



Athletics Canterbury Executive Committee - Minutes

8th August 2019 @ 5:30 p.m. – The Boardroom, the Hub, Nga Puna Wai

To Do

Present:

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

The President welcomed everyone to the first Board Meeting of Athletics Canterbury.

Apologies: There were no apologies

Minutes: Confirmation of the Minutes of the last meeting held on 11th July 2019

Moved **AD 2nd DR**

Carried

Matters Arising:

1. **AGM Review:**

It was suggested that each group/sub committee approve their accounts separately. Currently the consolidated accounts are approved prior to the Track and Field accounts being approved. It was agreed it would be best to have the AGMs of the Sub Centre, Children's, Track and Field and Cross Country and Road before the Athletics Canterbury AGM. That way, any issues from the individual AGMs can be brought forward to the Athletics Canterbury AGM and each group would have the opportunity to approve their own financials. We could possibly combine some AGMs.

DR is going to look at the constitution to see what the required timing is for each of these.

AC and **AS** to take this idea back to their respective committees for input

DR
AC
AS

2. **ANZ Club Connect and AGM**

The keynote speaker was Ian Sandwell from "Sport for Good Consulting". He talked about the experience members have when they first engage in a sport. It was a reminder that we need to make it easy and appropriate for our athletes and our parents to feel connected with the sport, as people usually continue based on positive experiences and emotion.

General Manager's Report

The General Manager's report was circulated.

- ANZ have received funding for an Indoor Throws Centre in the practice area. This would be available to our sport.
- A decision on our \$60k application to Rata will be made mid August.
- A meeting had been held with Sport Canterbury to assist in the lead up to the "Run to Remember" event.
- Working with John Derry (Sport Canterbury) around Strategy and Planning for Children's.

Key Projects & Initiatives:

1. **Election of Board Secretary and Treasurer.**

- In the absence of **SD** from the meeting, it was decided to hold over the election of the Treasurer position until our next meeting.
- A discussion took place on the responsibility of the Secretary. The current Secretary (**DR**) also holds a position on the Board. It was suggested that to allow him to be fully engaged in governance discussions that we consider having a Minute Secretary to take the Minutes at Board Meetings.

Moved **AC 2nd SM** That Daniel Reese be appointed the Centre Secretary for the ensuing year.

Carried

- **NOTE to ALL CLUBS** – Can you please advertise amongst your members that the Athletics Canterbury Board are looking for a volunteer Minute Secretary – 6 meetings per year.

2. **Governance Role & what that involves / Meeting structure and content:**

- It was agreed that in future, all Board meetings would be bi Monthly. These would be held on the last Thursday of the month. Having meetings at the end of the month, would enable sub committees the opportunity to hold their meetings earlier in the month from which they can then forward their Minutes for the consideration at each Board meeting.
- It was agreed it is important that we distinguish between the Governance role and the Management roles on the Board. The different working groups will also need to submit a Working Group Report (as this is management) to the Board (Governance) every 2 months.

The Board papers then will include a short report from the 6 working groups and minutes from the 4 operational committees along with other papers such as GM report, the agenda for the next meeting and any relevant correspondence. Board papers are to be circulated to the Board members a week before Board meetings, so members have time to identify any points requiring discussions at the meeting.

3. Working Group Updates:

The challenge for us is getting people onto the working groups. The Board have set the parameters, which are available on the Website. It is now up to the working groups to come up with further refinement if required, that still works within the Strategic Plan parameters.

- 1. Funding and Sponsorship:** The applications for Rata and CET are in. A meeting had been had with David Bailey and Anthea Leatherby from (CCC) regarding funding. There is the potential to get enough from the CCC for the GM role. We should have notification in the next 6 weeks.
- 2. Marketing and Communication:** We still need to finalise a formal communications approach, and this will be completed prior to the next Board meeting.
AC reported that the numbers for the CANRUN coaching programme had been low and a decision had been made to postpone the start of this until Term 4. The working group is to re-look at the CANRUN promotional plan. It was noted though that it is pleasing to see the increase in community runners entering races.
- 3. Athletes Pathway:** This working group has still to be formed and a first meeting of this group is to be arranged in the next month. **SM**
- 4. Coaches Pathway:** Lockie Campbell and **SM** had been to a Coach Development course at Sport Canterbury. **SM** had a coaches meeting planned for 31st August (the day of the Canterbury Road Championships). **SM** was very positive about how things are currently going.
SM is to meet with **DR** to look at the current coaching information that is available on the website, but not currently visible.
- 5. Officials Pathway:** With an aging population of officials it is important that we look at some of our new younger officials to join this working group. This group is also yet to form.
- 6. Nga Puna Wai Activation:** This working group is being led by the General Manager and he will look to get this group identified and operational shortly.

AD and **MG** left the meeting at approximately 6.30pm

Correspondence Inwards:

1. Liliana Braun – Letter of thanks for funding
 2. Peter Pfitzinger CEO ANZ – in reply to support of non ANZ events in weekly Newsletters
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Correspondence Outwards:

1. ANZ – letter suggest that ANZ don't report results from events not supported by ANZ or Athletics Canterbury.
 2. Mid South Canterbury Sub Centre – AGM documents
AS and **DR** would travel to Timaru for the Mid South Canterbury sub Centre AGM on Tuesday 13th August
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Financial Report:

- There was no Financial report to consider
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Sub Committee Reports:

1. **Registration Secretary** (Shona Brown)
 - July was very quiet as we come to the end of the winter season. Queries for children's athletics is starting to come in. Queries are being directed to their closest club.
 - Registration numbers for competing athletes is 649, up 12 from June (708 – 2018)
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General Business:

- There was no General Business
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Meeting finished at 7.16 p.m.

Next Meeting: 31st October 2019

Athletics Canterbury President: (Andrew Stark) _____ Date: