



ATHLETICS OTAGO (INC)

The Otago Centre of Athletics New Zealand
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Minutes of the Athletics Otago (INC) monthly Board meeting held at the Caledonian Ground, Logan Park Drive, Dunedin on Wednesday 31st August 2016

Present: Megan Gibbons (Chair), Graham Murphie, Stuart Melville, Bryce Watt, Kevin O'Sullivan, Tamsyn Hayes (Executive Officer)

Apologies: Bruce Cowan (President), Raylene Bates

Confirmation of Minutes:

"Moved that the minutes of the meeting held on 13th July 2016 to be a true and correct record of the meeting."

M Gibbons/S Melville Carried

Matters Arising:

- Lease of Caledonian – still in process
- Insurance – Stuart Melville and Brent Halley had a discussion with Crombie & Lockward., Satisfied that we have adequate cover as officers, as adequate cover for Athletics Otago. We have a certificate of currency, which covers all centres and clubs – in process of making sure certificate will state this. It covers events held and Health and Safety also.
- Keys for booking rooms – ongoing issue at the moment until the Lease agreement is finalised. If you need a key, please let Tamsyn Hayes know and she will lend you hers in the meantime.

Correspondence:

Graham Murphie – article "checking out the competition" by Alan Nichols from Sport Otago – tabled for discussion on how we can become more in tune with our members.

- We will be conducting a survey involving all current club members and volunteers.
- Megan Gibbons to discuss with her Polytechnic students as to how to go about this. They will be involved with researching the area conducting the survey.

General Business:

The following documents were all presented, discussed and revised.

Code of Conduct – Using the Athletics Otago Officials Code of Conduct Policy but with changes made to include all members and volunteers of Athletics Otago.

Athletics Otago Complaints Policy – draft presented and revised.

Board Charter - Roles and Responsibilities of the Board – draft presented and revised.

“Move for the revised drafts of Athletics Otago Code of Conduct, Complaints Policy and Board Charter to be finalized”

ELECTRONICALLY

Website – Bryce Watt has been working on a new page on the Athletics Otago Website which is now live and running. It includes members of the Boards photos and background information. It is also where the committees meeting minutes’ summaries will be placed so that all are able to view. Minutes can be sent to those Life Members and others who don’t have computer access. If people are wanting the full minutes they are to email Tamsyn Hayes. This new page on the website is to improve communication between the Board, sub committees and all members.

Meeting closure: 9.20pm

Next meeting: Wednesday 28th September 2016