

Present:

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

BOARD TIME

- Board member commitment letters - completed
- New Board members – Board discussed what is required; **AC** to make enquires via Appointbetterboards **AC**
- CCC application for funding to be submitted in March. **MG /**
- Agreed to have a further meeting on March 19th to complete the 2020 plan. **AS**

ADMINISTRATION

Apologies: Steff Davis (**SD**)

Minutes: The Minutes of the meeting held 28 November 2019 were confirmed. **Carried**

Matters Arising:

- **Constitution – Mid South Canterbury sub Centre:**
The preferred Option was No. 2. It was agreed to make a recommendation to the Sub Centre, that a vote be put at the 2020 AGM of Athletics Canterbury to reflect option 2, that we would request that the sub Centre exercise their right not to vote, that instead they allow the clubs to vote in their own right. **DR** will talk to the Mid South Canterbury sub-Centre explaining the rationale behind this. **DR**
- \$30,000 CCC liability shortfall – this will be considered, considering funds available in the next financial year. **AS**

STRATEGIC ITEMS

- The revised Strategic Plan done by **AC** was gone through with some changes made. The revised Plan is attached to these Minutes for final approval at our March meeting. Once approved the Plan is to be published on the website and to be shared with the Working Groups and Operational Committees. **DR**
- - Responsibilities by Working Group under each Initiative Area were agreed on.
 - Key aspects from the previous Strategic Plan were discussed and AC asked to review and any missing would be incorporated into the plan (see initiative 1:5). **AC**
 - AC to draft up a schedule re possible wording for the Board’s objectives.
- **Board Work Plans:**
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.
 - 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. **WGs by 19th March 2020**

- The Board needs to consider if the leader of each Working Group should be paid to reflect the responsibilities associated with the role. Realistic goals need to be set. AC suggested \$2,000 honorarium. This is to be carried forward to the next meeting.
- **FINANCE:**
 - Finance Group to add CC&R account to P&L account and split all accounts by area of responsibility.
 - A 2020 budget to be prepared for review at March meeting

SD
AC

GENERAL MANAGERS REPORT

The General Manager's report was circulated.

- Looking at holding the Annual Awards dinner at the Christchurch Casino. The ongoing plan is to do a local sponsorship programme with them.
- A new Registration Secretary should be appointed by the end of the coming week.
- Waiting on the ChCh City Council Arborist to advise what their plans are for trees around the stadium.

IT

REGISTRATION SECRETARY REPORT

Registration Secretary (Shona Brown)

- The decline in numbers in the 7-14 and 15-19 age group was noted. Suggestion was to look at doing a survey at the end of the season to try and find out why.

IT

Financial Report:

- No transactional report received for approval – carried forward to March meeting

SD

General Business:

- **DR** moved "That Daniel Balchin and Oska Inktser-Baynes each be paid \$1,500 from the Bill Richards Marathon Trust and Rozie Robinson be paid \$500 from the Trust." Seconded **AC**.
Carried.
- **AC** noted there is a loose interpretation re the guidelines around the Bill Richards Marathon Trust as it does not include walking. However, she acknowledged that the Trustees are prepared to be broader in their thinking which is a good thing.
- **DR** moved "That Daniel Balchin and Oska Inkster-Baynes each be paid \$300 out of the Athletics Canterbury Travel Fund". Seconded **AC** **Carried**
- **DR** advised 2 tables at a cost of \$2,100 have been reserved at the Canterbury Sports Awards on 3 April. **SM** moved "That we pay for this." Seconded **MG**.

Carried.

Meeting finished at 7:23 p.m.

Next Meeting: 19th March 2020

Athletics Canterbury President: (Andrew Stark) _____

Date: