



Athletics Canterbury Executive Committee - Minutes

11th July 2019 @ 5:30 p.m. – 12 Highcrest Heights, Westmorland, Christchurch 8025

To Do

Present:

Andrew Stark – President (**AS**), Daniel Reese (**DR**) - Secretary, Annette Campbell (**AC**), Avril Davies (**AD**)

Apologies: Sam Mclean (**SM**), Monique Gale (**MG**), Steff Davis (**SD**), Ian Thomas (**IT**)

Minutes: Confirmation of the Minutes of the last meeting held on 13th June 2019

Moved **AD 2nd DR**

Carried

Matters Arising:

1. **Awards Dinner Review:**

A Monkey survey had been sent out to 324 people with 42 being completed, excluding AC Committee members. Information gathered will be used to improve the format of the evening.

2. Rata Foundation application has been submitted.

New Zealand Community Trust applications to be submitted by 15th July 2019.

General Manager's Report

The General Manager's report was circulated.

Key Projects & Initiatives:

1. **Preparation for the AGM:**

- The Annual Report had been completed and posted on the Athletics Canterbury website. A link to the Agenda, Remits and Annual Report had been circulated electronically
- **AS** was to print approximately 50 Annual Report booklets. **DR** to advise numbers.

DR

AS

2. **Administration role Job Description:**

- Discussions took place on the proposed Administration role/s moving forward.
- Following the review of the Track & Field season, it has been identified as part of succession planning, that there is a need to prepare documents around key practices / systems currently undertaken by key people. Any initial funding for an administration role will be directed to this task, most probably in the form of contract work and under the guidance of the GM.
- Discussions with the Cross-Country & Road Committee indicates that they are comfortable with how this section of the sport is currently operating and that there is no need for paid administration assistance. However, this can be reviewed at any time.

3. **Working Group Updates:**

1. **Funding and Sponsorship:** There was still some discussion into who should be on this group. **AS** to confirm prior to AGM.
 2. **Marketing and Communication:** CANRUN has been launched and a website setup. Currently we have two coaches and will be looking to add to this number as the programme unfolds and in response to need.
 3. **Athletes Pathway:** Still to be established and a key focus for 2019/20. Particularly keen to involve representatives from Canterbury Childrens in this group.
 4. **Coaches Pathway:** Following a meeting of sprint/jump/throw coaches at NPW, **SM** is working with Dale Stevenson, Dion Andrews and George Edwards on a number of initiatives to improve the coaching environment in our region. Work continues, on gathering coaching material, previously used in the past. **SM** and Lockie Campbell are to attend a Regional Coach development day on 2nd August. Athletics NZ are introducing a 'Volunteer' Coach category. More information will be available after Club Connect.
 5. **Officials Pathway:** This group has yet to meet. The GM has arranged sponsorship for our officials at Joe's Garage. The first bar shout for officials is to be on the day of the Canterbury Cross Country Championships (20th July). **AC** to check / confirm details.
 6. **Nga Puna Wai Activation:** It was agreed to add this working group to our list. We have a \$10 million asset which requires utilising to its full potential, all year round, to include non-stadia events. Information with regard to this new working Group would be added to the website in due course. **IT** would lead this working Group.
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Correspondence Inwards:

1. Don Garland – Re: South Canterbury Club Remit
2. Trevor Spittle ANZ – 2020 Colgate Games Officials. Offering an educational programme for new officials that mirrors what he is doing for Wellington (NZSSC) & Taranaki (NI Colgate). This information will be passed on to Canterbury Childrens Athletics, as this is the group it is mainly aimed at.
3. Remit from South Canterbury Athletic Club about representation at Athletics Canterbury AGMs.
4. Various letters of thanks from athletes of funding to Oceania Games and World University Games
5. Mid South Canterbury Sub Centre – Notification of AGM on 13th August 2019
6. Liliana Braun – Funding request for New Zealand Secondary Schools Cross Country Team to Australian Cross Country Championships. It appeared that Liliana was the only Canterbury athlete in the team. **DR**
Moved: **AC** 2nd **DR** that Liliana Braun be paid \$200 towards her travel, subject to travel costings being made available from the athlete. **Carried**
7. Keeley O’Hagan – Funding request, Oceania Games. This was declined as the Athlete has only just transferred to Canterbury and hadn’t previously represented Canterbury.

Correspondence Outwards:

1. Don Garland
2. Mid South Canterbury Sub Centre - various

Financial Report:

- It was moved **AS** 2nd **AC** that the Financial accounts as presented be approved **Carried**

Sub Committee Reports:

1. **Registration Secretary** (Shona Brown)
 - There are now 16 clubs affiliated
 - Registration numbers for competing athletes is 637 (671 – 2018)

General Business:

- It was moved **AD** 2nd **DR** that the Executive pay for travel and accommodation for **AS** to attend the ANZ Club Connect **Carried**

Meeting finished at 8.05 p.m.

Next Meeting: 8th August 2019

Athletics Canterbury President: (Andrew Stark) _____ Date: