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AAI BOARD OF DIRECTORS MEETING

Thursday 9 June 2016, 7pm Athletics Auckland Office

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

Apologies: Nil

Confirmation of Previous Minutes:

- The minutes of 12/5/2016 were accepted.

Moved PW, Seconded JH, Carried.

Matters Arising:

- Update to Co-opting suitable replacement Board Members. Discussed under Risk Management
- **Correspondence:**

In:

- Letter Pakuranga Club – Building Project – Discussed under General Business.

Out:

- Email to Ross Pownall confirming AAI Board ratified re-appointment to the AAI Centennial Trust for a further 3 year term
- Various Sectional Correspondence
- Liaise with JH regarding EOY Accounts
- AAI EOY Accounts
- XCR Event Information

Reporting: Office/Development/Sections:

- Reports distributed to Board. Taken as read (copy attached to minutes).



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

1. Junior Report Nil – No meeting since last Board Meeting
2. Track & Field Report Nil – Board had discussion on NZSS Championship venue change from Mt Smart due to concert.
3. XCR Report attached to minutes

World Master Games

- Karen forwarded WMG June reports. This included budgets for both T&F and XCR Sections which were discussed by the Board. The Board asked that the Minutes show their appreciation for the work already done by Karen.

Financial Management:

- Monthly Financials 1/5/16 – 31/5/16 Financial Statements passed.
Moved JH, Seconded MM, Carried.
- MM acknowledged work by RR and JH on the EOY Accounts. Discussion ensued around audited accounts. Paul Leighton (Auditor) Audited accounts on Wednesday 8/6/16. Board discussed and passed 2015/16 Accounts.
Moved JH, Seconded PW, Carried

Risk:

- **Stadium Strategy:** Peter again opened up for Board discussion the ongoing issue of concerts at Mt Smart interrupting our summer season which will happen again this coming season. Options were discussed.
- **Development Officer Position:** Successful Applicant felt job not suited to her and left after 4 days. Board considered other options for this vacancy, and PW will move forward with this.
- **JW FOD** to provide funding for a community activity based Schools Pilot Programme for athletics to start up in Terms Four and One in the Papakura district. Board to appoint a Coordinator to run this programme.
- **H&S** plan has been updated as at June 2016.
- **Co-opting suitable Board Member** –PW summarised applications and Board discussed the merits of each applicant. FM asked that the Board look for gaps in our current governance structure when perusing the CVs. A decision on Co-opting new Board Members will be taken after the AAI AGM and vacant club Board nominations voted in. RR to email applicants an interview process once this has been decided.

Work Plan:

No Updated

General Business:

- Pakuranga letter. The AAI Board is conditionally supportive of the Pakuranga club's initiative to further develop their club facilities to the extent such development is consistent with the broader regional facilities strategy and in their community requirements.

Meeting closed 9.30pm
Next Meeting: 12 July 2016

CROSS COUNTRY & ROAD REPORT – MAY 2016.

GRAND PRIX:

The second GP event was hosted by the Pakuranga Club at Lloyd Elsmore Park.

- Entries were over 500 reflecting the significant number of athletes who have registered for the GP Series. This provides upfront funding for the XC Committee.
- Fine weather during the day although parts of the course were “heavy” due to the weather during the preceding week.
- Greater number of senior athletes competed than in GP1.
- Well run event.

2016 ANZ XC CHAMPIONSHIPS / WMG2017 XC EVENT:

- Planning for the 2016 Championships continues with discussions being held with the ANZ appointed TD, John McBrearty from Christchurch. John visited for a day to view the course, discuss planning, provide any guidance required and attend the LOC meeting. He has subsequently emailed to say he is pleased with the progress and planning. John is a well respected TD with many years practical experience and he recently attended the IAAF Out of Stadia seminar in Monaco.
- Karen has been a part of all the Council discussions as well as attending the LOC meeting.
- Working closely with Gareth Archer (ANZ Competitions Manager) re the event.
- Next meeting with Council at the Domain is planned for Tuesday 14 June with a LOC meeting in the evening. The schedule of releasing the fields for the Tech team to erect the course has been provided. The Tech team will spend most of the Saturday setting up.
- Barry Curtis Park is under discussion as the back-up should the Domain be closed.
- Some equipment has been purchased using WMG funding – tape / reels, pig tails, etc.
- Finalizing suppliers of marquees, toilets, etc. Marquees are necessary for athlete shelter and one or two other areas as pop-ups are not suitable for winter conditions. This was proven at Pakuranga where one pop-up suffered \$300 damage from being blown over despite being tied to chain link fence.
- Work has started on the Championship booklet.
- Call for Officials has been sent out by ANZ. Have completed the list of officials required – close to 50 required altogether. Most will come from

Auckland. Craig Brown will be the Chief Photo Finish Judge. His attendance will allow us to give Auckland Officials experience with Meet Manager – to date we only have used Sports Score.

- After the Championships a full review of the event will be undertaken. Apart from the WMG personnel invited to attend / observe there will be the ANZ TD's report to advise on things done well and things that could be improved.
- Looking at options for photo finish at WMG XC – including Craig and a couple of other providers.

AAI 2016 HALF MARATHON CHAMPIONSHIPS:

- The Huntly Half Marathon has had issues around course management that have made us consider other options.
- Discussed with Running Events (RE) regarding using one of their events for our Championships. Most likely event for 2016 is the Devonport Half marathon. In 2017 we would prefer to use the Coatsville Half Marathon.
- RE run 5 events over the summer period. A number of winter athletes have been asking for a summer series – this could be answer to their request. With most winter officials also officiating at T&F it is not feasible for AAI to host such a series. They are prepared to work with AAI to promote these and return some funding to AAI.

WMG Athletics Report – June 2016

Dianne and Paul Craddock, and Peter Booker have done a large amount of work on their respective projects in the build-up to World Masters Games. I have started this role hugely impressed by the progress that has already been made.

We have had a look at both of the budgets and made some amendments. These have only just been sent to Peter Wyatt, so I don't anticipate they will have been signed off before 9 June.

Cross Country

The main focus for Cross Country is the NZ Champs on 7 August in Auckland Domain. This will run as a test event for WMG as we are using the same course and our set-up around the course will be similar. After this event, we will have a thorough debrief to discuss what worked and what we will do differently.

Funding requests have been put into WMG2017 for equipment – some have already been bought, the rest will be purchased when the funds are received on 20 June.

We have an onsite meeting with our Auckland City Council contact person next week. We have been in regular contact with her, so this meeting is to finalise vehicle access/ permits/ parking/ marquee locations etc.

Summary – Cross Country is in good shape ahead of our test event.

Track & Field

Peter Booker and I are meeting Trevor Spittle this week for site visits at both Trusts Arena and AUT Millennium.

Peter has put together a draft event schedule (this will need to be amended when we have more idea of the number of competitors).

Peter has also put together a comprehensive Health and Safety document, which we will later combine with WMG2017's Health and Safety guides.

WMG2017 have been looking into the addition of a 10km walk from AUT Millennium. Paul Craddock helped me put together a report stating we don't believe there is a suitable course starting from this location (too many turns, gradient too steep). We are waiting to hear back from WMG2017. I am happy to pass this report to anyone who is interested in more information.

Summary – Volunteer numbers continue to be a concern. I am meeting with Kent next week and will introduce him to our WMG Volunteer Coordinator. My major concern is the based on the WMG timeline, volunteers do not officially receive their assignments until October. This is too late for us in terms of training, so I will work with her to see how we can the process moving quicker.

I think we are making good progress in terms of overall organisation. Peter has done a lot of work on many documents, so I am in a good position to be able to start work on the Sport and Venue Operations Plan.

Documents Attached

Sports Partner Report.

These will be returned to WMG at the beginning of every month. It's my intention for these to be much more thorough as the months go on, including using their budget forecasting tool to keep track of all our anticipated spending.

Timeline

Peter Booker has put together a much more detailed timeline, which we will use together. I am happy to share this with you if you would like to view it. The document attached is a much-simplified version, but I will continue to add to it as I gather more information.

As this is the first report I have put together for the board, please let me know if you need more/ less info, or if you would like the information presented differently. I'm very happy to make amendments as we go along.