

### Present:

Andrew Stark (Chair) (**AS**), Avril Davies (**AD**), Daniel Reese (**DR**), Victor Gamperle (**VG**), Annette Campbell (**AJC**), Paul Nicholls (**PN**), Ian Thomas (**IT**), Tom Houghton (**TH**), Haidee Stratford (**HS**)

---

### Board Time

- Car Lease there was more work to be done on this. **PN** to follow up and report to next meeting.
  - GM Review – There would be a review presented to the next physical Board Meeting after an in-depth meeting with both the General Manager and others. **AS**
  - Athletics NZ / Coaching Group teams meeting – **AS** felt that it wasn't necessary for him to attend the meeting. This was challenged as it had been agreed by the Board he would. See Protocol discussion.
  - Protocols – If emails are sent to Board members by other Board members for feedback/reply we need to agree the time frame for response with a suggestion of 48 hours.
  - It was agreed that we needed a separate session on all protocols not just those relating to emails. A list of things to be considered to be sent to **DR** prior to the next meeting and he would list them in the Board papers. **ALL**
- 

### MEETING PURPOSE

This meeting covered:

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

### Actions from the Minutes of 7 October 2021:

- Minutes of Meeting approved.
  - Working Group for Sponsorships & Grants – Meeting held, and potential funders identified. Further work to be carried out.
  - Bill Richards Marathon Trust - Initial meeting was to be held the following Saturday, **AJC** to report back to the Board at the next meeting.
  - Club Presidents – **IT** to plan and co-ordinate Zoom meeting – **AS** to attend.
  - Guidance from ANZ on a suggested Children's Programme – Nothing further to report. **AS** to follow up with Peter Pfitzinger - On going.
  - Officials and Community volunteer police vetting – We were seeking a more detailed list of volunteers, officials etc which had not yet been received from Athletics NZ – further work to be carried out; see below
  - Award Function Survey – **IT** has the information and will provide breakdown in next report.
  - Gradings in Registration Reports – Basic registration figures had been provided. It was agreed that in future we have a report with a breakdown showing the individual age group grades of under 20, 18, 16, 14, 12, 10. **DR** to go back to Chris Rowe for this information.
  - Fast Funds – **GM** reported that the Wahine application was to be reviewed with the hope of success in the next month.
- 

### Correspondence

- ANZ team Leaders Meetings – 16<sup>th</sup> and 21<sup>st</sup> October were tabled
  - ANZ Coaching group Teams Meeting – emails. This was covered in the Coaching Working Group report.
  - ANZ Webinars and ANZ AGM – Information had been received. It was important that Club representatives receive this information and attend. **IT** to include all details in newsletter. **DR** to send email to club secretaries advising of Webinar dates and subjects, as well as encouraging to attend the AGM to be held by Zoom.
- 

### Finance Report

Report previously circulated. The following points were discussed.

- Profit to date was in accordance with budgeted figure.
- Takahe to Akaroa Road Relay – Covid restrictions on numbers participating and the unsuccessful grant application to Pub Charity, had made an impact on the profitability of the event. Still awaiting invoice from Traffic Management and outstanding club fees before final result achieved. There was a possibility that Athletics New Zealand may be willing to make a financial contribution **VG**, **DR** and John Gamblin to discuss and formulate a proposal to ANZ.

- 
- The Rata Application to cover the GM salary had been approved and received.
  - Further to the minutes of 7 October, the matter of bank signatories was raised and discussed. **Moved:**
    - a) *Victor Gamperle and Daniel Reese be added as beneficiary owners and John McBrearty be removed from the Business On-line Banking Account*
    - b) *Remove Kevin Jago and Philippa Keenan from the Business Cardholder Account (Westpac).*
  - To simplify the existing accounts, signatories etc, **VG** suggested that they could be merged in some way (eg Cross Country, Track & Field etc). This was discussed and it was agreed to seek advice from the bank as to the best way to deal with this. **VG** to clarify the best way to manage or reorganise these accounts with the bank. **AS** (from the Chair)
  - **AC** suggested it may be a good time to look at some help for **VG** in his role. This would be addressed again when accounts etc have been tidied up.
- 

- **General Manager's Report**

- The matter of police vetting was again discussed in respect of communication between Athletics Canterbury and Athletics NZ and the final result once an on-line application had been made. It was agreed that it would be appropriate for persons to be notified when the process had been completed and the outcome. **AS** to raise with ANZ.
  - Covid - Traffic Light System - Long discussion re vaccination v non vaccinated athletes and the proposed Government Traffic Light System and relevant vaccine passports. Until the system was actively in place it was difficult to make decisions as to who, or possibly who could not, officiate or participate in various events. **IT** to discuss with Pete at Athletics NZ to ascertain what, if any, progress has been made.
  - **Athletes Pathway** - Of particular interest was the idea of designated seniors welcoming older children. This was to be trialled the following Saturday, having designated athletes welcoming older Children to Seniors. Lexi Maples and Kelsey Berryman had been added to this group.
  - **Officials Pathway** – A rules update was run by Ruth on Opening day. The group is still waiting on a succession plan from the Cross Country and Road Committee, which AJC confirmed would be discussed at the December meeting and to a lesser extent Childrens.
  - **Marketing Working Group**. Report had been previously circulated. AJC advised that the group were working on a review of the past couple of years. To be presented to the Board at the November meeting.
  - **Coaching Working Group** Report previously circulated. CAD – long and detailed discussion re an email received from ANZ regarding their approach to Athletics Canterbury coaching. The end result is that **IT** will go back to Hamish Meachem at ANZ and plan some dates (Sundays). He will also talk to Mariah at ANZ requesting the CAD resources
    - **AS** to talk to Peter Pfitzinger in regard the email from ANZ's Hamish Meachem.
- 

- **Other business:**

- **Registrations Report** – Numbers were up slightly from last year with significant growth in adults over 20. **DR** was to ask Chris Rowe if she could possibly split the winter registrations, so from the total numbers at the end of each month we knew how many of those had registered for the Winter.
- **Wage Subsidy** – The question was raised as to whether we apply for the Government wage subsidy. After discussion it was agreed that **IT** would calculate rough figures to see whether it would be viable to make an application.

**Date for next meeting:** 5.45pm 25 November at The Nga Puna Wai Board Room.

## **KEY actions summary:**

- **ALL – protocol input to DR prior to next meeting**
- **AS** – GM review report for next meeting
- **PN** – Car lease info for next meeting
- **AJC** – Bill Richards Trust initial feedback
- **AJC** – Marketing review 2020/21
- **IT** – report on Wahine funding application
- **VG** – application to ANZ re request for T2A funding
- **VG** – recommendation on best approach for bank accounts
- **IT / AJC** – follow up with operation groups re official succession planning
- **IT, AS** – Club Presidents – **IT** to arrange meeting. **AS** to attend.
- **AS** – Children’s Programme - follow up with Peter Pfitzinger
- **IT** – Awards Function - Provide breakdown of feedback by age group
- **DR** – Gradings in registration – request info from Chris Rowe.
- **IT** – Webinar & AGM info in newsletter.
- **IT** – Discuss proposed Traffic Light System with Pete.
- **IT** – progress coaching sessions from ANZ prior to Christmas
- **AS** – Discuss negative email with ANZ
- **IT** – Figures re wage subsidy.
- **IT / Athlete pathway** – Board request (from Sept meeting) for breakdown of survey results re why people are not continuing from year to year. Percentage for each issue would be helpful.