
Athletics Canterbury Executive Committee - Minutes

16 April 2018 @ 5:30 p.m. – Red Cross Boardroom, 32 Birmingham Drive

To Do

Present:

President - Andrew Stark (**AS**), Daniel Reese (**DR**) - Secretary, Anna McNab (**AM**) -Treasurer, Craig Brown (**CB**), Avril Davies (**AD**) Monique Gale (**MG**), Sam Mclean (**SM**), Michael Sharapoff (**MS**),

Apologies: Annette Campbell (**AC**)

Minutes: Confirmation of the Minutes of the last meeting held on 14th March 2018 - Moved **DR** *carried*

Matters Arising:

1. Bill Richards Trust - **DR** has still to pass on information to Bob Perry **DR**
 2. Rules/bylaws – Rod Syme and Don Mackenzie had meet and read the documents and were now in a position to advise the Executive of the next step. **DR** to follow up before the next meeting. **DR**
 3. Focus Group – **MS, MG, SM** had both attended the Focus Meeting on 15th March. There was a total of about 12 people from our sport who gave their time to attend. What was learnt was that the track is a public place and the CCC say that anyone can just turn up and walk / run on the track. There were safety issues here with people training. There will be barriers across Lap 1 & 2. The date for the next meeting hadn't been set.
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Key Projects & Initiatives:

1. **XC & R Committee promotional role** – Julia Moore has started in her role as Marketing Manager for the Cross Country and Road Committee. She has spent the first week interviewing committee members and has already made appointments with clubs to attend their next committee meetings. She now has access to the Athletics Canterbury Facebook page, and has started uploading photos from races.
 2. **General Managers Job Description update & related Strategic Plan / Work Plan update.**

MG has finalised the Work Plan of the Strategic Plan. It would now be circulated to members of the Cross Country and Road Committee, the Track and Field Committee and the Canterbury Children's Association. **MG**

MG and **MS** had met to discuss funding and have come up with a list of funders to apply for funding for Equipment and the GM role. **DR**

David Bailey through the CCC were still pledging funds for the GM role and Sport Canterbury had offered to underwrite the GM role until we had heard back from Rata Foundation on our application. **MG**

We were expected to hear at the beginning of May. **MS**

It was moved **MS** 2nd **CB** "That we apply to the following organisations for funding." **Carried**
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<u>FUNDER</u>	<u>REQUIREMENT</u>	<u>APPLICATION AMOUNT</u>
CERT	Equipment	\$16,221.25
First Sovereign	Equipment	\$5,549.00
Four Winds Foundation	Equipment	\$10,021.00
The Lion Foundation	General Manager role	\$25,000.00
The Mainland Foundation	Equipment	\$16,838.75
NZ Community Trust	General Manager role	\$70,000.00
Pub Charity Limited	Equipment	\$10,526.50
Southern Trust	Equipment	\$24,225.00
Trust Aoraki	General Manger role	\$10,000.00
The Trusts Community Foundation	Equipment	\$16,785.00
Youthtown Inc	Equipment	\$19,944.00
Christchurch City Council – Strengthen Community Funds	General Manager role	\$25,000.00

It was important that the General Manager's advertisement be ready as soon as the funding was received so that we could have a person in place by 30th June. The Job description for the General Manager role was already in place.

MS then showed a PowerPoint display with possible ideas for funding initiatives through a Give-a-Little page. **AS** thanked **MS** and **MG** for their work on the funding.

3. **Athletics Canterbury Dinner** **DR**
Most of the 2017 trophies had been recollected. **DR** was to follow up with trophies still outstanding **AD**
Tickets would be paid by internet banking or on the night. **CB**
DR was to start advertising the evening for 11th May, through Facebook. **SM**
AS is to discuss an available time with the chosen Award's Panel to pick the finalists.
The nominations would be circulated to the panel as soon as all nominations forms were in.
AS moved from the chair that the Executive would pay for tickets for all Executive members who wished to attend. **carried**
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4. **Coaching:**
DR had forwarded to **SM** a database of coaches and a list of coaches, supplied to him by clubs in April 2017. **SM** was ready to communicate with Clubs asking for information on where they are at with their Club coaches. **DR** to provide **SM** with a list of Secretaries. **SM**'s plan is to have a person from Sport Canterbury to facilitate a meeting of Coaches. **SM**
DR
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5. **On-Going Areas to follow up on. To be completed as time permits:** **ALL**
➤ Creation of a task register / who does what by when / feedback at each meeting – on going
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6. Coaching / Officials Mentoring Initiative update (on hold)
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Correspondence Inwards:

