



## Athletics Canterbury Board - Minutes

31 August 2023 at 5.45pm

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### Present:

Andrew Stark (**AS**), Victor Gamperle (**VG**), Ian Thomas (**IT**), Avril Davies (**AD**), Tim Jones (**TJ**) (via Zoom), Paul Nicholls (**PN**), Katherine Ewer (**KE**), Tony Fallon (**TF**), Michael Henstock (**MH**)

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**Welcome:** **AS** introduced the three new members who then gave a short background on their expertise and areas of interest.

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- AC Commitment letters for new Board members – duly signed.

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### General Manager's Report – taken as read

- **AM** – Over the past few weeks, **IT** & **AS** have had lengthy on-going discussions with various parties including Athletics NZ, Christchurch City Council, Sport Canterbury, SportNZ, NPW Trustees and various lawyers regarding the Andrew Maclennan situation. Athletics Canterbury has a duty of care to ALL athletes who attend our events. After prolonged discussions and considering all the information to hand, the follow action will occur.

**Motion:** *'That a Trespass Notice be issued to Andrew Maclennan banning him from the Nga Puna Wai track & field facility for two years'.*  
**Chair / Unanimous**

- **Coaches / Club Update:** **IT** & **AS** have conducted a Team's Meeting for all interested coaches. It was agreed that new procedures will be implemented to ensure we address issues highlighted by the **AM** situation. We will also be sending out information to all clubs reminding them about their responsibility to ensure they adhere to Athletics NZ requirements about registering accredited coaches / community coaches / volunteers within their system. This is safeguard everyone.
- **Fundraiser Manager's Appointment** -Eddie Cropley has been appointed and would commence employment on Monday 4 September. A two-year contract, with a standard 90-day introduction period. It was agreed that he be given authority as a bank signatory, with an expense limit. Spending above the limit would require Board approval.
- Pub Charities funding application (\$25k) - \$10,000 confirmed. Tagged for the new fundraiser role.
- CCC Funding application for GM role. Still waiting on the outcome.
- Funding applications have been identified, which Eddie will work on upon starting his role.
  - **Motion:** *'It was moved that an application would be made to Four Winds Foundation for the amount of \$5,000 to go towards the annual Storage Costs at Nga Puna Wai'.*
  - **Motion:** *'It was moved that an application would be made to Mainland Foundation for the amount of \$10,000 to go towards contributing to the track hire costs at Nga Puna Wai'.*

**AS / VG Carried**

- **Policies presented for approval:**
  - Media – minor amendments required, for review bi-annually.
  - Technology – minor amendments required. **VG** tidy up and circulate for approval.
  - Volunteer Code of Conduct – had been distributed to all volunteers. Feedback from the Cross Country & Road Committee has been received about possible wording changes, which were agreed in principle. **KE** & **IT** to review current policy wording and bring back to next meeting.
  - Currently working on Coaches Code of Conduct.

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### Finance Report:

- Balance Sheet / Profit & Loss details were presented by **VG**. – cash down by \$18,000 on last year, partially due to expenses already paid out for the Loburn 68 event. Expect to recover some of this loss once sponsorship / funding applications are confirmed.
- Cheque account has significant funds, more than currently needed to cover GM salary and general expenses. **VG** suggested creating several term deposits to generate more interest, plus review current term deposits to ensure maturity dates are spread out throughout the year so that 'cash' is available if needed. **VG** & **AS** to arrange a visit to Westpac.

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- **Motion:** 'It was agreed to transfer a total of up to \$150,000 in staged Westpac term deposits.'

**VG / AD Carried**

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### General Business

- **Athletics NZ Merit Award:** Daniel Reese is to receive this award. **AS** will present the award at the Athletics NZ AGM to be held on 9<sup>th</sup> September 2023 (Palmerston North). Knowing that Daniel's health is marginal and that he was not attending the event, **AS** asked his wife (Kaye) how she would like to honour his 50 years' service to the sport. Consequently, a small gathering was held on Sunday 3<sup>rd</sup> September, very much appreciated by Daniel and his family / close friends.
- **Athletics New Zealand Life Membership Award:** Kevin Jago is to receive this award at the ANZ AGM. However, he will not be attending the AGM, therefore **AS** has been in discussions with Bernie about how we celebrate this honour with Kevin. Details TBC. **AS** to present the award at the ANZ AGM.
- **AC Secretary Role:** Due to on-going health issues, Daniel Reese has stepped down as AC secretary and will be relieved of all other duties. Discussions were held on this role and whether it could be absorbed within the Board. Further investigation is required to determine the extend of the tasks involved. **AS** advised he has a copies of files that were previously on Daniel's personal PC.
- **National Road Relay (Loburn 68 / 30<sup>th</sup> September) – VG** reported that work was continuing. Ten community teams registered so far with a further 5 or 6 expected soon, with hopefully more to come. A total of \$3,000 sponsorship had been received, a \$5,000 grant from Waimakariri District Council (TBC) and a further \$18,000 of grants applied for, organised by Athletics NZ. Volunteers and marshalls are yet to be finalised, but this will not an issue. Currently working on a Health & Safety plan in liaison with others. The Traffic Management Plan was in place. Entries close on Monday 16 September. Several members will be driving around the course on Sunday 3<sup>rd</sup> September.
- **Registrations Secretary Report** – Membership numbers are similar to last year. The Secretary has resigned, but would remain in place until her replacement has been appointed.
- **Athletics NZ Club Day** – Sunday 17 September 2023 at Nga Puna Wai. Invite sent via Athletics NZ. Aimed at young athletes (Childrens). Aimed at helping clubs increase membership and how this can be achieved.
- **Bill Richards Trust** – John McBrearty has stepped down as Chair, however he will remain on the Trust. To be replaced by John Palmer. Interest in the Trust and what it is trying to achieve is gaining traction amongst the athletes.
- **Athletics New Zealand** – ANZ would be holding their Board meeting at the Sport Canterbury Offices in Hornby on Friday 8 December and had extended an invitation to Board members to join them for lunch. This is the first day of the National Secondary Schools T & F Championships – NPW.
- **Timing of Events** – **TF** commented he received feedback about the start times of various events during the XC&R season. This needs to be directed to the Cross Country & Road Committee for comment / investigation.

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### Correspondence

- Numerous emails re Andrew Maclennan.
- Code of Conduct sent to all volunteers.
- Athletics Canterbury Club Day information
- Ruth Liong – Replacement Defibrillator. Agreed in principle. **TF** to research. Brochures and quotations to next meeting. Funding required.

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### Minutes of Previous Meeting – taken as read

- **Matters Arising**
    - **Personal Liability Insurance** – In her legal capacity, **KE** would review the personal liability insurance paper and report back. **AS** to forward relevant forms.
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**Meeting Closed:** 8.20 pm

**Date for next meeting:** 4 October at 7.30pm via Teams

**Action Points:**

- **IT** – Complete Incident Report
- **MK/IT** – Liaise with Sport Canterbury and prepare draft letter.
- **KE/ IT** – Volunteer Code of Conduct
- **IT/VG**- Investments
- **TF** – Defibrillator
- **KE/AS** – Personal Liability

\*\* Send something to Daniel and Kaye

\*\* AGM Minutes for completion

**Andrew Stark – Board Chair** \_\_\_\_\_ **Date:** \_\_\_\_\_

- Signed by Board Chair as our Secretary passed away on 11<sup>th</sup> September 2023.