
Athletics Canterbury Executive Committee - Minutes

8 February 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**), Avril Davies (**AD**) Monique Gale (**MG**, left the meeting at 6:20p.m.), Sam Mclean (**SM**), Michael Sharapoff (**MS**), Annette Campbell (**AC**, by invitation)

Apologies: Anna McNab (**AM**) - Treasurer

Minutes: Confirmation of the Minutes of the last meeting held on 19th December 2017 - Moved **AS carried**

Matters Arising:

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| 1. | Bill Richards Trust discussion was on going, Daniel to talk with Bob Perry in regards widening the scope of how the funds of the trust are used. | DR |
| 2. | Centre Logo – On hold | |
| 3. | Focus Group – AS is still waiting on Ricki Jones to coordinate a meeting. | AS |
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Key Projects & Initiatives:

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| 1. | Strategic Plan / Work Plan update: – The Strategic Plan has been finalised and is now on the Athletics Canterbury Website. MG is to check that the revised Strategic Plan still aligns with the Work Plan. When the workplan is approved it will then be made available to a wider group. | MG |
| 2. | General Manager's Job Description: – Application for funding has been submitted, but we will not know outcome until late February / March. MG is to come up with an advert for the GM role. David Bailey (CCC) has indicated that CCC will contribute some money to the role. MS is offered to visit funders with a proposal for the GM role. MG and MS are to meet to discuss the funding further. | AS
MG
MS |
| 3. | Coaching / Officials Mentoring Scheme: – Due to the demands of setting up Nga Puna Wai & funding constraints, this scheme is on hold. MS is to contact Mike de Bono (Sport Canterbury) to advise him that we are holding off starting the Coaching/mentoring role until we have a GM in place. | MS |
| 4. | On-Going Areas to follow up on. To be completed as time permits:
➤ Creation of a task register / who does what by when / feedback at each meeting – on going | ALL |
| 5. | AS invited Annette Campbell to explain the new marketing role proposed and funded for by the Cross Country and Road Committee (CCRC). It was envisaged that this would initially be for 2 years. AC had prepared an advertisement for the position. The ad would be sent out to the AC data base, posted on the AC website and Facebook page. After some discussion the following motion was put, 'That the Athletics Canterbury Executive approves and endorses the position of a Marketing Manager role, funded for 2 years by the CCRC.' AS / DR Carried (6-1) AC volunteered to manage the person in the role, until a GM is in place. Athletics Canterbury Executive would be responsible for payment of Kiwi-Saver and PAYE etc. A second motion was put, 'That Annette Campbell (AC) be co-opted onto the AC Executive' AS / CB Carried | AC
DR |
| 6. | Awards Dinner – AD discussed a proposed format. It was important that we try to reduce the time for the evening. SM and AD to come up with a concept for the night for the next meeting. | AD
SM |
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Correspondence Inwards:

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| 1. | Sport Canterbury – Nexia NZ 2018 Canterbury Sports Awards. Of AC Nominees, Tom Walsh (Sportsman), Dale Stevenson (Coach), John Gamblin (Admin) and William Stedman (AWD) had been chosen as finalists. | |
| 2. | Sumner Running Club – New club running singlet | approved |
| 3. | New Brighton Olympic and Waimate Caledonian Society – Sanctioned event application | approved |
| 4. | Rachel Clark – Run Jump Throw at Jean Seabrook School. Each child will be charged \$1per session and we will pay her \$30 a session. | |
| 5. | Gill Athletics – Shipping instructions and invoice for cage ground inserts at NPW | |
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6. Litiana Sports Group – shipment notification for above.
7. ANZ – Weekend schedule for Club Connect Conference. AGM & Conference to be on the Saturday 4th August prior to the ANZ Cross Country Championships.
8. ANZ – Key dates for 2018 – 2019 registrations

Correspondence Outwards:

1. Gill Athletics – Payment for ground supports
2. All Clubs - registration fee for 2018/19

Financial Report:

AM presented – via Email

Moved: AS / DR *carried*

During the last 2 months, grants totaling \$75,437 have been received (from IAF & NZRB for NPW and from NZCT for Timaru Championship costs).

AM
CB

Funds have been left in the cheque account for Nga Puna Wai expenditure.

Currently there are 8 term deposits, all with differing maturity dates. **AM & CB** are to look at consolidating the deposits into possibly 2 term deposits, a long term and a short term as and when funds became available.

Sub Committee Reports:

1. Registration Secretary (Shona Brown)

Total membership was 2392, (2278 previous meeting), with 2088 active members, 202 social members and 102 volunteers. There is a 54% retention rate from last season.

There have been ongoing discussions over the email issues raised by SCAN in December. More correspondence with South Canterbury Sub Centre and ANZ has ensued. Correspondence has gone to all clubs re the increase in fees for next season.

2. Nga Puna Wai Update (AS)

AS attended 4 two-hour meetings last week, including a site visit to Nga Puna Wai. Progress continues, on finalising various NPW Trust documents so the NPW Establishment Trust can be formed. One meeting includes an update of the building process and the potential signage opportunities around the athletics track part of the Sports Hub (80 ring fence sites all inward facing, 100% of income to athletics). Also investigating the concept of grandstand seat sponsorships, at a Gold, Silver, Bronze level. Prices to be worked out. To sustain any paid employees, such as a GM role, Athletics Canterbury needs to maximize the opportunity that NPW brings to our sport.

General Business:

1. For seven years, Canterbury officials have had to travel to officiate at ANZ Track & Field Championships, self-funded with little financial support from anyone. It was moved by **AS** (Chair) *'That Canterbury Officials travelling to the ANZ T&F Championships receive \$100, plus the Executive fund the cost of one minibus for use during the weekend. All paid for from the Harbut Fund.'* Carried
2. **AS** was to attend a handing over function for the \$30k from Racing NZ Board on Monday 26th February at 6.30 p.m
3. It was agreed that it would be easier for a subcommittee be setup to approve sanctioned event applications, rather than waiting until our monthly meetings. **CB, DR** and **AD** volunteered to be the subcommittee. Applications would then be ratified at the monthly meetings.
4. Update of Rules/bylaws/constitution – **DR** had been in contact with Rod Syme to ask if he could advise us on the updating of the above and give advice on what was required to facilitate this.

Meeting finished at 8.10pm

Next Meeting: Tuesday 13th March 2018

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