



Athletics Canterbury Board – Minutes

27 October at 5.45pm

NPW Boardroom, Augustine Drive

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**) & Diana Ismagilova (**DI**) via Zoom

Apologies: Haidee Stratford (**HS**)

Minutes of Meeting 6 October 2022: Taken as read

Carried

Matters Arising:

- General Manager's Review – **HS** to complete the review and circulate to **IT** and **AS** prior to submitting to board.
- Working Groups Methods of Reporting – **HS** had advised she would complete as soon as possible.
- Barrer & Co – Change of Meeting Date – **IT** had spoken to Sarah (Barrer & Co) and it was agreed that Barrer & Co could split into two projects. It was important that we attend the meeting on 22 November with Barrer & Co to further discuss their fundraising opportunities. Further discussion was held, and it was **Moved:** *'That Athletics Canterbury will commit \$4,000 towards Stage 1 Barrer & Co initiative'*

PN/AS Carried

It was hoped that there would be a contribution of equal value from Sport Canterbury.

- **Rata Foundation Grant Update** – **IT** had been in discussion with the Rata re: funding requirements. He had provided an indication of what we could apply for. **IT** to have further discussion with Rata Foundation prior to the closing date of 12 November 2022.
- **Awards Night Review** – On going.

Correspondence

- There was no correspondence.

Finance Report:

- Behind budget by approximately \$49,000 at this point due in part to:
 - Rata funding issues
 - Registration fees down (could be a cause of the registration difficulties with new system).
 - Children's numbers down. (we would get a better idea following the weekend events).
 - Sanction fees down (may be timing of events).
 - Expenses - \$4,000 on travel grants not included in budget.
- Takahe to Akaroa – the first review had taken place and all teams that had withdrawn had received an 85% refund. \$5,000 was capped to cover costs of an external review, with \$3,000 required for scoping. The result to date was a profit of \$12,000. A decision on the 2023 venue was necessary by February 2023.
- **AS** thanked **VG** for his work on the accounts and particularly with the Takahe to Akaroa event.
- In light of the discussion above about on-going funding, the following two motions were discussed.
 - *'We apply to Rata Foundation for a contribution of \$8,000 towards the cost of the Barrer & Co project that will assist us to develop a sustainable financial plan going forward. Total cost is \$18k + GST'*
Carried
 - *'To ensure the continuation of the General Manager's role, we apply to the Rata Foundation for \$45,000 towards the General Manager's salary, therefore allowing us time to implement the funding strategy plan created by Barrer & Co.'*
Carried

General Manager's Report:

- **IT** apologised that there was no formal report. He had Covid recently which had put him slightly behind. His verbal report covered the following:
 - **IT** has implemented a 'traffic light' spreadsheet system to identify & measure the goals, progress and outcome (Re: Strategic Plan) for under the General Manager heading as well as the various Working Groups. This was discussed and a few minor suggestions were made to improve. This would give the Board an indication of how things were tracking, and what needed to be adjusted. This spreadsheet would be circulated to the Board as a monitoring process, but **IT** would continue to present a monthly written report.
 - **Funletics** – A new event for children had been promoted to 8 primary schools (minimum age 5) within the Wigram area close to Nga Puna Wai. The inaugural event was to be held 6 November at Nga Puna Wai.
 - **IT** advised that he has been involved in discussions about a new club being established within the Wigram area. If this is to occur, would not be until the middle of next year.

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- School Sports Setup – **AS** had carried out the school setup while **IT** was absent for one week, while **IT** had Covid. This had taken approximately two to four hours per school per day depending on the school and their need for assistance. **AS** suggested that the charge out rate for our time needs to be reviewed next year, as it was not necessarily the best use of the GM's time - approximately 15 hours a week. However, it is an opportunity to engage with future participants. We also need to revisit the hourly rate for school hire (half what Athletics Canterbury pays per interclub), plus what we charge for equipment use. After discussion it was agreed that it could be a worthwhile initiative and funding opportunity under the terms 'engagement with community' to employ someone specifically for that role (15 hours per week) as setting up equipment is a not GM task. This role could also be extended to supporting clubs. However, currently it will be included in funding applications for the **GM** role.
 - **PN** asked if Athletics NZ are doing to help us directly? **AS** to talk to Pete, but at present they deal directly with clubs who ask for help. They will provide coach development sessions, which we have already had delivered.

Working Group Reports:

- Marketing & Communication – going well. Two new members with another possibility from someone interested in track and field. **IT** would be meeting with her.
- Athletes' Pathway – tracking well, need to regroup.
- Coaches Pathway – 3rd model this Sunday, feedback expected.
- Officials' Pathway – A short discussion was held. It is challenging to attract new officials. It was agreed that it was important to be encouraging, rather than critical as this can be very off putting.

Other business:

- Registrations Report – Previously circulated. There were still some issues with the new platform for registrations and tidying up required to avoid any further issues. **IT** agreed to liaise with the marketing team to push for registrations. **AS** pointed out that it normally resolves by November as he follows up with the minority that have overlooked payment.
- **AD** – referred to accidents and reporting methods as there had been an incident recently. The correct procedure had been followed and the matter reviewed with a written account. However, it was important that all Health & Safety procedures and the protocol surrounding injuries, be looked at particularly with respect to weather conditions (eg wind v discus).
- **Tom Houghton** – Tom had completed his term on the Board. He had appreciated his time and was looking forward to working with the Bill Richards Trust. Tom was thanked for his input.
- **Meeting Closed- 7.47pm**

Date for next meeting?

Actions Points:

- HS** – complete General Manager's Review
 - HS** – Working Groups Methods of Reporting – complete
 - IT** – Rata Funding Application
 - AS** – talk to Pete re National body??
 - IT** – marketing team registrations push
 - Board** – review protocol for accidents
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