

**ATHLETICS WAIKATO-BAY of PLENTY Inc ~ BOARD MEETING**  
on Monday 23<sup>rd</sup> November 2020 Cambridge

**MINUTES**

**PRESENT:** Sally Kerr (Chair), Murray Green, Renee Norman, Ashleigh Sando, Tony Rogers, Louise Young, Steve Rees-Jones

**APOLOGIES:** Nil

**MINUTES of PREVIOUS BOARD MEETING** were approved. Moved: Sally Kerr, seconded: Murray Green

**CORRESPONDENCE**

**Inwards:**

- ANZ outline of child safety measures for team managers
- Hamilton Hawks – request for increase of duty club payment from \$30 to \$50 per meeting
- Hamilton Hawks – request for purchase of rotary hoe for jumping pits
- ANZ – 2021 Colgate Games information
- NZCT – Confirmation of grant approved for \$11,700 for starting equipment
- ANZ Community volunteer membership portal operational
- World Para athletics - rule amended so that the height of T/F61-62 athletes shall now always be measured at the Call Room by Call Room Judges.
- St Peters School request for health and safety information
- ANZ confirmation that new police vetting procedures for team managers proposal is open for consultation.
- Sport Waikato transformational change update
- MOU for Porritt Classic
- Incident reports from Porritt stadium discus near misses

**Outwards:**

- To Athletics NZ – response to request to host NZ Road Champs in 2021
- To Athletics NZ – request for exemption for Camille Buscomb to wear sponsors kit at NZ Road Champs (approved).

- St Peters reply about health and safety matters
- To Athletics NZ- 2021 Permit meeting dates
- HCC – notification of leak at Porritt
- HCC – notification of health and safety issue around broken bar at entrance of Porritt stadium
- Booking of mystery creek for 2021 NZ Road Race Championships on 4<sup>th</sup> September (contract still to be signed with Athletics NZ)

## **MATTERS ARISING FROM CORRESPONDENCE**

- Hawks duty club fee increase to \$50 per meeting was approved, moved: Tony Rogers, seconded: Thomas Refoy-Butler
- Hawks request for purchase of rotary hoe for jumping pits at Porritt was discussed. Queries were raised about storage, who would operate and cost. The possibility of a sponsor for the purchase was discussed and Ashleigh is to make enquiries in that regard. It was felt that the proposal can be kept on the table, but more information is required before the board makes a decision.
- St. Peter's school health and safety documentation and police vetting requests were addressed. Steve has replied to the school with links to existing documents and has come to an agreement with the school that is satisfactory to both parties.
- The two discus related health and safety incident reports submitted were discussed. The first incident involving a discus going over the cage has been dealt with by the operations committee with better procedures around athletes queuing to throw. The second incident at a masters event appears from the incident report to be attributed to an error on the part of the person hit and it was noted that they currently serve as an official. This will need addressing with the person involved and the masters association as there is some concern over their competency if they were at fault. Sally, Thomas and Steve are to progress this and can consult with those involved.
- Sport Waikato Transformational change was discussed. This change away from delivery does lead to some challenges for school athletics, especially for events that had relied on Sport Waikato's assistance to operate. This should be included as a topic for discussion at the next board meeting.

## **FUNDING OF STAFF ROLES**

- Louise Young introduced herself to the meeting and explained to board members about her role with Waikato Clubs. This continued to discussions about the Tu Manawa funding and whether it was a suitable source of funding to support her work. A number of points were noted about the funding including that many athletics clubs or centres have been unsuccessful in being awarded funding so far. There is a need for an evidence based application with clear participant voice.
- It was agreed that a resourcing working group of Renee Norman, Tony Rogers, Ashleigh Sando, Louise Young and Steve Rees-Jones would be formed to investigate funding sources (including Tu Manawa) for support staff. The group will report to the board and have authority to apply for grants.

## **FINANCE**

- It was agreed that Sally Kerr would be added as a signatory to the Athletics Waikato BNZ account 02-0320-0028416-00, replacing former signatories Ashley Taylor and Mhyre Oman who are to be removed. Moved by Tony Rogers, seconded by Thomas Refoy-Butler.
- The profit and loss finance report up to November 2020 was presented to the meeting.
- It was agreed that Paul Manning can be approached to be financial reviewer for Athletics Waikato-Bay of Plenty for the year ending 31<sup>st</sup> May 2021. Thomas is to put him in contact with Steve to progress. Moved by Murray Green, Seconded by Sally Kerr.

**REPORTS** – see separately, Murray Clarkson (Masters), Heather O’Hagan (officials), Email from Kevin Bradley (Track and Field)

- The concerns of Murray Clarkson about membership in his report were noted by the board.

## **GENERAL BUSINESS**

- Request from Criss Strange for an NZ Olympic Rower to sit in on board meeting for experience was approved. It was noted that a briefing prior to attending a board meeting would be desirable. Sally is to liaise with Criss on this matter.
- Workplan and setting of Meeting Dates for 2021 were discussed. It was suggested that 6 meetings a year were appropriate with 2 to 3 of those in person. The agenda for the next meeting should include discussion of whether Sally would continue as chair. The next meeting is scheduled for Monday 15<sup>th</sup> February 2021. Sally and Steve can work on a draft calendar for 2021 that can be circulated to the board.
- Tony gave an update on the ANZ club connect conference. It was noted that Louise Young gave a good presentation at the meeting amongst other highlights that were discussed.
- Strategic Planning
  - Levies ANZ and AWBOP were discussed. Steve had received some feedback from a couple of clubs that they were not getting value for money for their fees. This has been a reasonably common theme over the years, though it was noted that clubs seem to accept that the AWBOP portion is reasonable.
- HR/Personnel – Reporting structures, annual reviews and job descriptions of staff can be looked at in tandem with revenue streams to support those roles. Sally as board chair can progress these matters with an aim to have reviews prior to March 2021.

Meeting Closed.