
Athletics Canterbury Executive Committee - Minutes

9 August 2018 @ 5:30 p.m. – 12 Highcrest Heights, Westmorland, Christchurch

To Do

Present:

President - Andrew Stark (**AS**), Daniel Reese (**DR**) - Secretary, Avril Davies (**AD**), Steff Davis (**SD**), Sam Mclean (**SM**), Ian Thomas (**IT**)

Apologies: Annette Campbell (**AC**), Monique Gale (**MG**)

Welcome: **AS** welcomed the new General Manager Ian Thomas (**IT**) to the meeting.

Election:

- It was moved **AS**, 2nd **AD** that Daniel Reese be elected to the position of Secretary **Carried**
 - It was moved **AS**, 2nd **AD** that Steff Davis (**SD**) be elected to the position of Treasurer **Carried**
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Cheque Signatories: It was moved by the chair that Steffany Davis be added as a signatory to all Athletics Canterbury Executive bank accounts. **Carried**

Vice President: It was decided to hold the election of a Vice President over until all executive members were present.

Minutes: Confirmation of the Minutes of the last meeting held on 12th July 2018

Moved **DR** 2nd **AD** **Carried**

Matters Arising:

1. ➤ Athletics Canterbury By Laws – **DR** is still to send the proposed changes to the Executive as these can be approved by the Executive and will be discussed at a subsequent meeting. **DR**
 2. ➤ ANZ Cooperation Agreement – **AS** commented that we were not able to sign this while it stated that only registered athletes were able to compete in centre competition. Discussion with the CEO of ANZ, Hamish Grey was ongoing. **AS**
 3. ➤ Club Development Programme – **AS** and **MG** had attended the Club Development Programme meeting with Christchurch Avon. After 2 hours and having the meeting split into groups, the meeting had created a vision and a strategic plan. I follow up will take place.
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Key Projects & Initiatives:

1. ➤ **Nga Puna Wai** – The donations were now at \$11,705. It was proposed that we send out a bulk email to all our members on the STG database. **DR**
➤ Flyers have been distributed all those who attended the Athletics NZ AGM, plus it has been advertised in the Athletics in Action newsletter. **AS**
➤ The current Southern Trust funding application has an out of date equipment quote. **AS** has been in discussion with The Southern Trust and is working through what is required so that this application can be reconsidered at their Thursday 16th August meeting. Time is important as the gear needs to be ordered soon. **AS**

Motion: 'That an application be made to Southern Trust for a grant of up to \$30,000 to assist in the purchase of \$50,000 worth of new electronic equipment required by Athletics Canterbury to enable us to hold athletics meetings at the new home of athletics in Canterbury – Nga Puna Wai Sport Hub.'

It was moved (**DR**) 2nd (**SM**) **Carried**

- **AS** is to obtain an up to date quote / invoice via Craig Brown.
 - **IT** is to speak with other potential Funders / Sponsors going forward. CCC have prepared a report about what advertising space within Nga Puna Wai is worth. Once this is available, we can actively seek more income via advertising.
 - **IT** had been to a meeting with the CCC where they went through a whole of site risk register. It was important that we had our own. **IT** to communicate with Ruth Liong in regards to this.
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2. Coaching Forum:

- **SM** had meet with both Andrew McLennan and Matt Ingram.
 - **SM** had sent an email to all clubs in regards the outcome of the forum. At this point he hadn't received a lot of feedback.
 - The mechanics of coaches having use of NPW for training was still to be worked out. The costs for training still had to be worked out. **IT** is involved with this process with CCC.
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	<ul style="list-style-type: none"> ➤ AS suggested that centre-based coaches could possibly run after school and school holiday training sessions for interested coaches and athletes. ➤ SM is to meet with IT to discuss this in more detail. 	SM
3.	Athletics Canterbury Dinner A review of the Annual Dinner would again be carried forward to our next meeting.	AD
4.	On-Going Areas to follow up on. To be completed as time permits: <ul style="list-style-type: none"> ➤ Creation of a task register / who does what by when / feedback at each meeting – on going 	ALL
5.	Coaching / Officials Mentoring Initiative update (on hold).	
6.	Kiwisport application: Closes on 3 rd September. IT , in consultation with AS , will investigate ways we can create activities based at Nga Puna Wai that will help us activate the site, such as offering after school or school holiday programmes involving Run, Jump, Throw, using Year 12 & 13 club athletes to deliver. We should include in this application the purchase of RJT gear that has been misplaced. IT to talk more with Vicky Cowley (Sport Canterbury). Whatever funds we get, AC are required to pay one third of the cost of the project.	

Correspondence Inwards:

1.	Sport Canterbury – RSO/SC Network Forum 23 rd August, DR to forward email to IT	
2.	Charities Commission / Incorporated Society – Annual return reminder 30 th September. We now had logins for both the Charities Commission and the Incorporated Society. AS had uploaded accounts to the Incorporated Society and DR had updated the address etc. When we had a final signed audited set of accounts for y/e 2018, these would be downloaded.	
3.	Sabrina Grogan – Funding application to attend the World Mountain Running Championships in Andorra. Moved DR , 2 nd SM that we pay Sabrina Grogan \$300.00 for travel to the World Mountain Running Championships.	Carried
4.	Sport NZ – Workshop, 22 nd August 2018, DR to forward email to IT	
5.	Southern Trust – requesting more information re. application	

Correspondence Outwards:

1. Paul Ryan

Financial Report:

There was nothing to report

- **AS** to prepare an invoice for the printing of the Annual Report and the funding flyers

Sub Committee Reports:

1. **Registration Secretary** (Shona Brown)
 - Total registrations to the end of July were 912 up from June's 871
 - Registrations were trickling in. There were still 3 summer clubs to affiliate

General Business:

- South Canterbury Sub-Centre AGM, 11th September. It was hope that **DR** and **IT** would attend.
- **IT** had recently attended a media meeting at NPW which was attended by TV3, NewstalkZB, ChCh Press and other media. Good coverage of the facility had eventuated.
- The current plan is to have a soft opening of NPW towards the end of September for officials & coaches.

Meeting finished at 7.30 p.m.

Next Meeting: Tuesday 18th September 2018

Athletics Canterbury President: (Andrew Stark) _____

Date: