

Athletics Canterbury Executive Committee - Minutes

12 October 2017 @ 5:30 p.m. – 32 Birmingham Drive, Middleton, Christchurch

To Do

Present:

President - Andrew Stark (**AS**), Daniel Reese (**DR**) - Secretary, Anna McNab (**AM**) - Treasurer, Craig Brown (**CB**), Monique Gale (**MG**), Sam Mclean (**SM**), Michael Sharapoff (**MS**)

Apologies: Avril Davies (**AD**)

Minutes: Confirmation of the Minutes of the last meeting held on 7th September 2017

Moved AS, carried

Matters Arising:

1. New Zealand Racing Board – Funding application will be submitted before the end of October.
2. Branding – **AS** still to arrange meeting. **AS** has meeting tomorrow (13th) to get feedback from the Trustees re. branding. It may be necessary that we need naming rights which would generate income. The next thing is how the individual sports can promote their own sponsors. **AS**

Key Projects & Initiatives:

1. Update on Mentoring / Training initiative. The sub-committee of **SM / MG / MS** currently working on a job description for this role. The aim is to identify 15 to 20 people who can be mentors / trainers of 'parents as first coaches / officials'.
The sub-committee will meet over the next few days to further discuss how this initiative will be structured given the reduced funds available, plus consider possible dates to meet with interested coaches, officials and key club administrators who might be involved. Suggested date is still Sunday 5th November (TBC).
Some debate as to whether we should start this initiative now or clarify the Strategic Plan first. Sub-committee to discuss and make a recommendation. **SM**
MG
MS
AS
2. Revisit structure / roles of the Executive / potential reimbursement for clearly identifiable key jobs. **AM** and **CB** to look at previous Annual Reports to see what was previously paid. This was on going. **AM**
CB
3. Creation of job descriptions (SMART) for key Executive roles. Individuals to look at the roles for the next meeting (**All**). This was ongoing. **All**
4. Creation of a task register / who does what by when / feedback at each meeting. This was on going.
5. **Strategic Plan.** The revision of our Strategic Plan is on-going. Changes are required in response to the new environment we face, i.e. being involved in a Sports Hub, plus a decline in participation numbers at a senior and about level. **MG**
The sub-committee have met to review changes that will condense the strategic plan, yet retain the intent. Following a discussion, **AS** suggested that the strategic direction of the Centre is a 'whole of sport' issue. Sport Canterbury (Jon Derry) is available to assist us to develop this plan, involving facilitating a public meeting. **AS** to approach Jon Derry (Sport Canterbury) about his involvement and arrange a date for a public meeting. **DR**
The current view of the committee is that we need to investigate a General Manager's role and what exactly this would that involve.
MG to continue revising the Strategic Plan and forward ASAP for discussion.
Code of Conduct - **DR** was to have this displayed on our website.

Correspondence Inwards:

1. Mid South Canterbury Sub Centre – updated constitution
 2. Charities Commission – Annual Return completed and Executive’s names updated
 3. Sport Canterbury – Advising that Jon Derry is to now work predominantly with Canterbury Cricket
 4. ANZ – Copy of Club Chat
 5. Sport Canterbury – Funding application was successful, but less than expected.
 6. Sport NZ - 2018 Canterbury Secondary Schools Directory and Calendar of events. DR to contact Sport Canterbury with the AC contacts. AS - T&F, DR - CCRC **DR**
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Correspondence Outwards:

1. Tom Walsh – Letter of congratulations re: World T & F Gold, also advising him of the date of the Annual Awards Dinner
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Financial Report:

AM presented. Moved **AM**, seconded **MS** *Carried*

Sub Committee Reports:

1. Registration Secretary (Shona Brown)

Total membership was 1191, (890 previous meeting), with 961 active members, 175 social members and 55 volunteers. The Sport STG training had gone well, although it was felt more time was needed. It was noted that 60% of our children do not re-join the following season.

2. Nga Puna Wai Update (AS)

Work on-site is still limited due to wet ground conditions. Operational / NPW Trust meetings are on-going. Still a lot of work to do before ‘day one’. No indication yet as to the exact cost to Athletics Canterbury re: NPW Sports Hub operational costs, over and above hiring the venue. **AS**

Sport Development Manager Report

Report received and approved.

General Business:

1. Bill Richards Fund – **MS** is to talk with Bob Perry and ask the intent of how funds are to be used **MS**
 2. **AS** had circulated the logos from the previous LOGO competition. As an Executive we weren’t bound to use the winning one. It was suggested that we get someone in to help.
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Next Meeting:

Thursday 9th November 2017

Athletics Canterbury President: (A Stark) _____ Date: _____