

**ATHLETICS WAIKATO-BAY of PLENTY Inc ~ Management Committee Meeting
Cambridge on Monday 29th September 2014**

MINUTES

PRESENT: Murray Green (Meeting Chair), Graeme McCabe, Ashley Taylor, Douglas Taylor, Glenn Sexton, Malcolm Taylor, Paula Cole, Bruce Clarke, Marcia Petley, Tom Powell, Denise Taylor, Margaret Holcroft, Brian Evison, Jeannette Vedder-Price, Kevin Bradley, Heather O'Hagan, Steve Rees-Jones

APOLOGIES: Mhyre Oman, Alan McDonald

MINUTES OF PREVIOUS MEETING: were approved

CORRESPONDENCE:

Inwards:

- Notice of possible association levy for 2015/2016, should new levy system not be implemented in April 2015

Outwards:

- Summer Handbooks now available online and are to be circulated to clubs shortly
- Age flashes

It was noted by members that online entry for the WBOP Championships was not mentioned in the handbook, this is still to be finalized with EDP mentioned as a suitable provider.

FINANCE:

- Ashley Taylor spoke about the latest financial reports from June to August 2014 and the budget for the 12 months to 31 May 2015. For the 2014/2015 budget, it was noted that the resurfacing of Porritt Stadium will lead to reduced income from gear hire, but lower Stadium hire fees. An operating loss of \$3300 and an overall deficiency of \$700 are predicted for the year.
- The meeting was updated that a grant from NZCT for \$8000 towards the Coach Force BOP position has been approved. A grant from WEL for administrator salary and office rental has been applied for.
- Proposed travel allowances were approved as circulated to members except for one amendment of an increase in the National Cross Country 2015 allowance to 20 athletes at \$140 each (\$2800).
- It was noted that the travel fund has received the last funds from the Drummond Trust, which has been used since 1973, as it has now been wound up.

- The expenses allowances were approved as circulated to members. After discussion, it was also agreed that the Centre would continue the same policy regarding expense allowances in the future.

- Accounts Paid September 2014:

Margaret Holcroft	NZCAA AGM accommodation	\$140.30
Tom Powell	NZCAA AGM accommodation	\$140.30
NZCAA	Centre affiliation/AGM Reg	\$495.50
Malcolm Taylor	WBOP Road Champs toilet hire	\$310.50
Lake City	WBOP XC Champs toilet hire	\$300.00
Matamata Club	AGM room hire and catering	\$170.00
Sport BOP	Coach Force	\$1022.22
Emblems	Life Member/Service Awards	\$131.10
Athletics Tauranga	Traffic control WBOP Roads	\$454.25
NYYFS Ltd	Kiwisport (B. Jennings)	\$2300

- Account approved for payment October 2014:

Sport BOP	Coach Force	\$1022.22
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REPORTS: were accepted

OFFICIALS REPORT ADDITIONAL DISCUSSION

- The upcoming change in health and safety legislation was discussed by the meeting. This is to come into force in April 2015. A Sport New Zealand document regarding this had been circulated to members. It was highlighted that those involved in the sport (including helpers) must be registered members and have paid their applicable fees to be covered by ANZ public liability insurance.
- It was questioned whether the Centre has a current health and safety plan, hazards identification list or risk management plan. No members present were aware of such documents existing.
- It was agreed that the sub-committee of Glenn Sexton, Murray Green, Bruce Fleming and Steve Rees-Jones would produce a relevant Health and Safety document with a simple template to circulate to clubs with a target of the end of November for completion.

GENERAL BUSINESS

ANZ LEVY PROPOSAL

- The new proposed Athletics New Zealand levy system was discussed by members.
- A member stated to the meeting that the old system was an unfair one that relied on every Centre correctly declaring their members. It was stated that the new system

would be much better for our Centre as in the past not every Centre had declared correctly.

- On 10th October ANZ will hold a Board meeting where it is likely a proposal will be finalised.
- Some concern was expressed that clubs could get around the new system. In response it was noted that athletes would not be able to compete above the club night level unless registered.
- It was noted that flat fee across the age groups was not desirable.
- It was agreed that Glenn Sexton and Murray Green would formulate a Centre document to send to the ANZ levy group.

PORRITT RESURFACING

- Ashley Taylor, Alan McDonald and Steve Rees-Jones had met recently with HCC regarding the project.
- Subsequently, a confirmation letter was received by the Centre and was read to the meeting, confirming the following:
 1. The tender was awarded to Team Sports Surfaces (Auckland) with a price of \$529,698 plus up to \$100,000 for under surface work.
 2. AWBOP will accept the total costs of \$96,000 for extra works of installation of a two lane training strip (\$35,000), artificial turf in shot area (\$48,000) and artificial turf in hammer area (\$13,000).
 3. HCC will pay the contractor and invoice AWBOP after completion, with payment being made by AWBOP within 6 weeks of the invoice.
- It was also noted that the same surface as the current one will be used.
- It was also noted that having received the letter from HCC, the process of seeking funding may now commence.

NZ COMBINED EVENTS CHAMPIONSHIPS

- A local organizing committee is required for the event on 14-15th Feb 2015.
- It was noted that this is an opportunity for officials to officiate at a New Zealand Championships for their grading reviews.

OFFICIALS UNIFORMS

- It was agreed to apply for funding of 100 Centre officials shirts. Heather O'Hagan is to provide details of the uniforms for the administrator to make further enquiries with potential funders.

NEW ZEALAND SECONDARY SCHOOLS PREPARATION MEETINGS

- As Porritt Stadium is unavailable the first two meetings are to go ahead at St. Paul's Collegiate. It is likely that the final meeting will be held at St Peter's with confirmation to follow.

COACHFORCE BOP

- It was agreed that the administrator would request copies of Barrie Jennings's reports that are produced for Sport BOP for the Centre Management Meetings. This will ensure that the Centre is better updated about the work he is carrying out.

NEXT MEETING

- Monday 24th November in Te Aroha Clubrooms at 7:30pm.
- As part of the new policy to take meetings around the Centre it was noted that the subsequent meeting would likely be held in Tauranga should a suitable venue be identified by members.