

## Present:

Acting Chair - Daniel Reese (**DR**), Annette Campbell (**AJC**), Ian Thomas (**IT**) Avril Davies (**AD**), Haidee Stratford (**HS**), Tom Houghton (**TH**), Victor Gamperle (**VG**) and Sam McLean (**SM**)

## BOARD TIME

- The resignation of the Mid-South Canterbury President, Trevor Nicol, was noted. The Board wish to thank Trevor for his service in this role and wish him well. Mark Peters will take on the role of Acting President until the next AGM.
- We have received advice from Athletics NZ on steps to ensure a safe environment for everyone in our sport. The Athletics Canterbury Board have stated it is their aim to have all people working directly with Athletics Canterbury members to be,
  - If they are coaches, to be registered with Athletics NZ as either an Accredited or Community Coach
  - Team Managers and other official team support members hold either an Accredited Coach, Community Coach or a Community Coach MembershipsA requirement of these 3 membership types will include Police Vetting and Child Safety Education
- Board meeting dates until the AGM have been agreed – the Board would ask Brian Theobald to attend their next meeting to provide some training on the use of TEAM and Sharepoint.
  - TEAM meetings will be at 7:30pm; NPW meetings at 5:40pm

## ADMINISTRATION

**Apologies:** Andrew Stark – (**AS**); Ian Thomas (lateness)

**Minutes:** The Minutes of the meetings held on the 10<sup>th</sup> of December and 28<sup>th</sup> January were confirmed.

Carried

## Matters Arising:

- The Board noted, with concern, that the NZCT grant application had still not been submitted. This is the third meeting at which this has been raised yet it is still not completed and is now urgent. Upon joining the meeting later, the GM agreed this application will be completed and submitted by the 5<sup>th</sup> March. **IT**
- Considerable discussion was held re the job description supplied for the Coach Development Connector role. The Board complemented Dion on the overall submission but felt the job description and person specifications were not totally in-line with what had been agreed at the last meeting. **SM** and **AJC** were tasked with working with Dion to agree a more appropriate job description based on the feedback received. Based on their experience with recruitment, Board members also recommended a minimum of 2 weeks be allowed for applications. **SM/ AJC**
- Once a revised JD is agreed then the Board members will be asked to ratify by email – **AJC** will circulate the new JD to the Board, seeking their approval within 72 hours. **AJC**
- It was agreed that the interview panel will be Dion Andrews, **IT** and **SM**. When the GM joined the meeting, **HS** reminded him on the importance of reference checking. He agreed to undertake this for any short-listed applicants. **IT**

## STRATEGIC ITEMS

### WORKING GROUPS:

#### Finance:

- **VG** reiterated the need to gain a grant from NZCT to cover the shortfall in funds required for the GM's role.
- **VG** presented the accounts and indicated his main concern was the probable shortfall against budget in T & F accounts. The \$10K Grant required to cover expenditure over and above income does not appear to have been actioned resulting in an expected \$8k to \$10k deficit. **VG** to take this up with the Chair of T & F, so action can be taken to resolve this. **VG / AWS**
- Both the Board and CC & R accounts are tracking positive to budget
- **VG** gave an outline of the sponsorship options being pursued by Connex (T2A) and **IT** for NPW.
  - He noted that a decision on a possible naming right sponsor for T2A was expected in March.
  - **IT** has been charged with gaining CCC sponsorship and this had not yet occurred.
  - Subway Boards for the track would be going up shortly.
- Board personnel asked if **VG** could circulate the flyer that was being used for NPW sponsorship meetings. **VG**

- The Board also reminded those seeking signage opportunities for NPW, the need to be mindful of “clean stadium” requirements for international meets such as the Para games in 2023. **VG** to take up with **IT** **VG/IT**
  - **VG** moved the acceptance of his report, seconded **AD** **Carried**
- Marketing and Communications:**
- Report was taken as read.
  - **DR** asked that the newsletter be expanded to include more details on athlete performances.
- Athletes Pathway:**
- Matt Ingram has agreed to take on leadership of the Athletes Pathway Group. **DR** and **IT** to meet with Matt week commencing 8<sup>th</sup> of March to agree the objectives they want to have put forward to the Board for 2021/22. **DR/IT**
- Coaches Development:**
- Significant points covered under the Matters arising.
- Official 's Pathway:**
- Twenty-five Canterbury officials have duties at the Athletics T & F Nationals in Hastings March 5-7<sup>th</sup>. The Board congratulated the officials' group for their ability to put such a strong group together. The Board were pleased to see the new officials taking part.
  - **AD** proposed that Athletics Canterbury gave each official \$100.00 towards their costs; seconded by **SM** **Carried**
  - **IT** stated he was still to get funds from the ITM that was as contribution to official's costs. He will chase this further **IT**
  - **VG** was asked to include \$3000 in the 2021/22 budget that could be used to offset some costs for officials travelling to meets. **VG**
- NPW Activation:**
- **IT** indicated there was nothing planned for the next couple of months.

## GENERAL MANAGERS REPORT

The General Manager's report had been circulated.

- The Run to Remember seemed to go well with positive feedback received. A full debrief meeting will be held over the next week and a report and recommendation on future activity (if any) will be provided to the next Board meeting. **IT**
- The Board expressed concern re the use of the infield for the upcoming Touch tournament. **HS** asked that **IT** contact the CCC to confirm use will be inline with current track use. **DR** to contact the NPW Trust to ask if they can review the use of the facility by other codes. **DR**
- **AJC** noted that the GM asked the Board to assist with a review for 2020/21 workplan. It was agreed **DR** will ask all Working Group leaders to write a brief report reviewing their individual areas as the relevant section of the 2020/21 work plan. **AWS**, as Chair, was asked to review the Board objectives. These reports are due 12<sup>th</sup> March. **DR**
- **IT** to work with the individual working group leaders to identify objectives they wished the Board to consider for the 2021/22 work plan. These are also requested Friday 12<sup>th</sup> March, so the Board has time to review and ask questions prior to their March meeting. **IT**

## REGISTRATION SECRETARY REPORT

- The Board noted the decline in the number of children in the 7 – 14years group. The question was asked as to whether the methods for training and competition currently in use were appropriate for children of today. It was proposed the President of Children's be asked to attend the April meeting so the Board could explore ways we could work together to grow numbers.

## General Business:

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**Meeting finished at 9:04p.m.**

**Next Meeting: 25<sup>th</sup> March, NPW**

Athletics Canterbury Secretary: (Daniel Reese) \_\_\_\_\_

Date: