview scheduling for shortlisted candidates was discussed, with confirmation pending.

##### Committee Engagement:

The Board reaffirmed its intention to invite committees or their representatives to selected 2026 Board meetings, including in-person sessions, to strengthen strategic alignment.

#### 5. Financial Overview

A grant funding application (Dragon Community Trust) was progressed via flying minute due to lack of quorum.

Discussion considered the value of quarterly budget reviews alongside monthly reporting, with a view to aligning financial oversight more closely with strategic progress.

#### 6. Policy Decisions

No policy decisions were made due to lack of quorum.

Drafting of policies relating to the risk register, annual declarations, and whistleblower protections was agreed in principle for future development by the OM Committee.

The need for a consolidated Policy Register (ownership and review cycles) was noted.

#### 7. General Business

##### Service Awards:

No nominations were received.



Discussion highlighted limitations in the current nomination pathways and potential inequities for volunteers.

The OM Committee will review and modernise the Service Awards process.

WAO Oceania Championships:

Updates were provided on budget revisions, preferred venue selection, age group eligibility, and event planning.

No immediate Board action was required beyond providing feedback as requested.

International Pathways:

Updates were noted regarding the Youth Olympics programme, including qualification thresholds achieved by New Zealand archers and expected future guidance from World Archery and the IOC.

8. Next Meeting

The date for the next Board meeting is 13 January 2026.

9. Meeting Closed

The meeting closed at 8:21 pm.