



Board Meeting

13 January 2026 Meeting

Agenda

Location: Via Zoom

Chair: Frasier Cho

Attendees: Cushla Matheson, Gordon Harris, Katherine Watson, Murray Prowse, Emily Howard

Life Members: Les Jones, Carole Hicks, Dave Henshaw

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.

All Board members were present.

The Board formally welcomed Emily Howard as a newly appointed Board Member. Emily introduced her governance and professional background and expressed her commitment to contributing a fresh perspective to the organisation. The Board expressed its support and welcomed her to the governance team.

Minutes of the 11 November 2025 and 9 December 2025 meetings were confirmed.

2. Conflicts of Interest

Board members were reminded to ensure their interests are up to date.

A perceived conflict of interest was declared in relation to an international coaching appointment, and the relevant Board member abstained from the vote.

3. Key Governance Matters

Constitution Implementation:

Following the successful adoption of the new Constitution at the AGM, the Board confirmed next steps:

- Formal notification to members and engagement with the Incorporated Societies Office
- Organisational Management (OM) Committee review of all policies to ensure alignment

- Compilation and retention of member feedback for consideration ahead of the 2026 AGM consultation

Ratification of Flying Minutes:

The Board ratified decisions made between meetings, including:

- Appointment of Emily Howard (two-year term) as Appointed Board Member
- Approval of grant funding applications
- Awarding of 2025 Coach of the Year to Garry Porter
- Support for Sian Ruth's re-election to the PNZ Board

Governance & Committee Alignment:

The Board reaffirmed its intention to strengthen strategic alignment between committees and the Board. Committee representatives will attend the March 2026 in-person Board meeting to support strategic implementation and transparency.

Clubs Council Proposal:

The OM Committee reported progress on a proposed Clubs Council model to enhance consultation and communication between affiliated clubs and the Board. A draft structure and Terms of Reference will be presented shortly.

4. Strategic & Operational Updates

Operations Manager Recruitment:

The Operations Manager Position Description is nearing completion and is expected to be presented shortly, enabling recruitment to commence.

Premier Events & Nationals Hosting:

No bids have yet been received for the 2027 Outdoor Nationals. The Board agreed to engage clubs and seek expressions of interest during Nationals to ensure appropriate lead time.

Alternative models for Premier Events coordination are being explored, including a Technical Delegate model to reduce volunteer burden while maintaining governance oversight and event standards.

WAO Oceania Championships 2026:

Planning for the Championships in Auckland is progressing. Invitations have been issued and logistics are underway.

Sport NZ Funding Strategy:

Early preparation for future Sport NZ funding rounds has commenced. Priority areas identified include:

- Strengthening youth participation data

- Improving national participation tracking
- Enhancing club reporting to build a clear national participation narrative

5. Financial Overview

Audited Financial Statements:

The Board received the audited financial statements and management letter. While the audit outcome was positive, several recommendations require timely action to strengthen compliance and reduce future audit risk. FARC will develop a compliance timeline and report quarterly.

Overdue Debtors:

Two overdue debts are under review. Recommendations will be presented at the next meeting.

Grant Funding:

Funding applications for the upcoming Outdoor Nationals were reported to be difficult to receive.

Event Cost Allocation:

Clarification is being sought regarding accounting treatment of certain event-related expenses to ensure consistency with policy and benefit principles.

6. Policy Decisions

The Board approved the following governance instruments:

- Travel and Expenditure Policy
- Debt Write-Off Policy
- Trophy Policy
- International Selection Panel Terms of Reference
- Para Archery Committee Terms of Reference
- Appointment of Carole Hicks and Elizabeth Andrew to the Para Archery Committee
- The Para Archery Committee will support inclusion of athletes with disabilities and provide guidance to clubs on participation pathways.
- The Awards & Badges Programme Policy was also approved to provide clearer guidance to clubs regarding rounds, classes, and divisions.

7. General Business

International Selection – World Cup 2 (Shanghai):

The Board approved:

- Julia Harrison to attend World Cup 2

- James Gaze as coach (exception granted to citizenship requirement, with one abstention declared)

Indoor Nationals 2026 – Palmerston North:

The current lighting system remains adequate for the coming year. LED upgrades remain under consideration and are actively being researched.

Youth Participation Data Tracking:

The Board agreed this will be an ongoing focus area in collaboration with committees and clubs to support future funding applications and long-term growth.

8. Next Meeting

The next meeting will be held online on 10 February 2026.

9. Meeting Closed

The meeting closed at 9:30 pm.