
Athletics Canterbury Executive Committee - Minutes

9 November 2017 @ 5:30 p.m. – 32 Birmingham Drive, Middleton, Christchurch

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**),

Apologies: Michael Sharapoff (**MS**)

Minutes: Confirmation of the Minutes of the last meeting held on 12th October 2017 - *Moved AS, carried*

Matters Arising:

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| 1. | Bill Richards Trust discussion was on going | DR/MS |
| 2. | Centre Logo – We need a Graphics Designer to look at this. We need to look at other Centre Logos. Maybe we need to put on Facebook to advertise. | AS |
| 3. | Branding – The sub committee of MS and MG to meet. We also need other people who may be interested with branding for NPW as we go forward. AS to get a date for the 1st Branding meeting. | AS |
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Key Projects & Initiatives:

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| 1. | Athletics Canterbury Executive Strategic Plan Meeting: – There was a good attendance of approx. 40 people. MG had summarised the input from that meeting. Summary information used to reword Strategic Plan where appropriate. MG to update before sending to those who attended and uploading on website. While this is the Athletics Canterbury Executive's Strategic Plan, the aim of this exercise is to create a plan that ALL sectors of our sport will 'buy into', so we can collectively grow the sport together. | MG |
| 2. | Coaching / Officials Mentoring Scheme: – SM, MG, MS and AS had had a meeting, but all acknowledged that getting the Strategic Plan completed will take priority. A JD for this role still needs to be finalised. AS and MS to meet and finalise before next meeting (if time permits) AS had visited a club and talked to parents at Children Interclub. Indications are that it will be difficult to attract parents with young children to be officials / coaches, unless their children stay involved post Grade 14. It may be more successful to attract 'mature' ex-athletes back to our sport via Facebook advertising. This idea to be trialled in the new year. | MS / AS |
| 3. | General Manager's Job Description: – MG (with help AS) is to continue working on creating the JD. The aim to have it available for the next meeting. The JD is to align with the Strategic Plan, then Work Plan to follow. AS to meet with Annette Campbell to discuss XC & R restructuring and determine how their plan fit into what the Athletics Canterbury Executive are trying to achieve. | MG / AS |
| 4. | On-Going Areas to follow up on. To be completes as time permits: <ul style="list-style-type: none">➤ Creation of a task register / who does what by when / feedback at each meeting.➤ Creation of job descriptions (SMART) for key Executive roles. Individuals to look at the roles for the next meeting (All). This was ongoing and will be looked at in more depth once GM role finalised➤ MG to revisit a survey prepared by MS last year. The aim of the survey is to find out what the sports needs to do, to improve 'going forward'. | ALL |
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Correspondence Inwards:

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| 1. | Trevor Spittle and Ruth Liong – Strategic Plan wording concerns. AS was to talk with them both on their return from overseas. |
| 2. | School Sport Canterbury – Bill Grogan, letter of thanks for officials for 2017. Donation to be paid. |
| 3. | John Hinton – Race Walkers Association Funds |
| 4. | NZ Racing Board – Receipt of funding application |
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Correspondence Outwards:

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| 1. | School Sport Canterbury – DR had written thanking them for the donation. DR to check correct Bank. | DR |
| 2. | Email replies to Trevor Spittle (AS) and Ruth Liong (DR) | |
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3. Letters of condolences to the families of Brent Rollo and Dave Leech

Financial Report:

AM presented.

Moved **AM**, seconded **DR** *Carried*

- The final payment had been made to Anita Sutherland.
 - Bowls Canterbury are taking over the lease of the car for 6 months.
 - The Auditors fees had been paid.
 - Sanctioned event fees of \$7500 had been received to date.
 - Term deposits were maturing this month. Considering our future obligations to NPW it was agreed to reinvest them for 6 months.
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Sub Committee Reports:

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

Total membership was 1880, (1191 previous meeting), with 1691 active members, 189 social members and 72 volunteers. **CB**

For the children registering, there is a 47% retention rate from last season.

75% of registrations being made online. There had been a major problem with the online system in October when some credit cards were charged twice. This has now been rectified.

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

- **AS** has meetings planned with David Bailey (**DB**) & Ricki Jones (**RJ**, contracted to CCC) to work through venue hire costs & operational budget items relating to NPW. As part of his role, **RJ** is also keen to create a group of young & old athletes / coaches / officials / parents to meet to discuss what NPW will 'feel' like going forward.
 - **Funding:** The outcome of the funding application to NZ Racing Board will be known by 24th November. Requested \$200k for equipment.
 - **Transfer \$250k to CCC:** Athletic Canterbury has transferred \$50k already. **AS** getting pressure from **DB** as to when the remaining \$200k will be made available to CCC. He requires a timeline, not the money ASAP. **AS** has advised **DB**, this money will only be passed over once funding applications for equipment are successful, but he will create a timeline as requested.
 - **Wet Weather:** It has been well documented that the unusually wet winter has delayed ground work on the site. All areas of the built have been affected to various degrees. **AS** will receive at update at the next PSG meeting planned for later this month.
 - **NPW Establishment Trust:** **AS** has also been attending monthly meetings along with the other sports representatives, plus two others. This group is working through various legal documents required prior to the Trust being formally set up. This is expected to occur in July 2018.
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3. **Finance Sub Committee**

The sub committee had meet and agreed that in future all funding applications be put in Xero as a quote. That way we can keep track of them. With Xero we will now be able to add event budgets, overhead budgets for NPW and Managers budgets. Discussion took place on whether we need a subcommittee considering that all accounts are now on Xero. It was agreed that maybe they would need to meet in May prior to the Annual accounts being finalised and so that budgets can be discussed and confirmed. **CB**

Sport Development Manager Report

Report received and approved.

General Business:

1. Red Cross. On offer has been made to train official, using Red Cross **DR**

Next Meeting:

Thursday 14th December 2017 TBC
