



**Minutes of the meeting of the Athletics Otago (Inc) Board meeting  
held in the Athletics Otago Club Room at the Caledonian  
on Thursday 22<sup>nd</sup> June 2017 at 7.30pm**

**Present:** Rob Homan (President), Stuart Melville, Kevin O'Sullivan, Bryce Watt, Andrew Finn, Raylene Bates (via phone), Carla Butchers (Administration Officer)

**Apologies:** Megan Gibbons

**Appointment of Chairperson:**

Stuart Melville nominated Megan Gibbons to complete another term as Chair.

S Melville/B Watt Carried

**Confirmation of Minutes:**

*"Moved that the minutes of the meeting held on 24 May 2017 to be a true and accurate record of the meeting."*

K O'Sullivan/B Watt Carried

**Matters Arising:**

- Kevin expressed the need for some broader thoughts on the outcomes from the Planning Meeting. It was agreed to discuss this further under General Business.
- Bryce queried what was happening in relation to the Payroll issue with the timing required to set up each payroll and assisting Brent Halley in this area. Stuart reported that Brent has this in hand at the moment. Raylene advised when she returns in October she is more than happy to take this over from Brent as she uses the same system for the Academy of Sport.

**Correspondence**

- Numerous emails/conversations with Alan Nichols regarding the RJT Course (PE School) and Annelies' tasks
- Emails between Geoff Ockley (University of Otago) and Cat O'Sullivan regarding the RJT Course
- Correspondence with the DCC regarding the process for booking of venues, venue maintenance including keys
- Emails regarding Track & Field 2017/18 Planning Meeting
- Emails regarding Board endorsement for the Port Road Race to be held 4 February to coincide with the NZ Masters Games 12km Road Run
- Emails regarding Kids Cross Country and Winter Races
- Emails regarding financial matters including invoices, payments and setting Peter Hughes and Carla Butchers up with online banking
- Email from Remarkables Runners – to be discussed under General Business

*Moved that the inwards correspondence be received and the outwards endorsed."*

R Homan/A Finn Carried

**Congratulations**

The Board would like to acknowledge and congratulate the following achievements:

- Anna Grimaldi broke the New Zealand record in the T47 100m event in Townsville with a time of 12.86 seconds.

- **Winners at the Barnes Cross Country:**
  - Open Men: 1<sup>st</sup> Ray Knox, 2<sup>nd</sup> Hamish McKinlay, 3<sup>rd</sup> Andrew Lonie.
  - Open Women: 1<sup>st</sup> Claire Anderton, 2<sup>nd</sup> Julie Edmunds, 3<sup>rd</sup> Christine Montgomery.
  - Under 18 Men: 1<sup>st</sup> Josh Hou, 2<sup>nd</sup> Drew Cairney, 3<sup>rd</sup> William Scharpf.
  - Under 18 Women: 1<sup>st</sup> Ella Hou, 2<sup>nd</sup> Caitlin O'Brien, 3<sup>rd</sup> Jordan Evans-Tobata.
  - Under 13 Boys: 1<sup>st</sup> Archie Rhodes, 2<sup>nd</sup> Ollie Oberlin-Brown, 3<sup>rd</sup> Danny Moore.
  - Under 13 Girls: 1<sup>st</sup> Melanie Button, 2<sup>nd</sup> Lila Brown, 3<sup>rd</sup> Anya Rhodes.

*"Moved the above achievements be acknowledged."*

B Watt/K O'Sullivan Carried

### **Conflict of Interest**

The Register of Interests form was reviewed and updated.

### **Co-opted Board Members**

The question was raised about the term of the two co-opted board members. It was confirmed the term is for two years, having already completed one year.

### **Finance:**

Stuart reported back from the Finance Committee meeting he attended and the Finance Report.

Raylene asked what is happening with the outstanding debtors. Both Brent and Carla have been following these up to receive payment.

*"Moved the expenditure of \$15,488.44 be approved".*

S Melville/B Watt Carried

### **Budget**

Stuart reported that Brent has drafted a budget which shows a substantial deficit however this does not show any allowance for grants which have been applied for. With the expectation the deficit will reduce when/if we receive anything from the Otago Community Trust and any other grants we apply for.

The Oceania Masters Committee have prepared a budget which the Finance Committee have considered. It looks alright with it being break even at the moment. They have been conservative on athlete numbers so it should be more than break even. Stuart didn't think the board needed to consider it at this level.

Andrew enquired as to whether the Board approves the budget. This hasn't been done in the past but it was agreed it should be, however sub committee budgets (such as the Oceania Masters) does not need to be approved at the board level.

It was felt last year the board weren't well informed on Actual YTD and Budget YTD. Brent is working on a report which reflects this and it will be included in the monthly financial report.

***Action: Carla to send draft budget to the Board***

### **Dunedin City Council**

#### Lease

The lease has been held up due to one objection which the Council are working through. In the meantime we are working to the assumption that the lease is signed.

## Update

Raylene and Alex had a meeting with the DCC which went really, really well. There have been some more changes/staff movement, however they are trying to help us as much as they can and are working really hard for us.

The Logan Park Strategy map showed we lose the back field however there is no immediate change and a lot of water to go under the bridge before we lose that field to soccer. The Turf Proposal going ahead will hopefully mean athletics can 24/7 have use of the Caledonian.

## Bookings

Athletics Otago are the only organisation who have different clubs going direct to the DCC. As such they want to bring us in line with every other organisation with one point of contact for all bookings, complaints etc. This should help the relationship between Athletics Otago and the DCC. It will also give us more clout around contracts being delivered accordingly. The new contractors last year weren't great and this year we are paying for their services so if there are issues we can list them all.

A booking form is being developed at the moment between the DCC and AO for Clubs and Schools in relation to bookings/equipment hire. This will become standard practice and should save a lot of confusion especially around the schools.

The DCC would like all Club bookings into them for the summer by 30 June 2017. An email was sent to all Clubs last week advising of this.

***Action: Carla to create a checklist to make sure all Clubs are covered off and follow up those who haven't.***

## Point of Contact

The point of contact will be Carla for bookings etc. Alex and Raylene will handle any complaints, however these are to go through Carla in the first instance who will then forward on.

## **General Business:**

### Remarkables Runners

Keith Woodham from Remarkables Runners Queenstown rang Bryce last week. When Remarkables Runners first set up they were part of the Otago region and then moved to Southland, the senior's disappeared and the juniors affiliated back with Otago. They have had no senior runners but in recent times have had some harriers move into the area who would like to affiliate with Southland as it is less travel to Southland's Championship events compared to Otago's events.

Remarkables Runners would like to establish an additional entity called Remarkables Runners Harriers to be Southland affiliated, as separate to Remarkables Runners Athletics that would remain Otago affiliated.

Athletics New Zealand do not have an issue with this, and if Otago and Southland agree the harriers can form a separate constitution and be affiliated with Southland.

The Board agreed we want to encourage participation so were supportive of this venture, with a preference that the second club (harriers) have a different name and different coloured uniform so the two clubs are easily distinguishable.

*“Bryce moved that Athletics Otago agree that Remarkables Runners create a second club for the harriers with a different name and uniform to Remarkable Runners Athletics and the new club be affiliated to Southland”* Carried

If Athletics Southland agrees to this as well, in order for the runners to be eligible to run for places in the Southland and New Zealand Cross Country Championships manual payments will need to be paid.

*“Moved for manual payments be paid to the Club and for the Club to then pay the required fee to Southland. This will enable these athlete’s to be affiliated with Southland for their upcoming events.”*

B Watt/R Homan Carried

### Run Jump Throw

A discussion was held around the Run Jump Throw course which Annelies used to take as part of the Applied, Theory and Practice course with the University of Otago. The dates are set as 5 & 6 August 2017. Raylene said it is really important we do this and keep it going as there are not many other sports who get to deliver at this level in the University.

### Awards Review Sub Committee

The Awards Review Sub Committee will be meeting on Monday 26 June. The Committee consists of: Bryce Watt, Marion Harris, Malcolm Giles and Marion Harris.

### Planning Meeting

As Kevin alluded to earlier in the meeting it was agreed the Board need to ensure the areas identified in the Planning Meeting in May are followed through on, in particular the main focus points outlined at the May Board meeting.

- Awards Sub Committee – meeting next week.
- Communication Plan – need to work on this
- Calendar for the year – underway, however calendars for each of the Committee’s need to be developed to sit underneath the overall calendar.
- Board member ex-officio on each sub-committee
  - Track & Field – Megan, Raylene, Bryce
  - Cross Country – Kevin, Bryce, Rob
  - Finance – Stuart, Andrew

Stuart and Bryce have met to discuss ex stadia events – note to come.

A meeting will be held on Wednesday 26 July to concentrate on the Communication Plan and other areas raised at the Planning Meeting. This will involve the Board and Chairmen of other Committees.

**Action: Carla to distribute the Athletics Otago Calendar.**

**Meeting Closed:** 8.57pm

**NEXT MEETING:** 7.30pm Wednesday 19 July