

Present:

Andrew Stark – President (**AS**), Daniel Reese (**DR**), Victor Gamperle (**VG**), Annette Campbell (**AJC**), Ian Thomas (**IT**) Avril Davies (**AD**), Sam McLean (**SM**), Tom Houghton (**TH**), Haidee Stratford (**HS**) and Bernie Jago (Minute Secretary)

ADMINISTRATION

Minutes: The Minutes of the Zoom meeting held 24th September 2020 were confirmed.

Carried**Matters Arising:**

- Drop Box: **DR** advised that he is now the Administrator. Still to sort out folders as to who can see what files. Some information can be removed and put onto hard drive. **DR**
- The NZTC funding application was not put in by 15th October. This will be submitted in the next month. However, there is currently enough funds to cover IT's salary. **AS/IT**
- The Te Manama funding application was not successful as there was not enough detail in it. There is a need to check what IT stated in the application and we need to engage more with Sport Canterbury. **AJC** recommended that if we are looking for funding in the next round, then we need to target areas, e.g. young women in sport.
- It was agreed to get rid of the Travel Fund.
- Instead it was agreed to have a budget for officials and athlete's travel.

GENERAL MANAGERS REPORT

The General Manager's report had been circulated and taken as read.

- September was a busy month. The T2A was deemed very successful and the City Council were happy with their involvement.
- **IT** advised that for the next Board meeting, his report will be a combination of October/November.
- **IT** and **TH** are to liaise re. Tue Manama funding application. One of the objectives to be included in the application is to aim to get more young women into the CanRun programme and specifically the T2A Relay. The next application closes on 16 November 2020.
- **IT** advised that not all Clubs are receiving the information on the Athletic NZ Road Shows.
- Run to Remember –
We are partnering with Sport Canterbury for this event. A contract has been signed. We will get \$12,000 for this work. Both Sport Canterbury and Athletics Canterbury will have a presence in the post event village side of the event. **VG**, **DR** and John Gamblin will organise the run itself. Sport Canterbury are covering all the costs associated with the event.
AJC asked how we planned to use the funds received and **AD** suggested that in the first instance it may be needed to fund the GM's position. **AS** suggested be added to the total pool of funds and then we work out how best it is spent at a later date.
- **IT** advised that the Canterbury Sports Development Academy is an idea to help coaches improve. This is funded by High Performance Sport

STRATEGIC/GOVERNANCE REPORTS

Reports taken as read.

WORKING GROUPS:**Finance:**

- Budgets have been completed and reports have been sent out. **HS** suggested that a summary document which explains anything significant to be included. This was agreed with **AS** responsible for noting any points of significance on T&F Committee Profit and Loss and **AJC** for the CCRC profit and Loss. **VG** will provide commentary on main accounts as required. **AS/VG**
- **VG** to put in an application to NZCT with assistance from **AS**.
- The budgeted income for T&F is \$82,000, this includes bookings. **VG** noted that we receive money from training fees and casual fees.

- The Children’s Association has agreed to pay half the storage, training costs and track costs on a Saturday. **AS** is confident that T&F will be able to pay for the Saturday hire.
- The profit from T2A is \$9,000 due to a late grant from Pub Charity for Traffic Management.
- Need to start working on sponsorships.
- **AJC** suggested we pay off the Council. **AS** moved “That we will pay the City Council \$35,000 this year and \$30,000 next year.” **Carried**
- **VG** advised he is still trying to do consolidated bank accounts. **VG**
- **VG** will do a cash flow as to whether or not to put money on investment. **VG**
- A request has been received from T&F for a second EDM machine and 6 laptops. The Laptops will cost approximately \$4,000 and the money will come out of our funds. We may have to spend \$5000 on the EDM. **AS**
- **AJC** noted that the EDM is a capital expenditure item and if money is asked for from Board funds, a formal proposal should be put forward. **HS** agreed to provide a Template that could be used for future Capex requests
- **VG** moved That we approve the purchase of 6 laptops and tentatively approve the purchase of an EDM subject to total spend being less than \$5000 after any donations received” **Seconded SM**.
Carried
- **VG** advised that we need to “ get more money for **IT**’s salary. We also need to get a process in place for applying for funding for coaching development.

Marketing and Communications:

- **AJC** advised that Peter King and **VG** have joined the marketing team for T2A.
- An acceptable proposal has been received from Connex World for T2A. It has been agreed to proceed with Stage 1 and 2 of the plan which would go through to the end of January then move on with the balance of the plan should the agreed criteria be met.
- Connex also came back with a plan for Can Run that **AJC** is relooking at, as it is currently outside budget criteria, so will need some refinement. **AC**
- **AJC** advised that the load on her was too high this year (she has worked on 14 websites). She needs help on the marketing team. **HS** has agreed to join the team from a strategy perspective and the Board has agreed to canvas for people to take on specific tasks such as coordinating the photography for the websites and publicity.

Athlete’s Pathway:

DR advised that **IT** will be approaching a person to lead the Athletes Pathway Group and they are hopeful this Working Group will be operational by the end of the Calendar year.

Coaches Pathway:

- **SM** advised that the major focus is getting the Coaching Co-ordinator role going. **SM**
- **SM** is working on the Lincoln University relationship. There has been a workshop and a meeting held with Mike Hamblin. This relationship is being progressed. Currently looking at having a monthly workshop.
- **DR** to transfer coaching modules on the old website to the new website. **DR**
- **SM** advised the coaching group is continuing to work on strategies to improve the number of community coaches.
- **DR** to follow up with **IT** re updating the coaches list which is very out of date. **DR/IT**

Official’s Pathway:

- Brian Theobald has taken over the role of Officials Co-ordinator. **DR**
- Emails re officials need to go to T&F and XC officials. **DR** to liaise with Brian to ensure this happens.

NPW Activation:

- **TH** has had a meeting with **IT** re year 12 and 13 coaching programme on Sundays, but it was agreed this is on hold.
- The main focus has been on the Thursday night Twilight Series. The Sunday sessions are a good idea, but someone is needed to run them.
- **HS** suggested we have records and photos displayed at NPW.

REGISTRATION SECRETARY REPORT

- Taken as read.
- In future, the Registration Report will show how many children participate in club nights only and how many do track.
- **DR** to relook at comparison between the figures for 17, 18 and 19 year olds as they could be out due to the timing of the monthly meetings. **DR**
- Registration numbers are down on last year. Discussion took place on bringing the juniors and seniors together in clubs.

GENERAL BUSINESS:

- None.
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Meeting finished at 8.15 p.m.

Next Meeting: 26th November - ZOOM

Athletics Canterbury President: (Andrew Stark) _____ Date: