
Athletics Canterbury Executive Committee - Minutes

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

To Do

Present:

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

Apologies: Michael Sharapoff (**MS**),

Minutes: Confirmation of the Minutes of the last meeting held on 10th May 2018 -

Moved **DR 2nd AD**

Carried

Matters Arising:

1.
 - Rules / By-laws – **AS, AD** and **DR** had met to go through the rules and then **AS** and **DR** had subsequently had a meeting with Rod Syme. Changes needed to the Constitution had been identified. Some more consultation was needed, but some of the new rules can be approved at the July AGM. **DR**
AS
AD
 - The By-Laws have also been reviewed. **DR** to circulate these to the Executive for discussion at the next meeting, with the expectation they will be approved by the Executive committee.
 2.
 - ANZ T&F Championships, LOC – ANZ CEO: Hamish Grey was coming down on 5th July to meet with the LOC & **AS** to discuss the breakdown of who does what and to present an updated budget.
 - Hamish Grey would also be presenting a document called a Cooperation Agreement (rather than an MOU) outlining how Athletics NZ and Athletics Canterbury will work together to deliver the sport in our region. It is their intention to have a unique, but similar agreement with each Centre throughout New Zealand.
 3.
 - The question of funding for an Administration job was discussed. It was important that we prepare a JD for an Admin position prior to seeking funding and that the new GM has a role to play in this process. **MG**
 - **MG** is to contact our other committees to determine what jobs would fit best with this role, given the jobs are all currently being done by volunteers. The purpose of an admin role would be to support the GM and reduce the workload for some of our dedicated, overworked volunteers. We would hold off preparing a funding motion until the next meeting.
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Key Projects & Initiatives:

1. **General Managers update**
 - There had been 20 applicants to the General Manager's job with interviews planned for Monday 18th June. An appointment to be made soon after that date, provided the sub-committee is confident the interviewees present an appropriate vision for Athletics Canterbury going forward. **MG**
AS
MS
 2. **Athletics New Zealand Regulations – Consultation Submission from Athletics Canterbury:**
 - A sub-committee chaired by **AC** have prepared a submission on the proposed ANZ Regulation changes. The submission had been discussed at length and agreed upon at the last CCRC meeting and endorsed by Track and Field.
 - Athletics Canterbury is seeking clarification about memberships types, event status, eligibility rules around who can compete and where 'sanctioned' events fit in.
 - Athletics Canterbury has historically received income from sanctioned fees and our strategic direction is to engage with the wider community, making it easier for non-club members to participate, thereby potentially strengthening clubs through greater participation. We are unsure if this is the direction that Athletics NZ agrees with and wait with interest to see the new regulations.

Athletics New Zealand Club Development Project:

 - The CEO of ANZ, Hamish Grey had emailed the centre in regard to a Club Development Project.
 - 16 NZ clubs have been chosen nationwide with the clubs chosen from our region being Christchurch Avon, Port Hills and South Canterbury.
 - The initial undertaking is to host the clubs in a two-stage strategic planning session conducted by an independent facilitator. The clubs will then develop a three-year work plan, supported by a member of the ANZ team Their role being to help clubs to help themselves.
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- While we are supportive of any efforts by Athletics NZ to support clubs, the clubs in our region rely heavily of the Centre for direction & leadership. This project has been implemented without any engagement with the Centre, to understand what we are trying to achieve via our strategic plan, therefore has the potential to duplicate work we are also trying to achieve.
- Our opinion would be that supporting the Centre would be a more productive, especially now as we are about to create a GM role and potentially other paid roles.
- An offer by ANZ has been extended to the Centre for us to be involved. **AS** to contact Hamish Meacham (Community Manager – ANZ) to understand what this actually means, plus also discuss with the two local clubs to see what their expectations of the project is.
- A letter has also been drafted about our concerns and will be sent to ANZ.

3. **Athletics Canterbury Dinner**

- A review of the Annual Dinner would be carried forward to our next meeting.

4. **Coaching Forum:**

SM

- Planning for this was well underway. **SM** had circulated all clubs requesting an update of their coaches list. Most clubs had returned their lists. It was proposed that the coaching forum be held on Sunday 8th July at 2 pm, potentially facilitated by a representative of Sport Canterbury. **SM** was to come up with an Agenda.

5. **Preparation of Athletics Canterbury AGM – 25th July**

- **MS** has indicated that he would not be standing. **CB** had also decided not to stand, ending over 30 years on the Executive committee.
- If we are looking for new Executive members we need to consider skill sets that may be missing on the current Executive and

6. **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

7. **Coaching / Officials Mentoring Initiative** update (on hold and will use GM to implement)

- Following discussions with Sport Canterbury, the funding received last year is currently on hold. Once the GM is in place, we can draw down the funds to implement the outcomes accordingly.

Correspondence Inwards:

1. Rod Syme – Interpretation of the rules

2. General Manager applications – 20 had been received.

3. Anna McNab – SBS term deposits

Moved **AM** 2nd **DR** That Steff Davis, **AS** and **AM** be the signatories for the SBS Term Deposits **Carried**

Correspondence Outwards:

1. To all Clubs reminding them of the closing dates for the ANZ Merit Awards and Long Service awards

Financial Report:

AM presented report

Moved: **AS / DR** *carried*

- The Annual Accounts had been sent to Peter Davidson and Associates for Audit. The accounts this year have changed to reflect the Tier 3 reporting that was required, plus they are consolidated account covering all three areas on the sport.
- **DR** questioned why the interest on the Reserves had not been added onto the reserve. Anna will look at doing this in the future.
- For the accounts for May, \$11,123 had been paid for insurance. A proportion of this would be paid by the Children's Association and Masters. There had been travel funds of \$1500 (3 x \$500) for travel to the IAAF U20 World Track and Field Championships. Full payment had now been made for the Pole Vault/ High Jump mats and cages.

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- **AS** moved the adoption of new Athletics Canterbury fees for the 2019-2020 Financial Year
 - Competitive member 20 and over from \$20 to \$25
 - Competitive Member 18-19 remains at \$20
 - Competitive Members 15-17 from \$10 to \$15
 - Competitive members 7-14 \$5 to \$7.50
 - Competitive or social member 6 and under \$5 to \$7.50
 - Social member 7 and over from \$5 to \$7.50
 - Volunteer remains the same at zero

carried

Sub Committee Reports:

1. **Registration Secretary** (Shona Brown)
 - Total registrations to the end of May were 848 (818, 2017).
 - 18 clubs had affiliated, the only ones still to affiliate were summer only clubs. Some small clubs were struggling with the online system because they only use it one week a year.
 - Paul Johnston of Port Hills has contacted ANZ offering to write better reporting features for the online system.
2. **Nga Puna Wai Update:**
 - **AS** reported that the white lines had now been painted on the track.

General Business:

- **CB** had completed the Work Place Health and Safety Plan for Athletics Canterbury re: employees. A copy of the cross country / road HS plan also completed. The T & F H&S plan is work-in-progress. There is a NPW 'whole-a-site' HS plan required and this is being worked out in conjunction for Sport Canterbury and all sports at NPW.

Meeting finished at 8.00 p.m.

Next Meeting: Thursday 12th July 2018

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