

CONFIRMED MINUTES

BOARD MEETING



At the **Board Meeting** on **10 Dec 2024** these minutes were **confirmed with the following changes:**

Accepted with minor change of Melissa Soh-Newstead's appointment noted as Deputy Chair of the Board

Name:	Archery New Zealand
Date:	Tuesday, 12 November 2024
Time:	7:30 pm to 10:10 pm (NZDT)
Location:	Online, https://meet.google.com/suv-eqmf-cfe
Board Members:	Cushla Matheson, Frasier Cho, Gordon Harris, Katherine Watson, Lauren Barnes, Melissa Soh-Newstead, Murray Prowse
Attendees:	Syan Armstrong
Apologies:	Administration Officer
Guests/Notes:	Les Jones (Life Member) Anne Mitchell (Life Member)

1. Opening Meeting

1.1 Confirm Minutes

Board Meeting 8 Oct 2024, the minutes were confirmed with the following changes:

Minutes subject to minor change of board appointment of Melissa Soh-Newstead. Not appropriate for Melissa to second her own appointment. Secunder amended to Lauren Barnes.

1.2 Interests Register

2. Approved Between Meetings

2.1 Between Meeting Decisions



Gary Coleman - Athlete Representative

Gary Coleman to be appointed to Athlete Council as High Performance compound representative.

Decision Date:	12 Nov 2024
Mover:	Katherine Watson
Secunder:	Cushla Matheson
Outcome:	Approved



Gary Coleman - Athlete Rep

Inform Gary of appointment.

Due Date: 15 Nov 2024

Owner: Cushla Matheson

3. Actions from Previous Meetings

3.1 Action List

Due Date	Action Title	Owner(s)
12 Jan 2025	Organisational Committee to review Code of Conduct Status: In Progress	Katherine Watson

4. Major Decisions and Discussions

4.1 Olympic Solidarity Funding received

The latest tranche of the Olympic Solidarity Fund was allocated towards the recent Youth Talent Identification Camp.

4.2 Proposed Constitution and consultation process

Six submissions received to date, and further submissions are expected. Close date for submissions is 15 November 2024. The recent email sent to membership allows for individual submissions only, however club submissions can be made directly to ANZ Chair (chairperson@archery.org.nz)

Submissions will be reviewed at next meeting and led by Deputy Chair of the Board. Revisions to policies will then be updated before presentation to the membership for further consultation.

The chair has created the constitution document and therefore will step back to ensure a transparent review process.



Review on proposed constitution process

Review on proposed constitution process to be led by Melissa Soh-Newstead, with all documents to be submitted to her directly.

Due Date: 10 Dec 2024

Owner: Melissa Soh-Newstead

4.3 Health and Safety Officer

The Board has received the resignation of the Archery New Zealand Health & Safety Advisor, Dr. George Corbett.

George has made a number of recommendations to address identified gaps in H&S procedures including:

- Consultation and risk management plans major registered tournaments across the country, with gaps in communication between governing body and club level regarding H&S policies in and around major events.
- Improved communication between clubs and ANZ H&S Advisor regarding accidents & near misses at club level.

- To conduct work as an advisor to ANZ in a function that remains independent of event LOC's.
- To direct the appointment of local H&S Officers as necessary.

The Board has concerns that separate H&S plans for each individual tournament could generate a lot of work by already stretched club committees, however recognises that some clubs *may* not have already sufficient H&S policies in place, nor officers trained in the event of accidents and near-misses, irrespective of events.

Whilst the Board is not in a position to immediately adopt the recommendations by the outgoing H&S Advisor, the Board will delegate the recommendations to the Organisational Management Committee to evaluate the proposals and act on any changes that may be required to further strengthen H&S policies as deemed necessary. This may include a possible requirement for an overarching Archery New Zealand H&S Policy and H&S officers trained under Archery New Zealand.

The Board notes that Dr. Corbett has a wealth of knowledge and retaining him is paramount for the safe operation of events, both nationally and at club level. The Board would welcome Dr. Corbett back in his capacity as H&S Advisor for ANZ in the future.



Health & Safety Recommendations - Major Events

Review of proposals / recommendations made by outgoing H&S Advisor, George Corbett to address concerns raised to be conducted by Organisational Management Committee.

Decision Date: 12 Nov 2024
Mover: Katherine Watson
Outcome: Approved



Review of H&S Recommendations from outgoing H&S Advisor

Clarify and address concerns raised in GC email.

Delegate to Organisational Management Committee for review of H&S recommendations and check for feasibility.

Due Date: 12 Jan 2025
Owner: Katherine Watson

4.4 Longbow shield donation

Hamilton Shield (Barebow)

The longbow section of the membership have raised concerns regarding the fairness of the Hamilton shield, stating that they are often categorised alongside more modern types of barebow with more sophisticated capabilities, which puts longbow archers at a disadvantage when competing for the shield. The longbow section of the membership have requested a separate shield competition be established in order to level the playing field for longbow competitors. An anonymous donation of a shield has been proposed for this category.

The board has questioned whether there are enough longbow competitors to enable a trophy to be contested, however there was an overwhelming decision to allow inclusion of longbow as a separate category and corresponding trophy under the guise of "if you open, they will come".

The Board will delegate to the Rules Committee to complete relevant revisions to shooting rules.



Longbow inclusion - Ryan, Fraser, Hamilton Shield

Hamilton Shield to receive a separate longbow class. A shield has been generously donated by an anonymous member of the longbow community.

Decision Date: 12 Nov 2024

Mover: Katherine Watson
Seconder: Gordon Harris
Outcome: Approved



Ryan, Fraser, Hamilton Shield - Longbow Inclusion

Longbow to be included in Ryan / Fraser / Hamilton Shield as its own separate entry thus separating it from the Hamilton Shield.

Board to communicate with longbow community regarding the news and thank the anonymous donor for the as yet unnamed longbow shield.

Follow up with rule committee on required revisions.

Due Date: 29 Nov 2024
Owner: Cushla Matheson

4.5 Set date for January meeting

The January ANZ Board meeting will be an in-person meeting set for 14 January 2025.

All agenda items to be received two weeks in advance of the meeting date.



January Board Meeting - Agenda & Schedule

Chair to work with Board Secretary and/or Administrator to:

- Set agenda
- Gather any relevant documents
- Update on any actions
- Scheduling/ venue
- Any other tasks as required

Due Date: 30 Dec 2024
Owner: Katherine Watson

4.6 Set strategic goals

Constitution: Once the constitution is reviewed and confirmed, a further review of policies should be communicated to the membership. The constitution should include standardisation of policies, clear escalation paths process and policy registers. This should be communicated to the membership well in advance of the next AGM.

Communication: The Board notes that the high level goal of Archery New Zealand is to enhance awareness of the organisation and increase engagement. At times, the communication can be a little too specific to a small section of the membership, such as international competition and selection etc and this doesn't engage all members of the affiliate.

There are a number of other ways discussed to engage the full membership including:

- Information packs issued to clubs/on the Archery New Zealand website, in simple language that can be understood by the everyday member. The pack may contain information on what ANZ does as a governing body and also what it is not responsible for.
- Utilisation of further surveys to further understand the needs of clubs - what they would like to see from ANZ.
- Promoting the Archery New Zealand brand at national events.
- Partnership with clubs to provide further education on what the Board does.
- Up-skilling club administration teams.

Capacity: The Board notes that not all issues have the potential to be solved, given the varied make up of the membership base and the needs/wants of the clubs.



Foundation Document for Strategic Goals

Create draft proposal of strategic goals, including purpose, Archery New Zealand brand.

Google form to be created for Board input.

Due Date: 14 Jan 2025

Owner: Lauren Barnes

5. Sub-Committees

5.1 FARC

Budgetary question regarding future 'commitments' Archery New Zealand has. Rather than projected expenses, any accruals (items of expenditure incurred on one accounting period, but not invoiced until a future accounting period). There isn't a way that this is currently displayed, short of a month by month budget. The board member has been requested to provide examples of what they require from the accounts.

Sport NZ programmes were included as a budget item, however Archery New Zealand no longer receive funding for from Sport NZ.

Other budgetary variables include membership costs, this is due to the timing of receipt of membership from clubs. In 2023, clubs invoiced and received payments from affiliated members in September, however this year, most clubs invoiced later with payments received in October. Any timings/budget variables should correct for next month.

Audited (final) accounts need to be presented to the membership as final accounts, however waiting until the next Annual General Meeting (AGM) is not appropriate. The membership was given the opportunity to ask questions at the AGM based on the unaudited accounts, therefore the membership only needs to vote on and approve the audited accounts. Voting will be conducted via electronic ballot, with a for/against vote. Voting will be open for 14 day period.



Present audited accounts to membership

Audited accounts to be presented to membership

Decision Date: 12 Nov 2024

Mover: Katherine Watson

Seconder: Cushla Matheson

Outcome: Approved



Vote for audited accounts

Elizabeth to create vote for this

Due Date: 19 Nov 2024

Owner: Katherine Watson

5.2 HP Committee

The selection policy for 2025/26 has been finalised and reviewed by the Board. The next steps are to communicate this to the membership, High Performance Selection Committee and to the NZ Olympic Committee, specifically in relation first and foremost to the Pacific Mini Games to be held in Palau in July 2025.



Selection Policy 2025/2026 - Final

Final selection policy for 2025/26 be accepted and all interested parties communicated to.

Decision Date: 12 Nov 2024

Mover: Cushla Matheson
Seconded: Murray Prowse
Outcome: Approved



Selection Policy to be communicated

Selection policy 2025/26 - communicate selection policy with High Performance Selection Committee, the membership & NZOC.

Due Date: 26 Nov 2024
Owner: Cushla Matheson

Improving communication between High Performance coaches. It was found that information and discussion sharing was difficult amongst coaches with other methods such as Zoom etc as not all were available on dates set for meetings etc.

Some research has been undertaken to find a platform which can be used by all coaches for information sharing, problem solving etc. It has been suggested that Discourse could be used for a small fee of \$20USD (<https://www.discourse.org/index>).

Further information to be supplied in due course.



Information to be provided on Discourse

Discourse platform for coaches.

- Fees, whether annually, monthly, GST included?
- How the platform works
- How it can benefit coaches and the wider high performance community

Due Date: 2 Dec 2024
Owner: Cushla Matheson

Feedback from the recent Youth Talent Identification Camp has been very positive and it is hoped that the camp could be held again at a future date.

Many speakers were praised for the honest sharing of their lived experiences and the knowledge they were able to impart to the next generation of archers.

There were initial concerns that there was no shooting involved at the camp, however once it was apparent that there were a number of discussions that were planned and how it would benefit participants, many appreciated the many layers of high performance sport over and above archery.

The Board will collate all feedback and share in an appropriate format.

Three coaches have been approved for High Performance Sport NZ Core Knowledge programme starting in 2025.

The programme is aimed at early high performance coaches to enhance their skill set within their chosen sport.

Uniform for 2025 - Athlete representatives have been testing out samples of shirts. The last Board meeting revealed that current NZ representatives were not satisfied with the shirts for a number of reasons.

Feedback on the samples needs to be sought from the Athlete Council before moving forward with any further design and fit options.



Athlete Uniforms

To gather feedback from Athlete Council on proposed shirts. Lead times for the CQT in February 2025 need to be considered.

Due Date: 10 Dec 2024
Owner: Cushla Matheson

5.3 Wellbeing, Inclusivity & Diversity

Recommendation on whether the current name of the committee (Wellbeing, Inclusivity & Diversity Committee) be amended to the Equity, Diversity, Integrity & Justice (EDIJ) Committee. Currently the committee sits below quorum, so a committee decision cannot be made. An individual must put forward any changes. Murray Prowse has proposed changes.

A recent survey on wellbeing & inclusion has returned varied, but valuable feedback to the committee and will assist in forming a basis for the strategic plan going forward. Feedback is anonymous and therefore any submitted feedback cannot be followed up directly, but if the membership would like to discuss their feedback further, they are encouraged to get in touch with Frasier Cho & Cushla Matheson on the EDIJ committee via their email addresses listed within the survey.

The Board asks whether the survey includes membership from last year, given we are at a crossover in membership years and feedback from former members could prove valuable? The email has gone to all members - some appear to have not received the survey, however it is noted that Tidy HQ can be 'notorious' for going to junk emails.

The Sport Integrity Commission will shortly be releasing a code of standards which include defining and addressing behaviour such as harassment, bullying etc. The code will include a complaints and dispute resolution processes. Public consultation closes 15 November.



Wellbeing & Inclusion Committee to become the Equity, Diversity Integrity & Justice (EDIJ) Committee

Recommendation on whether the Wellbeing, Inclusivity & Diversity Committee be amended to the Equity, Diversity Integrity & Justice (EDIJ) Committee.

Decision Date: 12 Nov 2024
Mover: Murray Prowse
Seconded: Frasier Cho
Outcome: Approved



Communicate name change for EDIJ Committee

Communicate name change for Wellbeing, Inclusion & Diversity Committee to Equity, Diversity, Integrity & Justice Committee.

- Update terms of reference, send to Organisational Management Committee & ICT updates.

Due Date: 12 Jan 2025
Owner: Katherine Watson

5.4 Clubs Committee

Jamie Anderson of Mana Archery Club has applied to join the Clubs Committee.



Motion that Jamie Anderson be accepted to Clubs Committee

Jamie Anderson of Mana Archery Club has been elected to join the Clubs Committee

Decision Date: 12 Nov 2024
Mover: Katherine Watson
Seconded: Murray Prowse

Outcome: Approved



Clubs Committee - Jamie Anderson

Gordon Harris to update Clubs Committee with Jamie Anderson's required details.

Due Date: 19 Nov 2024

Owner: Gordon Harris

5.5 Membership & Development

5.6 Organisational Management Committee

A number of recommendations have been submitted to the Board as per the recent Organisational Management Committee meeting:

Recommendation 1: Tier 1 events shall be posted as over 18 events only. The rationale for this being the additional duty of care and safeguarding for minors cannot always be accommodated at such events.

The view point from World Archery is that Tier 1 events are not intended for minors and would prefer events to be 18+ only. There have been exceptions to the rule such as Casey Kaufhold representing USA aged 14, however it is preferred that these are exceptions rather than the rule.

Archery New Zealand has no explicit documentation or guidelines around this rule, nor how to manage exceptions at this stage, however it appears that there is not much literature in this area for any sport. The Board notes that many sports are now moving away from pushing youth to open/adult categories early.

Additional feedback from the High Performance Committee is required.

Recommendation 2: The Board adopt the Board Charter - this will be presented to the Board at a later date.

Recommendation 3: Social Media Policy to be adopted by the Board. Question around the template from Sport NZ that doesn't appear appropriate, where the it contains the words "Use common sense" can be subjective. Changes can be made to the template where required.

Recommendation 4: Local Organising Committees are required to provide wording to entrants as part of entry pre-information and entry confirmation that reminds members about respecting others, and everyone's right to feel safe.

This is following an incident where photographic content was taken from public images, doctored and shared with the intent to bully a member. Appropriate actions were taken in this instance to resolve the matter, referring to the Member Protection Policy.

The EDIJ Committee to provide feedback on privacy and consent of minors, safeguarding children etc arising from the incident.

Points raised by the Board:

- Reminder to photographers regarding the use of images from members who do NOT consent to their image being published and strict adherence to the request of the member.
- Members to reminded of adhere to the Member Protection Policy at major events regarding the photography of minors.



Archery New Zealand Social Media Policy

Approved: Social Media Policy to be adopted.

Decision Date: 12 Nov 2024

Mover: Katherine Watson

Outcome: Approved



LOCs to update pre-entry / entry confirmation - Re Member Protection Policy

Local Organising Committees to provide wording to entrants as part of entry pre-information and entry confirmation that reminds members about respecting others, and everyone's right to feel safe, in addition to event hashtags and social media guidance.

Decision Date: 12 Nov 2024
Mover: Katherine Watson
Outcome: Approved



Social Media Policy / Major Event Wording in relation to Member Protection Policy

- Publish Social Media Policy & add to Archery New Zealand website
- Pass on to Local Organising Committees to add pre-entry & entry information relating to the Member Protection Policy (respect for others, right to feel safe etc)

Due Date: 12 Jan 2025
Owner: Katherine Watson

5.7 Rules Committee

Change 1: Increase in U14 Clout distance for compound from 80m to 120m, the rationale as per the recent Rules Committee proposal, being the trajectory at which arrows shot from a compound bow enter the ground at 80m at a flat angle, which makes retrieval difficult.



