

ATHLETICS WAIKATO-BAY of PLENTY Inc ~ MANAGEMENT COMMITTEE MEETING
Cambridge on Monday 25th June 2018

MINUTES

PRESENT: Murray Green (Chair), Murray Clarkson, Heather O'Hagan, Mhyre Oman, Margaret Holcroft, Malcolm Taylor, Andrew Langman, Kerry Hill, Criss Strange, Sandra Murray, Steve Rees-Jones

APOLOGIES: Nil

MINUTES of PREVIOUS MEETING were approved

MATTERS ARISING:

- The issues at the Tokoroa Athletic and Harrier Club were discussed. A meeting was held three weeks ago with the involved parties in Tokoroa, with Sport Waikato (Michelle Hollands) and Athletics New Zealand (Hamish Grey) also in attendance. As a result of one party not being prepared to step aside voluntarily, there will now be a special general meeting held in two weeks, where it is possible that the club may be unaffiliated due to constitutional issues. It was also noted that there have been issues with late filing of annual accounts, leading to the club no longer being a listed incorporated society.
- Due to the above it was noted that it would be beneficial for a reminder to be sent out to clubs to review their constitutions to ensure that they are up to date and compliant with Athletics New Zealand.
- Some concern was expressed that should the Tokoroa club cease to exist that their extensive memorabilia and records will be lost. This was noted and suggestion was made that an effort could be made by interested parties to retain such items.
- A new batch of Centre singlets has been received and includes the extra large sizes requested by Rene Otto for his throwers.
- Brad Smith has been contacted regarding athletes being able to use Centre singlets when competing in schools events. He will take the matter to a WBOPSS management meeting.
- The meeting was updated that a remit has been submitted by the administrator for discussion at the Athletics NZ AGM. The remit is to alter winter age grades to be Under 14, Under 16 and Under 18 from the current Under 13, Under 15 and Under 18 grades.

CORRESPONDENCE

Inwards:

- Proposed regulation changes from Athletics New Zealand
- Notice of ANZ AGM
- Request to host Polynesian Championships

- Final quote for new medals
- Centre race bibs for winter championships
- AGM venue booking confirmed

Outwards:

- AGM 60 Day Notice
- Application to Trust Waikato for administrator salary
- Insurance claim for dent in Coach Force hire car door (other party has accepted liability)
- Correspondence with ANZ regarding STG database payment issues

2018/2019 Summer Events

- The request to host the Polynesian Championships at Porritt Stadium in October was discussed. After consideration it was agreed to decline the invitation due to the number of events that the Centre has been asked to host this season. Murray Green is to make contact with Athletics NZ to inform them of the decision.
- It was suggested that the North Island Combined events can be held with the Putaruru Bell on 10/11th November
- The meeting agreed to hosting the North Island Championships at Porritt, with 15th December suggested to avoid a clash with the Children's Relay Championships. Murray Green will confirm with Athletics NZ that we can host the event.

FINANCE

- A resolution was agreed to apply to The Lion Foundation for \$7,000 towards Championship medals

April 2018 Accounts paid

Sport Waikato (Rent) \$306.67; Eftpos NZ (hire) \$70.67; IRD (PAYE) \$312.00; Orix (car lease) \$408.33; ANZ (Eftpos charges NZTF Champs) \$204.82; Sandra Murray (NZCAA executive accommodation) \$149.00; The Computer Guy (Results PC setup) \$260.00; Tauranga Millennium Track Trust (Gazebo hire NZTF) \$400; Paperplus (NZTF Stationary) \$68.56; Kerry Hill (salary) \$1727.27; Steve Rees-Jones (salary) \$1768.00; Tauranga City Council (Track resurfacing) \$28,750; IRD (GST) \$4837.59; Waikato Cranes (moving of LJ cover) \$587.94

May 2018 Accounts paid

Sport Waikato (rent) \$306.67; Eftpos NZ (Hire) \$70.67; Orix (car lease) \$408.33; IRD (PAYE) \$312.00; Mhyre Oman (PC software) \$119.00; Margaret Holcroft (NZCAA executive meeting and children's incentive scheme) \$496.00; ANZ (Eftpos charges) \$20.00; Hamilton Hawks \$595.00 (Duty Club); Hamilton City Hawks (speaker hire) \$3975.00; Emblems (engraving) \$50.60; Wilspon Contracting (throws cages) \$19,389.61; Kerry Hill (salary) \$1727.27; Steve Rees-Jones (salary) \$1768.00; \$87.50; Diprose-Miller (Xero) \$63.25 x 2; Diprose Miller (fees) \$57.50; JP Marshall (PV stands) \$804.61;

REPORTS (see separately): Officials (Heather O’Hagan), Sandra Murray (Children’s)

OFFICIALS

- It was noted by Heather that she can now run extra official’s courses in Tauranga on 7th and 14th October with the venue of the Adams Centre suggested.
- The help of local officials at the special 800m event held at Porritt Stadium for the World Junior Championships athletes was acknowledged.

GENERAL BUSINESS

- **Porritt Classic.** Criss Strange updated the meeting that Frankton and Hawks have previously operated the event. However, it was agreed by the clubs to disband running the event in that format. The retained funds are to be distributed to the involved clubs with a small amount (\$2,500) left to assist with the event in 2019. It was suggested that Athletics Waikato-Bay of Plenty takes over running the event.
- Steve expressed some concern about the ability of the event to be profitable as the Centre will be less able to secure grant funding for support as grants have been used previously to pay for the Centre levy and gear hire fees.
- Financials from previous year’s events were presented.
- It was confirmed that the same people from previous events would be able to continue to run the event.
- It was agreed for the Centre to take over the running of the event with a relevant sub-committee to be formed.

- **Health and Safety.** Heather noted the detailed health and safety document used for the Secondary Schools Cross Country Championships in Taupo. Heather expressed some concerns about the use of mobile phones instead of walkie-talkies at the event as it was difficult to contact people when required.
- After discussion it was decided that Heather would investigate the purchase of walkie-talkies for Porritt Stadium as at least 8 are required to be available at events.

- **Porritt custodian/Duty Club.** An email from Hawks outlining Duty Club expectations was read to the meeting. After discussions it was decided that Duty club is to be paid on the basis of \$30 per Porritt meeting to Hawks and \$30 per meeting in Tauranga to Athletics Tauranga. Jeannette’s role was acknowledged as was Hawks request for her to be paid directly rather than through them. As such, it was agreed that she will be paid \$600 for the season gone to cover her time and expenses. Future season payments can continue to be paid directly to her as part of the expenses allowances.

- **Strategic planning update.** Murray gave an update on the process to the meeting. He outlined the plans for two paid roles, a development officer and executive officer. He did note that planning progress has been a little slower than anticipated. It was also discussed that a financial reserves policy is required and Murray is to speak to Kelly Diprose to discuss.
- Summer Calendar planning meeting is to be arranged shortly.
- The Colgate Games Memorandum of Understanding and Agreement was signed by Murray Green as Chair of the Centre

NEXT MEETING:

- After AGM, Sunday 26th August.

REPORTS

OFFICIALS

Thank you to those who have turned out for the winter events so far. The NZSS Cross Country in Taupo saw a HUGE number of competitors which certainly stretched the start and finish areas.

The last minute request for an 800m race at Porritt was a bit of a scramble to ensure that officials with the correct gradings were present for a qualification attempt. The High Performance people don't seem to realise the requirements for this are the same as for a national record. Thank you to those who gave up their time for this to take place.

I have several training sessions planned

Sunday 22nd July in Whakatane for jumps and throws (after the WBOP cross country champs at Te Teko on Sat 21st)

Sunday 29th July in Cambridge for Out of Stadia events

Sunday 12th August in Hamilton for track. Wendy Fox-Turnbull will be present for some input on starts.

Sunday 9th September in Hamilton for jumps and throws

I am waiting on the decision of the NOC regarding the annual ROE meeting, which is usually in early October before setting dates for some sessions in Tauranga- this will also be dependent on finding a venue.

I have circulated the existing officials, Steve has notified the Clubs, and Margaret Holcroft has supplied a few extra names to drum up interest with the Children's side in preparation for the Colgate Games.

I am currently chasing up Walks judges for the National Road Race Champs in September.

The likelihood of the Centre hosting North Island Combined Events, North Island Champs (both before Christmas) and the North Island Sec Schools at the end of the season, and now an Oceania competition in Labour weekend is a bit daunting, on top of the Colgate Games. Those who were hoping for a rest after 2 years of National T&F Champs will be disappointed! I am a little concerned about so many extra events in one season. We run the risk of burnout for our ageing officials.

Heather O'Hagan.

CHILDREN

Waikato Bay of Plenty Children's Committee held their AGM on Sunday 10th June at the Cambridge Athletics Club Rooms. At this meeting Sandra Murray was re-elected as Chairperson, unopposed and she also will be the Competition Secretary. Unfortunately Margaret Holcroft resigned from her role as Minutes Secretary and Jo Davidson as the Inter-provincial Co-Ordinator. They had both given a considerable amount of years to Children's Athletics and their knowledge and dedication will be sorely missed. Both these positions were known to be vacant going into this meeting, yet no one from any club had asked to be nominated or showed interest on the day. So as we go into the 2018/2019 season it will be Sandra Murray 'holding' it together. Your thoughts on this situation would be greatly appreciated from this meeting.

We nominated Sandra Murray and Margaret Holcroft to attend the NZCCA AGM as delegates, which is being held in Christchurch. Sandra Murray and Andrew Langman will be the delegates for Management Meetings. Clubs have put forward dates for their Ribbon Days and dates were chosen for Relay Championships and Children's Championship. All these dates will be finalised once the Senior/NZ calendar has been completed.

The Colgate Committee have sent off the T-Shirt design for approval from NZCCA and Colgate. (The designs will be shown at this meeting.) We have written a draft letter that once finalised will be given out to business's asking for sponsorship. Our first sponsor is Hamilton City Council so we look forward to others coming on board over the next month or so. We have had quotes for Security, Port-a-loos, fencing and catering and have established how the grounds will be used for food, souvenirs, secretary office etc over the 3 days. Our next meeting is on Sunday 1st July and we have had 2 new committee members join us. Even though Margaret and Jo have resigned from their positions within Children's they are still involved in their roles for Colgate Games.

There won't be any Children's meetings now till October as we prepare for the summer season which for most clubs commences in the 4th term of the school year.

Sandra Murray
Chairperson WBOP Children's Committee