

**Present:**

Andrew Stark – President (**AS**), Victor Gamperle (**VG**), Annette Campbell (**AJC**), Sam McLean (**SM**), Tom Houghton (**TH**), Haidee Stratford (**HS**) and Bernie Jago (Minute Secretary)

**Apologies:** Daniel Reese (**DR**), Avril Davies (**AD**), Ian Thomas (**IT**)

**ADMINISTRATION**

**Minutes:** The Minutes of the meeting held 29<sup>th</sup> October 2020 were confirmed.

**Carried****Matters Arising:**

- Received \$5,000 from the Tu Manawa fund for the Takaha Journey for Wahine application. This was a good result albeit it is short of the \$9,700 was applied for. AJC will rework the approach with the coaches to fit within the funding availability. **VG** to raise an invoice to Sport Canterbury for \$5,000 plus GST. **AJC/VG**
- NZCT – The accounting requirements have now been completed and signed off so we can now apply for funding which will be done in the New Year.
- Drop box – Brian Theobald has set up Share Point with individual email addresses for Board members. The important documents from the Drop Box will be transferred over to the new system. Once this is set up, Brian is to hold a training session.

**STRATEGIC/GOVERNANCE REPORTS**

Reports taken as read and are available on request

**WORKING GROUPS:****Finance:**

- The monthly reported was presented and the figures presented reviewed. Monthly accounts are tracking as expected and the Board accepted the accounts as a true and correct record.
- Key actions / notes from the financial reporting:
  - **VG** is to separate out the income received from the Thursday night sessions from the Saturday competition. **VG**
  - Have received \$23,000 in registration income. The Children's Association will pay 1/3<sup>rd</sup> of the Registration Secretary salary. Craig Brown to advise the number of registered children in children's athletics. **CB**
  - The Laptops approved at the previous meeting have been purchased. However, the second EDM purchased was faulty so purchase of this was not pursued.

**Other points of note:**

- A meeting was held with Connex World re T2A sponsorship and agreement reached on presentations to potential sponsors. Naming rights for T2A were discussed as were other options for general sponsorship, e.g., signage at NPW. **VG** is waiting on information as to what we get for the signs. **AS** to go through the Sponsorship document and then this is to be distributed to the Board.
- **VG** has advised ANZ that we are doing our own marketing for T2A. The MOU with them is to be sorted ASAP. **VG**
- For the Can Run track series community runners were not charged anymore than a registered athlete. Discussion took place as to whether this was appropriate with a difference in views noted. Given though the key groups attracted were schools it was agreed any additional fee was not warranted at this point.
- AJC suggested we need to think about the minimum equity we want to have as she felt it was important, if possible, to pursue worthwhile projects rather than just growing funds in the bank. To assist in this, it was agreed that any Capital expenditure requests need to be in early.
- It was further agreed there needs to be a set process for any requests for projects / people so we can best manage our funds. Any requests for money needed to be done by the appropriate Working Group Leader and the requests presented to the Board. Once approved, the General Manager and the Working Group Leader are to work together to keep within the budget.

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## Marketing and Communications:

The marketing and communications report was presented alongside a request for funding of Can Run for the 2021 calendar year. Further to this AJC prepared a plan for both internal and external marketing for the 2021 calendar year which is available on request.

Key points of note from the report:

- The websites developed for all the 2020 CC&R events were done by volunteers with no payment.
- Investment was put into a social media programme to attract community runners to the websites with approximately \$18,000 per year coming from community runners.
- Events to be marketed in 2021 had been identified via the planning session and it has also been agreed to promote Athletics Canterbury / Can Run events / offerings at the Run to Remember and the Hagley Memorial relay.
- AJC requested approval to spend up to \$10,000 for marketing and the team are looking to generate at least \$20,000 as a result.
  - The internal marketing will be done by volunteers where possible.
  - The external marketing approach will be focused on the 5km series, Hagley Relays, Crater Rim, Governors Bay and Boulder Bay as well as displays at R2R and Hagley. HS suggested just to concentrate on the 5km series, Run to Remember and Hagley Relays in the first instance. This was agreed to.
  - The proposal to spend \$10,000 on Can Run for the calendar year 2021 was agreed to by the Board with AJC to prepare a plan/ budget for the calendar year and a further budget for April 1<sup>st</sup> 2021 to 31<sup>st</sup> March 2022 so we can align with the financial year.

AJC

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## Coaches Pathway:

The coaching report was presented and included the group's view that recruitment of a coaching coordinator to coordinate the training of coaches was being investigated.

Key points to note:

- **SM** advised the group had not yet finalised a job description for the proposed Coaching Co-ordinator and that he would liaise with IT and Dion and put together a proposal that would be presented at the next meeting, probably by the WG leader – Dion Andrews.
- It was noted it may be possible to apply to NZCT for funding under "Participation/Activation" role but the group proposing this role did not have to find a funding source; rather they are to identify the benefits and costs of the role they sought. The Board will then consider this in light of funds available.
  - It was agreed that it may be possible to extend the role of anyone recruited to be the Coaching coordinator to also include work for the Officials once this latter group identified what they needed, and funds were available.
  - The coaching group though are not responsible for exploring this possible extension of this role.

SM

## Official's Pathway:

The official pathway group report was taken as read and discussion took place on what should be included in the official's report. AJC to forward to the template for Board reports to IT so this can be used for future reporting.

Key points to note:

- Training sessions have been held on Saturday mornings for parents of children under 14.
- **AJC** suggested that the officials' group may want to investigate getting officials from schools under their community service system.
- An Officials and Coaches section is to be included in the Newsletter.
- It was noted there was an incident in a discus event on a Saturday event where an official was hit by a discus due to adverse wind conditions. While an Incident Report form was completed, the Board requested a plan is developed for adverse weather conditions. This should include when it is deemed too dangerous and when to cancel an event.
- IT has been asked to put a further proposal to Shoe Clinic re. replacement of shirts.

IT

IT /AS

IT

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**NPW Activation:**

This report too was presented with the focus on the recent Can Run track series.

Key points to note:

- **HS** congratulated **AS** on the success of this competition and recommended that the Board remunerate those officials who helped over the series. This was agreed to. **AS** to organise.
- **AS** will also email those athletes who attended the twilight meetings advising them, we are considering doing something again in January/February if there is a demand.

**AS**

**General Manager's Report:**

As the General Manager was not present his report was acknowledged but no queries are reported on in these minutes.

- Victor reported the Run to Remember is moving along. More work to be done around the race itself which Ian will follow up on in January.
- **TH** to provide email addresses for those people who have entered the Run to Remember in previous years

**IT**

**TH**

**Registration Secretary's Report:**

Taken as read.

Meeting closed at 8.45pm

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

Next meeting: ???