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## AAI BOARD OF DIRECTORS MEETING

**Thursday 29 January 2015, 7pm Athletics Auckland Office**

**Present:** Murray McKinnon (President), Peter Wyatt (Chairman), Peter Booker, Dianne Craddock, Rodger Brickland, Brendon O'Connor, Sharon Grass, Fiona Maisey, Raewyn Rodger (Secretary).

**Apologies:** Jim Hogg, Sasha Daniels

### **Confirmation of Previous Minutes:**

The minutes of 11 December 2014 were accepted.

**Moved PW, Seconded PB, Carried.**

### **Matters Arising:**

1. Centralisation of Assets – Anthony has reported that an asset schedule of gear has been done. Schedule to now be scrutinized and predictions made on replacement of equipment over next 5 year period.
2. Health & Safety: Advanced Safety Systems Australia & New Zealand have been in contact with the office and offered a 30 day free trial (100% Guaranteed Workplace Compliance) membership via their online system, which PW has authorised. System provides:
  - Policies & Procedures compliant to 2015 legislation and updated thereafter.
  - Cloud based document management system, and automated task notification system customised to needs.
  - Induction Management system and compulsory compliance tools.
  - Member support team from consultants for advice and assistance.
  - Compliance Specialists monitoring and updating system
  - Accreditation – Fast tracked ISO, ASNZ 4801 and CM3 Accreditation.

Discussion ensued re feasibility of using system given it will cost NZ\$150 monthly after initial free trial month and if AAI requires an H&S system this robust. Alternatives were for our current document to be updated and this together with stadium H&S document to be circulated to affiliated clubs via Delegates meetings and for Risk Analysis forms to be placed inside Volunteers folders during events.

Board Members have been asked to complete the online induction forwarded to them from ASSNZ in order to evaluate the system. Carried forward to March Board Meeting.



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

## **Correspondence:**

### **In:**

- Four Winds Foundation Grant approved IP 14-U18 Accommodation/Entries \$5,000.
- ANZ Email 2015/16 New Membership Categories and Fees.

### **Out:**

- Email to clubs advising AAI 2015/16 Fees to be set at January Board Meeting

### **Office Managers Report:**

- General Office Admin Duties.
- JW FOD Admin
- Clubnet administration on IMG
- Grant Applications
- Admin for T&F/School Athletics Season
- Financial Updates
- ASSNZ Management System Trial (Health & Safety).

## **Development Officers Report:**

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

## **Conveners Reports:**

### **Track & Field:**

- NZ T&F Championship organisation. Selection emails continue to be forwarded to selected athletes. Poor uptake on team accommodation which will be reduced over the next week. Vans booked and budget finalised.
- Ongoing organisation progressing for NI SS Champs at Mt Smart 28/3/15.
- ANZ meeting at Trust Stadium 26/2/15. AAI commitments in place for this event.
- Auckland Senior T&F Champs has been confirmed at AUT Millennium Track (new surface), for weekend 21<sup>st</sup>/22<sup>nd</sup> Feb 2015.
- Officials courses – on in Athletes Lounge 29/1/15.
- Still awaiting response from Mt Smart regarding price forwarded for Throwing Circles on JW Field.

### **Junior:**

- **Trans Tasman:** Children enjoyed the trip and while they won a number of individual medals the team event was won by Australia.
- Next year in Auckland marks the 40<sup>th</sup> Anniversary of Trans Tasman and the Management Committee are looking to commemorate this in some way.
- Pentathlon Day on 14/2/15.

### **Cross Country & Road**

- DC advised the Council are about to start consulting regarding charging for the use of Council fields and Public Places. If this was to be passed it would have a big effect on the venues that XCR use. DC to work on putting in a submission on behalf of XCR.

### **Financial Report:**

- 1/12/14 – 29/1/15 Financial Statements passed.

**Moved PW, Seconded MM, Carried.**

- A Curry attached Income/Expenditure statement for Aspire Coaching Programme. Budgeted AAI input was \$1,500 with final input from AAI only \$322.
- AAI 2015/16 Fees: After Board discussion decision made to leave AAI fee of \$12 the same for the 2015/16 season. Social Member fee to increase to \$20.

**Moved PW, Seconded PB, Carried**

Covering letter to clubs with fees document explaining no increase during this settling in phase with ANZ fee changes. Affiliation fee to be increased from \$55 to \$60 per club.

- Proposed 2015/16 AAI Budget: PW produced draft budget which was passed by attending Board Members.

**Moved PW, Seconded Peter Booker, Carried.**

### **Coaching:**

- Aspire Coaching Programme reported under A Curry's report attached to these minutes.
- Coaching initiative of Coaching Junior Club Parents not in place this year. Dave Norris is no longer running the programme and grant funding has not been forthcoming.

### **Mt Smart Update:**

- Brendon O'Connor in liaison with MM and PW is in the process of doing up an analysis review of Mt Smart co-users, past/present/future. Once a draft report is drawn up he will table to the Board.

### **Communications/Marketing:**

- DC/A Curry have met with an AUT placement student who is keen to do his two days per week placement with AAI. He will start his placement once schedules with AUT have been worked out.
- FeetNWheels: DC is keen to manage event again. She will start contacting Sponsors from last year and some new ones she has in mind, and will utilise the AUT Student for some event management skills.

### **Alternative Income: Sponsorship Plan:**

- IP 12/13 Grant funding passed by the Board up to \$10,000 in previous Minutes. Two applications to be made for \$5,000 each.
- Motion to apply to Pub Charity for \$5,000 for Transport to Hamilton return Auckland for two teams (Auckland/Counties Manukau) 88 Athletes plus 16 Managers to compete in the InterProvincial 12/13 annual competition from Friday 3<sup>rd</sup> April to Monday 6<sup>th</sup> April 2015
- Motion to apply to North and South Trust Ltd for \$5,000 for Accommodation for two teams (Auckland/Counties Manukau) 88 Athletes plus 16 Managers to compete in the InterProvincial 12/13 annual competition from Friday 3<sup>rd</sup> April to Monday 6<sup>th</sup> April 2015

**Moved PW, Seconded BO, Carried**

### **ANZ Update**

- Administration By-Laws. Following 50 day consultation phase ANZ new levy structure has been released to clubs for the 2015/16 season starting 1<sup>st</sup> April 2015. Copy of email attached to these minutes.

### **World Masters Games Update**

- PW advised AWMG Ltd require quarterly reports, one of which is due now.
- PW tabled overview as a power point for Athletics Sport Management Structure for the Games. After Board discussion it was moved that the Board accept the structure as presented by PW with the provision that changes can be made if needed and that the Board engage an external Consultant.

**Moved PW, Seconded BO, Carried**

### **General Business:**

Nil

**Meeting closed 9.05 pm**

**Next Meeting: Thursday 12 March 2015**