

CONFIRMED MINUTES

BOARD MEETING



At the **Board Meeting** on **12 Nov 2024** these 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. Seconder amended to Lauren Barnes.

Name:	Archery New Zealand
Date:	Tuesday, 8 October 2024
Time:	7:30 pm to 10:00 pm (NZDT)
Location:	Zoom, online
Board Members:	Cushla Matheson, Frasier Cho, Katherine Watson, Murray Prowse, Melissa Soh-Newstead, Lauren Barnes, Gordon Harris

1. Opening Meeting

1.1 Confirm Minutes

Board Meeting 10 Sept 2024, the minutes were confirmed as presented.

Accept with the amendment of Melissa's term to be 2 years

Carole mentioned that she can contribute to the membership committee to help with looking for para archery coordinators. Note that we are also behind the previous timeline with regard to the constitution as fees need to be discussed

1.2 Interests Register

A reminder for everyone to add their interests

2. Approved Between Meetings

2.1 Between Meeting Decisions

3. Actions from Previous Meetings

3.1 Action List

Due Date	Action Title	Owner
9 Jan 2023	Privacy and Police checks Status: Completed on 8 Oct 2024	Cushla Matheson
28 Feb 2023	Organizational Committee to review Code of Conduct Status: In Progress	Katherine Watson

Due Date	Action Title	Owner
7 May 2024	Send policy to be reviewed by Organisational Management committee, with the view to approve it Status: Completed on 2 Nov 2024	Katherine Watson
9 Jul 2024	Ask membership and development committee about coordinators for para archery Status: Completed on 8 Oct 2024	Mykel Turner
10 Sept 2024	Contact Christchurch and Dunedin clubs to clarify 75% members requirement for life member nomination Status: Completed on 10 Sept 2024	Katherine Watson
14 Jan 2025	Cushla to have a conversation with Dr George Corbett Status: Completed on 30 Oct 2024	Cushla Matheson

4. Major Decisions and Discussions

4.1 Elect Chairperson and Deputy Chairperson



Katherine Watson elected as Chairperson

The Life Members thank Katherine and welcome upcoming year

Decision Date: 8 Oct 2024
Mover: Murray Prowse
Second: Melissa Soh-Newstead
Outcome: Approved



Melissa Soh-Newstead elected as Deputy Chairperson

Melissa Soh-Newstead elected as Deputy Chairperson

Decision Date: 8 Oct 2024
Mover: Gordon Harris
Second: Melissa Soh-Newstead
Outcome: Approved

4.2 Annual Work Plan

1 in person meeting would be beneficial, with a second in person meeting to be confirmed but would also be beneficial

The first in person meeting will be in January, to be confirmed if this is Monday or Tuesday, likely in Auckland

To add in quarterly budget reviews to see how we are tracking over the year

We will begin working to this plan

4.3 Board Secretary



Establish the position of Board Secretary

Establish the position of Board Secretary based on this role description

Syan Armstrong has volunteered, has experience and is willing to contribute

Decision Date: 8 Oct 2024
Mover: Katherine Watson
Second: Frasier Cho
Outcome: Approved



Appoint Syan Armstrong as Board Secretary

Appoint Syan Armstrong as Board Secretary

Decision Date: 8 Oct 2024
Mover: Katherine Watson
Seconder: Frasier Cho
Outcome: Approved



Cushla to get in touch with Syan Armstrong for Board Secretary

Cushla to get in touch with Syan Armstrong who has been appointed as Board Secretary

Due Date: 12 Nov 2024
Owner: Cushla Matheson

4.4 Auditor's Report

1. No formal fraud policy: will get in touch with Clive Hudson to consult with the Finance and Risk Committee Committee to develop a policy. Lauren can help with the Risk side of this area.

Gordon suggests a strategic risks register that can be reviewed on a regular basis
Melissa notes that we don't have a whistleblower policy, and that is something worth thinking about as it can tie in with the fraud policy. Noted and sent to FARC

2. No Independent review of supplier details in internet banking: The bank accounts are checked as being correct with the statements when the invoice is being paid by FARC. This point will be referred to FARC to find a solution.
There are dual approvals needed for all payments
3. No higher-level approval of credit card expenditure: Refer to FARC
4. Invoice Approval: this is done by the FARC committee who reviews the invoice, however this is not done on Xero. Refer to FARC
5. No evidence of approval on the claim forms: this would need to be electronically signed. Refer to FARC
6. Budget: budget figures did not align with the actual figures. Fluctuations are happening year to year. This is something that can also be reviewed at quarterly budget reviews. Refer to FARC
7. Meeting minutes not signed: This has been done since the audit.



Send the findings to FARC to make recommendations to the Board

Send the auditor's findings to FARC to make recommendations to the Board

Decision Date: 8 Oct 2024
Mover: Katherine Watson
Outcome: Approved



Send auditor's letter and findings to FARC for review

Send auditor's letter and findings to FARC for review

Due Date: 12 Nov 2024
Owner: Katherine Watson

4.5 Oceania Championships 2026

Cushla will find a LOC to organise the Oceania Championship 2026. Support will be provided by Murray. This will start the ball rolling.

4.6 Olympic Solidarity Funding

Katherine thanks Cushla on behalf of the Board for the successful event

Invoices are being paid and a few are still coming in, so will be paid soon. The funding is on track to being spent on time.

4.7 Proposed Constitution and consultation process

A reminder that the constitution comparison document is meant to show where the previous constitution appears in the new constitution.

The fees update clause is in the constitution, and this should be noted clearly.

Anne notes that the Life member issue of no one meeting the 75% requirement at the previous AGM, so no one was elected, should be addressed in the next stage of membership consultation for the constitution



Publish the constitution documents

Accept the 2 constitution documents, with particular note for the fees clause being updated 4.21

Decision Date: 8 Oct 2024

Mover: Katherine Watson

Outcome: Approved

5. Sub-Committees

5.1 FARC

Note that the deposits report generated from xero appear to be in negative () but they are not. This is how Xero has put it out

5.2 HP Committee

Committee not met this month.

Focus has been on the recent development camp. Feedback has been positive, and summary is being generated.

2025 selection policy is under review by committee

5.3 Wellbeing, Inclusivity & Diversity

Not met this month, meeting this month

Police check policy is in progress, working with Kelly at Organisational Management Committee and Jeanette from Police Vetting

Wellbeing checks with the recent 2 international championship tournaments

5.4 Clubs Committee

No one has reached out to Murray yet.

Looking to send a communication specifically about the Club committee. People could be targeted, Gordon has someone in mind

At the AGM, there was discussion about there not being enough voice for clubs, however this is a platform and committee that serves this purpose, if people join it to represent the clubs



Look for a possible person to join the Clubs Committee

Gordon to target someone who may be suitable for the committee

Due Date: 12 Nov 2024

Owner: Gordon Harris

5.5 Membership & Development

This committee is full. Appointing a board liaison

Katherine appointed as liaison



Katherine Watson appointed as Board liaison for the Membership and Development Committee

Katherine Watson appointed as Board liaison for the Membership and Development Committee

Decision Date: 8 Oct 2024

Mover: Katherine Watson

Seconder: Frasier Cho

Outcome: Approved

5.6 Organisational Management Committee

Not met this month, nothing to report yet

5.7 Rules Committee



Gordon Harris appointed to the Rules Committee

Accept Gordon Harris application to the Rules Committee. Note that Gordon abstained from voting

Decision Date: 8 Oct 2024

Mover: Katherine Watson

Seconder: Cushla Matheson

Outcome: Approved

6. Role Reports

6.1 Premier Events

Email received from Christchurch Archery Club about Trans Tasman Tournament, which is tracking. 3 person teams did not have to be same age group, but 3 people per bow type per gender per age, to send a reminder. MOU to be presented at the next meeting.

Wish to get more information about the sponsors.

Outdoor Nationals are undergoing council sign off for venue before any announcements. Katherine suggests a stand-by update communication from Andrew, even a brief communication can ease uncertainty for our members.

Recent Indoor Nationals 2024 results are being finalised for publication and awards

An Indoor Nationals 2025-2026 bid has been received, and there is possibly some interest incoming from other clubs. We would need other bids soon within 3 weeks so it can be discussed at the next Board meeting, to allow timeframes.



Stand-by update communication for Outdoor Nationals to reduce uncertainty

Murray to follow up someone to send a stand-by update communication for Outdoor Nationals to reduce uncertainty for our members.

Communication to members

Due Date: 12 Nov 2024

Owner: Murray Prowse

7. Other Business

7.1 Complaints received

Complaints policy is welcome to feedback in the new constitution, along with feedback from specific people and groups, that is part of the consultation process that we will be undergoing.

Communication is key.

8. Close Meeting

8.1 Close the meeting

Next meeting: No date for the next meeting has been set.

Approved decisions made between meetings



Domain Names Purchase

The Board will purchase of three domain names (archery.org.nz, archerynz.org, archeryresults.nz) from Kelly Atkinson and accepts the 'Domain name sale and purchase agreement' (attached).

5 Supported: Cushla Matheson , Frasier Cho , Katherine Watson , Murray Prowse , Mykel Turner

0 Opposed:

0 Abstained:

Decision Date: 25 Sept 2024

Outcome: Approved



Accept the audited financial statements for the year ended 31 March 2024

The Board accepts the audited financial statements for the year ended 31 March 2024 as presented.

4 Supported: Frasier Cho , Katherine Watson , Murray Prowse , Mykel Turner

0 Opposed:

0 Abstained:

Decision Date: 2 Oct 2024

Outcome: Approved

Signature:_____

Date:_____