

Present:

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

BOARD TIME (GM included in all discussions)

- **AS** is not standing again for the Chairman role.
- Instead of a new Board member the Chair's role has been posted on "Appoint Better Boards".
 - SM advised he has got 3 possibilities.
 - Julian Falloon has been asked to chair the Appointments Committee.
- CCC application for funding window changed - to be submitted by mid-April. **MG / AS**
- **CORONAVIRUS SITUATION:**
 - Considerable discussion took place on the situation and how it is affecting our local events.
 - It was agreed that all events on our programme up to 31st May 2020 be cancelled. It was agreed that we advise clubs that there should be no training groups of over 10 people and to suggest to the children's section that we recommend they have smaller groups than usual. This was superseded by the Government lockdown with all group activities cancelled.
 - A Pandemic Plan which will be in line with the Ministry of Health Guidelines will be put on the website.
 - A virtual series has been suggested for cross country. This will be offered to both registered and community runners when it is appropriate to do so. The marketing & communications working group team will organize these under the umbrella of the Cross-Country and Road Committee and advertised via Can Run.
 - It was also noted that Athletics NZ have cancelled everything to the end of May. This includes the Rotorua Marathon. They are concerned that people will not register and the longer the Coronavirus situation goes on, there will be a major cash issue for them.
 - It was agreed that the current registrations would go through to the end of April.
 - The Awards Dinner will be postponed to a later date. One option is to do an on-line version.

ADMINISTRATION

Apologies: None

Minutes: The Minutes of the meeting held 20th February were confirmed.

Carried

Matters Arising:

- **Constitution – Mid South Canterbury sub Centre:**
 - AS has discussed this with the President of the South Canterbury Club. DR has sent out a notice to all Sub Centre Clubs suggesting it is fair and reasonable they get one vote each. 3 out of 5 clubs have advised they are happy with this. *Recommendation to be made that the South Canterbury Club enact part of their Constitution in that if they do not nominate delegates for our AGM that all clubs refuse this.* AS will suggest this to the Sub Centre and will recommend the Board put forward a motion re the change to the Constitution rather than it is coming from the South Canterbury Club. The recommendation is one vote for the Club and one vote for the Sub Centre. **AS**
- \$30,000 CCC liability shortfall – this will be considered in the next financial year.
- Oskar Baynes, Daniel Balchin and Rozie Robinson have been paid the money from the Bill Richards Trust as agreed. However, the events which Oskar and Baynes were to participate in have been postponed due to the Covid-19 situation. *Agreed to allow them to keep the funds and put them to use for other events.*

STRATEGIC ITEMS

Strategic Plan:

- The following was noted:
- The Strategic plan was ratified and can be published on the AC website by end of March 2020. **DR**

- The Operational committees and some Working Groups are working well.
- The Chair's Position Description has the General Manager reporting to the Board, the Operational Heads (CC & R, T & F, Children) reporting to the Board and the Working Groups reporting to the General Manager.
- MG suggested Operational Heads reporting the General Manager may be a better proposal so the GM can better support all facets of the sport.
 - Agreed this can be considered later.
 - Firstly, we need to consider if we are adequately covering all the things on the Strategic Plan and then look at the best organization structure.
 - Priority is to have all the Working Groups up and fully functional.

Board Work Plans:

- AJC to update the 2020 workplan with information from working group reports and discussion at the meeting. This to be circulated by 26th March so WG leaders can finalize their targets and confirm by 1st April.
 - Communication with Athletics NZ is good.
 - Recognizing achievers has been added in.
 - Outcomes to be included and to include key targets, purpose.
 - A community runners survey has been added in.
 - Looking to develop a programme for primary and secondary schools.
 - Aiming high to increase participation numbers.
 - SM has developed goals for coaching which AJC will include in workplan
 - IT and DR are working on the Athletes Pathway.
 - It was noted that the Officials Association is in the process of being disbanded and will be incorporated into Athletics New Zealand. AD will continue to advise the Board of Officials updates. By the end of June 1 training session will be carried out to try and encourage new officials. A new plan for gaining a minimum of 6 new officials will be developed for July 2020 to April 2021 by the end of June 2020.
- Agreed to highlight on the website what the Working Groups are trying to achieve once these have been finalized.

AJC /
WG
leader

Reminder from last meeting of WG leader responsibility:

- *It is now the responsibility of **the Working Groups (WG)** to prepare their goals and work plans as follows:*
 - *The purpose of their group.*
 - *Their 3-year goals – what do they want to have achieved by 2022.*
 - *The key targets they will implement over 2020 as steps towards their 2022 goals. This is what will be in the 2020 workplan.*
 - *How they plan to reach these targets during 2020.*
 - *Milestone dates for 2020 targets.*
 - *A budget for their plan – expenditure and income.*
 - *Any proposed income sources e.g. Coaching courses; travel fund etc.*
 - *Who will lead each group bearing in mind the leader is responsible for ensuring the agreed targets are met as per their agreed timings; creating and overseeing the implementation of action plans for their groups; documenting all action plans and meetings; keeping the Board fully informed on progress and if required agreeing changes of targets / timings with the Board.*
- The Board decided to hold off any further discussion on WG leader payment until such time an appropriate mechanism for recruiting WG leaders could be implemented.

GENERAL MANAGERS REPORT

The General Manager's report was circulated.

- The City Council Arborist advises the CCC are putting together a short-term plan for planting around the embankment by the control tower. A longer-term plan will be done for planting around the rest of the embankment. to advise what their plans are for trees around the stadium.

REGISTRATION SECRETARY REPORT

- Daniel moved “That the appointment of Chris Rowe as Registration Secretary effective 1st April 2020 be confirmed.”

Carried.

Financial Report:

Financial YTD by area was circulated

- YTD – The income and expenditure for the Secondary Schools in February is not included in the accounts yet. Equipment hire will change.
- Profit and Loss – Looking at a surplus of approximately \$45,000 for 2019/2020.
- Training fees for NPW are generating \$5-6,000 income.
- Training grants are coming from reserves.
- Net income from schools will be approximately \$10,000.
- This year profit from National T&F Champs will be approximately \$20,000 vs \$32,500 last year.
- Plan was to spend \$18,000 on marketing during 2020/21 which was less than planned income from sanctioned event fees. Will need to relook at this given the virus situation. Approx. \$8K is already contractually committed.
- Each WG needs to do a budget and then decide on how much we need to get in grants. Indicatively the target is for at least \$100,000 to cover employee costs.
- AS to liaise with Children’s Association re payment for IT’s time during the Colgate Games. Suggested figure is \$300 per day.
 - Registration Secretary cost shared 50/50 with Children’s Association

General Business:

- None received

Meeting finished at 8:20 p.m.**Next Meeting:** online – IT / DR to confirm

Athletics Canterbury President: (Andrew Stark) _____

Date: