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AAI BOARD OF DIRECTORS MEETING

Thursday 14 May 2015, 7pm Athletics Auckland Office

Present: Murray McKinnon (President), Peter Wyatt (Chairman), Peter Booker, Dianne Craddock, Jim Hogg, Sasha Daniels, Fiona Maisey, Raewyn Rodger (Secretary).

Apologies: Brendon O'Connor,

Confirmation of Previous Minutes:

The minutes of 9 April 2015 were accepted.

Moved PW, Seconded MM, Carried.

Matters Arising:

- PB forwarded draft copy of updated AAI H&S schedule towards complying with future H&S legislation. PW commented that document is clear and concise and will be transferrable to AAI Clubs. Board Members to feed back any points identified for inclusion in schedule.
- Apparel Sponsorship Proposal – Cobra, Proposal discussed, PW would like to view apparel and have athletes trial for comfort, durability, etc. before any decisions are made. PW advised he will push forward with trial garments and discuss this with Anthony.
- NZ Community Sport Strategy 2015-20 forwarded to Board Members for perusal

Correspondence:

In:

- RFA Newsletter
- ANZ Proposal to Amend Rule S260.9 – RECORDS. No Board Action
- Board support for Keith MacKinlay's re-appointment as a Trustee by rotation at the forthcoming AAI Centennial Trust AGM. Confirmed unanimously.
- ANZ Notice of AGM 8.45am, Saturday, 1 August 2015, Christchurch

Out:

- North & South Grant – IP 12-13 Accommodation \$5,000 reconciliation.
- Pub Charity Grant – IP 12/13 Transport \$2,500 reconciliation
- Foundation North Grant Application \$116,920 Admin Costs/Asset Replacement



Herb Towers Track, Mount Smart Stadium
51 O'Rorke Road, Penrose, Auckland, New Zealand

Office Managers Report:

- General Office Admin Duties.
- JW FOD Admin including West
- Clubnet administration on IMG
- Grant Applications/Reconciliations
- Financial Updates
- Preparation for 2015/16 XC Season
- EOY Books
- AGM preparation

Development Officers Report:

- Monthly Report from Anthony Curry was tabled and taken as read.

Conveners Reports:

Track & Field:

- **NZ T&F Championships** – 2016 have now be confirmed 1 week earlier in first weekend of March 2016 in Dunedin. Accommodation and transport are currently being reviewed due to the smaller number of athletes that stayed with the team this year.
- NISS Championships will be held in Auckland again in 2016.
- Officials Luncheon at Waipuna Trust Hotel on 3/5/15. MM thanked Anthony for his organisation of luncheon.
- **Next Month Activity** – Preparation of 2015-16 programme.
- **New Equipment** – New distance markers for Shot, Discus and Javelin arrived and used for NISS event.
- **Officials** – Winter programme being considered.
- **Mt Smart Field 5 Development** – Discus and Shot Put circles marked. Building materials ordered so construction can be completed asap.

Junior: Nil Report

- AGM held Fiona Maisey elected as Convener, Daniel Lewis Avondale Vice Convener, Anthony Curry Secretary. Events Secretary role taken on by Judy Revel and Louisa Smith. PW back on Junior Executive as Treasurer.
- Event format open for discussion at June meeting.
- The Board thanked Sharon Grass for her contributions as the outgoing Junior Convener.

Cross Country & Road – Nil Report

- DC advised after two events numbers are up which is a promising start to the season. Currently working through system procedures of making sure athletes are registered for the new season.

Financial Report:

- 1/4/15 – 30/4/15 Financial Statements passed.

Moved JH, Seconded PW, Carried.

- RR completing EOY books and will liaise with JH over next week to finalise. Draft financials to be forwarded to Sections.
- Term Deposit policy changed by bank to 31 day advice if breaking TD early.

- Jim has been in contact with Paul Leighton and requested he provide audit services through his new firm. Board approved continued audit services through Paul. RR and JH to contact regarding audit of accounts.
- Gym access fee to be increased to \$75. Passed unanimously
- Investigate options through banking to allow Raewyn better access relating to banking procedures.

Coaching:

- Decision to be made after funding known.

Mt Smart Update:

- Brendon O'Connor apology for meeting still doing up analysis review of Mt Smart co-users. MM & PW to organise a meeting with Warriors CEO.
- Building alongside AAI office to be upgraded during September and early October. Mt Smart to provide alternative ablution facilities during this time for any users of the No 2 arena.
- Shot Put/Discus areas on JW Field 5 covered under T&F report.
- Confirm new Gym/Gear Shed under AAI Asset from Mt Smart. This will also need to be updated on Asset Depreciation schedule.

Communications/Marketing:

- Information on Social Media getting good feedback, with Anthony constantly updating.

Business Planning:

- PW has asked Board Members to look at Business Plan moving forward into the next 12 months to target priority items. Board to meet to prioritise items on Business Plan on Sunday 7th June 10am – 1pm at AAI Office.

Alternative Income: Sponsorship Plan:

- Application forwarded to Foundation North \$116,920 for Office Operating Costs, Coaching Plan and Asset Management Plan.

ANZ Update

- PW reported that Linda Hamersey will try and attend the June AAI Board Meeting to meet with the Board.
- ANZ AGM date set for 1st August in Christchurch. Awaiting further information

World Masters Games Update

- PW/MM attended 2 years to go meeting at Auckland Museum.
- PW/PB/DC/MM and Anthony attended morning workshop 22/4 with World Masters Game Representative to define what is required for athletics organisation by World Masters Games Inc and AAI.
- LOC needs to be finalised in the near future so that any tabled issues can be dealt with in a timely manner.
- Account to be set up in the name of WMG 2017

General Business:

- Master Organisation representation within AAI. Board Discussion around issues involved and invitation extended to Alan Dougall to attend next Board Meeting for further discussions around more involvement. PW to go back to Alan.
- AAI AGM Annual Report. All reports to the office asap for inclusion and appropriate photos to be produced and printed prior to AGM.

Meeting closed 9.08 pm

Next Meeting: Thursday 11 June 2015

Signed As True and Correct

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Name of Signature

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Date

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Name of Signature

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Date

| Action Items: | Actioned: |
|-------------------------------------------|------------------|
| Health & Safety Review | Board |
| Apparel Sponsorship Proposal | PW/AC |
| EOY Accounts | RR/JH |
| Business Planning Meeting | Board |
| World Masters Games LOC | Board |
| Master Organisation representation | PW |
| Annual Report Information | Board |