

**ATHLETICS WAIKATO-BAY of PLENTY Inc ~ BOARD MEETING**  
on Monday 15<sup>th</sup> March 2021

**MINUTES**

**PRESENT:** Sally Kerr, Thomas Refoy-Butler, Ashleigh Sando, Tony Rogers, Murray Green, Steve Rees-Jones

**APOLOGIES:** Renee Norman

**MINUTES of PREVIOUS BOARD MEETING** were approved

**MATTERS ARISING**

- The Rower who wishes to sit in on a board meeting was not available for this meeting, but will be offered an opportunity to attend the next meeting (which is online)
- Resin Chairs for Porritt can be bought for \$9.99 each from Bunnings. Steve can get hold of a trailer to transport them after purchase, which should be done prior to North Island Secondary Schools
- Gazebos would also be a useful addition to our equipment at Porritt, investigations can be made to see if a local store may support their purchase (Bunnings/Mitre 10).

**CORRESPONDENCE**

**Inwards:**

- Heather O'Hagan - incident reports from Porritt Classic
- Heather O'Hagan – incident reports from WBOP Champs
- ANZ – community volunteer/Coach membership/police vetting correspondence
- ANZ – MOU for NZ Roads
- Sport Waikato – various correspondence related to WSS events
- Athletics Hawkes-Bay Gisborne – request to borrow AWBOP starting gear for NZ Champs
- Lake City – confirmation that they will host AWBOP XC Champs 2021
- Richard Day (William Buck) – Proposal to do AWBOP financial review for 2021
- BDO – Proposal to do financial review for AWBOP for 2021.
- Turley motors – quote for coach travel to IP 12/13 event

**Outwards:**

- Letter to Sport Waikato regarding secondary school event support proposal
- Contract for services to Andrew Langman for Secondary School Athletics administration

- 2021 Winter dates sent to clubs

## **Matters arising out of correspondence**

- The loan of starting equipment to HBG centre was discussed. Due to the frequent loaning of gear between Centres it was felt that it could be loaned out free of charge, but with a suitable agreement for HBG to cover the cost of any damage, loss or insurance excess.

## **FINANCE**

- Appointment of Financial Reviewer (BDO or other)
  - The quotes from BDO and William Buck were noted. Murray and Steve are to keep working on other cheaper options for this financial year. This is to be resolved in the next few weeks.
- Profit and Loss to March 13<sup>th</sup>/Budget
  - The overall situation is unchanged from last month.
  - Discussions ensued about the Porritt Classic operating structure and financial implications (e.g. GST). It was suggested that another entity could run the event that was not GST registered as the bulk of costs cannot be claimed back (i.e. prize money). There followed a discussion about the costs and benefits of livestreaming. It was felt it was important to have, but there were concerns expressed over the high cost to events. Sally is to write to the Porritt Classic Committee requesting a report on the event to provide more information.
- Grant applications proposed by Louise Young
  - It was resolved to apply for \$6000 funding from Lion Foundation for Waikato Development Officer car lease, Moved: Murray Green, Seconded: Thomas Refoy-Butler
  - Tu Manawa projects – Lou to provide more details for circulation to board

## **GENERAL BUSINESS**

- Reporting
  - It was discussed that reporting to the board meetings could be improved. Kerry Hill and Louie Young should be asked to provide a report for every second meeting. In addition, there should be regular officials and children's reports. Sally is to contact Kerry regarding him attending a board meeting.

## **Strategy and Mission for AWBOP**

- Encompassing schools/Sport Waikato/WBOPSSA
  - Secondary school events were discussed. There appears to be no future funding available from Sport Waikato to support these events. Tony Rogers suggested that an MOU with WBOPSSAA should be made and that an event coordinator delivers the event. A budget would be required, and a review of the fees charged to schools, which could be increased. It was noted that there is a current overall push towards realigning schools, clubs and children's athletics.

- Personnel
  - It was discussed that Lou should report to Steve. Steve and Lou are to meet so that Steve can train Lou on some key tasks which currently Steve can only complete. They can also discuss areas where they can overlap on responsibilities. Steve detailed some of the aspects of his role that could be improved upon.
- Board Structure and responsibilities
  - Structure, policies and procedures need to be determined before anything else.
  - Key pillars to be identified for the board, such as finance, HR, membership and policies, these can be divided up amongst board members. Sally is to generate a document for discussion about this.
  - It was noted that a meeting of centre operational leaders (general managers etc.) would also be a useful resource.
  - Resourcing: The capacity of staff is to be determined along with how it can be utilised.
- Board Protocols and Policies
  - Complaints Policy, Media Policy, Conflict of Interest Policy required
  - Board Pro software could be a useful resource for the board to use Tony is to send Sally information about it.
- NZ Road Champs/ANZ Contract Review
  - Steve was given authority to negotiate with Athletics NZ on the terms of the proposed MOU.
- Follow up of Health and Safety Incidents at Porritt Classic
  - An update from Athletics NZ is required. The latest update from Heather O'Hagan was that this was sitting with Trevor Spittle. Murray is to talk with Trevor at the NZ TF Championships.
- Children's Report
  - The Children's report was noted, in particular the reference to a family that has created some issues over this and previous seasons. A letter is required to set out clear guidelines for next season should be given to them. It was also noted that clubs are free to stop people joining. Sally is to deal with this item.

### **Actions to be carried out**

1. Steve to arrange purchase of resin chairs for Porritt
2. Financial reviewer to be arranged (Murray and Steve to explore)
3. Sally to write to Porritt Classic Committee to request event report
4. Grant application to Lion for \$6000 (Car lease) Lou and Steve
5. Tu Manawa fund application to be confirmed (Lou)
6. Sally to contact Kerry about him attending a Board Meeting
7. Reports to be requested for next board meeting by Steve (from Lou/Kerry/Officials/Children's)
8. Sally to generate discussion document about key pillars for AWBOP
9. Tony to send Board Pro details to Sally

10. Steve to negotiate MOU for NZ Road Champs with Athletics NZ
11. Murray to speak to Trevor Spittle at NZ TF Champs regarding update on throws incident at Porritt Classic.
12. Sally to deal with children's incident – letter required to send to family in question

**NEXT MEETING – 17<sup>th</sup> May 2021 (Online)**