

MINUTES OF THE ATHLETICS OTAGO INC FINANCE COMMITTEE MEETING held on Tuesday 11 October 2016 in the Level 1 room, Caledonian Ground complex, Logan Park Drive, 7.30pm

Present: Brent Halley, Peter Hughes (Cav), Peter Hughes (Leith), Ross Linklater and Tamsyn Hayes (EO)

Apologies: Brian Watkins, Ivan Pali, David Low

Minutes: *“Move that the minutes of the last meeting 13 September 2016 be taken as read.”*
P Hughes(Leith)/P Hughes(Cav) Carried

Matters Arising:

- Discussion between Brent Halley and Ken Lister regarding investments. Ken thinks the current way we have Athletics Otago structured is the best way for our organisation, ie keeping the money spread over term deposits.
- Corrections from last minutes: correction of spelling Phil **Trounsen** and Anna **Clere**
- Spark – Tamsyn Hayes to discuss with Bryce what plan would be suitable for us to shift to.

Confirmation of Minutes: *“Move that the minutes of the last meeting 13 September 2016 are a true and correct record of the meeting”*
P Hughes(Leith)/P Hughes(Cav) Carried

Correspondence:

Inwards:

- Administrative correspondence between B Halley and T Hayes.
- Workplace First Aid – continued complaints about state of the Caledonian rooms they book and the lift still being out of order. They have decided to cancel the majority of their bookings.
- New Zealand Community Trust - \$20,000 granted to go towards the Athletics Development Officer and Executive Officer positions. Funds are due to be released.

Outwards:

- Administrative emails sent by T Hayes – monthly invoices

“Move that the inwards correspondence be received and the outwards correspondence be endorsed.”
R Linklater/P Hughes (Cav) Carried

Finance Report:

“Move accounts for approval of \$11,588”
B Halley/P Hughes (Leith) Carried

General Business:

- **Grants –**
Lion Foundation Grant – **T Hayes and B Halley to complete reconciliation this week**

New Zealand Community Trust – successful for \$20,000. Due to be released.

Southern Victorian – need a resolution tonight for \$5,900 for a Pole Vault Pad Cover

Otago Community Trust – need a resolution tonight for \$5,900 for a Pole Vault Pad Cover

“Moved that Athletics Otago apply to the Southern Victorian Trust for a grant for a Pole Vault Pad Cover of \$6,785.00 Incl. GST, \$5,900.00 Exc. GST.”

B Halley/P Hughes Carried

“Moved that Athletics Otago apply to the Otago Community Trust for a grant for a Pole Vault Pad Cover of \$6,785.00 Incl. GST, \$5,900.00 Exc. GST.”

B Halley/R Linklater Carried

- **Pole Vault covers** – applications are being completed for the Southern Victorian Trust and the Otago Community Trust.
- **Budget**
The current Budget is updated for our position as of mid-October 2016, including the \$20,000 not yet received. The recent reduction in room hire and event levies are reflected.
Our most recent budget is now included in our grant applications.
- **Advertising Boards**
Would like the Board to discuss these, regarding how we can promote these as we should be advertising more. There are four at present with one being ours, another Uptown Art (someone to approach them if they want to continue for another 12months), and one Newton and Sykes with 2years of a 3year contract to go.
- **Tempo Fit**
Concerns raised re the Board’s approved payment scheme for the coaches taking the Tempo Fit season. A gate pass is fine for season one, but for season two maybe a payment needs to be set aside for these coaches for the New Zealand Track and Field Champs.
- **Equipment for Schools**
\$20 per booking is to be paid to Makayla Frost. Tamsyn Hayes is waiting for her to give her bank details.

Meeting closed 9.02pm

Next Meeting: Tuesday 8th November 2016 at 7.30pm