Under 14 Clout Distance Increase - Compound only

Under 14 Clout distance for compound bows be increased from 80m to 120m.

Decision Date: 12 Nov 2024
Mover: Katherine Watson
Outcome: Approved



Rules for U14 Clout Distance increase from 80m to 120m

Board to notify the Rules Committee of changes and communicated to the membership via Board Administration.

Due Date: 13 Dec 2024
Owner: Gordon Harris

Change #2 does not require a decision as it has already been agreed upon by the Board.



Junior Burton to be added to Shooting Rules

Board to re-notify Rules Committee of the changes, for relevant updates to the Shooting Rules and communication to membership via Board Administration.

Due Date: 29 Nov 2024
Owner: Katherine Watson

6. Role Reports

6.1 Premier Events

Manawatu Archery Club (MAC) have submitted a bid to host the Archery New Zealand Indoor Nationals for 2025 & 2026. The Board notes that MAC have successfully hosted Indoor Nationals

for a number of years, with the venue, equipment and crew in place and ready to host. The bid has been accepted.

It has been suggested that in future national events should be Archery New Zealand led, with Local Organising Committees being made up from various clubs, so that the onus does not fall on one club to organise such a big events. Clubs could also be surveyed to understand preferences on a single permanent venue such as Palmerston North or other factors which may determine the direction of national events. A review of this can be undertaken at a later date.



Proposal for Manawatu to host indoor National 2025-26

Proposal is approved & Manawatu have won the bid to host.

Murray to advise Patsy Vercoe of Manawatu Archery Club.

Decision Date: 12 Nov 2024
Mover: Katherine Watson
Seconder: Murray Prowse
Outcome: Approved

The Athlete Council have raised an objection to the 2 person mixed team event being excluded from the programme at Outdoor Nationals 2025. The Athlete Council have cited the following:

- The event is beneficial to archers representing New Zealand, given that the format is included internationally. The exclusion from the Outdoor Nationals 2025 results in a lack of exposure to the event and therefore NZ representatives are disadvantaged on the international stage.
- The team events provides the opportunity to individuals, whom may not be strong in their own right, the chance to obtain a medal as part of a team.
- The event was included in the schedule when original dates were set in January 2025, the Athlete Council are seeking further clarification on the reason for the changes.
- The Athlete Council are concerned that there was no consultation with them on such matters and are requesting the event be reinstated with changes to the programming including finals day running gold medal matches only in line with international events.

The Athlete Council have raised objections with the LOC's concerns regarding gender disparity, which is thought to mean that often men will outnumber women in events and therefore many male athletes will not have the opportunity to compete in 2 person teams anyway - this was a possible reason for removal of the event.

The Board notes that more could be done at club level to encourage clubs to include mixed teams to be added to event programmes.



Exclusion of 2 Person Mixed Team Event at Outdoor Nationals 2025

- The current Memorandum of Understanding (MoU) with Auckland Archery Club requires urgent review to confirm whether 2 person mixed teams should have been included in the programme. If the event should be included as per the MoU, it must be reinstated. Provide outcome of conversation with Auckland's LOC.
- Review of the current MoU template for Outdoor Nationals and required changes to include 2 person and 3 person teams for future events as standard.

Due Date: 14 Jan 2025
Owner: Murray Prowse

Oceania 2026 preparations are underway, with Local Organising Committee having been asked to specify if any further requirements for the event and refer back to Patsy Vercoe as World Archery Secretary.

7. Other Business

7.1 Board Annual Work Plan

Currently in progress and to be discussed at a later date.

8. Close Meeting

8.1 Close the meeting

Next meeting: Board Meeting - 10 Dec 2024, 7:30 pm

Approved decisions made between meetings



Appoint Gary Coleman to Athlete Council

The Board appoints Gary Coleman to the Athlete Council.

5 Supported: Cushla Matheson , Frasier Cho , Katherine Watson , Melissa Soh-Newstead , Murray Prowse

0 Opposed:

1 Abstained:

Lauren Barnes - Not able to make a well informed decision

Decision Date: 2 Nov 2024

Outcome: Approved

Katherine Watson
1 Jan 2025