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## Athletics Canterbury Executive Committee - Minutes

19 December 2017 @ 5:30 p.m. – 12 Highcrest Heights, Westmorland, Christchurch

To Do

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### Present:

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

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**Apologies:** Michael Sharapoff (**MS**), Anna McNab (**AM**) - Treasurer

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**Minutes:** Confirmation of the Minutes of the last meeting held on 9<sup>th</sup> November 2017 - Moved **AS**, *carried*

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### Matters Arising:

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| 1. | Bill Richards Trust discussion was on going, Daniel to talk with Bob Perry   | <b>DR/MS</b> |
| 2. | Centre Logo – This was ongoing.  | <b>AS</b>    |
| 3. | Focus Group – <b>AS</b> had sent a list of names / email addresses to Ricki Jones (CCC). He will coordinate when the meetings will be heard. <b>AS</b> was to add Jackie Restieaux to that list. | <b>AS</b>    |
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### Key Projects & Initiatives:

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| 1. | <b>Strategic Plan / Work Plan update:</b> – The Strategic Plan has been finalised and is now on the Athletics Canterbury Website  |                        |
| 2. | <b>General Manager's Job Description:</b> – <b>MS, SM &amp; AS</b> had met a representative of Rata Foundation on the 5 <sup>th</sup> December to discuss the new role. <b>AS</b> is to send the JD for the GM role mto John Derry at Sport Canterbury and David Bailey (CCC) to review. For funding of the position, we will require letters of support from Sport Canterbury, ANZ (Hamish Grey) and David Bailey (NPW Project Manager). <b>MG &amp; AS</b> are continuing to work on the Job Description for the GM role. | <b>AS</b><br><b>MG</b> |
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### RESOLUTION:

That Athletics Canterbury apply to the Rata Foundation for \$95,000 funding to facilitate the new position of General Manager. Moved: **SM** 2nd: **CB** *Carried*

The application is to be in by the 15<sup>th</sup> January 2018

**AS** is to approach the CCC with a view that they are still able to contribute \$20,000 for the GM role.

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| 3. | <b>Coaching / Officials Mentoring Scheme:</b> – Nothing to report, on hold  |            |
| 4. | <b>On-Going Areas to follow up on. To be completed as time permits:</b><br>➤ Creation of a task register / who does what by when / feedback at each meeting – on going  | <b>ALL</b> |
| 5. | Athletics NZ have allocated the hosting of the ANZ Track and Field Championships to Canterbury for 2019 & 2020. Also note, the NZMA Championships in 2019. <b>AS</b> had a lengthy telephone discussion (15/12) with Hamish Grey (ANZ CEO) about various issues, including using these two events to attract / train volunteers to be officials / helpers. <b>AS</b> also mentioned that CCC have a database of volunteers they call upon for 'big' event and that we might be able to 'use' and attract some of these people to our sport for on-going help.<br><b>AS</b> is to meet with Gareth Archer and Hamish Grey from ANZ on 31 <sup>st</sup> January to discuss the hosting responsibilities. ChristchurchNZ are offering financial support (TBC in January 2018) to assist with the running of these events. <b>AS</b> to meet with them in January / February 2018 to discuss how they can best help.<br>The NZ Children's inter provincials are also planned for Easter 2019. | <b>AS</b>  |
| 6. | <b>AS</b> had attended a meeting of the Cross Country and Road Committee. At that meeting the CCRC committee had decided to commit \$30,000 over 2 years for a promotions person.   |            |
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### Correspondence Inwards:

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| 1. | Sam Wreford – An application for the Bill Richards fund had been received for the Singapore Marathon. The Trustees had recommended to pay \$2000. Moved: <b>DR</b> 2nd: <b>SM</b> <i>carried</i><br>It was asked that we receive a report of the event from Sam and his marathon plans. |  |
| 2. | Martin Lukes – Donation of \$100 for appreciation of the work done by officials at Rawhiti for the North Primary School zones.  |  |
| 3. | Karen Forbes-Henry – OBU's email address changed to <a href="mailto:pjdhenry@icloud.com">pjdhenry@icloud.com</a>  |  |
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4. Sport Canterbury – Canterbury Spaces and Places plan

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  5. South Canterbury - Outcome of disciplinary process

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  6. Copies of letters of complaint from Waimate Club President re: inappropriate comments about the value of smaller clubs in the area.

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  7. Copy of a letter of complaint from the Secretary of Mid Canterbury Sub Centre), about inappropriate language directed at her prior to the start of SI Championship Meeting on the 9<sup>th</sup> December 2017.

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  8. Copies of e-mail correspondence between the LOC Colgate Games, Kerrie Mott from Athletic NZ, Shona Brown & a Timaru parent about potential misuse of the ANZ database.

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  8. ANZ – Notification of increase in registration fees for 2018/2019 financial year

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  9. Port Hills Athletic Club – Sanctioned event application, 5k Series. Moved **DR** 2nd: **CB** *carried*

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**Correspondence Outwards:**

1. Sport Canterbury – Nexia NZ 2018 Canterbury Sports Awards nominations. Athletics Canterbury had nominated the following: John Gamblin (Administrator of the Year), Angie Petty (Sportswomen of the Year), William Stedman (Young Sportsman of the year and Sportsperson with a Disability), Dale Stevenson (Coach of the Year) and Tom Walsh (Sportsman of the Year)  
It was moved: **DR** 2nd: **AD** that AC subsidise the \$90 ticket for each nominee. *carried*

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2. Email advising nominees of their nomination

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**Financial Report:**

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- AM** presented – via Email Moved: **MG**, 2nd: **DR** *carried*
- The final PAYE payment had been made on the Coach Force account
  - **AS** moved that the \$1212 balance of the Coach Force account be transferred to the Executive account. *carried*
  - The negative athlete registration fees, was due to the washup of athletic registration fees related to the children’s area. Shona Brown calculates this.
  - **AM** is closer to having a Login for the Rabo Bank.
  - The \$US30,000 from the International Athletics Foundation for their half contribution to the track had now been received. This was to be transferred to the NPW Escrow account.

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**Sub Committee Reports:**

1. **Registration Secretary** (Shona Brown)  
Total membership was 2278, (1880 previous meeting), with 2002 active members, 198 social members and 78 volunteers. There is a 51% retention rate from last season.  
An email had been received from ANZ regarding a potential incorrect procedure when using the ANZ database of athletics for sending out emails advertising events or in this case asking for helpers re: Colgate Games (Timaru). Kerrie Mott (ANZ) agreed that nothing wrong had be done (e-mail sent out by Athletics Canterbury, not LOC Colgate Games) and that she had been misinformed as to who sent the e-mail. No personal information had been given out. No further action required.

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2. **Nga Puna Wai Update (AS)**  
**AS** had received a letter asking when the \$200k would be deposited in the Escrow account. \$50k had already been deposited.  
The good weather is allowing work at the site to progress at a good pace.  
Ricki Jones (CCC) has identified areas of the arena that can be used for advertising. The signage will be 100% dedicated the athletics sponsors, plus we have the option to sell seats in the stand.

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**General Business:** There was no general business

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**Meeting finished at 7.55pm**

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**Next Meeting:** Thursday 8th February 2018

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