



## Minutes of the NZMA Board Meeting held on Sunday 6 October 2024 via Teams commencing at 7.30pm.

1. Present:  
Andrew Stark (AS) President, Brayden Grant (BG), Dale McMillan (DM), Hayden Robinson (HR), Carolyn Smith (CS) and Derek Shaw (DS) Minute Secretary.
2. Welcome:  
**AS** welcomed all Board members to the Teams meeting.
3. Minutes of Board meeting held on 28 July 2024:  
*That the minutes of the Board meeting held on 28 July 2024 be accepted as a true and correct record.*                      D Shaw / B Grant    Carried
4. Board discussion on priorities for next 6 months and beyond:  
Following the resignation of Ian Carter, Derek offered to try and facilitate a discussion on priorities for the next six months and beyond. DS had circulated a draft agenda and invited members to send in their thoughts. These were collated and pre-circulated to members before the meeting.

Following feedback, discussions commenced with members indicating where they were at with respect to their life commitments, NZMA workload and interest in continuing. AS indicated that after 14 years of intense involvement in multiple roles within various athletics organisations that he was feeling overwhelmed by the responsibilities and wanted a break. He indicated he has reduced some of his responsibilities and is prepared to stay involved in NZMA for a bit longer to help ensure there is a succession / transition plan in place. Other members indicated that they felt trapped if they wanted to leave as it is difficult to interest new Board members and we are close to the minimum number and don't want to let NZMA and others on the Board down. Others who were also active in their regions indicated that the Athletics NZ restructuring which included having support staff in regional centres may help reduce the workload on some key people.

Members acknowledged Ian's contributions over many years, including taking over the lead responsibility from Michael Wray for the Athlete of the Year Awards and his willingness to continue assisting with collating results for the Awards.

### Essential and desirable matters and activities:

There were a large number and wide range of items suggested which are tentatively clustered under several headings.

#### NZMA Championship events:

- Liaison with ANZ over timetabling of our various T&F champs.

- Assisting LOC's for NI, SI, NZMA, Indoor T&F, 10000 track champs.
- Provision of medals for championship events.
- Assistance with schedule of events, entry portal on website, promotion of events, Championship programme, athlete's numbers, results certificates, appeal for officials etc.

#### Governance matters:

- Future direction of NZMA and particularly around working more closely with ANZ - to guide regular reviews of MoU with ANZ.
- Constitution update - required by 6 April 2026 (DS has offered to initiate this).
- Sorting out positions and roles of President, Vice-President, Secretary and Treasurer
- Board recruitment to get up 8 members – through identifying gaps in skills/experience, approaching people, advertising for expressions of interest and nomination.
- Board succession planning – eg through doubling up on critical roles, using Vice President as preparation for taking on President position, limit number of term(s) on Board.
- Handbook update – current one is 2020 – 2022 (HR has offered to do this).
- Fourth World Veteran Games Trust – sorting out finances and trustee succession.

#### Communications:

- Vetline (digital with small number of hard copies).
- Website – regular updates (HR, AS and BG?).
- Social media – Facebook – regular posts (BG and HR?).
- Board minutes on website.
- With ANZ, masters centres and direct to members.

#### Administration:

- Financial – bank account and signatories, payment & invoicing processes, regular reports to Board meetings, annual accounts reviewed and presented to AGM & lodged with Register of Inc Society's.
- Documenting admin roles (job descriptions?), tasks and functions (HR has commenced this) then prioritise and share the load plus see if the admin tasks undertaken by the President and other Board members can be reduced, such as being undertaken by non-Board members, more streamlined or ceased.
- Records – keeping them up to date (BG currently).
- Athlete of the Year awards.
- Regular Board meetings and minutes of them.
- Annual General Meeting and any SGM – meeting notification time frames for any remits and nominations for Board, minutes, delegats etc.
- Authorising where necessary those attending overseas championships / events.
- Maintaining a register of our NZMA and ANZ masters members.
- Bylaws?
- Ensuring regional contact details on website (and in Vetline?) are regularly kept up to date by regional masters centres.

- Surveys of members to gather feedback such as on awards, centre membership/fees, future direction of NZMA with possibility of shared T&F events and becoming 'part' of ANZ.

#### Promotion and Participation:

- Promotion of masters events to NZMA database and ANZ registered masters.
- Promotions of WMA, OMA, Australian Masters champs and other meets.
- Exploring ways to increase participation in NZMA events, greater integration with other athletics organisations in the athletic 'family', promotion of NZMA events to participants at Masters Games events, encouraging regional masters centres to hold 'have a go' opportunities, and personal approaches at local and regional levels.
- Fostering more integration of children, youth, senior and masters events especially in regional centres, Classics and other high profile regional and national events.

#### Merchandise:

- Provision of NZMA uniforms, track suits and other NZMA-branded clothing.

#### Officials:

- Promote, help recruit and facilitate, training and grading opportunities for potential and existing officials through the Athletics NZ.

#### Kulture considerations (to help achieve above matters):

- Board level – how we work as a team and treat/respect each other and acknowledge our differences, including in experience, skills and time available for NZMA matters.
- How we achieve good communication with each other and feel able to give honest and constructive feedback.
- How we interact with our members and prospective members and those in other organisations.
- More face to face meetings could assist.

#### 5. General business

- CS provided a brief update on access to Whangarei track by all masters and other developments since appointment of ANZ regional staff.
- Possible celebration of 50<sup>th</sup> NZMA T&F Champs in 2026. Carried over to next meeting due to time limitations.
- Requests to update regional contacts on website and publish them in Vetline. Carried over to next meeting due to time limitations.

Next meeting: Sunday 24 November 2025 at 7.30pm (TBC)

Meeting closed at 9.20pm

Signed by President

Date