

NZ Masters Athletics Incorporated Board Meeting



Minutes of the Board meeting held on Thursday 1 March 2018

The Classroom, Sierra Motel, 26 Western Hills Drive, Whangarei commencing at 1.15pm.

Present: Andrew Stark (AS) (President), Chris Thompson (CT) (Vice-President), Stewart Foster (SF) (Secretary/Treasurer), Ian Carter (IC), Karen Gillum-Green (KGG), Derek Shaw (DS) and Michael Wray (MW).

Apologies: John Campbell (JC)

1. Welcome:

The President welcomed members to the meeting.

2. Minutes of the previous Board meeting held on 4 November 2017.

That the minutes of the Board meeting held on 4 November 2017 be confirmed as a true and correct record.

A Stark / C Thompson

Carried

3. Matters arising: There were no matters arising that were not on the agenda for the meeting.

4. President's Report:

AS tabled copies of his report for the AGM and spoke to various points, including

- i) Centralised help from NZMA. To assist Centres hosting NZMA champs we have created a generic programme of events, a generic programme booklet template, and set up an on-line entry system using the independent SportsTG system that is also used by Athletics NZ. This system is compatible with Meet Manager and can be manipulated for Sportcore. It handles payments instantly and all funds are paid directly to host organisation, less fees.
- ii) NZMA website development and communication with members. Additional features have been added to the new website, including news posts, a programme to email members, Facebook page, links to other athletics websites, and NZMA documents section with constitution, handbook, Board & AGM minutes and President's annual reports. A NZMA dropbox (in cloud) has also been set up.
- iii) MoU with Athletics NZ. The purpose was to create a partnership to make it easier for masters to take part in our events. Although registrations for both NI & SI champs were down on previous year, the 225 entries at this year's NZMA champs is up on previous year with 134 ANZ club athletes and 87 NZMA members. When coupled with the 224 New Zealanders (187 ANZ club athletes and of these 63 had never joined NZMA) who competed at the OMA champs in Dunedin, that's 449 entries with only 77 entering both events, which means 372 individual competitors. AS felt that with a new venue in Christchurch for next year's NZMA champs there is the potential to have more than 300 competitors. ANZ have assisted with promotion of our events when requested – one email to their members resulted in 25 entries. Although there has been a reduction in subscriptions this has been partially offset with increased income from competition fees. We have still managed to have a financial surplus in the last year and will continue to be financially responsible.
- iv) *Vetline* and its future. Back issues to 2010 are now available as PDF on the website. Producing a paper copy of *Vetline* is one of the largest expenses. NZMA members continue to get *Vetline* as part of their subscription but very few ANZ masters have taken up a subscription. With a reduction in the print run the unit cost has increased significantly, so will need to increase subscription or other income. Perhaps PDF versions are the way of the

future? *Vetline* still needs some fresh ideas and input. It was acknowledged that there could be more promotion of *Vetline* to ANZ members.

- v) NZMA going forward. Some important issues to be considered, including: how Board operates; finalising a strategic plan; succession planning; improving management of our membership database; and how to attract further masters aged athletes including those not affiliated to either NZMA or ANZ.

Since KGG is not seeking re-election to the Board, AS thanked her for her contributions, views, commitment and for undertaking the management of the uniforms during her time on the board.

That the President's Report be received.

A Stark / D Shaw

Carried

5. Secretary's Report:

SF suggested that the Board should recommend no increase in the NZMA subscription to the AGM.

That the Board recommends to the NZMA AGM that there be no change in the current subscriptions.

S Foster / K Gillum-Green

Carried

SF reported that there were ten nominations for 20 year merit awards and two for 10 year merit awards. He also suggested that we order 100 blanks at a cost of \$453.55.

That the Board approve the following nominations for 10 year merit awards (Jill Evans and Laurie Malcolmson) and 20 year merit awards (Gene & Dalise Sanderson, Fiona Harvey, John Stinson, Joan Merrilees, Dawn Melrose, Bruce Allen, Maurice Callaghan, Harry Marett and Frances Bayler.

That the Board approves the purchase of 100 colours awards blanks at the cost of \$453.55.

S Foster / I Carter

Carried

The list of correspondence was tabled by SF.

SF indicated that he was the Health and Safety officer for the ANZ T&F champs and that he had sent out H/S templates for individual events that will be used at these champs to Board and Centre secretaries.

That the Secretary's Report be received.

S Foster / D Shaw

Carried

6. Treasurer's Report:

SF spoke to his financial report and noted the balance at 26 February 2018 was \$38,563. GST excluded from 1 September 2017.

The payments of \$14,865.83 – Entry fees to Northland \$14,066.52, NZ Post for PO Box rental \$175.00 and awards and service pins \$624.31 – be approved.

S Foster / M Wray

Carried

The annual accounts will be presented to the AGM the next day. These show a surplus for the financial year of \$4571. SF indicated that the obsolete uniform merchandise stock needed to be written-off.

That the Board write-off \$245.61 of obsolete stock that were children sized track suits.

S Foster / I Carter

Carried

SF indicated that he had investigated bank options for on-line banking. ANZ appeared to be the best option as already had signatures in place and thus easier to set up.

AS explained that Clubnet is a service provider to various sports codes that Athletics NZ uses and allow NZMA to use, which saves us money. It can be used for merchandise and stocktaking and other sales such as dinner tickets. It requires a specified account.

Moving to Xero was generally agreed to be desirable and would be best for start of new financial year. MW indicated that he could learn Xero and IC mentioned that Heather Carter may be able to assist.

That on-line banking be set up with ANZ with the same signatories.

That the Westpac merchandise account be closed at end of September 2018.

That Xero be utilised for our financial system and it be in place by 1 September 2018.

That the Treasurer's report be received.

S Foster / C Thompson

Carried

7. NZMA Champs:

AS reported that there had been a number of challenges, including an operator for the photo-finish which will be undertaken by Peter Baillie, loading of entries into the software, information for the programme booklet and having enough officials. SF raised the issue of how race walking judges will interpret the 'no advantage rule'.

Following a discussion on the NZMA levies for the island and NZ champs it was agreed:

That the Board confirm the current NZMA levies of \$15 for NI and SI champs and \$25 for NZMA champs and that these levies be reviewed annually.

S Foster / K Gillum-Green

Carried

8. Preparation for the AGM:

SF indicated that the folders for Centre reps will include copies of agenda, financial report, chairperson's report and notice of motion from Waikato-Bay of Plenty. The Board reviewed the minutes of the last AGM minutes and the subscription rates and agreed:

That the minutes of the NZMA AGM held on 3 March 2018 be confirmed as a true and correct record.

A Stark / I Carter

Carried

That the Board recommends to the AGM that the current subscription fees continue unchanged for the 2018-2019 year, with \$60 full member, \$45 social member and Vetline \$25 plus \$30 for overseas postage.

S Foster / D Shaw

Carried

9. Constitution:

CT spoke to his report about possible changes to the Constitution that were discussed at the last Board meeting in a paper prepared by DS. He indicated that he and DS would present some recommendations to the next Board meeting on possible changes that had received general support such as election of Board members and office holders, and ability to co-opt additional members between AGMs. Any possible changes would need to be presented to the 2019 AGM.

That the report on Constitution matters be received.

C Thompson / M Wray

Carried

10. Strategic Plan and Job Descriptions:

DS spoke to his update of the draft Strategic Plan following discussion at the last Board meeting. There were further refinements of the objectives and actions. DS to make amendments to the draft and circulate revised document to the Board again.

There was discussion on how to progress the draft job descriptions. CT offered to prepare some bullet points on each job/position/role for next meeting and may seek assistance from other Board members.

11. Vetline and NZMA Athlete of the Year Awards:

DS spoke to his report and indicated that he thought that there was a good variety of articles and photos in the January issue. He thought there would be plenty of material for the April issue, particularly with the Oceania Masters and NZMA championships, and a feature on the NZMA Athlete of the Year Award winners for 2017.

CT reported on the work of the awards subcommittee (CT, MW and IC) that he chairs and acknowledged the work of MW in his comprehensive compiling of performances over 2017. He indicated that most category winners were quickly indentified but others, such as the Women's throws, were more difficult.

That the Vetline and NZMA Athlete of the Year Awards reports be received.

D Shaw / C Thompson

Carried

12. Merchandise:

KGG spoke to her final merchandise report and indicated that uniform sales had gone crazy leading up to the Oceania Champs with demand exceeding delivery from the manufacturers, as many new and ANZ members were late in being aware of the NZ uniform requirements. She reported that there was a very healthy balance of \$4,882.88 in the merchandise account. She also indicated that there were still issues with quality of material, sizes and the design of the crop tops. It was suggested that other materials, such as 'dri-tot stretch' fabric be looked at.

CT confirmed that he will take over the merchandise portfolio and liaise with KGG over the handover of stock and documentation. He indicated that he has approached the supplier of the AMA uniforms to see if they can source the same fabric. It was agreed that the possibility of light weight track suits with New Zealand printed on the back be investigated.

That K Gillum-Green be thanked for her work on merchandise and her report received.

That C Thompson take over the merchandise portfolio and become a signatory to the bank account.

A Stark / M Wray

Carried

13. Island and Indoor Champs:

It was reported that the next North Island Masters Track & Field champs would be in Wellington on 23-25 November 2018 and that Southland were looking at hosting the South Island champs on either 16-18 November (preferred option) or 7-9 December 2018. It was noted that the NZ Secondary School Champs were in Dunedin 30 Nov – 2 December 2018.

CT reported that the 2018 NZMA Indoor Champs were scheduled for August and planning was well underway. It looked like they will take place over a day and half of the weekend. He was keen to promote them in *Vetline* and to look at having medals for age group winners.

That the reports on the Island and Indoor champs be received.

C Thompson / I Carter

Carried

14. Records:

SF reported that the Records Committee (MW, CT and SF) was working well and they were congratulated on their great job.

That Board approve the new records accepted by the Records Committee.

D Shaw / K Gillum-Green

Carried

15. WMA / OMA matters:

SF and AS attended the OMA Council meeting in Dunedin and reported that Lynne Schickert (President) and Bob Schickert (Secretary) will be standing down after the AGM in Mackay. Both Stewart and Andrew have been re-elected along with new members Joan Merrilees (NZ) and Tim Rogers (Norfolk Island). The composition of the Board has been reviewed with Officers being elected at large, and the Council members must be nominated by the affiliate they represent. The Council accepted the bid by Athletics Norfolk Island to host the 2021 OMA championships.

16. Stadia / Non-Stadia and Technical:

KGG reported on the combined ANZ and NZMA 10000m championships in Inglewood on 24 February 2018 and indicated that although there was an increase in the number of master's athletes it was still quite poorly attended. AS indicated that he had organised an email notice from ANZ to master's aged athletes to help promote the event.

Disappointment was expressed at the short notice and timing of the NZ Mountain Running Championships in Wanaka, which as a result was unlikely to get many entries.

It was reported that:

- NZ Marathon champs were in Rotorua on 5 May;
- NZ Cross Country champs were in Wellington on 5 August;
- NZ Road champs in Cambridge on 2 September;
- NZ Half Marathon champs in Dunedin on 9 September;
- NZ Road Relay champs in Christchurch on 6 October.

SF reported that Trevor Spittle had put out information in the Officials newsletter the previous week on the new 30 second rule for field events.

17. Any other business:

CT reported that the NZMA handbook expires at end of 2018 and he has started to list new issues for the next edition, such as greater clarity on best performances / records for Indoor champs, clarifying age by actual age or age group, and possible funding for Indoor champs from 4th World Games Trust.

18. Next meeting:

The next Board meeting will be on Saturday 23 June 2019 in Wellington commencing at 8.30am with venue to be confirmed.

Meeting closed at 5.50pm.

Signed:

President