
Athletics Canterbury Executive Committee - Minutes

10 May 2018 @ 5:30 p.m. – Red Cross Boardroom, 32 Birmingham Drive

To Do

Present:

President - Andrew Stark (**AS**), Daniel Reese (**DR**) - Secretary, Craig Brown (**CB**), Avril Davies (**AD**), Monique Gale (**MG**), Sam Mclean (**SM**), Michael Sharapoff (**MS**),

Apologies: Annette Campbell (**AC**), Anna McNab (**AM**)

Minutes: Confirmation of the Minutes of the last meeting held on 16th April 2018 - Moved **DR** **Carried**

Matters Arising:

1. Bill Richards Trust - **DR** has still to pass on information to Bob Perry **DR**
 2. Rules/bylaws – Rod Syme and Don Mackenzie had forwarded recommendations to the Executive. It was agreed to set up a sub Committee to go through the suggested changes. A sub Committee of **AD**, **DR** and **AS** was appointed. **AS**
AD
 3. The Trustees of the Bill Richards Trust Fund have made a recommendation to the Executive that Vajin Armstrong's application be declined, and that Blair McWhirter be funded \$1,001.00.
Moved: **DR** 2nd **CB** **Carried**
 4. Funding assistance applications had been received from Chris Dryden, Nick Moulai and Ryan Ballantyne to attend the 2018 IAAF World U20 Track and Field Championships
Moved: **DR** 2nd: **CB** That the athletes named above receive \$500 each **Carried**
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Key Projects & Initiatives:

1. **General Managers Job Description update & related Strategic Plan / Work Plan update.**
 - **AS** announced he has had verbal confirmation that Rata Foundation have approved \$65,000 for the General Manager's role. Written confirmation to follow. **MS** & **MG** have meet with David Bailey (CCC) to go over the key outcomes that CCC require, to ensure we receive funding from them towards this role. This has been achieved, therefore we are in a position to advertise the role. **MG**
 - **MG** to organise, with assistance from Jon Derry (Sport Canterbury) who will conduct a final read of the JD. An interview panel for the role, will be decided upon, prior to applications closing. It will include Jon Derry (Sport Canterbury). The role is to commence prior to June 30.
 2. **Athletics New Zealand Track & Field Championships – 2019 / 2020.**
 - Various members of the Executive and Track & Field Committees met Hamish Grey (CEO Athletics NZ) on 3rd May 2018. **AS**, Hamish Grey & David Bailey conducted a NPW site visit prior to the meeting and discussed progress to date. Hamish presented three documents for discussions: (1) A Debrief re: 2018 event held in Hamilton, (2) LOC & Athletics NZ Roles & Responsibilities for 2019 event, (3) Budget Figures from the 2018 Event. Concerns were expressed about the 'readiness' on NPW if hosting too many major events within the first season of operation. However, we are committed to hosting the best event possible.
 - Athletics Canterbury is to advertise ASAP for expressions of interest re: LOC appointments, prior to forming a committee. The Track & Field Committee will undertake forming the LOC.
 - We will use this event to advertise for 'new' officials/ helpers to come forward to be trained. The idea is that they will help during interclub, with the 'goal' of officiating at the Athletics NZ Championships in March 2019. We will request assistance from CCC re: advertising to their database of volunteers to become involved.
 2. **Athletics Canterbury Dinner**
 - Everything appeared to be in order. Numbers were at 126 which meant an increase in numbers at each table.
 3. **Coaching:** **SM**
 - **SM** had been away since our last meeting but had everything prepared to email out to all Club Secretaries. A date for a coach's forum has yet to be decided.
 4. **On-Going Areas to follow up on. To be completed as time permits:** **ALL**
 - Creation of a task register / who does what by when / feedback at each meeting – on going
 5. Coaching / Officials Mentoring Initiative update (on hold and will use GM to implement)
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Correspondence Inwards:

1. Rod Syme – Rules and Bylaws, suggested changes
2. Nick Moulai, Chris Dryden and Ryan Ballantyne – Application to World U20 Championships
3. ANZ – Notification of AGM on Saturday 4th August, Nominations for Life Member, Merit Awards, Long Service Awards (not less than 20 Years). Nominations need to be in by 25th June. DR to circulate Clubs **DR**
4. Mid-South Canterbury Presidents Annual Report
5. ANZ – Hamish Gray, reply to the feedback of Parkrun NZ.
6. Kaiapoi Athletic Club – Transfer of funds on the winding up of the club.
7. ANZ regulations – email from Hamish Gray
8. ANZ coaching and Canterbury – email Hamish Gray
9. Gill Athletics – email request for payment for shipment (\$US38k)

Correspondence Outwards:

1. AGM notice to Stakeholders

Financial Report:

AM presented reportMoved: **AS / DR** *carried*

- Funds of \$3863 was received from the winding up of the Kaiapoi Athletic Club. These funds would be applied to a fund in honour of the late John McTaggart. **AM**
- Donations from the Cross Country and Road Committee (\$10k) and the Canterbury Children's Association (\$50k) had been received as their contribution to NPW equipment. CMA have still yet to transfer their funding contribution (CMA \$35k & 4thWVGT \$25k). **AS** says that those funds are available anytime it is required.
- **MS & MG** are in the process of completing funding applications as outlined in the last meeting, for GM role & equipment. **MS**
MG

Sub Committee Reports:

1. **Registration Secretary** (Shona Brown)
 - Registrations were coming in at a steady rate. CBHS have advised that they will not be registering any boys or affiliating as a club. They are advising boys to join their local club. The current membership was 610 (4th May 2017, 535). Final 2017/2018 registration figures (excluding Officials) was 2447 (2016/2017 2564).
 2. **Nga Puna Wai Update:** **AS**
 - A deposit of \$US72k (60k) + freight (\$12) has been paid for the first shipment of equipment supplied by Gill Athletics (USA) i.e. throwing cages, high jump & pole vault mats etc. A further \$US38k is required prior to shipping. The next equipment purchases will be electronic photo finish gear etc.
 - **AS** continues to have on-going discussions with David Bailey (**BD**) / Ricki Jones re: operational funding model for Nga Puna Wai and the cost implications for Athletics Canterbury. Meeting timetabled for Tuesday 15th May, with **MS & MG** to attend if possible to assist in this process. Various models have been suggested by **BD**, but **AS** is adamant that he will not commit Athletics Canterbury to a funding model that puts us at financial risk. Whatever model is decided, it must be fair to both parties.
 - There is an expectation that the sports will 'work together'. A meeting is to occur late May where all sport's CEO or equivalent and NPW Trustees will discuss exactly what that means and how it might work. This will be part of the General Manager's role and one of the KPIs high-lighted by CCC to justify their investment in the role.
 - Mid-week training at NPW: There have been lengthy on-going discussions with CCC about how best Athletics Canterbury operates NPW during the week. There is an expectation that we will manage the booking of the space to generate income for the sport, including us booking the space for potential training sessions mid-week. The exact process has yet to be finalised and this will require input from our user groups, i.e. coaches & athletes as to what they require from us. More of a Track & Field issue and will be discussed at their next meeting.
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- Signage & Sponsor: Work continues as to what signage we are able to sell at NPW, based around how often we use the venue. An independent firm has been engaged by CCC to determine the value of signage / sponsorship. More details to follow.
 - Design Issues / Items: Allan Tucker continues to monitor progress at NPW re: design issues and he has also been designing various trolleys we require for moving gear around. Waiting on quotes before funding applications can be lodged.
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General Business: There was no General Business

Meeting finished at 7.00 p.m.

Next Meeting: Thursday 14th June 2018

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