



Athletics Canterbury Board – Minutes

27 June 2024 at 7.30 p.m.

Via Teams

Present:

Andrew Stark – Board Chair (**AS**), Ian Thomas – GM (**IT**), Victor Gamperle (**VG**), Averil Davies (**AD**), Michael Henstock (**MH**), Katherine Ewer (**KE**), Tim Jones (**TJ**), Tony Fallon (**TF**), Paul Nicholls (**PN**).

Apologies: Eddie Cropley (**EC**)

Minutes of Previous Meeting:

- Track & Field Championships date - **IT** had discussed with ANZ and consequently a letter was no longer necessary.
 - Christchurch Marathon – Paid.
 - Sanction Fee – **TJ** required further information prior to preparing and circulating the draft matrix.
 - Travel Costs - no sponsorship money had been distributed and there had been no applications to date. **TJ** (in role of secretary) to be given access to Game Day showing list of participating delegates. Follow up with email requesting bank details.
 - Travel Cost Policy – **IT** to circulate draft policy for approval noting the requirement for a future review date. It was noted that the National Events were now four-day events rather than three days. Bearing this in mind the travel cost allowance should be reviewed. A discussion was held, and suggestions put forward, e.g. for National Events, travel costs capped at \$25 per day. On going - **IT** advised that he and **EC** were looking at ways to further support officials.
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General Manager's Report - Taken as read. The following points were highlighted:

- Following a meeting with The Fundraising Agency (AKA Barrer & Co), **IT** recommended forming a subcommittee to look at fundraising activities mainly focused on prospective organisations for sponsorship. **TJ** and **MH** agreed to work with **EC** and **IT**.
 - Notification had been received that the Microsoft suite of products would no longer be available to AC at no charge. He was working with them to establish their new criteria and would report back in due course.
 - Workplan – A separate Zoom meeting would be held the following week (11 July). **IT & AS** to update Workplan and circulate prior to the meeting.
 - Fundraising & Sponsorship Manager's Report. Taken as read. It was **moved**:
 - “That an application be made to the Hornby working Men's Club & MSA Inc to contribute to the costs of venue hire for the Canterbury Championships to be held at Nga Puna Wai on 7 & 8 February 2025 for the amount of \$1,391.30” **EC/AV Carried**
 - “That application be made to Mainland Foundation for a contribution to the costs of venue hire for Athletics Canterbury Saturday Interclub Competition at Nga Puna Wai from 19 October to 14 December 2024 for the amount of \$10,597.83” **EC/TJ Carried**
 - “That application be made to Pub Charity to contribute to the costs of the Traffic Management Plan for the Loburn 68 Road Relay event being held on 7 September 2024 for an amount of approximately \$10,000. This amount would be confirmed once the quotation had been received” **EC/TF Carried**
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Financial Report: - previously circulated. **VG** highlighted the following points.

- So far tracking reasonably well with a few variances up and down but overall keeping to target.
 - It was noted that registration numbers were down for the period, but it was hopeful that the summer months and forthcoming Olympic Games would generate more interest in the sport.
 - **VG & AS** had recently invested a total \$200,000 split between a 1 year and 8-month terms.
 - The Annual Accounts were with the Auditor and would be presented at the AGM in draft form, if not received back in time.
 - **MH** thanked **VG** for his detailed reports.
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Correspondence:

- Athletics NZ Centre Leaders -
 - Cross Country & Road Committee – **AS** had an amicable telephone discussion with the Committee Chair re: points raised in a recent e-mai.
 - Board Secretary's Role – **TF** had volunteered for the role which was gratefully accepted.
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General Business:

- AGM
 - Booklet in preparation, awaiting further reports prior to finalising.
 - Email sent to club for list of delegates. **TF** to compile list prior to AGM.
 - Due to the Secretary's failing health at and after last year's AGM, there were no minutes available from that meeting. **AS** to follow up with the family in the hope of finding some notes.
- Club Survey - Overall issues were similar across all clubs with lack of coaches, volunteers, finances and decreasing membership etc. As a result, **IT** to meet with clubs via Zoom to establish a way forward.
- Christchurch Marathon – **IT** – had ongoing conversations re legality and ownership. Will keep up-to-date and establish best way forward.
- AC Liability Application – **AS** to sign and return.
- MAPP – following a meeting between **VG, AS** and **IT**, potential changes were noted and amendments have been communicated to the CCC accordingly. **IT** will follow this up with the appropriate CCC staff.
- **MH** – recorded a vote of thanks for the work done by John Gamblin re: New Zealand XC Championships.
- AGM – 24 July - The Elms, Papanui .
- Next Board Meeting - Thursday 22 August – Nga Puna Wai

Meeting Closed: 9.20 pm

Points for Action:

- **IT & EC** – continue looking at ways to support officials
- **IT** – provide **TJ** with access to Game Day
- **TJ** – email delegates (travel costs)
- **TJ & MH, IT & EC** – fundraising and sponsorship subcommittee
- **IT** – Microsoft criteria
- **ALL** – meeting 11 July re: Work Plan
- **AS** – advise **TF** Oceania participants
- **IT** – circulate travel cost policy
- **IT** – meet with clubs re support
- **AS** – sign and return liability application
- **IT** – MAPP meeting
- **AS** – contact Kaye Reece

Andrew to send draft Chairpersons AGM report to Paul and Tony F to check