



Athletics Canterbury Board – Minutes

23 May 2024 at 5.45 pm

Nga Puna Wai

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**)

Apologies:

Paul Nicholls (**PN**)

Minutes of Previous Meeting:

- Crater Rim – To be run as part of the Uphill Championships. **AS** to will work with the LOC on the day and would ascertain the names of the registered athletes.

General Manager's Report - Taken as read. The following points were highlighted:

- Track & Field Championships date - Athletics New Zealand were proposing a change of date. However, as the date had originally been set in December last year and athletes would have already booked fares and accommodation, it was agreed that changing the date now was not logical. **IT** to draft a letter to Athletics New Zealand.
- Christchurch Marathon – It was noted that the event had returned a profit which included revenue for AC marshalls, officials etc. It was agreed that an invoice for \$5,000 be generated to Christchurch Marathon Trust in payment for AC services.
- Sanction Fee – this was discussed as it was felt that a fee for services rendered (eg use of our equipment, officials, marketing, race chips etc) would be more viable than the current sanction fee per entry. **TF** to prepare a draft matrix itemising the respective costs.
- MAPP – The MAPP document identifies how all four sports operate at Nga Puna Wai, their usage rights and responsibilities. **AS**, **VG** and **IT** had recently met to discuss any potential changes to this document. The current contract for NPW Activation Manager (a Sport Canterbury role) will expire in September. **CCC** to take over that role. There had also been a local resident's meeting highlighting possible traffic issues with road works, additional traffic etc.
- Funding Report – Taken as read.

Financial Report: - previously circulated. **VG** highlighted the following points.

- Some funding applications yet to be processed may cause variations.
- Costs and income were close to budget.
- Approximately 400 registrations had been received but it was expected this would increase.
- Sponsorship revenue up by \$8,000. However, expenses would increase overall with the higher insurance costs, rates, and vehicle expenses all due to increase. Marketing and consulting were slightly below budget which was likely due to timing.
- Balance Sheet \$20,000 ahead of last year which included \$30,000 on hold for the Colgate Games held in Timaru, money paid by Marathon Trust, and track and field hire costs yet to be received, giving a satisfactory overall result.
- Travel Costs – **AS** recommended that AC sponsor athletes going to the Oceania Track and Field Championships in Fiji commencing 5 June. After discussion it was
Moved : “that a minimum of \$100 be given to these athletes in recognition of their achievement”.

Carried

IT to send the list of names and email addresses to **VG** and **AS**. **AS** to advise details of the 22 participants. **IT** agreed to prepare a policy for applications which would cover all athletes across the sport. **KE** – advised that the Sumner club had a similar policy in place and would send this to **IT** as for reference purposes.

Correspondence:

- Letter from Cross Country & Road Committee – relating to operation difficulties. This was discussed at length.
 - It was agreed that there was a need to appoint a Board Secretary to assist with various administration tasks. Position to be advertised in due course.
 - AC Minutes to be regularly circulated to all relevant parties.
 - **AS** – to ring the Committee Chair to discuss any pertinent issues.

General Business:

- Insurance – **Moved:** “That the NZI Association Liability Insurance Policy” be accepted. **KE/AD Carried**
- AGM – Wednesday 24 July at the Elms Hotel, Papanui. Notice of meeting to be circulated to club secretaries. Points for discussion at the meeting were noted.
- **ITM** – The future of this event was discussed. It was agreed that if necessary, AC would be willing to assist with the running of this event.
- Date for next Meeting – Thursday 27 June at 7.30 p.m. via Teams

Points for Action:

- **IT** – draft letter to ANZ – track and field date change
- **VG** – invoice Marathon Trust
- **TF** – matrix sanction fees v services
- **IT** – names for travel costs
- **AS** – advise Oceania participants
- **KE** – travel cost policy
- **AS** – ring chair of Cross & Road Committee