
Athletics Canterbury Executive Committee - Minutes

10 August 2017 – 32 Birmingham Drive, Middleton, Christchurch

Present:

Andrew Stark (**AS**) - Chair, Craig Brown (**KJ**), Avril Davies (**AD**), Monique Gale (**MG**), Anna McNab (**AM**), Michael Sharapoff (**MS**)

Apologies:

Daniel Reese (**DR**), Sam Mclean (**SM**)

Minutes:

Confirmation of the Minutes of the last meeting held on 6th July 2017 Moved: **CB/AD** CARRIED

Matters Arising:

1. **AS** contacted Peter Richardson. Richard Sprott is the new Athletics Canterbury lawyer, given he assisted **AS** with Nga Puna Wai documentation.
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Correspondence Inwards:

1. No report as **DR** away of holiday.
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Correspondence Outwards:

1. AGM Booklets sent to Life Members who did not attend the AGM (**AS**).
 2. **AS** requested meeting with SDM to discuss which Clubs have been visited & which coaches have been on courses during the past year. Having had the discussion, we are now waiting for the information.
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Executive Committee Roles:

1. Election of the Executive Secretary and Treasurer.
DR moved by **AS/AM** for Secretary: CARRIED
AM moved by **AD/CB** for Treasurer: CARRIED
 2. Identification and allocation of key roles within Athletics Canterbury.
The purpose of this first meeting of the new Executive was to discuss / identify key areas that we already do well and areas where we can improve.
To rebuild / rebrand Athletics Canterbury is a 'whole of sport' issue and cannot be achieved by the various committees in isolation.
To ensure we are successful, we intend to engage all areas of the sport, i.e. a series of 'discussion' meetings is to be organised, facilitated by an independent chair (Sport Canterbury advisors).
This will involve a minimum of three meetings, one for all committees including Childrens, one for clubs / parents / athletes of all ages, and one for coaches & officials.
From these meeting will be able to identify the key area we need to work on.
 3. As not everyone will attend these meetings, to ensure we offer what is wanted, we will also survey specific groups using the Athletics NZ database and / or have face to face discussions with athletes / parents at selected events throughout the season.
Selected Executive members to visit clubs on Club nights to discuss with club officials / parents issues facing clubs and how Athletics Canterbury can help.
With the Nga Puna Wai Sports Hub due to be completed in late March 2018, the focus needs to be on track & field issues for the next six months, then on country & road issues.
 4. Following the disestablishment of our only paid role, **MS** to talk with Zara Taylor at Sport Canterbury about funding procedure / options with a focus on coach / official recruitment / training, as way of providing some on-going assistance to the sport / clubs. Application are due by 27th August 2017.
 5. **CB / MG / MS** to locate the previously published information about 'parents as first coaches', then we can replicate and distribute to parents / clubs to help demystify the roles and encourage / make it easier for less experienced people to become involved.
 6. **MS** to organize an Athletics Canterbury Dropbox, with key documents can be shared. To be done by Monday 14th.
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New committee members to read up on strategic documentation in Dropbox and discuss at next meeting.

Financial Report:

1. Information supplied by Peter King was reviewed. Nothing major to report. **AS** to work with Peter King to finalise the details about the SDM role and confirm details about the exact finish date, holiday pay owing etc. to Anita Sutherland in writing by mid September.

2. Motions: *'That Craig Brown, Anna McNab and Andrew Stark will have signing authority on the Athletics Canterbury Executive & Coach Force Westpac accounts, plus the SBS & Rabobank accounts, including access to any term deposits held with the various banks. All previous signatories to be removed.'*

Moved **MS/AD** CARRIED

AM will be using Zero software to generate our accounts. Both the T & F and CCRC committees are also using Xero. It is our intention to produce individual monthly profit & loss information for each committee, but from now on present a consolidation account at the AGM.

3. Accounts for payments:
AWS Publications Ltd: AGM printing (Booklets, Minutes & Postage) \$304.00 Moved **MS/CB** CARRIED

Sub Committee Reports:

1. **Strategic Plan Development (MS)** Nothing to report

2. **Finance Sub Committee (CB)** **AM** to join this group. **CB** to call a meeting to discuss the benefits of having subcommittee budgets.

3. **Registration Secretary (AS)**

21 clubs registered, 788 competing members, 831 members in total. No coaches or officials registered.

Shona Brown nominated to continue as registration secretary role. Moved: **AS/AM** CARRIED.

Shona, via **CB**, said that she will continue in this role for no more than another two years.

Athletics NZ Sports Club database training Sept 9th & 10th.

Usual membership transfers between clubs due to road relays coming up.

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

At the July CCC meeting, CCC gave the 'go ahead' for almost all of Stage 1. Still require some additional funding to complete, but from an Athletics Canterbury point of view, we are getting what we require re: the track & field facilities. Still waiting on confirmation of any funding re: equipment purchases.

Trevor Spittle has had communication with IAAF to possibly match funding of \$US60k committed by IAF.

Darryl Charity has requested a meeting with Athletics Canterbury people interested in discussing 'stadium branding'.

Sport Development Manager Report

No written report this month received.

AS has talked with SDM and will work with her & Peter to finalise what needs to be done.

General Business:

1. Given we have no paid roles, what help can we expect from Athletics NZ? **AS** to investigate.

2. Possibility of inviting new Athletics NZ CEO down for a chat.

3. Children's Association AGM, Apollo Centre August 21st @ 7.30 p.m.

AS, plus other Committee members to attend if possible.

4. Discussion about the format / agenda item order for meetings. Suggested new start time to be 5:30 p.m.

5. No further business, the meeting was closed at 9:50 p.m.

Next Meeting:

Thursday 7th September 2017 at 5.30 p.m. at 32 Birmingham Drive, (One week earlier as **AS** away on 14th)

Chair: _____ Date: _____