



# AUCKLAND CITY ATHLETICS CLUB

## Minutes of Annual General Meeting for 2020

The Annual General Meeting of the Auckland City Athletics Club for the year ended 31 March 2020 was held at 7.30pm, Wednesday 10 February 2021, at Mount Smart athletics track, Penrose.

### 1. Receive the annual report of the Executive and other committees of the Club.

President Simon Yarrow's report, including updates on key Club initiatives (see attached) was received and accepted. *Move: Andrew Pirie, Second: Sue Potter.*

### 2. Receive the annual financial statements of the Club and the Treasurer's report.

The financial statements and Treasurer Andrew Pirie's report (see attached) was received and accepted. *Move: Simon Yarrow; Second Paul Craddock.*

### 3. Election of officers:

- President – **Simon Yarrow** re-elected unopposed
- Treasurer – **Andrew Pirie** re-elected unopposed
- Chairperson of Summer Track & Field Sub-Committee – **Sue Potter** re-elected unopposed
- Chairperson of Winter Cross Country Sub-Committee – vacant. Current joint chairpersons **Paul and Dianne Craddock** had previously indicated 2020 was to be their last year chairing the winter sub-committee, owing to their extensive commitments with AAI and ANZ. The Executive will seek a replacement chairperson.
- Other Executive Committee members: **Diane Craddock, Paul Craddock and Phil Clode** re-elected unopposed. Simon Yarrow informed the meeting that **Grace Wood** had indicated her desire to stand down due to other commitments. The Executive will seek to co-opt additional new members to the Committee.



#### **4. Special Business - Update of Club Constitution**

The meeting agreed to update the Club's Constitution – see attached for explanatory note. *Move: Simon Yarrow; Second: Paul Craddock.*

#### **5. Any other business**

Membership Fees: the subject of membership fees was raised, including the desirability of having a “social” membership category at reduced cost, for those who want to be part of Club activities but not participate in Athletics Auckland events. Also, to consider reducing fees for young adult athletes (in their early 20s). It was generally agreed that the focus should be on encouraging increased Club membership especially at younger ages for longer term sustainability, even if this means lower Club revenue in the short term. It was pointed out that the Club is constrained somewhat by the affiliation fees from ANZ and AAI, which account for almost two-thirds of the costs paid by members. The Executive will review membership fee levels for the 2021/22 season.

The meeting closed at 8.35pm.



## **ACA Presidents Report**

The 2020 season was one the club took the opportunity to start investing in several projects that we hope will bring future benefit to ACA.

### **Central Hub**

We continued to develop our Central Hub partnership with Ellerslie, Roskill South, Pt Chevalier, Hillsborough and Eastern Junior clubs. As part of that we developed two Coaching squads for 12-14-year olds run by coaches Phil Clode (distance); and Ignacio Pena & Bailey Stewart (sprints).

### **Website and Social Media**

Thanks to Grace Wood we have made a major overhaul of our website and social media. Please see [www.acaclub.co.nz](http://www.acaclub.co.nz) for details where you can hopefully see the significant improvements!

### **New Club Logo and Apparel**

We started the journey of looking to develop a new design for our club logo and apparel including surveying our members on two options from a professional designer. We are really excited by the progress we have made and are on track for a launch at start of 2021 season in April.

### **High School Coaching**

We often have schools interacting with the club, mainly through our Wed Track & Field club nights. Hence, we have taken the opportunity to offer support to some of these including MRGS, MAGS and Dilworth through trialling coaching squads run by Marshall Hall (throws); Sammy Berryman (Sprints & Jumps) and Distance (Luke MacCallum).

### **Sponsors and Supporters**

None of this would be possible without the support of our sponsors like NZ Community Trust, Four Winds Foundation, Aktive Auckland, Lion Foundation, Athletics Auckland and Athletics NZ not to mention all our tireless administrators, officials, coaches and volunteers. Thanks to all of you for your support.

**Simon Yarrow**

**President**



## **ACA Treasurer's Report**

### **2020 Financial Statements**

In the year ending 31 March 2020, the Club had a deficit totalling \$9,326, mostly due to the costs of the NZ Road Relays trip which were only partly covered by grants. We ended the year with total net assets of \$74,352.

### **Financial overview 2021 year to date**

Overall, we are in a stronger financial position than last year – we currently have a surplus for the year of about \$6,300 and we expect to remain in surplus for the remainder of the year.

The key reasons for the improved financial position are as follows:

- We made a modest surplus on the NZ Road Relays trip whereas last year we needed to dip into Club reserves by about \$8000 to finance the trip.
- The Central Hub coaching initiative is also in financial surplus currently.
- Donations were boosted by a \$2000 one-off donation earlier in the year
- We also received a one-off \$2000 grant from the Active sports community trust

While this is good news indeed, it does mask the fact that our underlying Club finances have taken a downturn, with reduced membership fees, race fees and uniform sales. Clearly, some of this is COVID-related but it does prompt some questions about our membership retention and growth strategies to ensure the long-term health of the Club. Our financial health each year remains largely dependent on continuing to receive significant grants from community trusts, especially to defray the costs of the NZ Road Relays trip.

Our balance sheet remains in a strong position, with approximately \$80,000 in the bank as at February 2021.

### **Membership**

As at 8 Feb, we have 118 financial members. This is significantly lower than the 147 members we ended the 2019-20 season with. This mainly a drop off in 7-14 year old juniors who joined for the winter cross country season ... 15 this year vs 36 last year. This perhaps reflects the impact of COVID with some members not bothering to rejoin post the April/May COVID lockdown. It also highlights the challenges involved with ensuring there is a smooth transition between junior clubs for the summer season and ACA for the winter season, something the Executive is working on with junior clubs.

**Andrew Pirie**

**Treasurer**



## **SPECIAL BUSINESS – UPDATES TO CONSTITUTION**

We propose updating the Club’s Constitution, including:

- Providing the ability to hold online meetings of Members
- Allowing for digital records to be kept
- Update titles of Executive positions at Club
- Removing the requirement for an Auditor or Independent Reviewer

NOTE: This motion requires two-thirds approval of Members voting at the Annual General Meeting.

### **Explanatory Note:**

Our Constitution represents the rules of the Club and dictate how we operate. We must file it with the Incorporated Societies Registrar and provide to community trusts when applying for grants.

The document is in need of updating to reflect the way we currently operate; for instance holding meetings online if needed; and maintaining digital records and making digital payments rather than “minute books” and “cheques”, etc.

The requirement for the Club to have an Auditor to provide an external review of our financial statements is also outdated and does not reflect current regulatory realities.

Until 2016, an audit or an independent review (which essentially is a ‘light touch’ audit) could be undertaken by a chartered accountant at a relatively modest cost (approximately \$500). This is the process we have followed in recent years (including up to and including 2020, even though these reviews in recent years have not been consistent with the current regulatory requirements).

Under the current regime, what are now called “assurance engagements” must be undertaken by a specialised audit firm. With the bar of expectations on the auditor being raised, the cost would now run into thousands of dollars each year which is excessive for a Club of our modest means. We have discussed the situation with an accountant associated with Athletics NZ and their suggestion is to remove the requirement to appoint an Auditor from our Constitution.

The absence of audited financial statements should not impact on our ability to apply for grants from community trusts. These trusts have amended their requirements in light of the new legislation and do not require statements to be signed off by an auditor. (NZCT does have a requirement that an accountant is involved in preparing the financial statements if a club applies for more than \$100,000 in any given year).

**Andrew Pirie**

**Treasurer**