
Athletics Canterbury Executive Committee - Minutes

9th May 2019 @ 5:30 p.m. – 12 Highcrest Heights, Westmorland, Christchurch

To Do

Present:

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

Apologies:

Minutes: Confirmation of the Minutes of the last meeting held on 18th April 2019

Moved **AC 2nd DR**

Carried

General Manager's Report – It was agreed that the GM Report be moved to the start of the agenda.

- The General Manager's report was circulated.
 - ANZ Championships held at Nga Puna Wai was financially successful. The final adjustments to the accounts is currently being completed.
 - There had been some initial conversations with potential businesses around sponsorship for Athletics Canterbury, on the back of the Nationals sponsorship
 - Since the opening of NPW, there had been 21 school events catering for some 8000 students. 14 schools had already booked for term 4. All schools had been invoiced.
 - **IT** has conducted a review, engaging with officials, coaches and athletes to understand how the first season at Nga Puna Wai had gone, and what possible improvements could be made.
 - **IT** has met with Kelly Sport about working together to deliver athletics programmes to children, i.e. holiday programmes etc.
 - The infield at NPW was now being used for other sports. Currently rugby league, as their grounds are not yet available.
 - Following on Facebook had increase some 250% over the last 8 months
 - **IT** has asked that he needed a better understanding of the working groups and where we were at in setting them up. **AC** spoke on the Working Groups. An operational Budget was required. At the completion of the GM report **IT** left the meeting.
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Matters Arising:

1. ➤ Board review – This is ongoing. **AS** and **DR** to meet to look at the implications to our constitution considering our AGM being on 24th July **AS**
DR
 2. ➤ Administration/NPW Role – The is was still at the discussion stage
 3. Awards Dinner
 - With still a week to go the numbers stood at 60.
 - **AS** explained the process that had been used to choose our finalists and subsequently the winners.
 - Pocket badges would not be available at the dinner
 4. ➤ Life Members/Awards panel – The 4 person panel were to meet on Friday 10th May and come back with recommendations for Merit Awards and Life Memberships.
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Key Projects & Initiatives:

1. ➤ **General Manager's Report** – As above.
 - **Administrative Support for GM:** As result of the review of the summer season and the expectation that some key admin people will be no later involved, **IT & AS** are investigating how Athletics Canterbury can employ administration staff and what this would look like. It would require funding. **IT & AS** to investigate. It could be part-time paid employees or fixed term contracts.
 - **GM Funding:** **AS & MG** to work through the funding application process ASAP, including a face to face visit with Rata to discuss what we have achieved and Athletics Canterbury's goals for the future.
 - **Working Groups** – **AC** had had one communications group meeting. The Marketing group had had their first meeting. They discussed how they would get the CanRun programme up and running. The start was target for 27th September being the start of Term 3. It was agreed that coaches be paid \$50 a session, with runners paying \$120 for a 10 week programme. **IT** would oversee the Marketing Group while **AC** was away.
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- **Coaching** – The 28th April middle/distance group meeting had 8 attend. **SM** was still looking at the facilitation of a mentoring programme through Sport Canterbury. There had yet been no appointment to the ANZ Coaching Development Officer.
It was important that we had coaching courses available for coaches or inspiring coaches. **SM** and Lockie Campbell had met and gone through resources already on hand from the Coach Force Officer.
 - **Childrens** – **AS** and **IT** had attended a meeting with Canterbury Children's. It had been suggested that it was much better for our sport if Canterbury Children (& Masters) come under the Athletics Canterbury umbrella. Canterbury Children would still remain an independent Incorporated Society and be able to apply for funds separately. They would fit under our Strategic Plan and be involved more closely when making decisions about our sport. **IT** was working on a MOU between Children's and Athletics Canterbury. As this would affect our constitution, it was important to have this ready for our 24th July AGM.
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Correspondence Inwards:

1. Funding applications had been received from Luke Mercieca and Fiona Morrison for travel to the Townsville Oceania Championships.
Discussion took place. As we didn't have a budget or a funding policy it was difficult to decide, especially as there were up to 20 Canterbury athletes selected for the Oceania team. This was for the Pathways Working Group to come up with a recommendation **MG**
DR
 2. Chris Dunell – Letter of thanks – Funding from Bill Richards Fund
 3. Lisa Brignull – Querying Bill Richards Funding decline.
 4. Sport Canterbury – Awards Dinner account – this had now been paid.
 5. ANZ – advising of AGM
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Correspondence Outwards:

1. Lisa Brignull and Chris Dunell – advising of Bill Richards funding decisions.
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Financial Report:

- **SD** presented her report. She is currently working on the end of year accounts, ready for review.
 - Funding applications for future roles need to happen ASAP. This includes GM & Admin role/s. **IT, SD & AS** to prepare a potential budget for possible paid employees.
 - It was moved **AS** 2nd **SD** that ... 'Athletics Canterbury applies to the Rata Foundation for \$100,000 to assist towards the paid positions within our sport, i.e. the General Manager and / or admin roles.' **Carried.**
 - **It & AS** to investigate other funding groups we could apply to and report back at next meeting, i.e. NZCT.
 - **AS** moved from the chair that **IT** be added as one of our authorities for the Westpac account, so he can also co-authorise payments. **Carried**
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Sub Committee Reports:

1. **Registration Secretary** (Shona Brown)
 - Some clubs have still to archive the old subscription types. Until that is done, it is hard to get accurate numbers
 - Registration numbers for competing athletes is 416 (466 – 2018)
 - **DR** is to have the Athletics Canterbury listing in the White Pages removed. Payment to the Registration Secretary would continue until the AGM.
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General Business:

- There was no General Business to discuss
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Meeting finished at 7.45 p.m.

Next Meeting: 13th June 2019

Athletics Canterbury President: (Andrew Stark) _____

Date: