

**Present:**

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

**BOARD TIME****➤ Board Appointments Update**

One online application has been received for a position on the Board and there are two others possible from the Athletics Community.

**➤ Motion re Board Remuneration:**

**AJC** put a motion re this, seconded by **AWS** – this will be presented at the AGM

**Meetings:**

It was agreed to have 10 meetings per year, one month physical and one month via Zoom.

**ADMINISTRATION**

**Apologies:** Steff Davis

**Minutes:** The Minutes of the meeting held 19<sup>th</sup> March and all Zoom meeting over lockdown were confirmed.

**Carried****Matters Arising:**

- We have not paid any outstanding money to the CCC. The CCC are trying to charge us \$7,500 for the equipment shed.
- Constitution – Mid South Canterbury clause – **AS** advised our Remit to the AGM will be one vote per Sub Centre and one vote per club.
- **AS** and **DR** have been through the By Laws and noted the changes as under.
  - Bylaws:
    - Centre Blazers – need to decide whether to keep this in. **AS**
    - Records – Will add in the appointment of a Records Committee. **DR**
    - Club Reports – Change to “Upon the request of the Board to forward a copy of the record of the AGM
    - Club constitution – Leave in. This will need further discussion with Athletics New Zealand.

**STRATEGIC ITEMS****Board Governance targets:**

- We have a strong partnership with clubs, NPW and other stakeholders, but we still need to engage more with the clubs.
- We are in the process of recognizing achievements in our sport by way of the Awards Dinner
- **DR** has been in contact with the Awards Panel regarding the possibility of Life Members to be voted for at the AGM
- We are also putting in some nominations to Athletics NZ for Life Membership, Merit Awards and Long Service recognition. **DR**

**Finance:**

- The Balance Sheet shows that while we have \$142,000 in the Bank including the wage subsidy which should be transferred into the Employees area, we still a committed of \$65k to CCC.
- The funding application to CCC (Strengthening Communities Fund) for the General Manager’s & support person for Nga Puna Wai roles for \$45K was submitted in March, but as yet no outcome. No money was received from CCC during the 2019-2020 year, therefore part of the GM role has been paid out of reserves.
- **AS** moved “That Athletics Canterbury apply to the Rata Foundation for the sum of \$80k to assist with the remuneration costs for the General Manager role and the contract role to assist the GM active Nga Puna Wai”. **AS**  
2<sup>nd</sup> **AJC** **Carried**
- To ensure the GM role can be continue, IM & AS are to work on the Rata Foundation applications to be submitted by late July, early August. IM & As to meet with Rata prior when appropriate to discuss progress to date and how we see the future direction of the sport.
- A payment has been made from the Community Resilience Fund for \$25K.
- **DR** queried how payments are being approved and which payments in the accounts relate to the Board. It was agreed in future payments should be coded to CC&R, T&F, Board or Working Group as appropriate. The Board does not need to approve items that another committee has been given

authority to pay.

- Terms of Reference – A draft Terms of Reference for the Finance Group to work against was presented on their behalf. This includes monthly reporting to include how we are tracking against monthly budgets, etc.
  - **IT** moved “That the Terms of Reference presented be what guides the activity of the Finance Group.” 2<sup>nd</sup> **AJC** **Carried**
- Commercial Agreements – The Board approved the Commercial Agreement approach proposed by the Finance Group.
- South Canterbury affiliation fees – These will not be changed this year. Further discussion would take place.

#### Marketing and Communications:

- **AJC** asked if Board members could put their work plan objectives in their monthly report, so it was easier to track progress against the agreed plan.
- **AJC** advised that we will not be receiving the amount of income this year we originally thought we would for 2020. The new Athletics Canterbury website cost was also higher than planned as ANZ did not provide any of the financial assistance previously mooted. This new website has cost \$4,800 instead of the planned \$2,300. After paying for work committed in 2019 there is only \$600 available for marketing unless we can gain more income. **AJC** advised she has taken on the website work for this year to save money. IT
- **IT** advised he is looking at selling a panel on the fence around NPW.
- Agreed that it we can increase our income; we reinvest this into the marketing budget.

#### Coaches Development:

- **SM** advised that Zoom meetings with community coaches have been very good.
- A coaching course via Zoom will be held later this month
- Athletics NZ will follow up re survey of club coaches.
- The group is looking at whether it would be appropriate to employ a part-time Developing Coaching Officer. Funding will need to be applied for if this is to occur.
- Mike Hamlin from Sports Associates has set up lactate testing at Lincoln University. **SM** recommended that we encourage coaches who deal with elite athletes to be involved with this.

#### Officials Pathway:

- Progress has been made on course development.
- **AD** advised an email has been received from Trevor Spittle advising that Auckland are running an OOS course which may be worth investigating further.

#### Athletes' Pathway:

- There was nothing further to report from the previous meeting.

#### Nga Puna Wai Activation:

- **IT** advised he has booked NPW for a couple of twilight sessions.
- Some community days on a Sunday over the summer months have been penciled in.
- **IT** is meeting with Craig Brown and Martin Scott from Children's to talk about the collaboration with the children and seniors moving forward. IT

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#### AGM FORMAT

##### Affiliation Fees:

- **DR** moved “that the affiliation fees for 2021/2022 remain the same” at \$80 2<sup>nd</sup> **AJC** **Carried**
- **DR** moved “that the registration fees for 2021/2022 remain the same” 2<sup>nd</sup> **AJC** **Carried**

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#### ANNUAL AWARDS DINER / LM CERTIFICATES

- **IT** advised the Casino is not available. Waiting to hear back re another venue. IT
- Awards will most likely be held mid-August.
- Agreed to keep the cost low.
- **IT** suggested introducing Volunteer Recognition Awards. This could be anyone within the sport. Agreed.
- **AS** will print the Life Member certificates. AS

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#### COMMUNITY RUNNER APPROVED RUNNER FEE

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➤ The following was agreed to for the 2020/21 events for the approved event fees.

- \$10 to Athletics Canterbury for adult community runners
  - \$2.50 for Athletics Canterbury for under 18
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**GENERAL MANAGERS REPORT**

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The General Manager's report had been circulated.

- **IT** noted that the Indoor Centre is coming along.
  - There is a push to get the National Track & Field Championships at NPW every year.
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**REGISTRATION SECRETARY REPORT**

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- Registrations are coming in slowly.
  - **DR** will add previous comparisons in subsequent reports
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**DR**

**General Business:**

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- Orix NZ Sports Canterbury Sports Awards
    - These have been online over 3 nights
    - Craig and Shona have been awarded a "Lifetime Award" and Tom Walsh "Sportsman of the Year". Congratulations from the Board for this well-earned recognition
    - **IT** had all the trophies and plaques and would distribute them to all finalists.
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**IT**

**Meeting finished at 7:50 p.m.**

**Next Meeting:** ZOOM meeting – IT / DR to confirm

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

Athletics Canterbury Secretary: (Daniel Reese) \_\_\_\_\_ Date: \_\_\_\_\_