
Athletics Canterbury Executive Committee - Minutes

7 September 2017 @ 5:30 p.m. – 32 Birmingham Drive, Middleton, Christchurch

Present:

President - Andrew Stark (**AS**), Daniel Reese (**DR**) - Secretary, Anna McNab (**AM**) - Treasurer, Craig Brown (**CB**), Avril Davies (**AD**), Monique Gale (**MG**), Michael Sharapoff (**MS**)

Apologies: Sam Mclean (**SM**) (overseas)

Minutes: Confirmation of the Minutes of the last meeting held on 10th August 2017

Matters Arising:

1. SDM supplied information about coaches who have been on courses.
 2. **AS, CB & AM** now have online access / signing authority for Westpac accounts. Rabobank authority still to be setup.
 3. **MS** created Athletics Canterbury Dropbox. Monthly minutes and accounts would also be added
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Key Projects & Initiatives:

1. Update on Mentoring / Training initiative. Positive feedback from meeting with Sport Canterbury (**AS /MG/MS**).
KiwiSport Funding application has been submitted to Sport Canterbury (pending decision 25th Sept).
Call for public meeting of interested coaches, officials, key club administrators (plus everyone else interested) to identify key areas to target / focus on. Suggested date is Sunday 5th November (TBC).
MS / MG to prepare info flyer to display on website / facebook and e-mail.
Following public meeting, call for expression of interests (EOI) in being involved. (15 to 20 people, subject to successful funding application).
EOI due by Sunday 19th or 26th November (TBC).
A job description / key outcomes for the 'role' to be created / circulated for consultation.
Key Athletics Canterbury Executive members to visit clubs to explain the process.
A roster to be created. **AS** to coordinate.
 2. Revisit structure / roles of the Executive / potential reimbursement for clearly identifiable key jobs. **AM** and **CB** to look at previous Annual Reports to see what was previously paid.
 3. Creation of job descriptions (SMART) for key Executive roles. Individuals to look at the roles for the next meeting (**All**)
 4. Creation of a task register / who does what by when / feedback at each meeting.
 5. **Strategic Plan**. Does it align with Athletics NZ's plan? Have we got targets for the number of coaches and number of officials at certain levels? We need to look at a Monkey survey for under 15s. The Executive need to come up with suitable questions for the Strategic subcommittee to consider. **MG** is to be added to the Strategic Plan subcommittee.
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Correspondence Inwards:

1. Letter from Marilyn Morrison (ChCh Avon) re: SDM.
 2. Letters from Andres Hernandez and Liliana Braun applying for travel subsidies.
Moved **DR** 2nd **AD** that Liliana Braun be paid \$100 for travel to the Australian Secondary School Cross Country Championships. **CARRIED**
Moved **DR** 2nd **AD** that Andres Hernandez be paid \$500m for travel to the World School's Cross Country Championships in April 2018 **CARRIED**
 3. Coroner's Report for Bruce Clark killed at an Auckland Track and Field Meeting. A copy had been added to Dropbox and copies forwarded to Trevor Spittle and Ruth Liong.
 4. Internal Affairs – Charities Commission Annual Return due. **DR** to acquire login details from Peter King
 5. ANZ – Carl Jackson. Re. Get Set Go/ Run Jump Throw Open day to coincide with the opening of the new track.
 6. Sport Canterbury – Sport and Rec guide. **DR** to check club details are up to date
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7. ANZ – Annual Report and Strategic Plan
 8. NPW branding exercise. A request for a meeting to discuss this issue. All interested to meet Darron Charity & Anne Newman.
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Correspondence Outwards:

1. KiwiSport application for funding submitted 27 August. **(MS)**
 2. Reply to Marilyn Morrison **(DR & AS)**
 3. Letter of congratulations to William Stedman
 4. Letter to Clubs reminding them of their obligations into payment of sanctioned event fees.
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Financial Report:

AM presented. The SBS term deposit rolls over on 8th September

AS reported that the funding application to New Zealand Racing Board for equipment re: Nga Puna Wai Sport Hub was turned down in July as it was submitted by CCC, not us. It is to be re-submitted by Athletics Canterbury. **AS** to coordinate application. It is noted that the quotes obtained are now more than three months old, therefore new quotes will be requested ASAP.

Motion: 'That Athletics Canterbury applies to New Zealand Racing Board for \$NZ200,000 to assist with the cost of purchasing new athletics equipment, as per the quotes obtained from Gill Athletics, USA (\$USA98k) & Lynx System Developers Inc (\$US89), for use at the Nga Puna Wai Sports Hub complex.' **AS / AM**

Sub Committee Reports:

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

Total membership was 890, with 783 active membership, 157 social members and 50 volunteers. Training for summer clubs on the Sportstg system is taking place in Timaru on Saturday 9th September and Sunday at the Apollo Centre. All clubs have been notified.

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

AS had a NPW meeting tomorrow 8th September. This was in regards the regional sports hub and how each sport see NPW playing a role in making that possible. There was to be a meeting next Monday (11th Sept) in regards the formation of the operational budget of the hub.

Sport Development Manager Report

Report received. It was agreed the **AS** will take over from Peter King re: meetings Anita. **AS** was to arrange an exit meeting with Anita.

General Business:

1. Branding meeting: Request from CCC to coordinating a meeting where the 'branding' of NPW is discussed. **AS** to confirm possible dates.
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Next Meeting:

Thursday 12th October 2017

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

Athletics Canterbury Treasurer: (A McNab) _____ Date: _____

Athletics Canterbury Secretary: (D Reese) _____ Date: _____