

MINUTES OF THE ATHLETICS OTAGO INC FINANCE COMMITTEE MEETING held on Tuesday 8 November 2016 in the Level 1 room, Caledonian Ground complex, Logan Park Drive, 7.30pm

Present: Brent Halley, Peter Hughes (Cav), David Low, Brian Watkins and Tamsyn Hayes (EO)

Apologies: Peter Hughes (Leith), Ross Linklater, Ivan Pali

Minutes: *“Move that the minutes of the last meeting 11 October 2016 be taken as read.”*

P Hughes(Cav)/B Halley Carried

Matters Arising:

- Spark – T Hayes to call and switch our current plan to \$92.85+GST/month and sort out the break fee to get out of current plan.
- Advertising Boards – B Halley to find the invoice relating to Shoe Clinic’s contract as it needs to be sent for the current year. Follow up needs to be done with Uptown Art and Newton & Sykes.
- Summer Booklet – we still have no treasurer – B Halley to step in as the “acting” treasurer contact.

Confirmation of Minutes: *“Move that the minutes of the last meeting 11 October 2016 are a true and correct record of the meeting.”*

P Hughes(Cav)/B Halley Carried

Correspondence:

Inwards:

- Administrative correspondence between B Halley and T Hayes.
- Athletics New Zealand’s new Refund Policy.
- Peter Turner – asking the finance committee to re-consider the charges imposed on non-registered athletes who attend schools in Dunedin and would like to attend the weekend meets.
- Track and Field Committee – wish for four instead of three 2017 Nationals Team Managers to be elected – This has been approved.

Outwards:

- Administrative emails sent by T Hayes – monthly invoices
- Reconciliation for the Lion Foundation Grant (posted 14 October 2016)
- Otago Community Trust Grant Application (delivered in person 14 October 2016)
- Southern Victorian Trust Grant Application (posted 20 October 2016)
- Athletics New Zealand’s new Refund Policy distributed to Board, subcommittees and Club Secretaries

“Move that the inwards correspondence be received and the outwards correspondence be endorsed.”

D Low/B Watkins Carried

Finance Report:

- Dakins account for \$189.75 appears to have been paid twice. T Hayes to follow up with them about a refund.
- Levies owed from the Balclutha Half Marathon (June) – form has been sent twice with follow up emails. T Hayes to contact Jason Palmer to see who is the best person to contact regarding payment.

“Move accounts for approval of \$19, 269.98”

B Halley/D Low Carried

General Business:

- **Grants –**

Lion Foundation Grant – Alan Nicols has been told that our reconciliation has been signed off.

New Zealand Community Trust – we have received the \$20,000. (\$11,666.67 ex GST - \$13,416.67 including GST has been used to cover the Athletics Development Officer role from October 2016 – January 2017 with the remainder going towards the Athletics Executive Officer role from October 2016 – January 2017)

Southern Victorian Trust – Application was sent on 20 October 2016. (since meeting we have been granted \$3,900 which is what we applied for in application.

Otago Community Trust – Application was handed in on 14 October 2016. (Alan Nicols to follow up with where this application is at.

Bendigo – Timing of submitting and what we will be applying for is still to be decided. An option would be Athletics Otago's Athletics Development Officer Role contribution from February 2017 onwards.

- **School Equipment Hire**

Has been some concerns raised by Sharleen Frost who has been giving out the equipment to schools. This is regarding items going missing and her not having total control of who is taking what. This is because many teaches/ parents of children at schools also seem to have access to the gear sheds. Often after she locks up and leaves more gear is taken out and the sheds are open when she returns. She then has no idea what equipment has gone out and what is the schools and what is Athletics Otago's.

The Finance Committee would like the Board to consider all current locks being changed and keys only given out to those that need them. There is no real way of knowing at present who has what type of key despite many efforts to track them down.

Schools should be made responsible for gear that is damaged or lost at a price of cost up to \$250 which is our current insurance excess.

The Cross Country Trailer is meant to have a hard copy sheet inside it with all the Cross Country related costs. Nobody seems to know where this is. T Hayes to follow up with the Cross Country Committee about putting together a new list of all their equipment.

At present the Finance Committee are happy with the current charges both the Primary and Secondary Schools pay for the Track and Field equipment and sound system.

- **Advertising Boards**

Template and contracts need to be located. B Halley to look through his files. The Finance Committee would like to bring the Advertising Boards to the Board's attention, especially Graham Murphy as they feel he could be of some assistance with his marketing background. They cost \$250+GST each plus the lease fee of 12months (to be located by B Halley).

- **Secondary Schools – letter from Peter Turner**

A policy needs to be decided for next summer regarding unregistered secondary school runners. It then needs to be communicated to schools at the START of the season. The Finance Committee feels it is too late in the season to start changing the policy for the current season.

- **Refund Policy**

Happy with the Athletics New Zealand refund policy portion but Athletics Otago will not be giving any refunds of our small portion (\$15 competitive, \$5 social).

- **Port Road Race**

Greg Johnson to invite Stacey Pearson to their committee meeting to see if she would be interested in helping with this from a race director and/or sponsor point of view. Finance Committee would like to see the outcome of this meeting before T Hayes approaches anyone outside Athletics Otago.

Meeting closed 9.10pm

Next Meeting: Tuesday 13 December 2016, 7.30pm