

NZ Masters Athletics Incorporated Board Meeting



Minutes of the Board meeting held on Saturday 7 November 2015

Cabana Room, Conference Centre, Domestic Terminal Auckland Airport commencing at 8.30am.

Present: Andrew Stark (AS) (President), Chris Thompson (CT) (Vice-President), Stewart Foster (SF) (Secretary/Treasurer), John Campbell (JC), Murray Clarkson (MC), Karen Gillum-Green (KGG) and Derek Shaw (DS).

Apology: Mike Weddell (MW)

Welcome:

The President welcomed members to the meeting.

1. Minutes of the previous Board meeting held on 4 July 2015.

That the minutes of the Board meeting held on 4 July 2015 are confirmed as a true and correct record. A Stark/D Shaw Carried

2. Matters arising from the previous minutes

- Procedure for invoicing of adverts in *Vetline* not resolved – decided that they would be done by SF.
- No feedback re World Masters Games. They need to be sanctioned by WMA, otherwise records by NZMA members will not be able to be accepted. Decided to put an item in *Vetline* that encourages our members to take part in the WMG but warns them about records not being able to be accepted.
- AS reported no progress on draft job allocations and descriptions as MoU with ANZ could result in changes to how we operate.
- Funding application to NZCT for website upgrade. AS reported that there had been some administrative hiccups and it is now expected to be considered on 24 November 2015. He indicated that the goal is to have a website that is capable of being updated by a variety of people in order to help future proof it.

That the application to NZ Community Trust for \$6k to upgrade the website be approved.

D Shaw/M Clarkson Carried

- It was confirmed that the cost of adverts for merchandise in *Vetline* would continue to come out of the merchandise account.

3. President's Report:

AS spoke to his circulated report and indicated it had been a busy four months with lots of work on many areas as indicated in his report. The draft MoU with ANZ has been the top priority and had involved on-going discussions with ANZ CEO.

AS reported that a process has been sorted regarding the funding assistance from 4th World Veteran Games Trust for LOCs organising SI, NI and NZ T&F champs. The NZMA Treasurer will raise the invoice regarding adverts in *Vetline* and send to the LOC and Secretary 4thWVGT. LOC's have been informed that a budget for the event is required to be sent to the secretary of both NZMA and 4th

WVGT for checking, before the agreed \$1k or \$2k grants will be paid to the LOC. The payment of this grant, plus *Vetline* advert cost is to occur within the month prior to the championship.

He noted that new age graded tables will make it harder to break a record. He was still waiting for some information for the Combined Events records.

AS encouraged Board members to respond to emails and to contribute their views and/or queries regarding issues circulated by email, especially with the potential changes ahead with ANZ. He indicated that people were needed on the Board who were able to commit to helping with the work that needs to be done. He also stressed that it was important to be clear on the wording in email communications. JC suggested the possibility of regular conference skype calls and indicated that there is some free software available for downloading. It was agreed that this would be investigated.

AS raised the issue as to whether Board members thought that NZMA should have a strategic plan. He noted that OMA are preparing a strategic plan and he circulated Board members with a copy of the Australian Masters Athletics (AMA) strategic plan and asked for feedback on this by the end of November. SF indicated that the last NZMA strategic plan expired in 2012. There was general agreement that we should consider developing a strategic plan. AS to check that we can use the AMA strategic plan as a template.

AS also tabled copies of the AMA Championship Manual June 2015 and suggested that we look at adopting /modifying it accordingly to NZMA requirements and put it on our website to assist LOC's.

That the President's report be accepted. A Stark/C Thompson

Carried

4. Secretary's Report:

SF spoke to his circulated report. He indicated that chasing some centres to check that all NZ entries for Oceania Masters Champs were current members had been required. A total of 247 athletes participated with 106 from NZ. He spent time assisting when OAA rep Yvonne Mullins took over as Competition Manager. The non-stadia walks and cross country courses only sorted out just before the events. Still chasing admin levies from WMA champs. He commented that when Australian cheques are deposited into a NZ account (such as for the Oceania Throws Pentathlon Challenge), there is a \$15 fee per deposit. It was suggested that Paypal on our website could be used. Large amount of correspondence circulated – AS suggested that there is a way of saving it as a PDF instead of printing and scanning it, to reduce its size.

That the Secretary's report be received. S Foster/C Thompson

Carried

5. Treasurer's Report:

Current signatories to NZMA bank accounts are Stewart Foster, Andrew Stark, Mike Weddell and Marcia Petley (back up). Two needed to sign.

That Christopher John Thompson be appointed as a signatory on NZ Masters Athletics bank accounts to replace Mike Weddell. S Foster/D Shaw

Carried

SF commented that it was a rather difficult and lengthy process to change signatories. It was suggested that on-line banking and authorisations could be investigated. SF commented on the unaudited annual accounts and noted a good surplus for the year – now have a 2 year reserve. It was

noted that the accumulated funds figures were transposed. AS commented that cost of printing the next edition of the handbook could be saved by putting it on-line, which is what AMA has done.

That the financial reports on the unaudited annual accounts and October 2015 be received.

S Foster/C Thompson

Carried

6. NZMA Membership & Database Report:

AS spoke to his report and noted that the OMA champs in Rarotonga had helped get early registrations. Forty-four new members so far this year with Auckland doing well. He indicated that it would be good to encourage the 736 past members to rejoin. He estimated that there are potentially 3000 masters who could be involved in NZMA T&F champs and urged everybody to try and recruit additional members. He pointed out that it was worth mentioning to prospective members that at OMA and WMA champs there are non-stadia events such as cross country, half marathon, marathon and race walks. JC felt that we needed to nurture our members with more regular communication and he indicated that using Facebook in Auckland was working well. CT mentioned that Auckland Masters have polled past members regarding their reasons for not rejoining. The reasons given for not negative towards NZMA, but more about 'life getting in the way' or injuries.

That the membership and database report be received.

A Stark/D Shaw

Carried

7. Island Championships:

North Island – CT reported that the 146 entries have all be loaded into Sportcore (hoping to get latest version from Anderson family) and are all ready to go. Barfoot and Thompson is the major sponsor.

South Island – AS reported that there was over 60 entries with late entries open until 12 November. They would be part of a larger event, combined with Canterbury children (500) and seniors.

NZ – Claire Giles has indicated that it is all under control. Otago Masters are seeking assistance with ground/track hire costs of \$2600.

That we acknowledge receipt of the request and forward a recommendation to the 4th WVGT that the full amount be paid and request that OMA supply a copy of the budget for the championships.

S Foster/K Gillum-Green

Carried

8. Memorandum of Understanding – NZMA/ANZ:

The latest version (6th) of the draft MoU was discussed in detail. It was noted that it is a proposed partnership and not a merger as both organisations will remain financially independent.

It was agreed to amend the following clauses:

- Under intention – 4th bullet point – add reference that changes can be made at any stage.
- Under NZMA roles – 4th bullet point – simplify 'competition fees / entry fees' to 'fees' and add 'OMA championships when held in NZ' after NZMA T&F champs.
- Under ANZ roles – 7th bullet point – addition that NZMA will be consulted in planning for ANZ non-stadia championships.

- Under membership fees it was agreed to simplify the first 5 bullet points, delete 'Club' from 3rd, 4th and 5th bullet points and to leave out reference to *Vetline* subscription as we determine sub (6th bullet point) and ANZ national champs levy (9th bullet point).
- It was acknowledged that there was a financial risk in continuing to run normal NZMA business on less income but there were potentially other ways of seeking additional funds to assist with administration costs.
- Queries were raised about:
 - membership numbers may need to be a 4 figure number
 - how we get names and payment for *Vetline* subscriptions out of ClubNet and possible GST implications
 - may need a tick box re getting permission for use of personal information for masters (may need to refer this to our Legal Advisor).
 - how we continue to administer life members.
- Opportunities were identified to:
 - recruit new people from unaffiliated clubs and those who don't like paying two membership fees.
 - find more advertisers for *Vetline* and championship programmes and potential sponsors – perhaps via an advertising agency or keen individuals on a commission basis.
- Next steps were indicated by AS:
 - following the meeting the amended MoU will be circulated to Board for any further feedback and then referred to ANZ CEO and our Legal Advisor.
 - AS attending both NI and SI champs and there will be an opportunity to talk to participants/officials and for them to discuss it with him. Will be put on website and in race packs.
 - The MoU will be up for discussion at AGM, with voting by centre delegates and Board office holders. Board to put up a remit when these are called by Secretary next week.
 - AS suggested that we should consider being proactive in seeking funding (if required) to assist in getting officials/board members to championships/AGM. Could look to utilising Air NZ group bookings.

9. Non Stadia Matters:

NZ Road Champs Report – MC spoke to his circulated report and highlighted some of the deficiencies with respect to how master's runners were treated. There was discussion on how some of these could perhaps be improved in future, such as having race numbers which distinguished 5 year age groups. AS to raise with ANZ the confusion between the M35-49 and M50+ age group championships and the 5 year age group championships and the difference in medals. The Board favoured just having the 5 year age championships with the same engraved medals as for junior and senior grades.

That the report on the NZ Road Championships be received. M Clarkson/D Shaw Carried

Possible shorter distance for older masters for Cross Country Champs – There were a range of views expressed on this suggestion and no consensus. It was concluded that it needed more consultation with members and is likely to come forward as a remit for discussion at AGM.

