



Athletics Canterbury Board – Minutes

24 April 2025 at 5.45 pm

Via Teams

Present:

Andrew Stark **(AS)** President, Victor Gamperle **(VG)**, Averil Davies **(AD)**, Michael Henstock **(MH)**, Tim Jones **(TJ)**, Tony Fallon **(TF)**, Paul Nicholls **(PN)**

Apologies for lateness: (Ian Thomas **IT**)

Absent: Jo O'Sullivan **(JO)**

Minutes of Previous Meeting:

- Subject to the following amendment, the minutes of the last meeting were accepted.
 - **ADMC** -Remove the first sentence and replace with – Points from the paper were discussed. It was important to have a meeting to ensure all parties were working along the same lines. Meeting to be arranged as soon as possible. **IT** to co-ordinate. Raylene Bates was happy to help, if required.
- **Fundraising and Sponsorship** – Noted – no report this month. The need for the sponsorship document to be completed was discussed. **AS** to meet with **GM** and Fundraising Manager.
- **Athletics Development Manager, Canterbury** – Draft Job Description tabled. After considerable discussion it was agreed that more detailed information was required, as the draft Job Description was very basic. Work in progress.
- **Awards Night** – Ticket sales slow. Adjustments would be made to the alcohol and food order, as required.

General Manager's Report – No formal report this month

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

- Although a break-even result was budgeted for the year and looked, on paper, positive, it was important to note that the profits from the Colgate Games, and ANZ and Sports Canterbury contributions inflated the result. This highlighted the need for more formal fundraising and sponsorship which at present was not showing a very positive outcome. It was also noted that although we were funding some marketing efforts, this had not been included in this year's budget.
- Balance Sheet – Cash position reduced from last year. **VG** reminded the Board that careful decisions must be made on future spending, and this should be taken into account when considering the Development Manager Role.
- **Audit v Review** Official audit was not required. However, it was agreed that an official Review be undertaken as it could prove valuable when seeking sponsorship/fundraising.

General Business:

- **AGM** – Agreed date Wednesday 23 July 2025. As the room was too small to accommodate the numbers at the Elms last year, **AS** suggested we book the larger room at the Elms Hotel in Papanui. If this was not available, enquiries would be made of the Cashmere Club.
 - Registration Fee – an increase of say 5% across the board was suggested. Further discussion required.
 - Annual Reports – required in good time.
- **AC Constitution** – **AS** had received draft in PDF format. **AS** to review and compare with original and make recommended changes and circulate to Board for input, prior to the AGM.
- **Terms of Service** – Discussion on length of service, and appointment of Board members.
- **Bill Richards Marathon Trust** – Report received. It was moved “that AC support the Bill Richards Marathon Trust with an additional \$1,000 for promotion of courses”
AS/Carried
- **Insurance**
 - Agreed that Officers Insurance was still required.
 - **AS & VG** to review policy.
 - Schedule of Insurance – send to **TF** for review.
- **Canterbury Sports Awards** – Friday 23 May. Five finalists. **IT** to book table for 10.

Correspondence:

- **Centre Leaders Meeting Rotorua** – **AS** attending on Sunday 4 May.
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- Next Board Meeting – Thursday 22 May at NPW 5.45pm

Meeting Closed: 9.14 pm

Points for Action:

IT – coordinate meeting with CCAA.

AS – meet with GM and Fundraising Manager

VG – book the Elms

AS & VG – review insurance policy and send to **TF**.

ITB – book table for sports awards