

**Present:**

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

**Apologies:** Annette Campbell

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

- Minutes of Meeting approved.
  - Bill Richards Marathon Trust – Two meetings had been held and a 5-year plan formulated. To establish the plan would require Board approval for funding of \$15,000. Before giving approval, the Board requested a formal Strategic Plan and Business Case.
  - Westpac Bank cheque accounts -**AS** advised that to combine the Athletics Canterbury cheque accounts would require completion of the appropriate forms. **VG** to implement
  - Covid Policy – **IT** was working on policy and hoped to have it completed by the following week.
  - Government Wage Subsidy – Proving difficult, nothing further to report.
  - ZOOM meetings with club presidents – On going.
  - Athletics Canterbury and organisational committee AGMs – No firm decision. Not required until July 2022 so suggest adding to Track and Field agenda seeking their advice.
  - T2A Marketing and Strategy contract with Connex World – Contract had been signed. The need to clarify procedures for signing contracts was raised. It was noted that although the contract was for a 3 year period, the commitment was for the 2022 year only and the initial payment of \$4,000 reflected this. After discussion it was agreed that a formal Delegated Authority Policy was required for future such commitments. It was also noted that amounts within the budget only needed approval if the commitment was for more than one year.
  - Award Function Survey – Further breakdown required, ie demographics of various age groups.
  - Write to coaches of the Takahe Wahine Schools project – **DR** had written a letter of appreciation.
  - Invitation of Working Group leaders to February Board Meeting – The 24<sup>th</sup> February meeting would be a Strategic Planning meeting rather than a Board meeting. The meeting would involve Board members, Working Group leaders, the chair of the Track and Field Committee and a representative of the Children's Association. **IT** was to consult with Sport Canterbury on who would be a suitable person to Chair the Strategic Plan meeting.
  - Marketing and Communication Review – Questions were raised and discussed. It was agreed that more detailed reports were required in the future showing expenditure v income, and identifying what and where the money was being spent, i.e. community, club runners, schools etc. The challenge when creating reports is that the coding is not always clear. Modifying the way income received from events is coded, will assist going forward (identifying Community entry income verses club entry income). More clarity was also required with regard to Connex World, to differentiate between website maintenance & marketing expenses. Better KPIs need to be created to help measure the success for any marketing spend. Covid restrictions and uncertainty with events must be taken into consideration, when creating the new budgets and /or modifying as and when required during the year.
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**Correspondence**

- Bill Richards Marathon Trust Application
    - It was **moved**: *“That a grant of \$500 be paid to Caden Shields towards costs involved in sharing his training journey as a blog on the Bill Richards Marathon Trust website”*
    - It was **further moved**: *“That once Caden Shields confirms a place in the Hamburg Marathon, made air and accommodation bookings, a further grant of \$1,500 be approved. He has agreed that this will be refunded in the event of him not travelling to Hamburg to compete”* **TH/HS**

**Carried**
  - Letter of resignation from Kevin Jago was received Re: the Bill Richards Marathon Trust.
  - Authorised Event application form (Lovelock Fun Run from Timaru)– More information required - **DR** to report to next meeting.
  - The Cross Country and Road report was tabled. **DR** to contact Ruth Liong to advise that either the Track and Field Minutes or a report be tabled at each Board meeting
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**Finance Report**

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- Report previously circulated and approved. The following points were discussed.
  - A few variances were identified which were mainly timing issues with invoices and late payments. Covid had also had a negative impact.
  - Question raised relating to Identification of grants and where / who they were from. It was felt that each source should be individually identified. Suggested that grants could be entered into a separate spreadsheet showing where they originated.
  - Grant Applications: It was noted the yearly application to NZCT was due within the next two months. **AS** will assist **IT** to complete this application. Further discussions were held about identifying other provides we could apply to for other annual expenses, such as insurance for equipment, which is due in March / April.
    - It was **moved**: *“That Athletics Canterbury applies to New Community Trust for the sum of \$25,000 to support the General Manager’s salary”* **VG / PN**
    - It was **moved**: *“That Athletics Canterbury applies to Pub Charity for \$10,000 to cover the cost on Athletics Canterbury annual insurance cost”* **VG / AS**
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**General Manager’s Report** – A copy of the report had been previously circulated. **IT** clarified any points raised. It was pointed out that no Working Group reports had been written for January.

- Funding and Sponsorship – no report.
  - Marketing Working Group Report – no report.
  - Athletes’ Pathway – no report.
  - Coaches’ Pathway – no report.
  - Officials’ Pathway – no report
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**Other business:**

- Survey Strategy Questions – Only 7 responses received from 32 sent out. Awaiting final response as results will form part of the Strategic Plan Meeting.
- Registrations Report – tabled. 2022 figures were at the lowest for five years. Chris Rowe to be asked for a further breakdown of numbers between ages and what they are registered for within an age group. This would be helpful for future planning

**Date for next meeting:** Strategic Planning Meeting - 5.45pm 24 February 2022 at The Nga Puna Wai Board Room.

**KEY actions summary:**

- **TH** – BRMT - supply Strategic Plan and Business Case.
- **AS** – Arrange combining cheque accounts?
- **IT** – Covid Policy
- **IT/VG** – Delegated Authority Policy?
- **IT** – Award Function Survey – demographics
- **DR** – Lovelock Fun Run, Timaru.
- **VG** – Identify grants received on an individual and regular basis
- **DR** – Registrations breakdown from Chris Rowe