



Athletics Canterbury Executive Committee - Minutes

28th November 2019 @ 5.45 p.m. – 12 Highcrest Heights, Westmorland

To Do

Present:

Andrew Stark – President (**AS**), Daniel Reese (**DR**) - Secretary, Annette Campbell (**AC**), Avril Davies (**AD**), Sam Mclean (**SM**), Ian Thomas (**IT**)

The NPW Trust – The Board met with the Trustees. They had drawn up a draft strategy plan, which they would circulate after they had met with all Founding sports. Discussion took place on what athletics saw as restrictions of the NPW site and how the Trust as our advocates could help.

BOARD TIME

- Confirmation of Board member position descriptions
- Board member commitment letters completed
- Governance course review
- Confirmation of Board Treasurer
- New roles – Future Board members & NPW support discussed.

ADMINISTRATION

Apologies: Monique Gale (**MG**), Steff Davis (**SD**)

Minutes: Confirmation of the Minutes of the last meeting held on 7th October 2019

Moved **AC** 2nd **DR**

Carried

Matters Arising:

- **Minute Secretary: IT** to make enquiries through Sport Canterbury
- **Constitution – Mid South Canterbury sub Centre:**
DR has written to all the South Canterbury clubs and now waits replies of their preferred option.
- **By-Laws: AS** and **DR** are to finalise the By Law changes before the next Board meeting in February.

STRATEGIC ITEMS

- **Finance:**
 1. The Finance Working Group had prepared the 2019 budget. There were some discrepancies, but this had come down to incorrect coding. **IT, SD** and Victor Gamperle would investigate this
 2. **AS** was to ring David Bailey at the council in regard the \$30,000 liability shortfall. **AS**
 3. It was agreed that all Funds under our Accumulated Funds in the Balance Sheet be stand alone. For this to happen, it was agreed that each fund accumulates interest.
 4. Local Sponsorship – Mitre 10 have come on board for the Nationals.
- **Marketing and Communication:**
 1. Julia Moore has resigned as our part-time marketing person, but is still available for contract work. The plan is to use her when appropriate in 2020. **AC**
 2. For 2020, we will adopt a two-pronged marketing approach.
 - (i) An internal strategy aimed at getting our registered runners participating in more events
 - (ii) An external strategy under the CANterbury RUNner banner to attract community runners to some of our events and clubs.
 3. The 2020 Marketing plan will be developed by the end of February 2020 (following the strategic planning meeting) and sent to all operating groups.
- **Athletes Pathway:**
 1. **DR** had written to 60 of our top athletes across all disciplines and ages asking for people to join the group. The letter gave some suggestions on what athletes may require enabling them to reach their goals. To date he has had a small response with only 3 replies and 2 prepared to join the group. **DR** to follow up with a view to arranging the first meeting of the group before the next Board meeting. **DR**
- **Coaches Pathway:**
 1. The group had met. Dale Stevenson had made a presentation of the recent World Athletics Throws conference in Estonia, which was based around Tom's career to date. Dale has offered to make this presentation to local coaches and athletes. Dale is working on a date to suit both him and Tom. **SM**
 2. ANZ have had some success with regional coaching clinics. Mostly Speed 101 with Kerry Hill. Kerry is happy to come down to Christchurch to talk. Kerry is to come back to us with possible dates.

➤ **Officials Pathway:**

Now that Ruth Liong was back in the country, **AD** will speak with her on how she sees the Officials Pathway Group working moving forward. A recommendation will be given at our February meeting.

AD

➤ **Nga Puna Wai Activation:**

1. The number of people from community groups using the NPW track had increased from about 40 people in September to 105 using it in November.
2. School bookings have increased greatly since NPW opened. 75% of Primary Schools had used the track since the beginning of the track season.

ANNUAL PLANNING

It was decided that annual Board's Strategic Plan meeting be held on 28th January at 5.45pm. Attendees would be by invitation. Invitees still to be from all 3 operating groups.

GENERAL MANAGERS REPORT

The General Manager's reports for September and October were circulated.

REGISTRATION SECRETARY REPORT

Registration Secretary (Shona Brown)

- Registration numbers for competing athletes is 1800 as at end October, (1795 – 2018)
- There had been a few issues with the SportsTG registration system. Feedback from STG has been slow.
- Registration Secretary role will be advertised pre-Christmas

CONSENT ITEMS

Correspondence Inwards:

1. Kevin Prendergast - It was agreed that there had been some shortfalls with communication in regard the processes of the Accounting and Audit services. **DR** would write to Kevin **DR**
2. Orix NZ Canterbury Sports Awards – **IT** and **DR** would liaise for nominations.
3. Annual Awards dinner – possible dates of 26th April or 1st May at Sixty6 on Peterborough which is below the ChCh Casino. **IT**, **AD** and **DR** to meet.

Correspondence Outwards: There was no outward correspondence

General Business:

- There was no General Business

Meeting finished at 9.00 p.m.

Next Meeting: 20th February 2019

Athletics Canterbury President: (Andrew Stark) _____ Date: