

Present:

Andrew Stark (**AS**), Daniel Reese (**DR**), Victor Gamperle (**VG**), Paul Nicholls (**PN**), Ian Thomas (**IT**), Avril Davies (**AD**), Tom Houghton (**TH**), Tim Jones (**TJ**), Haidee Stratford* (**HS**) & Diana Ismagilova* (**DI**) *via Zoom

Minutes of Meeting 25 August 2022: Taken as read

Carried

- Introduction of New Members: Tim and Diana were both welcomed to their first meeting.
- Expectations going forward/change: Members were invited to introduce themselves and outline their reasons for joining the Board, and to give feedback as to their ideas on the format and expectations of the committee to the future. Overall people wished to give back and use their skills and abilities to enhance the future of the sport. The importance of addressing strategic points and working together was emphasised, whilst at the same time appreciating that everyone was a volunteer often with time constraints.
- General Manager's Review – It was noted that an interim review of the GM position was due in September. **AS** moved **AD** 2nd "That **AS** and **HS** will undertake an interim review of the General Manager's position. Date to be advised". **Carried**
- Funding was proving challenging especially with regard the GM salary, as both Rata Foundation and CCC had recently changed their funding emphasis having given no previous indication that their criteria would change. It was important funding for the GMs salary be addressed as soon as possible as the current funds expire in September. Rata Foundation had indicated that they would fund the Barrer & Co proposal (see Finance Report).

1. Matters Arising:

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- Working Groups – Should have measures in place to enable the Board to set their achievements. **AS** and **IT** to discuss working groups methods of reporting in order to make them all uniform. **HS** to send an example.
- CCAA – following discussions at the last meeting, the matter was again reviewed. The outcome was that we should be working together to help both parties and to support them as much as possible. Craig Brown from was a willing delegate and was awaiting confirmation from the next Children's Executive meeting. Once appointed he would be invited to all future Board meetings. **AS** pointed out that there was a new Incorporated Societies Act which was high risk. He would forward the relevant information to the Board and Children's Executive, when available.
- Report to Working Groups and Operational Committees – work in progress.
- Awards Function Review – work in progress.
- Athletics NZ new data base – During the course of the meeting **IT** noted an incoming email advising that the new membership portal was now live.

2. Appointment of Board Secretary and Treasurer:

- **AD** moved **HS** 2nd "That **DR** be appointed Athletics Canterbury Board Secretary for a further term of one year" **Carried**
- **PN** moved **TJ** 2nd "That **VG** be appointed Athletics Canterbury Board Treasurer for a further term of one year" **Carried**

Correspondence

- **ANZ Team Leaders Meeting** – Discussion on the new registrations system and the implementation thereof. There was the ability for clubs to opt in or out. More information required. Agenda item for next meeting.

Finance Report

- \$11,000 recorded as donations - \$10,000 donated by the old ToCH club for starter blocks.
- \$2,600 down on budgeted numbers to date.
- \$4,000 Mainland Foundation grant received
- Expenses – Awards function – deficit of \$500. Need to check pricing in next review.
- BRMT – breakeven result.
- Uniform stock purchases \$1,960.
- Takahe to Akaroa \$1,500 ahead of budget to date. Hoping for a small profit once traffic management costs etc have been revised. Note this event is now proving viable only if a National event.
- **HS** – raised the point that we should have an effective marketing plan, and this was discussed. It was agreed that moving forward into 2023 this could be something worthwhile.
- **VG** moved **PT** 2nd "That the Financial Report be accepted" **Carried**
- Accounts to be uploaded into the Incorporated Societies Return.

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- **Barrer & Co proposal** – With a change to the Rata Foundation’s funding criteria, it was noted that it has become more challenging to fund the GM role. A discussion was held regarding a proposal from Barrer & Co, to provide fundraising services - details of which had been previously circulated. The viability of employing this service was discussed and it was agreed that more information and examples of success stories were necessary. The proposed scheme cost was \$18,000 so it was important that the board had full knowledge of their capabilities prior to making any decision. Ian would arrange a Teams meeting with Sarah from Barrer and Co with examples and information being circulated to the Board prior to the meeting.
 - Assuming we all agree with the Barrer & Co proposal following Sarah’s presentation, the following motion was put by the Chair (**AS**). ‘That Athletics Canterbury applies to the Rata Foundation for up to \$18,000 (+GST) to cover the cost of creating an operational fundraising strategy’. **Carried**
 - It was noted that we are currently awaiting a decision from CCC re: a funding application. Depending on the outcome, the Board will need to look at how we fund the GM role going forward.
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General Manager’s Report – previously circulated and taken as read.

- **DR** questioned whether names of working groups be included on the website. This was agreed.
 - Funding and Sponsorship – no report.
 - Marketing Working Group Report – **PN** re-emphasised the brand “CanCoach” and the need to work out how much money has been invested in order to re-evaluate the budget next year. It was pointed out that Covid is still having a significant impact on numbers attending events.
 - Athletes’ Pathway – Ieuan van der Peet was the new leader of this group.
 - Cross Country and Road – Report tabled. Possibility of a “uniform” to identify region was still under discussion.
 - Coaches’ Pathway – Report tabled.
 - Officials’ Pathway - Report tabled. New shirts were being investigated.
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Other business:

- **AGM** – to be reviewed at a later date.
- **Registrations Secretary’s Report** – nothing of significance. Registration numbers appear to be down.
- **Netsal Building Update** -**AS** advised that the Council were working on the area which was having an impact on parking etc. Netsal would be providing **IT** with fortnightly updates. In turn, he will update at the various meetings. To make the area viable, it was necessary for Netsal to encourage other groups to use the facilities.
- **Tree Planting** – Sunday 4 September. Members were encouraged to attend.

Meeting Closed- 8.45pm

Date for next meeting: Thursday 6 October (Teams), followed by Thursday 27 October at Nga Puna Wai. It may be necessary to move the Thursday November meeting.

KEY actions summary

AS & HS – Interim review of GM position (September 2022).

AS – Send copy GMs KPI to **DR & HS**

AS & IT HS – Working groups methods of reporting – **HS** to send example

AS – Circulate New Incorporated Societies Act, when available

DR –New registrations system – agenda item

VG – upload accounts to the Incorporated Societies return.

IT – Barrer and Co proposal – arrange for more information and team meeting with Sarah.

DR - put names of working groups on website.

IT – circulate Netsal reports