1. Kaiapoi Athletic Club – The club had decided to wind up. Under the club's constitution the club's funds would be transferred to Athletics Canterbury. **DR** would advise them of the Executive's bank account details. **DR** would write to the Kaiapoi Athletic Club asking them if they wanted to give the Executive a direction on how they would like the funds to be used.
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2. ANZ CEO Hamish Grey (**HG**) – In response to a letter sent to him from the executive about ParkRun events, **HG** had forwarded a Memorandum of Understanding and had asked for comments. **AC** had discussed the MOU at the latest CCRC committee meeting and had drafted a letter which had been sent to **HG**.
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3. Athletics NZ CEO Hamish Grey (**HG**) - Hosting of the 2019 ANZ Championships. **AS** had expressed to **HG** our sports concern of holding the T&F Nationals re: the 'readiness' of Nga Puna Wai due to delays in build because of wet weather issues. **HG** was confident the venue would be complete, as per information he received from David Bailey (CCC). While **HG** preferred choice was to have **AC** deliver the event, there was a suggestion that Athletic NZ would use a third party if Canterbury weren't able to deliver the event. In subsequent discussion by **AS** with **HG**, he agreed that Athletics NZ should take more control in organizing their marquee event. **HG** is coming to Christchurch on the 3rd May to discuss the organisation / roles / responsibilities associated with the running of their championship. **AS** indicated that he would not be on the LOC for the 2019 event, while he concentrates on going Nga Puna Wai up and running.
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4. Trevor Spittle – Trevor had supplied to David Bailey at CCC a list of what was required at NPW to enable a National T & F Championships to be held in March 2019.
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5. Bill Richards Marathon Fund applications – Applications had been received from Blair McWhirter and Vajin Armstrong. The applications would be passed on to the Trustees of the Fund, John McBrearty and Kevin Jago for consideration. Any payment recommended would be ratified at the next meeting.
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6. Numerous emails had been received thanking the Executive for their contribution from the Harbut Fund for officials travelling to the National Track and Field Championships in Hamilton
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7. Karen Theobald – Enquiring whether there was to be a "Community Coach of the Year" award for this years Awards Dinner. **DR** had sent a "Community Coach of the Year" form to all clubs.
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8. Amicus Insurance and Financial Advisors – Insurance review *see Finances below*
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Correspondence Outwards:

1. ANZ, Hamish Grey – parkrun NZ
 2. **DR** had written to all 2017 Award trophy holders asking for trophies to be returned
 3. Nomination forms had been emailed to clubs and other interested people.
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Financial Report:

AM presentedMoved: **AS / DR** *carried*

The Insurance Policy was due for renewal. **AS** is to check they list of Equipment used and the list of equipment would also be sent to the CCRC for checking. The underspend of NZCT funds had been returned. Nothing much had changed from the previous month.

AM

It was moved the provision of Doubtful debts of \$13,629 be written off.

Moved **AM** 2nd **AD***carried*

It was agreed that the consolidated accounts of Athletics Canterbury be presented at the Centre's AGM and the individual accounts for each section of the sport, be presented at their individual meeting of Delegates.

Sub Committee Reports:

1. **Registration Secretary** (Shona Brown)

A few of the clubs had opened their portals in March for pre-season registrations. The big clubs are now all up and running. ANZ have made payment by credit card mandatory this season. Reminders had gone out to all clubs about paying their affiliation fees. Registration numbers would be released until affiliations had been paid. We currently have 397 financial members from 10 clubs – 260 registered, the rest are social or volunteer members.

2. **Nga Puna Wai Update****AS**

AS had added an aerial photo of NPW onto the Athletics Canterbury Facebook page. There was nothing further to report. **AS** had not attended any further meetings since the last Executive meeting.

General Business: There was no General Business**Meeting finished at 7.45 p.m.**

Next Meeting: Thursday 10th May 2018

Athletics Canterbury President: (Andrew Stark) _____ Date: _____