
Present:

Andrew Stark (**AS**), Daniel Reese (**DR**), Victor Gamperle (**VG**), Ian Thomas (**IT**), Avril Davies (**AD**), Paul Nicholls (**PN**), Diana Ismagilova (**DI**)

Apologies: Haidee Stratford (**HS**)

General Manager's Report: Taken as read.

- **Fundraiser Applications:** First interviews had taken place with two potential candidates identified. Second interviews planned for the following week using a scenario basis prepared by Sarah from Barrer & Co. Candidates would be given 72 hours prior to interview for preparation. All candidates were open to negotiations regarding the terms of employment, i.e. permanent employee, fixed term contract or independent contractor. It was important to note that funding applications may depend on the employment terms. **IT** to check with Rata Foundation and other funders such as Pub Charity re: funding criteria and also **HS** who is employed in a similar position. Given we have no Board meeting in July, the following motion was suggested from **AS**.
- **Motion:** *'Subject to identifying a suitable candidate for the Fundraiser role, Athletics Canterbury will apply to an appropriate funder for up to \$25k, to assist us to cover the salary cost of this employee' – Moved from the chair - AS / carried*
- **AC Board Nominations** – Two creditable applications received. Their CV's had been sent to *Lynette Purvis*. It was recommended from the chair that both applicants be asked to join the Athletics Canterbury Board. **IT** was also investigating an additional person (female) via Sport Canterbury.
- Diana Ismagilova would be stepping down as a Board member, given her expected relocation to Christchurch has not occurred. **DR** thanked her for her time and work.
- **Christchurch Marathon Meeting-** **AS** had met with three trustees in an attempt to better ascertain the position and structure for improved alignment with AC. Discussion ensued on why it was necessary for AC to be involved with the Marathon Trust and it was agreed that historically, although not over the past two years, AC had received funding via the Christchurch Marathon. It was also seen as goodwill to be involved and with the proposed change in management and Trust members, various new methods and systems would be instigated, hopefully resulting in repayment and returns being made back to AC.
- **Media Coverage** – There has been recent publicity regarding a discredited coach – Andrew MacLennan. A lengthy 'In Committee' discussion occurred with the following outcomes identified.
 - a) The health and safety of our athletes is our priority.
 - b) Athletics Canterbury will immediately prepare and implement a Code of Ethics for Coaches, using the SportNZ guidelines as a starting point. This will be circulated to ALL clubs.
 - c) All coaches using Nga Puna Wai will be required to agree / sign the Coaches' code of ethics policy.
 - d) Additionally, code of conduct policies for all officials and volunteers will be finalised and advertised.
 - e) We will investigate what changes need to be made to our By-laws to ensure we can better address these issues in the future.
 - f) A designated e-mail will be established, so anyone who has concerns about the way they are being treated has a local point of contact.

IT and **AS** also updated the Board on what discussions have been going on in the background, which are ongoing. This has involved discussions with Athletics NZ, Sport Canterbury, Christchurch City Council, Nga Puna Wai Trustee, Christchurch Old Boys Athletics Club, plus various coaches and athletes. Lawyers have also been consulted, as we work through what steps we can take going forward to ensure the health & safety of our athletic community is upheld and those who transgress are held to account.

- **PN** congratulated **IT** for the work he had done with Athletics New Zealand to support the athletes affected by his misconduct.
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Financial Report: Previous circulated.

- Registration money was gradually being received. Accounts were currently showing a small loss.
- Working on budgets and making a few adjustments.
- Employee salary – it was hoped that by the next meeting results from the funding applications would have been received from both NZCT and CCC. This would have an impact on further applications to cover the General Manager's salary.
- Draft budget showed a loss of approximately \$23,000, but this was fluid dependent on Loburn 68 and other activities.

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- Travel grants for officials and athletes, may be put on 'hold' this year – **DR** keen to continue, but potentially a job for fundraiser.
 - Marketing costs had not yet been included in the budget. It was agreed that this was a necessity. **IT** to discuss with marketing group and would report back to **VG**.
 - **AGM** – Financial accounts currently with the auditor. **VG** was working on the accompanying report explaining the reasons for the current loss, and would circulate a draft to Board members prior to the meeting.
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General Business

- **Registration Secretary's Report:** Only concern was the drop in numbers over the years, which has been seen in most other sports.
- **AGM** - **DR** reported that most of the preparatory work had been completed, venue booked and refreshments organised. **DR** and **AS** are working on the AGM booklet content.
- **National Road Relay – Loburn 68** – **VG** advised that three tenders have submitted a quote for the traffic management plan. Athletics NZ will be applying for funding to cover various expenses. Good progress made with work on advertising, licences for the 'after race function', etc. Still working on finding more sponsors. It was noted that with 150 team entries the event would breakeven.

Correspondence:

- ANZ Minutes – received. Peter Pfitzinger was retiring as Chief Executive of Athletics NZ. **AS & DR** to send a letter of thanks and appreciation. The new CEO starts in August. It noted that **PP** may continue in a support role over the next couple of months.
 - **Organisation Monthly Reports** – tabled.
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Minutes of Previous Meeting:

Matters Arising:

- **Code of Conduct** – To be reviewed in conjunction with existing document. Basis prepared for Volunteer document. Send to clubs for feedback.
 - **Personal Liability ANZ** – detailed information sheet required by insurance broker, yet to be completed. **AS** to follow up.
 - **LOC National Secondary Schools** – Awaiting copy of minutes from the first meeting. Athletics Canterbury is keen to support the event.
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Meeting Closed: 9.40 pm

Date for next meeting: 5.45pm 24 August @ The Nga Puna Wai Board Room.

KEY actions summary:

IT & AS – Follow up and report back ASAP on Andrew MacLennan 'issue'.

IT – Investigate funding criteria for Fundraising Manager's role

IT – Marketing costs. What can we afford to spend?

DR & AS – Complete AGM booklet

VG – Write supporting financial statement for AGM

VG – Finalise Traffic management quotations

AS & DR – letter of appreciation to Peter Pfitzinger

IT – Finalise Code of Conduct documents, coaches / officials / volunteers

AS – Complete insurance information