

ATHLETICS WAIKATO-BAY of PLENTY Inc ~ BOARD MEETING
on Monday 12th October 2020 (Online meeting)

MINUTES

PRESENT: Sally Kerr (Chair), Tony Rogers, Ashleigh Sando, Renee Norman, Thomas Refoy-Butler, Murray Green, Steve Rees-Jones

APOLOGIES: Nil

MINUTES of PREVIOUS MANAGEMENT MEETING – were approved. Moved: Murray Green, Seconded: Ashleigh Sando.

MATTERS ARISING:

- ANZ Merit award nomination for Dianne Rodger to held over to 2021 as one nomination has already been made.
- Banking signatory process still to be completed.

CORRESPONDENCE

Inwards:

- Athletics NZ - Community Roadshow in Tauranga
- Athletics NZ - Covid-19 level 2 guidelines for activities
- WAIBOP Soccer - Final MOU for Multi-Sport Programme – it was noted that it would be useful to have the MOU available in online format (e.g. google drive). Early feedback on the programme is that participants were mostly younger. An update can be obtained at the programme completion.
- Athletics NZ - Statement on road relay and National official's advisory group
- Sport Waikato - Waikato regional sports fields draft plan and priorities
- Athletics NZ - Invitation to Centre leaders meeting
- Athletics NZ - Confirmation of Merit and long service awards from ANZ to AWBOP members
- Athletics NZ – request for WBOP National permit meetings
- Athletics NZ- Invitation to host NZ Road Race is 2021 – Steve to progress.

Outwards:

- Summer bookings for Porritt/Tauranga Domain to HCC and TCC (dates confirmed)
- Submission of AWBOP nominations for Athletics NZ awards
- Letter to Athletics NZ confirming support for their child protection policies – Police Vetting

FINANCE

- Application to NZCT for \$11,700 towards starting equipment submitted.

- Expense Allowances approved by Operations Committee: Gear hire at Porritt \$400, Officials Educator \$250, Children's Chair \$150, Winter referee's coordinator \$100. Expense allowances were approved. Moved: Sally Kerr, Seconded: Tony Rogers.

REPORTS – see separately, Criss Strange (Coaching), Kerry Hill (Coach Force), Glenn Sexton (Road and XC), Heather O'Hagan (Officials) – Reports were approved. Moved: Sally Kerr, Seconded: Renee Norman.

GENERAL BUSINESS

- The next Board meeting is to be held in person on Monday 23rd November, 7pm in Cambridge subject to confirmation of booking.
- Club Connect and Centre Leaders dinner:
 - Sandra Murray will attend Centre Leaders Children's Meeting on 7th November with either Sally Kerr or Ashleigh Sando to attend Centre leader's dinner no evening of 7th (Ashleigh and Sally to discuss).
 - Sally will attend the online Athletics NZ and Centre's Meeting on 14th October regarding police vetting. Some concern was expressed that IP teams will have difficulty getting team managers vetted in time if the proposal is brought in on 1st January. AWBOP will need to work on getting managers vetted promptly for event due to the timeframes involved.
- The remit of AWBOP was discussed. It was confirmed that constitutionally the remit of AWBOP is the clubs not schools. Some support is given to school events, particularly with officials. WBOPSS has overall responsibility for school events at the current time. Opinion was expressed that AWBOP could broaden its remit to schools, to better support athletics in our region. It was noted that AWBOP would need to be mindful of not neglecting clubs if it does broaden its remit.
- Board priorities were discussed:
 - Revenue streams were identified as a significant issue, with a need to grow new and reliable income streams (e.g. events or multi-year funding arrangements)
 - A strategic plan review was identified as an important priority for the next board meeting.
- The Board structure was discussed:
 - After discussion it was felt that due to there being a number of less experienced board members it would be appropriate for board members to collaborate for the first 6 months, before moving to more specialised portfolios for each board member later on.
 - It was noted that certain areas would greatly benefit from setting up small sub-committees, e.g. finance and HR, so that quicker actions could be made in these areas.
- Board Communications methods were discussed, and it was decided that documents could be placed into Google Drive for easier access to documents. Steve is to investigate setting up a Google Drive account.
- An Overview document containing data of clubs and athlete registrations was presented and there followed a discussion on issues surrounding membership of clubs, including the following points:
 - The ages of 18-35 should be an area of focus, 95% of those members are at only 5 clubs. There has been consolidation into fewer clubs at senior level.
 - The winter side of the sport has potential for growth, but clubs need to be offering a product that people want. Local online coaching groups can be very successful with large numbers of athletes. They provide an attractive package and increase participation levels.
 - Papamoa club will not be operating in 2020 due to a lack of volunteers.
 - Omokoroa club are trying a new model of increasing fees with paid deliverers.
 - Volunteers need support in clubs.
 - Unaffiliated clubs do operate in our region.

- Children's clubs do meet regularly during the year, senior clubs do not.
- Board Protocols – to be carried over to the next meeting.
- Staffing and Human Resources. This should be a focus of the next board meeting. Steve is to send position description for staff roles to board members.
- Review of Tu Manawa Funding application
 - It was explained that the application process is a much larger undertaking than other funds, with a focus on child protection policies being in place.
 - Louise is to be invited to the next board meeting as her role may be a key part of any funding application.
- Finance update
 - Profit and loss up to October 2020 was presented to the meeting
 - It was requested that a list of the top funding priorities be produced for the next board meeting
 - Expense allowances as agreed by the operations committee were approved.
Moved by Thomas Refoy-Butler, Seconded by Murray Green.
- Review of accounts by accountant – a financial reviewer is required for the financial years ending 31st May 2021. Thomas is to investigate potential candidates. It would be preferable to have someone in the role by March 2021.

Meeting Closed.