10. NZMA Constitution:

CT spoke to his circulated report with the recommended changes to the constitution and indicated that they were 'tidy up' suggestions to be put forward to the AGM. It was noted that the change with respect to the maximum number of Board members being 8, excluding the position of immediate Past President, was agreed at the previous Board meeting.

There was agreement on all the recommendations from CT plus two additional amendments suggested by SF. These were the replacement of 'auditor' in 9.25 and with 'reviewer' and the deletion of 'budget' from 12.5 point 7.

That the recommended changes to the NZ Masters Athletics constitution be approved for acceptance at the AGM. C Thompson/K Gillum-Green Carried

There was discussion on the need to determine what a 'remit' is. Remits and topics for discussion are mentioned in 12.3.1. CT offered to prepare a paper for the next Board meeting.

11. Records:

SF spoke to his circulated report indicating that Wilson is OK but McLachlan hasn't responded adequately to requests for further information. AS indicated that he has all the information needed for the Harding and van Zyl applications.

That the record applications from Jacqueline Wilson, Winifred Harding and Johan van Zyl are approved and that for Ted McLachlan be declined. S Foster/C Thompson Carried

It was noted that at the start of a meet that the Track Referee should undertake a zero-test with the starting/photo-finish equipment and it should be within 0.001.

AS mentioned the heavy weight pentathlon that Otago Masters have started holding, which involves using weights either 1, or 2 or 3 categories higher or lower than normal, is not an official event so no records. It was noted that if indoor records are to be kept then the Millennium Stadium indoor track needs to be certified, however only doing 50m, because of safety concerns and this distance is not recognised by WMA, who only recognise 60m.

There was a discussion regarding requirements for those who are able to break master's records. CT suggested that we move to the ANZ requirements in that National, Championship and Centre records can only be held by NZ citizens or permanent residents. In terms of centre records, it was felt that records can be broken by masters who are current financial members of the particular centre, meet the NZ residency requirements above, yet do not have to live in the centre that they have registered with.

For the purpose of NZMA, North Island, South Island or Centre records, the applicant must be a NZ citizen or permanent resident. C Thompson/J Campbell Carried

12. Vetline Report:

It was reported that OMA have retained their \$1500 contribution towards *Vetline* for this year, but it will be reviewed and could be reduced if there is not much Oceania content. Discussion followed on how to obtain more Oceania content, including approaching Island associations (AS to send DS contact list) and David Lobb. It was also suggested that there could be more Australian content eg regional/state reports and Australian results. It was suggested that perhaps a pdf version of *Vetline* could be sent to state secretaries and also sold to Australian Masters Athletics members.

In response to a question from JC on what do people want to see and a request from DS for suggestions on who could be approached to contribute articles, several people were suggested. An 'Officials Corner', similar to the 'Coaching Corner', was also suggested which could explain such things as a pit lane for race walkers and starting procedures.

13. Website:

Limited progress has been made on upgrading the website as awaiting decision on funding application to NZ Community Trust. There was a suggestion that photo on front could be changed and query as to whether it would be possible to have a slide show.

DS left the meeting at 2.40pm.

14. OMA Matters:

Various reports prepared for the OMA AGM in Rarotonga had been circulated, including the President's Report. It was also reported that the OMA constitution is under review, including question of who can nominate who. MW's written report indicates that preparations for 2018 OMA champs in Dunedin are well advanced and brochures were handed out in Rarotonga.

15. Merchandising Report:

KGG reported that OMA champs in Rarotonga and WMA champs in Lyon had produced excellent sales. The problem of the singlet sizing had been taken up with the manufacturer. The Merchandising Officer was requested to keep stocks at a minimum until the possibility of a New Balance singlet had been investigated. Cost estimated at about \$25 per singlet.

16. Personnel Report:

No report presented. AS to look at the printing of a suitable type of card that could be multi-use and copies kept by Board members to use when required.

17. Oceania Throws Pentathlon Championship:

AS has completed the results and certificates and the results book has been forwarded to all participants (35). The financial result was a profit of \$136.98.

18. Other Matters:

➤ NZMA Annual General Meeting will be held on Friday 26th February 2016, in Otago Athletic Club Room, 1st Floor, Grandstand, Caledonian Ground, Dunedin.

➤ The Board recommends to the Annual General Meeting that:

- *The position of Secretary/Treasurer remain for the ensuing year as a singular position.*
- *The subscriptions remain at \$45.00 (inclusive of the Vetline)*

A Stark/C Thompson

Carried

19. Next Board Meeting:

Thursday 25th February 2016, commencing at 12.30 pm. A room is available at Sport Otago.

There being no further business the meeting closed at 3.23pm.

Confirmed this day of 2016.

President