



## Athletics Canterbury Board - Minutes

26 May 5.45pm

NPW Boardroom, St Augustine Drive

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### Present:

Andrew Stark (**AS**), Avril Davies (**AD**), Daniel Reese (**DR**), Victor Gamperle (**VG**), Paul Nicholls (via Teams -**PN**), Ian Thomas (**IT**), Tom Houghton (**TH**), Annette Campbell (**AC**)

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

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### Actions from the Minutes of 28 April 2022:

- Minutes of Meeting approved.
- Westpac Bank cheque accounts – on going.
- Athletics Canterbury and Organisational Committee – The Annual General Meeting of Athletics Canterbury to be held on 27<sup>th</sup> July, followed by the General Meeting of Track and Field. A General Meeting of Cross Country and Road delegates will be held in November, this will encompass a prize giving, an operational report and selection of committee positions.
- Funding Support for Athletes (OAA Championships) – After discussion **It was moved from the chair** – “that Athletics Canterbury will pay \$100.00 per athlete attending the OAA Championships, provided that they attend”  
**Carried**  
**DR** to congratulate athletes by email and request bank account details.  
Further discussion took place, and it was agreed that Officials should receive \$250.00.
- CCAA Discussion Update – Awaiting confirmed meeting date with President of Children’s – **IT** suggested in two weeks, maybe 7 June.
- Operational Committee Reports – The Cross Country and Road Committee report was tabled.
- Delegated Authority Policy – **PN** had sent this to **IT** – awaiting response from an HR company who may be able to provide a simpler version which had already been used for other sporting events.
- Strategic Plan – **AS & IT** had already reviewed but would be revising to ensure that everything was SMART (Specific, Measurable, Achievable, Relevant & Time related) bearing in mind that personnel were volunteers. Hoped to have finalised within the following two weeks. Board members to submit any suggested changes, wording recommendations etc within that period. **IT & AS** to go back to working groups if necessary.
- Working Group Budget Breakdowns – These were discussed as below.
- Sport Canterbury Questionnaire Results – for next meeting.
- Communication with CCC – **AS** and **IT** had met with Colin Jacko from the Council. This had proved a productive meeting. The outcome of the meeting was for **AS** to put together ideas and suggestions going forward.
- New Board Members – **AS & IT** had met with Sports Canterbury to discuss new Board Members and an advert is to be placed on SEEK and Better Boards as well as circulated to members. Annette Purvis and **AS** to be on interview panel with a further board member to also be involved. It was important that a job description / criteria be prepared and that applicants be made aware that there would an interview process, and that they were fully conversant with the sport and what was expected of their involvement.

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### Correspondence

- Annual Insurance Invoice – **AS** had been unsuccessful in contacting Amicus to discuss the insurance policy plan (presently at approximately \$9.6k) since paid. Need to check next year to ensure the best plan.
- ANZ AGM Dates and Expressions of Interest for Athletics Development & Education Opportunities – Previously circulated - Delete section “Officials Development”?
- Centre Leaders Meeting – 17 May. **IT** advised that more information was required on the upgrade of the registrations system and that a training of individuals would take place once it was in place. **AC** wished to be included in the training. **IT** to advise clubs of the future upgrade and will pass on relevant information as it comes to hand. ANZ were in Christchurch for a Board meeting on 8th July and has invite the AC Board to join them for lunch.
- National Road Relay – MOU – The Takahe to Akaroa sub-committee has meet and sent back comments to ANZ.

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### Finance Report

- Budget – **VG** talked to the Profit & Loss account which had been previously circulated
  - Donation for starting blocks received and invoice paid.

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- Insurance paid
  - Reboot Marathon – **potential** loss of \$750 although traffic management expenses are still to come in. Some options to cover this loss under review.
  - Balance sheet recorded total (including investments) of \$523,196.83. This does not include any accrued investments. Difficult to get details from SBS or Rabobank so there may be a small amount of interest to be added. At present there looked to be a deficit on last year of approximately \$22,466.67 after depreciation. It was agreed to also include a sum to cover future unknown expenses such as social, educational costs etc.
  - ⊖ Takahe to Akaroa Relay was a discussion point with ANZ. **IT** was yet to meet with Pub Charities to discuss what area of the sport they might consider funding going forward, given we did not receive a grant last year.

In summary the Board were happy with the core draft budget, but it was important to go back to working groups and negotiate the Takahe to Akaroa budget, before giving final approval. Once everything had been covered **VG** would circulate by email seeking final approval.

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**General Manager's Report** – previously circulated. The following items were mentioned.

- Motus Sports – not enough podiatry so reviewing for next year.
- Girls Adventure Squad - following meeting **IT** was awaiting information before moving forwards.
- Coaching Cohort – Meeting to be held first week of June.
- Run, Jump, Throw – Will only happen if funding available from CCC. Can be advertised at a later date if positive funding available.
- 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:**

- **Awards Function Update** – **AD** reported that venue, caterer, refreshments, and ticketing etc had all been confirmed. Awaiting confirmation for a speaker. **DR & IT** to look at nominations and decide on funders and sponsors to invite. **AD** requested Board members arrive early to help behind the scenes.
- **Mid-South Canterbury Sub-Centre Registration Fee** – **AS** explained that they were currently paying two fees – one to the subcentre and the other as an affiliation fee to AC. **It was moved from the chair** "that Athletics Canterbury does not charge individual Mid South Canterbury Sub Centre clubs an affiliation fee but we require the sub centre to pay \$100 to AC in total" **Carried**  
**DR** to advise Helen Mackle and Chris Rowe.
- **AGM** – Cashmere Club booked for Wednesday 27 July.
- **Registrations Secretary's Report** – Registrations were ahead of last year for adults, and although children were behind it was probably due to timing.
- **Bill Richards Marathon Trust** - The first round of grants would close next week and four people had applied for the development grant, and 5 for the travel grant. Details on BRMT website.

**Meeting Closed: 7.42pm**

**Date for next meeting:** - 5.45pm 30 June 2022 at The Nga Puna Wai Board Room

**KEY actions summary:**

- **DR** – OAA Champs funding - request recipient bank details
- **IT & HS** – Meet with Children's
- **IT & AS** – Strategic Plan – back to working groups if necessary
- **AS** – ideas re CCC
- **IT** – Clubs re upgrade
- **IT** – To have conversation with Pub Charities about potential grants.
- **IT** – Strategic Plan – circulate for approval
- **DR & IT** – Awards Function nominations, people to invite. **Board** arrive early to help.
- **DR** – Sth Canterbury registration fee – advise Helen Mackle and Chris Rowe