

ATHLETICS WAIKATO-BAY of PLENTY Inc ~ BOARD MEETING
on Monday 17th May 2021 (Online meeting)

MINUTES

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

APOLOGIES: Nil

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

MATTERS ARISING: it was confirmed that Lion Foundation had awarded a grant of \$6000 towards the Waikato Athletics Development Officer car lease.

CORRESPONDENCE

Inwards:

- Berny Koppens – request for code of conduct to be available for our clubs
- Trevor Spittle – officials education update
- Hawks – Letter regarding Porritt Stadium condition
- Mystery Creek – contract for WBOP Road Champs
- ANZ – Notice of 50-day Consultation on changes to winter events
- ANZ – NZ Roads previous financials and participant surveys
- Various - Quotes for Medical services/timing at NZ Roads
- Johnson and Associates - Contract for financial reviewer
- Various clubs - feedback on Putaruru Bell format change proposed
- Murray Clarkson – referee report TA Golf Course Run
- Sue Addison – withdrawal from photo finish operation at Porritt
- Ray Young – retiring from all officiating
- ANZ – concerns over coach access to equipment at Porritt
- Request to host NI Multi event champs every other year

Outwards:

- Winter handbook
- Zones and WBOPSS XC information for schools/Booking of venues for school XC's
- Response to hosting NI Multi event Champs
- Lion Foundation funding application for car lease (Lou)

Matter Arising from Correspondence:

- It was confirmed by Sally that she has commenced work on a code of conduct. This is to be paused to await until Athletics New Zealand have worked through their new code of conduct which can be used to guide ours. It was noted that Children's have conduct signs which are displayed at clubs to encourage good behaviour.
- The resignations of Sue Addison and Ray Young were noted, Steve is to send formal thanks for their service.
- Access to Porritt equipment was discussed. This arose as a result of contact from Athletics New Zealand, with concern that regional coaches are not able to use equipment held at the facility. Sally is to talk to Hamish about this, but it is noted that the Centre has limited equipment reserved for competition and that there may be some misunderstanding that the bulk of equipment available is owned by clubs.

FINANCE

- A Financial Reviewer has been appointed and a contract signed (Johnson and Associates).
- It was resolved to give Steve authority to apply for a grant from Trust Waikato towards operational costs (\$40,000). Moved: Tony Rogers, Seconded: Renee Norman
- Profit and Loss (up to May 13th) was presented to the meeting.
 - There was discussion about the financial burden of the grade 12/13 inter-provincial event (\$10,000 from AWBOP for 2021 event). It was mentioned that perhaps increased income will need to support the event – a small registration fee for those age 0-6 years was suggested as one solution. It was also noted that Steve is to ensure funds that were promised to subsidise the event from Children's Westpac account are transferred. Steve is to initiate a conversation with Sandra Murray regarding IP funding.
 - Draft figures for the financial year are to be sent to the board by Steve when available.

REPORTS

- It was noted that reports are required on the Wednesday before a board meeting to give board members time to read all information.
- It was suggested that we have an extra layer of committees in our structure that is not required. A suggested change in structure would be removal of the operations committee and utilising separate track and field/cross country/children's committees.

(for reports see separate attachment)

- Children
- Officials
- Coach Force
- Cross Country
- Coaching
- Secondary Schools – Move to run future Secondary Schools events
- Operations Committee Minutes
- Louise Young - Summary of Participant Voice

GENERAL BUSINESS

- Running more focussed strategic meetings
 - It was discussed that the board needs to push forward on structural decisions and strategic progress as there has been a tendency to be distracted by operational matters. It was agreed that strategic matters need to be discussed earlier in meetings to focus the board on those matters.
- Formation of Sub Committees
 - It was decided that two board members could be assigned to different key areas to expediate progress:
 - **Levies (including Secondary Schools) and Funding – Tony Rogers/Murray Green**
 - **Events/promotion/communication to membership – Renee Norman/Ashleigh Sando**
 - **HR/Policy/Structure – Sally Kerr/Thomas Refoy-Butler**
 - Each group is to work with Steve as 3 sub-committees. They can each meet with Steve over the next few weeks and develop a plan for progression to the end of the board term and beyond.
- Strategic Direction summary
 - It was noted that the strategic plan should be the first step to guide the board and that a separate half day meeting (face to face) would be required to discuss the plan and whether it needs revised. Sally is to circulate possible dates. Some opinion was expressed that bold decisions are required from the board and that sustainability and future proofing are required. Steve commented that there has been little time to follow the strategic plan as his work is dominated by daily operational matters. Steve also noted that some membership consultation is important to drive our direction.
 - There following some discussion about various challenges faced by Athletics Waikato-Bay of Plenty, including the formation of non-affiliated running groups, failure to innovate with events and operations and challenges delivering in the school area, without Energizers (Primary schools) and Sport Waikato Secondary school staff.

- Funding Priorities
 - The need for broader sources of revenue was noted. It was particularly clear that the Secondary Schools are being significantly undercharged, especially in comparison to other regions. It was also noted that AWBOP registration fees are also significantly lower than other regions. Any fee increases need to accompany communications to members that highlight extra services that will be provided.
 - It was noted that there is a snap Tu Manawa Fund that has been opened (closes 2nd June). *(Subsequent to the meeting Louise has made contact with some board members with a project proposal to apply to the fund)*

- Delegations to staff members
 - It was discussed that processes should be streamlined so that Steve can make operational decisions and report back to the board.

- Communications to our members
 - It was noted that Social media communications in our sport could be improved and this is an area that been included as part of the three sub-committees noted above.

- Policies – Child Protection Policy, Health and Safety, Complaints, Code of Conduct (parents/Supporters)
 - As discussed earlier in the meeting – Sally is to await the new Athletics New Zealand codes of conduct before re-commencing work on this.
 - Sally did attend the Children’s mid-winter forum and noted that there was support for the code of conduct/child protection policies.

- Condition of Porritt Stadium
 - Steve has been trying to arrange a meeting with HCC following on from a complaint by Hawks about the condition of the stadium. The request has been passed to higher management, but no response has been forthcoming. It has been noted that the relevant manager is moving roles which has not helped this process. It was noted that we may need to go higher and try to contact councillors directly to get some action. Sally and Steve are to work together on this and can contact Hawks (Sue Addison and Dianne Rodger) to get any more detailed information about what is required.

- Steve is to come up with a list of the top issues that he feels need addressed by Athletics Waikato-Bay of Plenty.