

**Present:**

Andrew Stark – President (**AS**), Daniel Reese (**DR**), Annette Campbell (**AJC**), Ian Thomas (**IT**) Avril Davies (**AD**), Sam McLean (**SM**), and Bernadette Jago (Minute Secretary)

**BOARD TIME – for Board members only**

- **Board Appointments Update:** Board nominations were discussed.
- **Motion re Bank Account Admin:** **AS** moved “That Ian Thomas and Victor Gamperle be added to on-line banking for Athletics Canterbury.” Seconded **DR**. Carried.
- **Motion re Board Remuneration:** It was agreed that Board members would be reimbursed for any out of pocket expenses.
- **General Manager’s Review:** **AS/AC** will do this in August. **AS** will talk to Sport Canterbury, the manager of NPW and someone from the City Council to get their input and will then interview Ian. Board members to give their thoughts to **AS**.

**ADMINISTRATION**

**Apologies:** None.

**Minutes:** The Minutes of the meeting held 18<sup>th</sup> June 2020 were confirmed.

**Carried**

**Matters Arising:**

- **Drop Box:** **AS** to tidy up the Drop Box and access rights as there is sensitive information in there. **AS**
- **Constitution By- Laws:** These are to be gone through at the next face-to-face Board meeting.
- **Circulation of Minutes:** **DR** to send these out to Clubs as soon as they have been checked. **DR**

**STRATEGIC ITEMS** *Victor Gamperle (VG) and Ian Thomas joined the meeting***Budget 2020/2021:**

- **AS** advised the accounts are now at the Auditor. He is currently working on extracting information for the T & F financial report of the AGM booklet.
- **VG** advised that the accounts needs to be in a format that everyone understands.
- **AS** stated, in line with our more professional approach to running the sport, our aim is that each Operational Committee, plus all Working Groups will create a budget. All budgets to be approved by the Board / GM.
- Budgets will help to identify what money we have available in reserves or income we can expect to receive, therefore identifying what funding needs to be applied for and from whom. The Committee chairs and Working Group leaders are responsible for checking their budget / expenses before payment is approved. **VG**
- **VG** will work with the Treasurer on the account setup to ensure the coding is setup so that appropriate information can be extracted for each sector of the sport, such as transaction lists and P&L YTD. **VG**
- **AS** advised that we have not received any funds from the Council for the last 18 months, yet we are expected to manage Nga Puna Wai. The application went in in March, however CCC will only decide in August this year as to whether they will contribute funds to the GM’s role. **AS** to have discussions with David Bailey (CCC) about this delay and other issues relating to what we are expected to pay for the privilege of being at Nga Puna Wai. **VG**

**Board Governance Targets:****NPW Activation:**

- The NPW Activation Group reported they had planned a series of five twilight events (Thursday) in November / December. More details to follow after the AGM, once the Track & Field season’s programme has been discussed and confirmed.

**Finance:**

- **IT** is working on a sponsors’ package including the Takahe to Akaroa to try and attract sponsors.
- **AS** advised that Rata Foundation are happy to continue funding the GM’s role and said that they are comfortable funding any role which is not permanent. They are not interested in funding equipment, etc.,
- **AS** advised the sport is considering a second EDM machine, but only if the ‘price is right’ – this will be put into the Capital expenditure request list from T & F. No purchase will occur until funding is secured.
- Agreed to look at Lotto funding.

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**Coaches Development:**

- The group continues to work on coaching resources and are looking at developing a Job Description for a part-time Coach Development Coordinator should funding be available.
- A Zoom meeting based on coaching children's cross-country was held which 25 coaches took part in. Feedback was that this was very helpful.

**Marketing:**

- **AC** advised had approval from the University of Canterbury to work on paid coaching for community runners. UC have been given a budget of \$500, but there could be additional costs over and above this such as rewarding the students at the end of the project for successful work. Costs could go up to \$1,000 and this could come out of the Resilience Fund as a back-up. It was agreed **AJC** should put this in the budget. **AJC**
- Discussion took place on the small numbers of females competing in the XC races. It was agreed to waive the approved runner fee for the Hagley races should this be deemed an appropriate way of attracting new women.
- Key focus will remain trying to encourage people to enter the Eastside Series which is the Governors Bay, Rapaki Rumble and Boulder Bay.

**Athlete's Pathway:**

- The Long Distance Development Officer proposal document was discussed at the last XC&R meeting. Following that discussion, **DR** plans to consult with a wider group, the proposal will be reworked to ensure we get the best outcome for this role and the sport. **DR**

**Official's Pathway:**

- An Official's introductory course will be held on Zoom on Monday, 27<sup>th</sup> July. This will be done in Canterbury first and if successful will look at doing for the whole of the South Island.

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**AGM FORMAT:**

- **AS** will talk at the AGM about the way forward, i.e. Strategic Plan / Work plan, the current consultation process, the role of Working Groups, XC&R, T&F, Masters and Childrens' committees etc. There will also be a discussion about the proposed new Board election procedure, which aligned with the Athletics NZ procedure.

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**ANNUAL AWARDS DINER / LM CERTIFICATES:**

- Looking at holding this in the Hub at NPW in August/September.

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**GENERAL MANAGERS REPORT**

The General Manager's report had been circulated.

- **IT** advised that the survey recently sent out showed that 75% said that the current timing of the programme is OK. It is important to note this response was mainly from the senior interclub, however children's section said it was too long. Further investigation is still required. **AS** commented that the successful funding applications with Rata relies on the sport showing them how we intend to attract, retain and encourage people to stay active through their lives. **IT**
- **IT** and **AS** met with Craig Brown and Martin Scott (Children's reps) to discuss how we could work more closely together in the future. The aim is to make the transition from Childrens' to senior interclub easier for the younger group.
- **IT** will set up generic email addresses.

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**REGISTRATION SECRETARY REPORT**

- The previous year's registration numbers to be added to the spreadsheet.

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**General Business:**

- **AS** advised that the President of ANZ is wanting to meet with the Board on the weekend of the National Cross Country Champs.
  - The meeting schedule as prepared by **DR** was agreed to with a note that **DR** will add in dates when all reports are due (a week out) and then circulate. **DR**

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**Meeting finished at 9.50 p.m.****Next Meeting:**

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

Date: