



# Athletics Canterbury Board - Minutes

24 June 2021, 7.30pm, via Microsoft Teams

## Present:

Avril Davies (**AD**), Daniel Reese (**DR**), Andrew Stark (**AS**) Victor Gamperle (**VG**), Annette Campbell (**AJC**), Sam McLean (**SM**), Ian Thomas (**IT**), Tom Houghton (**TH**),

**Apologies:** Haidee Stratford (**HS**),

## MEETING PURPOSE

This meeting covered:

- Providing an update on actions of the previous meeting
- Our financial position
- GM report

## Actions from the Minutes of the 27 May 2021

- Minutes of Meeting held 27 May approved.
- Liz van Til (Methodist Harriers) appointed as Minute Secretary
- Bill Richards Marathon Trust – A number of suitable applications were received for additional trustees. Interviews will be conducted over the next couple of weeks in the hope of appointing three additional trustees who will report to the Board with authority to use funds. First major task will be to develop a strategic plan.
- In view of the survey results, the planned Track and Field meeting would be delayed until 15<sup>th</sup> August.
- As we had received a Board nomination from Paul Nicholls and with **SM** stepping down, it was decided not to go out to the wider community for additional Board members, therefore no election would be necessary. **TH** would still continue to sit on the Board as an observer.
- The updated Strategic Plan and the corresponding Workplan had been put on the website, after suggestions from the ANZ CEO, Peter Pfitzinger.
- ANZ's new Child Safety initiatives have been posted on the website.
- We were still waiting on guidance from ANZ on a suggested children's programme.
- The survey to CCAA parents had been sent out.
- **AS** and **IT** had arranged a Zoom meeting for club Presidents for 12<sup>th</sup> July.

## Correspondence

- **AS** – Two emails had been received from the South Canterbury Club expressing concern over the handling of the Sub Centre (4 separate issues). The Acting Chair of the Sub Centre had been contacted to ascertain the issues and is satisfied that the Sub Centre is acting appropriately. **AS** will liaise with Hamish from Athletics NZ before replying to the South Canterbury Club. The matter is in hand.
- An invitation had been received from Mid-South Canterbury Centre to their AGM on 27<sup>th</sup> July. **AS & DR** to attend.

## Finance Report

- Draft budget circulated and discussed. Members raised various points for clarification:
  - Operating position shows a loss of total \$10,000 before \$30,000 owing to CCC.
  - Track and Field have purchased a Hummer (will be a capital item), which will result in a breakeven budget. This outgoing has been covered by a grant.
  - Hoping to finalise various budgets with an anticipated breakeven budget, bearing in mind the 2021 budget was inflated due to various activities related to the Covid lockdown.
  - **DR** – suggested meeting with **VG** early July to look over Takahe to Akaroa budget.
  - **AJC** – pointed out that we should be mindful of the fact that nothing had been included in this draft budget for an extension of Jeremy's salary or funding for support for the Officials Group, eg Admin support.
  - **AS & VG** to work on Capex budget for Track and Field and **AJC** and **VG** to work on Cross Country and Road budget.
  - **AS** thanked **VG** for all his work.
- 2022/23 Registration Fees. **Moved:** "That Registration Fees remain the same. **DR/AJC Carried**
- Chasing Sponsors for various events – mainly Takahe to Akaroa. One or two in the pipeline.
- Negotiating various grant opportunities.
- Profit and Loss report circulated - \$33,500 profit for last 3 months which includes Rata Foundation grant, NZCT, as well as registration fees.
- Balance Sheet – cash reduced by \$6,608 from balance at end of March due to normal fluctuations.
- List of transactions already circulated.

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### General Manager's Report:

- Report previously circulated.
- Confirmed applications made to Strengthening Communities Fund –\$30,000 to cover wages, and to Events Fund – \$10,000 p.a. (for next two years) for Takahe to Akaroa Relay.
- **Moved:** “That application be made to Rata Foundation for \$60,000 to cover employee wages”  
**DR/AJC Carried**
- Confirmed all Officials/community volunteers must now be police vetted.
- Tom asked whether Athletics NZ had mentioned the Strengthen and Adapt money which some sport organisations have been able to access. Nothing to date.

### General Reports

- Funding and Sponsorship Group - received
- Marketing and Communications – received
- Coaches Workgroup Report – received.
  - Funding for Jeremy – It was agreed that **IT** and Dion (Coaches Workgroup) collate the relevant information to support the application for an extension of Jeremy's current contract, which finishes in 5 weeks. **IT, SM** or Dion to approach Jeremy to ascertain his availability to continue the role for a second phase, and report back.
- Athletes Pathway Working Group – to be circulated.
  - Officials - need more support. There was discussion re delivery of training to individual officials. **IT** advised that a mentoring system was being developed.

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### Other business:

- Run to Remember Review – A report had been circulated and was discussed. Due to the considerable amount of work with very little financial gain, it was agreed that we go back to Sport Canterbury and advise that it is not viable for Athletics Canterbury to run the event. **IT** - Suggest they contact Fusion/CJM and report back.
- Awards Function – Review meeting (**DR, AD, IT**) to be held next week. Survey to be circulated re format. Discussion and various points raised e.g buffet v sit down, quality of food, timing, location etc. Await formal report for discussion at next meeting.
- Succession Planning – needs review by the Officials Working Group. Discussion was held. **IT** advised that four people (Brian Theobald, Craig Brown, Paul Nicholls, Adrienne Bruce) have been engaged to deliver training. Meeting to be held that coming Saturday and **IT** would report back to next meeting. **AJC** pointed out that some training could be carried out on-line.
- AGM – **AS**- Most reports received but one or two still outstanding.
  - **AS** to present 2020/21 draft accounts which are presently with auditor.
- Rawhiti Domain Shed – should be complete by end of the month with \$10,000 having been received from New Brighton Olympic. Agreed the funds can be included as part of the Capex account.
- Sam McLean was thanked for his work over the past four years as part of the Athletics Canterbury Board, as this was his last meeting.

### KEY actions summary:

1. **AS** to liaise with Athletics NZ re South Canterbury Club
2. **AS** to accept invitation to Mid-South Canterbury AGM
3. **DR & VG** to meet re Takahe to Akaroa Budget
4. **AS & VG** to work on Track & Field Capex Budget
5. **AJC** and **VG** to work on Cross Country & Road Budget
6. **IT & Dion** – collate information re extension of Jeremy's contract.
7. **IT, SM** or Dion – ascertain Jeremy's future availability.
8. **IT** – contact Sports Canterbury re. Run to Remember.

Meeting closed 9.06pm

Next meeting: AGM 29<sup>th</sup> July 7:30pm, Board Meeting 26<sup>th</sup> August 2021