

NZ Masters Athletics Incorporated Board Meeting



Draft minutes of the Board meeting held on Saturday 4 July 2015

Cabana Room, Conference Centre, Domestic Terminal Auckland Airport commencing at 8.35 am.

Present: Andrew Stark (AS) (Chair), Chris Thompson (CT) (Vice-President), Stewart Foster (SF) (Secretary/Treasurer), John Campbell (JC), Murray Clarkson (MC), Derek Shaw (DS) and Mike Weddell (MW).

Apology: Karen Gillum-Green (KGG)

Welcome:

The President welcomed members and indicated that KGG's mother had recently passed away and she would not be attending the meeting. It was agreed that the Secretary convey the Board's condolences to KGG. The President thanked the Board members for getting their written reports in three days prior to the meeting so other board members have time to read the reports.

1. Minutes of the previous Board meeting held on 26 February 2015

That the minutes of the Board meeting held on 26 February 2015 are confirmed as a true and correct record.

A Stark/D Shaw

Carried

2. Matters arising from the previous minutes.

- NZMA generic programme review. AS indicated that there were a couple of modifications that he would cover later.
- Up-date of records with new age factors. AS reported that it was an interesting and thorough exercise that CT and he had undertaken, which highlighted some flaws in the system and some records missed. For combined events, individual results had been obtained. Still waiting for some results before they can be completed and put on website.
- OMA Championship entry procedure. MW reported no success in getting the entry fees changed from \$A to \$NZ. Social function fee is included in the entry fee. On-line entries only. More information in July *Vetline* and Centre secretaries have been notified of the entry process following several enquiries.
- Awards. A new system is being worked on by AS & MW involving publishing the nominations for each category in the January issue of *Vetline*.

3. Minutes of the Annual General Meeting held on 27 February 2015

Matters arising from these minutes.

- 4th World Veteran Games Trust Funding to centres hosting championships. The Trust has decided that \$2000 will be available to centres hosting the NZMA T & F championships and \$1000 for those hosting NI and SI T & F championships, plus \$500 each to assist with costs of advertising in *Vetline*. Centres do not have to specify what the money is for. Only condition is that a budget is required.
- Remits. It was noted that all issues raised by Auckland had been sorted.

4. President's Report:

AS spoke to his written report and tabled his correspondence list for the period since the NZMA AGM, noting that there is always something that needed attention. Of the 14 issues he had been dealing with, several were to be discussed in more depth later in the meeting. He noted that NZMA T&F championships are now confirmed for 26-28 February 2016, one week before the NZ T&F championships, also in Dunedin.

In terms of the WMG2017 in Auckland, there are some issues between WMA and WMG and a meeting is scheduled for Wednesday 8th July 2015 with reps from these organisations, plus ANZ and local organising

group. AS and/or CT have offered to attend, but have not been asked at this stage. Alan Dougal (AMA President) is on the WMG2017 LOC, so AS being kept informed as to what is going on. It was decided the NZMA will wait and see what is required from us re: WMG2017 involvement before getting involved. Our challenge will be to attract new members from those who compete at these games, who have previously not been members of NZMA.

AS requested that Board members to respond to emails from himself and SF, at least those requiring a response, so we know that they had been received and read.

That the report be received.

A Stark (Chair)

Carried

5. Secretary's Report:

SF tabled an updated list of correspondence for the last 2 days and spoke to his circulated report. He noted that new membership cards had been distributed to centres. SF noted that AMA are slow paying for copies of *Vetline* that went to their award winners. Some doubt as to whether they were sent copies last year. AS & JC to check whether the AMA award winners were sent copies. SF estimated that he is spending 1-2 hours a day on secretarial work such as emails and other correspondence.

That the report be received.

S Foster/C Thompson

Carried

6. Treasurer's Report:

SF tabled an updated Financial report to 30 June 2015, including a suggested budget for 2016. He noted that we are still looking pretty flush, with the next *Vetline* printing bill the only major expenditure expected in next 2 months – expecting a similar level of surplus as last year. Can move \$10-15k to a term deposit. Will have over 1 year's operating costs as a reserve.

Discussion on the suggested budget resulted in agreement to increase income from donations from 6k to 7k and *Vetline* advertising from \$1500 to \$2000 given that there will be a minimum of \$1500 from advertising NI, SI and NZMA T&F championships via 4th World Games Trust. This would give a total budget income of \$30,830. It was suggested that OMA and AMA could be approached to advertise their events in *Vetline*. SF indicated that Online Sports Tours (Roy Skuse) had again covered the cost of membership cards. AS noted that ANZ were asking what we needed to fund ourselves for a year and could now give them a better idea.

There was discussion on the expenses being incurred by the President and for him to be recompensed for these. It was noted that the draft budget is likely to contain enough to cover the President's out of pocket expenses in addition to those for the Secretary/Treasurer.

That the draft budget for 2015/16 be adopted and that from the beginning of the next financial year, the President can claim out of pocket expenses. C Thompson/M Weddell

Carried

That the report be received.

S Foster/D Shaw

Carried

7. NZMA Board Job Allocations / Job Descriptions Review:

AS tabled a paper with 19 work areas listed and a draft allocation of responsibilities. It was noted that Secretary/Treasurer roles would be reviewed annually. In meantime DS has agreed to act as Board minutes recorder to help spread workloads. It was acknowledged that the Board needs to consider succession planning for various roles and contingency provisions.

In terms of NZMA and Island records it was noted that the review of records had highlighted that quite a few records had been missed. It was agreed that a Board member will work with LOC to help check and oversee the record process at championships. This position is to be rotated between board members, based on who is attending the championships. CT will co-ordinate NI championships records, Fiona Harvey (Otago) the SI

records and SF the NZMA championship and national records. NZMA records to be presented to Board as at present but not necessary for NI or SI records.

MW agreed to take responsibility for NZMA membership database. In terms of promotion and advertising NZMA, AS indicated that he was getting NZMA events listed on ANZ events and it was agreed that we would see what happens regarding merger with ANZ. MW agreed to take on Stadia/IAAF rules.

A more pro-active process will be pursued for Athlete of Year/Awards with performances being collated during the year and nominations invited. Those nominated for awards to be published in *Vetline* ahead of the awards dinner to help generate interest.

AS requested that Board members indicate to him that they are happy with their proposed roles and work with him to finalise job descriptions (based on JDs supplied by SF) by the next Board meeting.

That the report be received.

S Foster/D Shaw

Carried

8. Personnel Report:

There was no written report. Members noted the recent deaths of Reg Austin (Australian sprinter), Bob (Robert) Boland, Winnie (Ngawini) Pepene (Northland) and Peter Watts (Canterbury).

The Board extended their congratulations to Marcia Petley and Geoff Henry who had both been recognised for their long and distinguished services to athletics in the Queen's Birthday honours list in being made a member of the NZ Order of Merit. It was acknowledged that Marcia had served on the NZMA Board for 21 years, from 1994 to 2015.

AS to ask KGG if she would consider undertaking the Personnel Officer's role.

9. ANZ / NZMA liaison and Club Connect:

AS sent document to Linda Hamersley (LH), CEO of ANZ, on 11 June 2015 and followed this up with a telephone call on 25 June 2015. AS indicated that a merger with ANZ was in line with the IAAF one family approach and reported on discussions he has had with LH. An ANZ merger with NZMA and NZ Children's is in the ANZ strategic plan for 2016.

AS tabled a report on NZMA cost analysis (excluding *Vetline* costs etc.) to assist with the merger discussions with ANZ. It was agreed that *Vetline* be removed from our subscriptions, remain under the control of NZMA and be sold separately to all masters (one method being via the ANZ website) so that any discussion with ANZ related to funding NZMA operational costs only.

Following recent discussions with LH, the merger topic has been added to the ANZ Board meeting to be held in August. AS has been asked by LH to get back to her after this meeting with ideas on how we would structure ourselves and the operating costs required by us. LH felt that it would be easier for ANZ to simply fund NZMA, rather than pay an amount based on the numbers of masters who register with ANZ. Between the two groups, we would then create a Memorandum of Understanding (MoU) going forward.

Other comments: AS asked LH if NZMA should have rep on the ANZ Board. LH felt a NZMA rep on the ANZ Board was not needed, but a rep could attend a meeting if a specific master's issue needed discussing. There was also the option of getting people elected onto the Board who are interested/active in masters. The idea of a NZMA club to cater for our non-club members was put to LH, but she felt a new ANZ category for our non-club NZMA members may be a better way to go. AS to investigate if he can attend the ANZ Board meeting in August, given it is in Christchurch during the ANZ Cross-country Championships.

AS was charged to report back to ANZ CEO on the figure of approximately \$15k being required to run masters (excluding *Vetline* expenses / income), plus a desire to retain collection of competition fees for events conducted solely by NZMA and/or regional centres. Agreement on the concept of amalgamation provided it

was a win / win basis. It was hoped that more ANZ registered masters would take part in master's track & field championships.

A key issue was how to handle our non-club members. It was noted that only 1 or 2 NZMA non-club members took part in the annual combined NZ Road and Cross Country championships. ANZ are not keen for us creating a NZMA category that takes members away from clubs. One option was to remove the provision for NZMA members to compete in these winter championships. This would make it clear that to compete in an ANZ organised non-stadia championship, masters athletes needed to be a member of an ANZ registered club. The challenge was how to cater for those who wish to compete in NZMA organised events (SI, NI & NZMA T & F Championships, plus local master's events) and those who wanted to just keep in touch/be a social member of NZMA, i.e. receive *Vetline*, but do not compete.

AS is to prepare a survey about this merger, to seek opinion from Centres and individual masters (via our website) and report back at the next NZMA board meeting.

The aim is to be able to present all relevant information about an ANZ / NZMA merger to our members at the 2016 AGM.

That A Stark be the NZMA rep at the ANZ AGM, the Club Connect Conference and request speaking time at the ANZ Board Meeting - all being held during the ANZ Cross-country Championships weekend (1 August 2015).
S Foster/M Weddell *Carried*

10. Constitutional Matters / Handbook:

CT spoke to his report and noted that AMA have filed their update constitution with Companies Office and sent a copy to SF. There was discussion on the number of Board members and general agreement on a maximum of 8 members (excluding Immediate Past President). Further discussion via email to help sort out changes to the constitution at the November Board meeting. Other possible amendments to be considered include a differential membership rate for associate members and not having to have the budget approved at the AGM (6 months before the end of the financial year) and also possible reductions in the notification periods for General Meetings.

11. NZMA Memberships & Database:

AS tabled a membership report with details as at 30 June. Total numbers down 16 from same time in 2014, with slight drops in 45-9, 55-9, 65-9 and 70-74 age groups.

That the report be received. *A Stark/M Weddell* *Carried*

12. Vetline:

JC spoke to his report and suggested that a wider range of articles could be encouraged via an email to all members requesting articles. This in turn would help ensure a high quality magazine, which would be needed if *Vetline* is to be a separate subscription and more widely available eg via ANZ and AMA websites. He was also keen to have a larger range of photos available to choose from, including the front and back cover which need to be of NZMA members.

That NZMA cover the costs of J Campbell going to the NZ Cross Country (1 August) and Road championships (5 September) *M Clarkson/C Thompson* *Carried*

DS spoke to his report and it was agreed that he be the first point of contact for articles and reports and that JC be the point of contact for photographs. It was agreed that it would be good to have short pieces on the awards winners in *Vetline*, similar to those for the Australian award winners. JC raised the question of who should be responsible for sending out invoices to advertisers – it was suggested that the treasurer could perform this task.

AS tabled his report with various scenarios on *Vetline* production and distribution costs and subscription fees, based on information supplied by JC. A wide ranging discussion traversed possible subscription rates, moving to full colour throughout, production of a subscription flyer/form, a free back issue with new subscriptions, additional content from OMA and affiliates events eg Island championships and results from AMA championships, more promotion in Australia, increase in advertisements including from Australia, an increase in the design and layout fee, and promotion at forthcoming championship events.

To test the interest in *Vetline* with non-NZMA masters, it was agreed we would give a copy of the July issue, plus a 4 issues subscription form (via their race packs) to all masters who enter the New Zealand Cross country (1 August) Championships and possibly the Road Championships (5 September). It was also agreed that we give a free copy of *Vetline* to all delegates to the Club Connect. JC to contact printer to see if additional copies of the July edition can be printed, i.e. increase the print run to 1000 copies.

It was agreed that JC would investigate the cost of full colour printing for *Vetline* and there would then be an email discussion to determine the subscription price and margin while bearing in mind the 'market price' of the magazine. Then we would need to look at a budget and how it could be funded, including possible additional advertising, increasing the grant from the 4th WVGT or applying for outside funding.

Motion circulated and approved by email following the meeting:

AS to collate all relevant information, obtain quotes and prepare an application for funding from the New Zealand Community Trust to cover part of the expected increases in production costs, while we establish the new up-dated Vetline magazine, i.e. printed in full colour and made available to all masters within the Oceania region.

D Shaw /C Thompson

Carried

Please note that AS intends to report back to the Board for final approval, including the amount, before lodging an application.

13. Website / Development & Promotion of NZMA:

JC spoke to his report and tabled a report on website usage which indicated that monthly visits had nearly doubled since 2010. He commented that the provision of on-line entries was labour intensive. He indicated that he hoped that on-line entries can go directly to SportScore/Meet Manager plus generate a confirmation letter. JC also highlighted the increased workload in managing and regularly updating the website and indicated that he is prepared to continue, but he would like consideration of some form of remuneration. Currently we receive funds from the 4thWVGT but consideration should be given to also applying for additional funds elsewhere.

Motion circulated and approved by email following the meeting:

AS to collate all relevant information, obtain quotes and prepare an application for funding from the New Zealand Community Trust on the cost of updating our website and transferring information from the old website to the new, on-going costs, plus the annual cost of hosting the new site (if not attached to ANZ website).

M Weddell/S Foster

Carried

Please note that AS intends to report back to the Board for final approval, including the amount, before lodging an application.

AS commented that it was a challenge to decide what platform to use for the website, mainly because it takes time to understand the process of creating pages etc and learning the software. NZMA could have a website within the ANZ site, the advantage being there was a no cost option available, however there would be limitations. An alternative is to use a stand-alone site using Wordpress which would be more flexible, but still requires time to learn how to create what we need. An important reason to update the website is so that other members can assist with adding or managing content and thus make it more current and relevant to our members.

There was agreement that AS and JC will investigate both options further, plus come up with a flow diagram of a simple system for users and for managing the website. AS indicated that he would like to have more NZMA archives, AGM and Board minutes (excluding any confidential material), and generic pages for championship programmes (to make it as easy as possible for LOCs) on the website, plus whatever else our centres require.

14. Merchandising Report:

AS spoke to KGG's report and indicated that the current balance was \$3955, with steady sales, including an increase in sales of track suits. There was discussion over whether the merchandise account should pay for the adverts in *Vetline*. SF to take a look at the 'surplus' in this trading account.

CT indicated that he is keen to work with KGG on investigating additional merchandise items, include non-competitive items. JC raised the issue that the different former uniforms make the NZ team look rather scruffy. It was felt that it would be difficult to enforce the wearing of the most recent uniform, especially as some do not like the cut/shape of the arm holes. It was noted that the cut could be improved but that the material was satisfactory. It was noted that keeping the price down, particularly for the singlet, may encourage members to change to the new uniform – CT to liaise with KGG.

15. NZ and Island Championships:

AS reported that the programme for SI championships was still being sorted out, but will be based on generic one developed two years ago. The event is being held during the Athletics Canterbury combined events championships in Timaru, so modifications were expected.

CT reported that NI is well advanced with a draft budget, entry form and programme in July *Vetline*, and the option of on-line entries.

MW reported that the planning is ahead of schedule for NZMA Championships, with a draft programme with AS. Again it will be a combined event with some children's and senior events included. AS reported that following the trial of the generic programme in Tauranga (2015), minor changes had been made to avoid start time clashes, i.e. W65+ triple jump / 100m and the hammer throw start time was adjusted to avoid events held on the back straight (local rule for Dunedin).

There was a discussion on the question of a generic medal, such as that used in Tauranga or an alternative design versus a medal that may have a local design flavour. MC indicated that there were 150 surplus medals available from the 2015 championships. SF pointed out that the cost of medals is part of the LOC costs for NZ championships. It was agreed that it was a LOC decision as to whether they used a generic medal or some other specially designed medal and if required the Board will assist with getting them in association with ANZ via Gareth Archer to help keep the cost down. AS to convey this to Claire Giles and to find out time frames for decisions if working with ANZ.

16. Records for approval:

SF reported that there was only 1 application – from Sally Gibbs for the Christchurch half marathon. However, he has not yet been able to obtain a course or time certificate despite multiple attempts to obtain ~~them~~ one.

17. International / OMA Championships 2015:

MW spoke to his written report and indicated that a couple of issues with the programme for OMA championships are being worked through. All the venues for the non-stadia events have been confirmed except for the 10km walk. He added that the preparation for the WMA champs in Perth 2016 were well advanced. A change of State Government has resulted in existing venues being refurbished rather than new facilities being built.

It was noted that the AGM for OMA in Rarotonga on 4 October 2015 would involve an election for the Executive and Council members.

That NZMA nominate D Lobb for Vice President, S Foster for Treasurer, M Weddell and A Stark for the Council, J Blair for Patron and R McGregor for Auditor. M Clarkson/C Thompson Carried

18. Stadia / Technical Report:

MW spoke to his report and tabled a list of rule changes from the IAAF, circulated by SF including the new race walking rules that include pit lanes. AS also indicated that the interpretation of the rule relating to hammer and weight throws, which had been initiated by Murray Free and the email discussion circulated to Board members, was going to the WMA meeting in Lyon for clarification.

AS indicated that the Oceania Throws Pentathlon takes place mid-September and mid-October.

19. Non Stadia Matters:

MW mentioned that the Long Distance Race Walking Championships on 21 November 2015 in Auckland should be added to the list in his report. SF raised the possibility of the NI T&F 10k race walk being held a week earlier in conjunction with the Long Distance Race Walking championships on the Devonport course. CT to follow up.

AS suggested that the comments in DS's report on the NZ half marathon championships held in Christchurch on 31 May 2015 be conveyed to Gareth Archer (ANZ) on NZMA letterhead.

CT reported that there were currently 21 entries for the indoor sprint & jump meeting on 12 July in Auckland and that they were hoping for 35 entries.

20. General Business:

It was noted that the official NZMA logo was the one used on the 2014-16 handbook.

Contributions were considered towards the travel costs of Liz Wilson, who has been selected to compete in the demonstration W50 400m event at the forthcoming IAAF World T&F championships in Beijing, and Malcolm Clark - the Team Manager for the NZMA team at WMA stadia championships in Lyon, France.

That a donation of \$250 be made to Liz Wilson to assist with her travel costs to compete at the World T&F championships in Beijing. C Thompson/M Clarkson Carried

That a donation of \$200 be made to Malcolm Clark to assist with his costs associated with being the NZMA Team Manager. S Foster/M Weddell Carried

21. Date of next meeting:

7 November 2015 at the Auckland Airport.

AS thanked members for their attention and contributions and since there was no further business he declared the meeting closed at 3.05 pm.

Signed _____ Date _____