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## Athletics Canterbury Executive Committee - Minutes

13<sup>th</sup> June 2019 @ 5:30 p.m. – 12 Highcrest Heights, Westmorland, Christchurch 8025

To Do

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### Present:

Andrew Stark – President (**AS**), Daniel Reese (**DR**) - Secretary, Avril Davies (**AD**), Sam Mclean (**SM**), Monique Gale (**MG**), Steff Davis (**SD**), Ian Thomas (**IT**)

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**Apologies:** Annette Campbell (**AC**),

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**Minutes:** Confirmation of the Minutes of the last meeting held on 9th May 2019

Moved **SM 2<sup>nd</sup> DR**

**Carried**

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### Matters Arising:

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Awards Dinner

- This year we had record numbers of 131.
- More focus needed to be made on athletes.
- Possibly a different venue to be considered, such as a facility at the Casino.
- The interview of Tom Walsh was successful and similar format should be considered.
- Suggest we have certificates for all finalists.
- It was agreed that a Survey Monkey be organised to seek feedback.

**AD**

**IT**

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### General Manager's Report

- The General Manager's report was circulated.
  - Nga Puna Wai is still hugely active.
  - Sponsorship had been secured for Officials with Joe Garage / Fush in Wigram. Details were still to be finalised.
  - **IT** has asked for operational budgets for different areas of the sport.
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### Key Projects & Initiatives:

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#### 1. Preparation for the AGM

- **DR** and **AS** have been working on the AGM booklet content.
- It has been suggested that Canterbury Childrens and Canterbury Masters could become Associate Members of Athletics Canterbury, which would require Constitutional (& possibly Bylaws) changes.
- **IT** has prepared a MOU that has been sent to Canterbury Childrens for consideration. Waiting on their feedback, but verbal discussions have been positive.
- In regard to changing the Executive Committee to a Board. it was just a matter of replacing the word Executive in the Constitution, with the word Board. The word President would be changed to Chair where necessary.

**DR**

**AS**

#### Funding GM role

- **IT, AS & MG** had met with the Rata Foundation at NPW. Discussed how the 'moving in' process went and our future plans for the venue. Rata are supportive and next meet in September. **IT & MG** are preparing the funding application, while **AS** is working on AGM information. Looking for other potential funders to ensure we have the GM salary covered.
- **Other paid roles within our sport** – **AS** circulated a list of administration tasks that several people within our sport already do. Given the expectation by CCC that Athletics Canterbury will manage Nga Puna Wai, it has become apparent that expecting volunteers to undertake all of these tasks is unrealistic. **MG** and **IT** will meet to come up with a job description for an Administrator and any other paid roles that may be necessary. Athletics NZ are currently looking at ways they could potentially assist as well. More information is being sort. Two motions were presented.

**MG**

**IT**

*'That Athletics Canterbury applies to Rata Foundation for \$100,000 funding to assist towards the salary of the General Manager and other positions as identified, such as an administrator to assist with managing & activating Nga Puna Wai.'*

Moved **AS**

**Carried**

*'That Athletics Canterbury applies to New Zealand Community Trust for \$60,000 funding to assist towards the salary of the General Manager and other positions as identified, such as an administrator to assist with managing & activating Nga Puna Wai.'*

Moved **AS** **Carried**

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## Working Group Updates

1. **Funding and Sponsorship:** Covered in the GM report
2. **Marketing and Communication:** **IT** briefly reported where this group is at. Their current focus is on activating 'Can Run'. Will become more active once **AC** returns.
3. **Athletes Pathway:** This group had not yet met. **SD** mentioned that there was a \$34,000 Travel Fund showing in the T & F accounts that has not been used. The current Executive members weren't aware of its history. Given we have had some funding requests from athletes going to two overseas events.

The following motion was passed. It was Moved **SD** 2<sup>nd</sup> **SM** **Carried**

*'That all athletes travelling to the upcoming Oceania Games and the World University Games, be paid \$200 each per event'*

**DR** would write a letter of congratulations to all athletes selected asking for their bank account details.

4. **Coaches Pathway:** **SM** has had two meetings with coaches and is in the process of forming the coaches working group, plus he had met with Hamish Meecham (Athletics NZ Community person). Athletics NZ acknowledge the current system of coach registration was too long and difficult for some. They are introducing a 'Volunteer' coach category, with more details to be announced at Club Connect, early August. Currently some new online resources for coaches are being prepared.
5. **Officials Pathway:** **IT** had arranged sponsorship for Officials at Joe Garage / Fush in Wigram. Details were still to be finalised. Sponsorship will be with vouchers. **IT** would talk with John Gamblin in how these would be used over the CCRC season. Currently **AD**, Adrienne Bruce and Ruth Liong have expressed interest in being on this group. Looking for more people.
6. **Nga Puna Wai Activation** – This group has yet to be formed. Work in progress.

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## Correspondence Inwards:

1. CCC – Letter of thanks to International Athletics Federation
2. Mariah Ririnui – ANZ Club Development Leader. Email sent to all clubs
3. Alan Stevens – ANZ Convenor, Honours & Awards Committee
4. Yen Cameron – Marketing Group Member
5. Lauren Bruce – Funding request for Oceania & World University games

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## Correspondence Outwards:

1. Lauren Bruce – reply to above
2. Yen Cameron – reply to above

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## Financial Report:

- It was moved **SD** 2<sup>nd</sup> **AS** the Athletics Canterbury Affiliation fee be raised from \$80 a club to \$100 a club for the 2020/2021 Year **Carried**
- It was moved **SD** 2<sup>nd</sup> **AS**  
The Athletics Canterbury Fees for the 2020/2021 Year  
Competitive Members 20 & over – from \$25.00 to \$30.00  
Competitive members 18-19 – from \$20.00 to \$25.00  
Competitive members 15-17 – from \$15.00 to \$20.00  
Competitive members 7-14 from \$7.50 to \$10.00  
Competitive or social member 6 & under – from \$7.50 to \$10.00  
Social Member 15 & over – from \$7.50 to \$10.00
- It was moved **SD** 2<sup>nd</sup> **DR** that Bevan Smith (Accountant) be appointed as the reviewer of the Financial Accounts for the year ended 31<sup>st</sup> March 2019 **Carried**

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## Sub Committee Reports:

1. **Registration Secretary** (Shona Brown)
  - There are 15 clubs affiliated
  - Registration numbers for competing athletes is 628 (635 – 2018)

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## General Business:

- All current Executive members would stand for reelection at the July AGM
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**Meeting finished at 8.30 p.m.**

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**Next Meeting:** 11<sup>th</sup> July 2019

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