

**MINUTES OF THE WESTERN PROVINCE ATHLETICS BOARD MEETING
AT GREEN POINT ATHLETICS STADIUM
ON MONDAY 04 APRIL 2016 AT 18:30**

1.	Present: Lester Cameron, Allen Barnes, Gavin Burgess, Waleed Donough, Francois Gouws, Jakes Jacobs, Andy James, Mariana Meyer, Malcolm Salida, Michael Schouw, Pieter Vorster, Sue Forge (General Manager)
2.	Welcome: Lester welcomed those voted onto the Board for a second time and two new members, Gavin, who replaces Mandy and Waleed, who will represent Coaches.
3.	<p>Supplementary Items:</p> <p>Sue asked to discuss Race Walking and Wheelchairs at major events.</p> <p>Michael asked permission to act as an intermediary for an athlete who has been refused membership to a club.</p> <p>Pieter wants to discuss approval of race flyers before they are distributed.</p> <p><u>Discussion:</u> Lester stressed importance of teamwork, being ethical and transparent. What is discussed at Board level is confidential. Board members signed a Confidentiality Agreement. If a communique affecting the Province is sent from any Board member, it MUST go via WPA's office first. Copy Sue in on emails so she is abreast of what is happening.</p> <p>Gavin asked whether a member of the office staff is necessarily the secretary of a commission. Every Commission must find their own secretary. Although each WPA staff member has been allocated a specific commission, they must all be familiar with other disciplines. It is their choice whether they attend the commission meetings.</p> <p>Following discussion as to whether the Board was constituted on 6 Oct 2015 or 15 March 2016, it was agreed that the Board standing on 31 December 2015 will appear on the audited Financials with the change from Mandy to Gavin and the co-option of Waleed noted in the new year.</p>
4	<p>Resolution of acceptance of previous minutes and meetings proposal: The next Council meeting has moved from 12 April to 19 May. This date falls outside of the constitutional requirement and clubs will be advised that the proposed new date is due to the time lost in reconvening the Board.</p> <p>The next Board meetings, starting at 6.30pm, will be held at Green Point Athletics Stadium on Wed 4 May, Mon 6 June, 4 July, 01 Aug and 05 September. A Strategic Review meeting will take place Sat 16 July at Tsogo Sun, Newlands & a Council meeting on 21 July. Further dates will be mailed by Lester.</p> <p>Due to Arbitration, Lester, Jakes and Sue had to keep the province functioning. Decisions taken since December minutes were extracted and decisions taken. The extracted minutes were proposed by Jakes, seconded by Francois and there was blanket approval by the newly constituted Board. The document will appear as a formal addendum to the April minutes.</p> <p><u>Matters Arising:</u> 5C. It was previously discussed that, should a club cancel an event, they may not request to host that event the following year. This must be refined to show that, should the cancellation occur due to an event outside of the club's control – like a fire – this rule will not apply to them.</p>
5	<p>GM Report: 14000 Senior licences have been sold. There are 1000 remaining.</p> <p><u>New office space</u> is finally a reality at the Green Point Athletics Stadium, the proposal is that the space include; offices, reception, kitchen, open plan Board area. By end April Michael will present to the Board a proposed lay-out and the move should be complete by 01 July 2016.</p> <p><u>ASA Night Series T&F Event</u> was a success. Both Octagon and ASA were pleased and the debriefing notes will be sent to the ASA President.</p> <p><u>TOM:</u> The role of WPA was smaller at this year's TOM fun runs. Michael proposed and Francois seconded that, in 2017, WPA will hand over the organisation of fun runs completely to TOMA. Sue will correspond with TOM and inform them as such.</p> <p><u>Spar Women's Challenge</u> is going exceptionally well. It was reported that the race may show a decline in profits as the City has not confirmed their support of services. Entries will be capped at 24000.</p> <p><u>Development Officer:</u> Sue distributed a job description to the Board. The position will be advertised to the WPA membership first, should suitable applicants are not received, we may approach an agency or run an advertisement in the newspaper. The interview panel will whittle down applicants to the top three and present them to the Board.</p>

	<p><u>Arbitration Settlement agreement:</u> Allen has communicated with the Chairperson of the DC and will request a meeting to brief the Committee.</p> <p><u>Social Media/ Marketing/ PR:</u> We have engaged the services of a photographer at our T&F events, which has already sparked renewed interest. This strategy will be reviewed to include other disciplines.</p> <p>Sue circulated a request from <u>West Coast</u>. They have taken on 27 athletes (some of whom are 20 years of age). The club will kit them out but have requested whether WPA could consider sponsoring the licenses which are R50 for juniors and R120 for seniors. It was agreed Sue and Michael would correspond with West Coast.</p>
6	<p>Standing Items:</p>
a	<p><u>T&F:</u> Mariana reported that at the Junior Championships, WPA won 33 medals - 12 Gold, 11 Silver and 10 Bronze.</p> <p>When selecting teams, qualifying standards are strictly adhered to and only managers who attended the Managers course are chosen.</p> <p>For the SA National Senior Champs Mariana presented a proposed WP Senior team.</p> <p>The pre-departure workshop held with the WP Junior team was noted, it was suggested doing similar workshops for the WP Senior team before they go and compete.</p>
	<p>A discussion ensued regarding the continued inclusion of Masters in WP Championships. Mariana will consider and give her recommendations at the next Board meeting.</p>
b	<p><u>CC:</u> Andy's commission met 30 March. The Relay is on Sat 9 April at Pinelands.</p> <p>There is a problem with UWC and the 1st League race. Andy will meet with them on 30 April. He will meet with Correctional Services tomorrow to swap dates around because of the clash between UWC and SA Student Championships.</p> <p>The Selection criteria is currently being reviewed.</p> <p>Lester requested Andy to confirm the programme of CC League times, venues etc. by Friday 08 April.</p>
c	<p><u>RR:</u> Meeting will be on Wed. Francois has started working on the 21k squad for SA Championships on 31 July.</p> <p>Security at events: Clubs organising events need to engage more security. Allen suggested we try to find a group of dedicated runners who are prepared to walk around like a neighbourhood watch.</p> <p><u>Kit:</u> Sue has communicated with clubs that break the rules. RR commission will look into it and speak to the clubs.</p> <p><u>WPA's policy on NGOs and fun runs</u> must be reviewed. The Green Point Rate Payers are very annoyed about the number of events in their area, which includes Light House, Gun Run, CPT Marathon, Festival of Running, SPAR and Sundowner. They are proposing one event per quarter using one route – no divergence. It was noted that there are currently many <u>clashes of events</u> across disciplines, RR, CC and T&F. It was agreed that the President will convene the WPA Fixture meeting. He requested commission heads to start slotting in their dates so there is a 2017 provisional programme ready by end April 2016. Michael suggested the Provincial Championships be set down first. Sue will request 2017 dates from ASA.</p> <p><u>Race Numbers:</u> It was noted that every bib for a sponsored race must display the name of the National sponsor in a logo of 33mm. Jakes said ASA will send out a letter to invited events.</p>
d	<p><u>RW:</u> It was noted that the domicile rule is not being applied in many Provinces.</p> <p>The ASA RW Championships will be held in Cape Town. Further clarity is being requested from ASA.</p> <p>Pieter will liaise with the office to ensure race flyers comply to race walking rules and information where appropriate.</p>
e	<p><u>TO:</u> A discussion ensued around the affiliation of TO's. It was noted that the Constitution allows for the TO's to affiliate directly with the Province. This situation is not ideal and TO's are encouraged to join clubs. Alternative forms of association are currently being investigated. Lester requested Gavin to discuss possibilities at his next commission meeting and report back to the Board.</p> <p>Next TO meeting on 25 April where they will discuss courses for TOs and draw up a timetable. Course measurers are desperately needed. Also e-timing officials; the only two right now are Mariana and Mandy Skinner. They offered to train more people in the off-season.</p> <p>The competition manager needs to submit an official referee report after any event.</p>
f	<p><u>ASA:</u> The names of the ASA selectors remain a mystery. In response to a communication from Sue, ASA replied that representatives of the Board make up the selectors. ASA will issue clarity on this shortly.</p>

g	<u>Coaches</u> : Waleed has three members voted onto his committee and he must co-opt additional members. He requested a list of coaches and their qualifications. Lester asked Waleed to put a list together by the May Board meeting. Waleed submitted a document detailing proposed courses. Waleed will liaise with the commissions to ascertain what coaching is required.
7.	Financials Due to software issues with the Quick Book system, current financial statements were not available. The audit has been conducted and once finalised will be circulated to the Board. Allowances for Board members stands at R300 per month paid quarterly. Lester asked for the Retirement document for employees. It should be ready and meetings set up with staff by end May. Malcolm will circulate it to H.R. and Sue first. Allen asked Sue to implement incentive payment to athletes going on international duty before they leave. <u>Tertiary bursaries</u> : The Educational Support program is currently being implemented. 3 athletes have been earmarked for assistance in 2016. <u>Incentives</u> : It was agreed Athlete Performance Incentives will be presented concurrently with those selected to participate at the Olympics are announced.
8	Sanlam/Spar/Cape Town Sport Council/ CoCT: Sanlam CPT Marathon event launch will take place on 20 April 2016. Cape Town Sports Council: Jakes will attend the next meeting.
9	Constitutionally/Policies/By Laws: Allen will meet with the DC. A review of our constitution will be convened. Allen will send a formal request to the Federation of Disabled Sport to meet to discuss areas of collaboration. <u>School representation</u> : Allen has approached Schools sport to discuss areas of collaboration.
10	General:
a	The Board ratified standing committees formed as per the election of 6 October 2015. Now that the Board has been formally agreed, we can approach the Bank to update the signatories on our accounts.
b	<u>T&F</u> has appointed the nominees for their selectors.
c	<u>Medical and Doping</u> : Two members from Tygerberg have expressed their willingness to assist on the standing committee.
c	<u>Statistics committee</u> is Mariana and Riël.
e	<u>Constitution and Rules</u> : Chris Goldschmidt and Allen Barnes
f	Michael has been approached by an athlete who has had his application for membership rejected by a club. Sue and Michael will investigate.
g	<u>Disabled athletes for major events</u> . The Board noted the debacle around the participation of disabled athletes in the OMTOM event. Further discussion is required. It was agreed that further engagement with the local Disability Federation to help us formulate a policy will be investigated.
The meeting ended at 23:10. The next board meeting will take place on Wed 4 May at Green Point at 18:30	

Minuted by J Weston