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AAI BOARD OF DIRECTORS MEETING

Thursday 14 April 2016, 7pm Athletics Auckland Office

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

Apologies: Dianne Craddock

Confirmation of Previous Minutes:

- The minutes of 17 March 2016 were accepted.

Moved PW, Seconded RB, Carried.

Matters Arising:

- Update to Co-opting suitable replacement Board Member. Advert put onto Social Media sites including Institute of Directors and Appoint. To date six applications received by office. RR to forward CV's to Board for perusal. Decision made to appoint new Board Member/s at or after AGM as two vacancies come up for renew, one current Board Member and one due to resignation. These would need to be nominated by affiliated clubs. Board can also co-opt Board Members and will be looking at the best fit for moving the sport forward.

- **Correspondence:**

In:

- Job Applications – Development Officer/WMG Coordinator/Board Member
- Sports Facilities Investment Plan – Auckland Council.

Out:

- Grant Reconciliations - Trillian Trust/Four Winds (IP 12/13) – Pub Charity (T&F Champs) – NZCT (Partial Development Officer Salary)
- Job Adverts (Board Members/WMG/Development Officer) forwarded to Regional Sports Trusts and National Sports Organisations to be advertised on their websites and advert uploaded onto Seek.



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

Reporting: Office/Development/Sections:

- T&F Report distributed to Board. Taken as read (copy attached to minutes). No Junior/XCR/Development reports forwarded.
- FM reported that the Junior Section had a successful season with good numbers at events. Currently looking for nominations to fill positions for the coming season. Prize Giving and Annual Meeting 2nd May.
- XCR: Nil Report. D Craddock apology

Financial Management:

- Monthly Financials 1/3/16 – 31/3/16 Financial Statements passed.
Moved JH, Seconded PW, Carried.
- RR to touch base with Paul Leighton (Auditor) to set date for Audit. AAI Board have set the date for the 2016 AGM as Thursday 7th July 2016.

Recruitment: Board:

- Board Members as per Matters Arising
- WMG Coordinator - Applicants x 2. Both very able and from within the sport. Recruitment process to be followed to interview both applications. Panel to consist of Board Representatives Sasha Daniels/Jim Hogg and Chris Bird WMG Manager. Clear Guidelines and measurable KPI's to be set and carried out according to Job Description and managed from within the Board. T&F/XCR sections to act as a Mentor on skill elements.
- Sport Development Officer – Multiple applications received. PW will make shortlist, to be interviewed by panel PW/MM/RR

Update on WMG:

- Athletics Sport Manager has already been employed and started with WMG. They have requested that WMG2017 attend AAI Board Meeting on May 12th for a presentation. Confirmed by Board. A Business Case now needs to be prepared and presented for updated equipment; eg new set of hurdles which PB has quotes for. SD commented that our vision should be to strive for a high quality event with a lasting legacy for the sport.

Stadium Strategy:

- The Warriors are now to stay at Mt Smart. MM and PW to attend a Mt Smart Stadium Strategy Update meeting to promote Athletics ongoing commitment to No 2 Arena as our main venue and discuss future upgrade options.

General Business:

- SD to take a charity day from his work to look at updating of AAI constitution.

Meeting closed 8.50pm

Next Meeting: 12 May 2016

Office Manager Report:

March 2016

1. General Office Admin Duties
2. Clubnet administration on IMG
 - Address Club issues and update registration payments owing
 - Update all club Financial Dates for 2016/17 Season
3. Grant Applications:
 - Grant Reconciliations Trillian/Pub Charity/Four Winds/ Partial NZCT
4. Final Administration for School Athletics Days at Mt Smart Stadium including College Sport Zone Days.
5. Administration for Jun IP 12/13 Teams to Dunedin.
6. Finalise accounts for 2015/16 Year End at 30/4/16

TRACK & FIELD CONVENOR REPORT

1. **Events summary**

Nationals: 2016 Dunedin March Cost details appear to be within budgeted dollars awaiting final numbers.

2. **Next month activity**

NISS 1 to 3 April successful event with approx.. 800 competitors.
Final cost coming again appears to be within budget.

3. **New equipment**

Pole vault cover installed at Mt Smart some minor adjustments required. For those that wanted to know how it arrived at Mt Smart refer Photo.



Cover packed down ready to transport to Mt Smart.
Comments after completed are good.

Hammer cage netting reaching its end, estimate to replace \$8,000.00.
Hurdles. Following up with quotes

4. Coaching Nil

6 Mt Smart Field 3 Development

Practice cage installed and completed.

7. Masters

Attended meeting with Waitakere Confirmation that track to be resurfaced September completion 2 November 2016.

Discussion re Discus/Hammer cage.

Conclusion Hammer may have to be included in AUT programme on shore.

Discus cage on Trust stadium may requires upgrading , to be looked into.

Preparation for meeting set up and requirements continuing.

Have a copy of asset list and are preparing additional requirements.

Paul Craddock and Peter Booker to prepare official's invitation with details how to enter as a volunteer and attach brief programme for each stadium, as masters close at the end of July.