



Athletics Canterbury Board – Minutes
29 February 2024 at 7.30 pm
Via Teams

Present:

Andrew Stark (**AS**), Ian Thomas (**IT**), Victor Gamperle (**VG**), Paul Nicholls (**PN**), Eddie Cropley (**EC**), Michael Henstock (**MH**), Katherine Ewer (**KE**), Tim Jones (**TJ**), Tony Fallon (**TF**)

Work Plan 2024 – Had been updated and circulated to the board. Following a short discussion, it was suggested that we work within a traffic light system as to the importance of each issue, eg Green - on target, Amber – in progress, Red – severely compromised. This system to be implemented for the next meeting on a trial basis for a few months.

Fundraiser Manager’s Report – taken as read. The following points were highlighted.

- **EC** – Had been to various meetings and the report identified various funding successes.
- Funding and sponsorship applications were ongoing, but it was noted that this was becoming more difficult due to some sponsors reducing funding, tightening up and/or giving only for specifics. **EC** pointed out that although this was the case, he was aware that there was still money available. He was continuing the search for other opportunities and avenues to bring in additional sponsorship, donations, bequests and other sources of funding. He would be putting together a framework for future Board review.
- The Golf Tournament to be held mid-March was at breakeven stage with 13 teams registered with a further eight days until close off. It was hoped that more support would be received but the event could still run with the number already registered. However, if no further registrations came in, there would have to be a few limitations for it to be viable. Nevertheless, the committee agreed it was worth going ahead as it was a good start and was likely to generate more interest over the years.
- **EC** advised that he was making use of the Barrer & Co templates and information available, as well as gleaning ideas and information from other various websites and sources.
- It was noted that funders are often reluctant to sponsor “wages” and would often prefer to fund smaller, more specific items, rather than committing to regular amounts.
- **ITM** – awaiting reports prior to any further discussions.

EC/AS Carried

Financial Report: - previously circulated. The following points were highlighted.

- **VG** – The profit and loss accounts was looking healthy and faring well against budget. This was due in part to initial budgeting where we were well ahead, eg registrations, as well as donations etc being offset by a new entry as shown in the Profit and Loss Account.
 - While training fees were ahead of budget, track hire was down but this would sort itself out, and had a lot to do with timing and receipts and payment of various invoices.
 - NZ Secondary Schools income, Golf Day and other funds would appear by end of March as these, and other income receipts, were yet to be reconciled.
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General Business:

- Insurance – **KE** advised that the Amicus personal liability insurance form, once signed, was complete for submission.
 - LTP - **IT** was to meet with Christchurch City Council the following Monday to discuss their submission. At this stage he questioned the Board’s view on whether we should do a joint submission with Nga Puna Wai Trust or an individual submission. **IT** to email the Board, if necessary, following his meeting.
 - MAP (previously known as SMAAP) – would circulate agreement for perusal prior to close off at the end of April. To be signed off by the Council end of June for implementation in July.
 - Date for Next Meeting: With Easter falling at the end of March, and other important meetings around that time, it was agreed that the next meeting would be held on Monday 25 March 2024. **IT** would investigate and book a meeting room at Nga Puna Wai.
 - Board Chairperson – **AS** indicated that he wished to take a sabbatical as chair of the Board. He requested nominations from the table. None received.
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Points for Action:

- **EC** work on funding framework.
- **KE** – send Amicus forms, once signed
- **IT** – circulate LTP thoughts following CCC meeting
- **IT** – circulate MAP Agreement (if necessary)
- **IT** – book room for next meeting
- **ALL** – give **AS** a break!

Meeting Closed: 8.38 pm

Date for next meetings **Monday** 25 March (Nga Puna Wai)

We confirm the Minutes are a true and correct record of this meeting.

Signed: Andrew Stark – Board Chair _____ Date: _____

Signed: Ian Thomas – GM _____ Date: _____