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## Athletics Canterbury Executive Committee - Minutes

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

To Do

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### 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**), Annette Campbell (**AC**)

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**Apologies:** No Apologies

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**Minutes:** Confirmation of the Minutes of the last meeting held on 8<sup>th</sup> February 2018 - Moved **DR** *carried*

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### Matters Arising:

1. Bill Richards Trust - **DR** has talked with Bob Perry in regards widening the scope of how the funds of the trust are used. Bob requested more information that Athletics Canterbury had, with figures of amounts and athletes who have been paid over the last few years. **DR**
  2. Centre Logo – It was decided that we wait until the marketing person is on board
  3. Focus Group – **MS**, **MG**, **SM** and some other Athletics Canterbury representatives are attending the NPW Focus group on Thursday 15<sup>th</sup> March
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### Key Projects & Initiatives:

1. **XC & R Committee promotional role** – job application update. There had been 31 applicants, all of a very high standard. There was a short list of 7 of which 4 had been interviewed.
  2. **General Managers Job Description update & related Strategic Plan / Work Plan update.**  
**MG** is to continue finalising the Work plan after canvassing the Executive for comments. When finalised it would be circulated to our section committees.  
Rata funding application update. Having told a decision would be made by February / March, **AS** was advised by Rata that it would not be until the beginning of May. The CCC (via David Bailey) have indicated they are prepared to contribute \$25k to the GM position, however they require the role to be in place by 30 June. Due to equipment purchases required for NPW using our funds, no GM role will be established until we are confident we have the funds available.  
**AS** is to speak with John Derry and David Bailey re. the funding to establishing the GM position.  
**MG / MS** is to continue with the finalising the Advertisement and the JD for the General Manager role. **AS**  
**MG**  
**MS**
  3. **Athletics Canterbury Dinner** **DR**  
It was agreed that the price for tickets be \$40 **AD**  
**DR** was to send an email to all recipients of trophies from the 2017 dinner. **CB**  
**CB** is to set up an EventDesq for taking online entries and to add event to Facebook. **SM**  
**SM** was still working on a speaker, possibly Dale Stevenson
  4. **Coaching:** **SM**  
**SM** is keen to start a Coaches Association. **DR** is to provide a database of coaches (prepared by Anita Sutherland), plus a list of coaches, supplied to **DR** by clubs in April 2017. This would then enable us to start the communication with our coaches. **DR**
  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
  6. Coaching / Officials Mentoring Initiative update (on hold until GM decision made)
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### Correspondence Inwards:

1. Christchurch Avon club – Open letter re. growing membership. The letter had confirmed that we were all on the same wave length. It was important that we market to the people who don't want to join a club.
  2. Sport Canterbury - RSO/SC Network Forum – As mentioned above, a cross section of Athletics Canterbury representatives are to attend this on-going Forum.
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**Correspondence Outwards:** There was no outward correspondence

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**Financial Report:**

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

Money donated from organisations using our Athletics Canterbury Officials would be paid into the Harbut Fund.

**AM**

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**Sub Committee Reports:**

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

Registrations had closed for the 2017/2018 year. The Centre affiliation link has been sent to all clubs. A letter had been received from ANZ informing us that the breach of privacy complaint from a South Canterbury Club had been laid to rest. It was concluded that there was no breach of privacy

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

**AS** has another site visit planned for next Monday. Work is processing with the first rubber gel layer of the track surface to be laid ASAP during March, followed by the coloured top coats (blue & grey). However, it is very weather dependent. Currently the infield has been grassed & growing. Work on the grandstand, control room and equipment shed has started. As yet, the embankments surrounding the track are yet to be completed / grassed and no work has started on the second track are, re: buildup / leveling of the site.

The hosting of the 2019 ANZ Track and Field Championships was to be announced at the Big Shot on Friday. Confirmed dates of 8th / 10th March 2019.

Athletics NZ had been negotiating with ChristchurchNZ about funding support for this event. The question was asked whether we would be in a position to host a National Track and Field Championships, i.e. will the Nga Puna Wai venue be 'fit for purpose' given the amount of work yet to be started / completed. A lengthy discussion took place, with **AS** to follow up with CCC (David Bailey). Hamish Grey (CEO Athletics NZ) has a scheduled meeting with Athletics Canterbury on 3<sup>rd</sup> May to discuss the event and outline the various roles, responsibilities and the structure of the LOC for this event.

**AS** has been working with CCC re: equipment funding, but with limited success. Alan Tucker has been asked to update Gill (USA) equipment quotes, plus re-identify 'must have' items and find out timelines re: manufacture & delivery to ensure it will arrive in time for the start of the season. A second order later in the year would be placed for additional items, plus various photo finish items also need to be ordered. **CB** to obtain updated quotes for these items.

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**General Business:**

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1. **parkruns NZ:** **AC** mentioned that at a recent parkrun, a club member trying to promote a club event was told to stop doing so. We understand Athletics NZ & parkrun NZ have a MoU, whereby they are meant to work together.

**AC**  
**DR**

It was agreed that a letter prepared by **AC** would be sent to Athletics NZ outlining Athletics Canterbury's concerns and questioning if the MoU was in fact working.

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2. Update of Rules/bylaws/constitution – **DR** had sent the current updated rules / bylaws / constitution to both Rod Syme and Don McKenzie, requesting feedback on possible recommendations re: changes etc.
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**DR**

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**Meeting finished at 8.05 p m**

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**Next Meeting:** Monday 16th April 2018

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Athletics Canterbury President: (Andrew Stark) \_\_\_\_\_

Date: \_\_\_\_\_