



# Athletics Canterbury Executive Committee - Minutes

7<sup>th</sup> October 2019 @ 4:00 p.m. – 12 Highcrest Heights, Westmorland

To Do

## Present:

Andrew Stark – President (**AS**), Daniel Reese (**DR**) - Secretary, Annette Campbell (**AC**), Ian Thomas (**IT**)

## BOARD TIME

- Confirmation of Board member position Description
- Board member commitment letters
- Governance course review
- Confirmation of Board Treasurer

## ADMINISTRATION

**Apologies:** Avril Davies (**AD**), Monique Gale (**MG**), Sam Mclean (**SM**)

**Minutes:** Confirmation of the Minutes of the last meeting held on 8th August 2019

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

Carried

## Matters Arising:

- **Minute Secretary:** **IT** to make enquiries through Sport Canterbury **IT**
- **Constitution – Mid South Canterbury sub Centre:**  
**DR** to write to all South Canterbury clubs asking their preferred options for voting at Athletics Canterbury meetings. The options will be the status quo or one (1) vote for each club and one (1) vote for the Sub Centre. **DR**  
**AS**
- **By-Laws:** **AS** and **DR** are to finalise the By Law changes before the next Board meeting.
- **Registration Secretary:** There was still no progress on finding a replacement Registration Secretary. It was agreed that a remuneration for the position. **IT** was to talk further with Shona on this basis and offer her the paid role. **IT**

## STRATEGIC ITEMS

- **Funding and Sponsorship:**
  1. The Finance Working Group is preparing the 2019 budget for review at the November meeting.
  2. **DR** is to document the rules on use for all the Athletics Canterbury Trust Funds so the Board knows the criteria for using them. **DR**
- Marketing and Communication:**
  1. Joolz's current contract is set to end at the end of March 2020. To date most of the planned Budget had been used up.
  2. It was moved that a further \$3000 be approved for the Marketing and Communications Working Group for between now and the end of March 2020. This would be spent on CANRUN expenses, work on event websites and other pre-winter season marketing.  
Moved **AC** 2<sup>nd</sup> **AS** **Carried**
  3. The Communications Policy which had been circulated was approved.
- **Athletes Pathway:**
  1. **IT** had spoken with **MG** and she has decided that she doesn't have the time to lead this group.
  2. **IT** had spoken with Shaun Farrell regarding leading it and he is currently considering.
  3. **DR** has agreed to lead the working Group in the interim. **DR**
- **Coaches Pathway:**
  1. **SM** is currently overseas and had nothing to report
- **Officials Pathway:**
  1. It was agreed to ask Trevor Spittle, Adrienne Bruce and Ruth Liong to report back to the Board on what they require as a group. **AD**
- **Nga Puna Wai Activation:**  
This is on hold until there is clarity over the use of NPW by schools

## ANNUAL PLANNING

It was decided that annual Board's Strategic Plan meeting be held on 26<sup>th</sup> January at 1pm. Attendees would be by invitation. Invitees still to be decided.

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## **GENERAL MANAGERS REPORT**

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The General Manager's report was circulated.

- \$20k funding from NZCT had been approved for the Development role. This funding had been reconsidered by NZCT and had now been aligned to the General Manager role.
- It was considered necessary to document hours spent on CCC related work which will help when it comes to funding applications with them.

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## **REGISTRATION SECRETARY REPORT**

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**Registration Secretary** (Shona Brown)

- Registration numbers for competing athletes is 649, up 12 from June (708 – 2018)
- It was moved that \$5000 be set aside for the remuneration of the Registrations Secretary's position from 1<sup>st</sup> April 2020 **Carried**

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## **CONSENT ITEMS**

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### **Correspondence Inwards:**

1. Andy Good, Sabrina Grogan – Funding application for World Mountain Running Championships  
It was moved **DR** 2nd **AC**  
that both athletes plus Sarah Douglas be paid \$500 towards their travel and accommodation. **Carried**
2. Run Timaru – Event application  
Moved **DR** 2nd **AC** that the application from Run Timaru be approved **Carried**

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**Correspondence Outwards:** There was no outward correspondence

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### **Financial Report:**

- The \$60k funding application from Rata had been approved
- The Profit and Loss account and Balance Sheet for the 6 months to 30<sup>th</sup> September was circulated and approved.
- It was moved **AS** 2<sup>nd</sup> **DR** that out of Pocket expenses of \$170 be paid to **AC**

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### **General Business:**

- There was no General Business

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**Meeting finished at 5.55 p.m.**

**Next Meeting:** 28th November 2019

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

Date: