

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

1.	Present: Lester Cameron, Allen Barnes, Gavin Burgess, Francois Gouws, Jakes Jacobs, Andy James, Mariana Meyer, Malcolm Salida, Michael Schouw, Sue Forge (General Manager)
2.	Apologies: Waleed Donough, Pieter Vorster
3.	Supplementary Items: Francois asked to discuss Fun Runs; Sue would like to discuss the Council Meeting to be held on 19 May.
4	Acceptance of minutes of meeting held on 4 April 2016: Page 3 (10c) Statistics Committee: Riël's name was spelt incorrectly. Minutes proposed by Allen Barnes; seconded by Gavin Burgess.
5	Matters Arising:
a	Michael was approached to intercede in a case involving a gentleman who was a member of Celtics now wishing to transfer to another club. Michael continues to address the matter and Lester recommended that a member of the DC be consulted. SF will write to the athlete and advise him of this. AB suggested we request a letter from Celtics giving reasons for their refusal to clear the athlete. Michael will present a clear plan of action for the relocation of WPA's office to Green Point Athletics Stadium at the June Board Meeting. Sue will hold a debriefing with TOMA before she writes to them advising that WPA will not be organising the Old Mutual Two Oceans Fun Runs going forward.
b	Since their request to WPA to sponsor 27 Junior licences, West Coast has purchased the licenses for the athletes. Sue advised the Club that WPA needs to formulate a policy for such requests in order to facilitate future requests of this kind.
c	All Commission heads must ensure that only those who have done the Team Managers Course may be selected as Team Managers. Andy mentioned that people were given only 14 days' notice of the last course. Further, those who did attend, still await their certificates. Mariana awaits meeting dates from ASA. SF has asked several times to no avail.
d	Old Mutual's logo on race numbers continues to be a conflict with other race sponsors. Clubs are pushing to get race numbers printed and no circular is forthcoming from ASA. SF was asked to keep plugging this as it is a breach of contract, and by keeping a paper trail, WPA can prove objections submitted to the ASA Office.
e	TOs: Gavin reported that the TO training courses have been sorted out.
f	Coaches: Waleed is still to provide an update on the Coaches database, their qualifications and the plan for the Coaches Committee going forward.
6.	GM Report: Further to the figures in her report, Senior licences sold to date are 14 029 and Juniors 990.
i	Junior licence sales have increased due to participation in the Cross Country Leagues.
ii	Transport to CC events has many challenges. The Office has noticed an influx of clubs signing up Juniors purely to get transport to and from events. Since the CoCT has withdrawn themselves from sponsoring CC events, WPA will plan routes and budget carefully. WPA will have to cap what they can afford to spend on transport; AB suggested we lay on transport for 2 more CC races and see if there is a fall-off in races where transport is not provided. ASA has sent a communication regarding the AGM and elections.
iii	<u>Development Officer:</u> In response to the advertisement which closed 01 May, we received 18 CVs. Sue and
iv	Michael are currently working with Donny Jurgens who uses a point percentage system. Should we not find a suitable candidate from the applications, Sue would like to advertise the post to a wider audience. To avoid possible conflict in the office, the Board agreed that, instead of including the suggested salary, it should be advertised as a senior/middle management position. The closing date will be extended to 01 July 2016. Once we are in receipt of suitable applications, the top 5 will be interviewed by Donny, Michael and Sue with Jakes acting as an observer. The preferred 3 candidates will be presented to the Board for a final decision.

v	Sue sent out the proposed Meeting Calendar. Since no objections were received by the Board members, it was accepted. All constitutional issues must be wrapped up by 16 May 2016.
vi	From a TO and Coaches perspective we must agree on criteria to be used when issuing accreditation cards. The Commissions must decide who is properly qualified, eligible and what information they would like included on the cards. Mariana suggested that Board members also receive accreditation cards. Itheko AC has offered to produce and sponsor the cards.
vii	Sue thanked the Board for supporting her trip to the London Marathon. She will circulate the report to all Board Members. A comprehensive overview of the experience was communicated.
viii	<u>Funding:</u> Stillwater Sports has contributed R50 000 towards the WPA Junior & Senior Track & Field Championships. Two Oceans Marathon have committed R250 000 towards WPA Development.
ix	Sue has circulated the agenda for the Council meeting on 19 May. Lester asked Board members to write a half-page report which must be with Sue by 11 May so it can be circulated on May 12 th . If any member would like to make an addition to the agenda, points must be sent to Sue who will amend and recirculate.
x	Malcolm's financial report will cover the first quarter. Prior to WPA's submission to Lottery, Sue contacted the Lottery Office to ascertain that there were no reports outstanding. Having completed the proposal and timeously submitted to Lottery, they emailed Sue to say the application had been declined due to an outstanding report from previous years (pre 2011). WPA will contest; Jakes and Sue will request a meeting with the Lottery to clarify.
xi	Ian from Rotary contacted Sue. She will submit a proposal to them to support the WPA Holiday Camp.
7.	Standing items:
a	<u>T&F:</u> Circulated their minutes. Eight athletes attending the SA Open Championships are expected to pay R1500 each towards their travel expenses. Mariana moved to waive the R1500 fee and to allow the athletes to travel in WP track tops. The Board approved the request in principle. At the last Commission meeting, individual members were allocated a job with specific timelines. Mariana thanked Michael and his team for the workshops that they have hosted for WPA Teams. Mariana has received positive feedback. Two athletes let WP down at the SA Championships by not fulfilling the competition requirements.
b	<u>CC:</u> Although 70 teams participated at the event on 9 April, they ran at a loss of R3500-00. The CoCT no longer sponsors toilets, bunting and medical services. Malcolm asked Andy to provide a budget 2 to 3 weeks prior to future events. The first League took place on 30 April with 1314 participants. Temporary Licence fees have not changed in the last three years. At the next commission meeting, Andy will broach the subject of an increase of fees to R15 for Seniors and R10 for Juniors. The third CC league event has moved from Vanguard Mall to Nantes Park. Andy must approach clubs organising events and ask for their expenditure and budgets. Andy would like to take ten Managers to George. He queried the date of the next Team Managers course. Lester told Andy to provide criteria for his choice and Malcolm said he must report after each event to calculate precisely what he needs.
c	<u>RR:</u> Francois distributed a detailed report before the meeting. The Commission will be investigating the provision of electronic timing on a broader scale at RR Events. His Commission will suggest age groups for WP Colours. Following the RR meeting on 5 May, the 21km team will be confirmed and then they will attend a camp at Sports Science. The SA 21.1km Championships are in Port Elizabeth on 28 July. He emailed an update of the 2001 Fun Run Code of Conduct requesting comments by 9 May. He asked the Board to validate the document.
d	<u>RW:</u> No discussion as Pieter was not present.
e	<u>TOs:</u> Training dates on the calendar are approved. Following the successful SSISA courses in November 2015 and February 2016, there are 30-40 people who would like to do the course. Sue requested that a clear partnership agreement between SSISA and WPA be determined.
f	<u>Coaches:</u> No report as Waleed was not present.

g	<p><u>ASA:</u> It will be decided at the next Board meeting who will represent WPA at the next ASA meeting on 2 July.</p> <p>In terms of the Transformation Charter, Michael said we need statistics for the past three years. Jakes will work out a formula and set up a template so information can be captured continuously giving a breakdown of demographics, how many leagues, amount spent and number of medals achieved for all teams U15, U17, U19, U21, U23 and Seniors. WPA must continue to actively attract black members to it's structures as well as increase the number of clubs in certain areas.</p>
8.	<p>A Financial Report was circulated to Board members – Going forward WPA will open an investment account. Lester asked Malcolm to circulate a one page summary to all Board members 7 days prior to all Board meetings. Lester has received the audited financials which are to be circulated to the Board. If they accept it, Lester and Sue will sign off the AFS and it will be presented to Council at the upcoming Council Meeting.</p>
9.	<p>CoCT / Cape Town Sports Council / Sanlam / SPAR</p> <p>Cape Town Marathon entries are doing well.</p> <p>DCAS will hold a meeting regarding Development. Jakes has drawn up figures showing how clubs are doing. Some athletes have been allowed to buy licenses even though their 'clubs' don't fulfil the criteria constituting a club.</p>
10	<p>Constitutional / Policies / By Laws / Schools / Federations / Athletes:</p> <p>Allen has circulated a proposal on Athletes incentives. The Athletes committee will meet in June. Michael asked Allen to present to the Board at the June strategic session.</p> <p>JJ, SF and AB met with the Disciplinary Committee and handed over the Evans matter. We have given him six weeks to come back to us.</p> <p>In terms of the constitution and in consultation with Chris Goldschmidt, The DC will review Schedule A and offer improvements.</p> <p>AB and SF are to meet with Disability Sport, they have accepted our request. We must finalise a date.</p> <p>Allen and Andy will meet with Schools next week.</p> <p>Jakes will meet with the broker to review our current insurance.</p>
11	<p>Development / Clubs / WPA Office: Donny Jurgens will present a workshop for Small Clubs. 2 Delegates from each of WPA's 20 community clubs will be invited to attend a workshop on 21 May. The aim is to grow each club to 50 members over the next three years. Michael will provide dates for upcoming camps. He would like to add all the Technical Courses as part of the Development Plan – Gavin will consider.</p> <p>Sue will provide Lester with a list of clubs that have done their probation and are ready to be officially welcomed and ratified at the Council meeting. Two clubs on currently still on probation; Capricorn that has no adults and no funds to support the club and their juniors, and Ogilvy whose members are inactive. Michael will write to them explaining that their probation period is almost over and they haven't achieved club status.</p>
12	<p>General: It was reported that discussions around the Vitality club continues at an ASA level.</p>
<p>The meeting ended at 21:35. The next board meeting will take place on Mon 6 June at Green Point at 18:30</p>	

Minuted by J Weston