

**Manawatu Triathlon Club Committee Meeting: Monday 1 February at 7pm**  
**MINUTES – MTC Committee Meeting**  
**Venue – Dave Scott’s house – Russell Street.**

**PRESENT** – Dave Scott (President), Barrie Eccles (Treasurer), Garry Leader, Geoff Bendall, Richard Day, Andy Martin, Ashley Phillips, Grant Spiers, Simon Brownie, Richard Coxon & Leteia Cornwall (Secretary).

**APOLOGIES** – Wendy Brenkley.

**MINUTES**

Amendments made to previous Minutes (December '15) are:

- Richard Coxon was at the previous meeting, but attendance was not noted.

Matters Arising:

- Update from the Army re. any upcoming pool closures – currently been delayed until next Christmas. This will be combined with the roof upgrade – it will be blocked out for an eight week period when it does get done, therefore this could be December/January which might interfere with events.

Moved that the minutes of the last meeting be taken as read, and are a true and correct record.

Dave Scott/Richard Day  
**CARRIED**

**FINANCIAL REPORT**

Financial Report as at 28 January 2016 tabled below (as emailed to Committee).

Balance Summary of Accounts:

ANZ Cheque Account	\$2,499.81
ANZ Sponsorship account	\$0.00
ASB Cheque Account	\$24,005.91
UDC Account	\$65,821.67
ANZ Kids Account	\$50.00
ANZ Term deposit	\$ 21,627.68
<b>Total Bank Balances as at 28/01/2016:</b>	<b><u>\$114,005.07</u></b>

<b>Accounts for Payment - 1 February 2016</b>	<b>Amount</b>	<b>Cheque</b>	<b>Paid</b>
Xero - accounting package (to 9 Dec)	\$43.96	online	yes
Jaimee Leader - Future Champions	\$100.00	online	yes
Adam Martin - Future champions	\$100.00	online	yes
David Martin - Future Champions	\$100.00	online	yes

Sam Phillips - Future Champions	\$100.00	online	yes
Tri NZ - club membership	\$287.50	online	yes
Xero - to 9 Jan	\$47.44	online	yes
Easistore - for December	\$115.00	online	yes
Able - Print and Promo Ltd. Branded Tube bags (spot prizes)	\$776.25	online	yes
Trophy Specialists - secondary school medals	\$241.20	online	
Easistor for January	\$95.00	online	
Dave Scott - bananas, coffee at Linton	\$92.87	online	
Dave Scott - trailer repairs	\$12.64	online	
Dave Scott - cable roller (for new computer cable)	\$48.88	online	
Chris Sanson – Pro Licence grant	\$500.00		
<b>TOTAL</b>	<b>\$2,660.74</b>		

Comments to Financial Report:

- Only change to Accounts for Payment is for \$500 for Chris Sanson’s Pro Licence.
- Current Membership:
  - Members with season pass: 62
  - Free (committee/honorary/life): 20
  - 2015/16 members: 128
  - Total current membership: 210
  - 2014/15 members not rejoined yet: 192
- Still got a couple of outgoing sponsorship payments:
  - Manawatu Toyota Cash sponsor \$2,000.00
  - Crankit Kids Tri t-shirt sponsor \$1,500.00
  - Bayleys Kids tri t-shirt sponsor \$2,000.00
  - McDonalds Kids tri- t-shirt sponsor \$2,000.00

Note: Bayleys have been in touch there was a mistake in the invoice with wrong spelling, so it had to be sent again. Reminders have been sent to Crankit and McDonalds. Have invoiced Toyota for the next \$1,000 of their sponsorship and will send the next in February.
- Would like to move some money (proposed \$14,000 of the \$24,000 currently in there) from the cheque account (which is earning virtually no interest) into a Savings Account. It was proposed (and agreed to) that the Treasurer can move the money between current accounts to get the best interest rates at his discretion.
- One issue raised – maybe have some comparison for figures (financial and membership numbers) from last year and/or the budget, to see how the club is tracking or currently placed.
- Discussion around taxation regarding employing ‘trainers’. It is stated that they pay their own tax and provide the club with an invoice. Trainers are hired as ‘contractors’ – they are not ‘employed’ by the club.

Moved that the tabled accounts be approved for payment.

Barrie Eccles/Geoff Bendall

**CARRIED**

## **GENERAL BUSINESS**

### 1) Army Triathlon:

- Happening Tuesday 2 February 2016. Barrie and Dave have already taken all the gear out, set up and ready to go.
- The event will be manually timed.
- Quid-quo-pro for the year with the Army.
- 200+ people doing this event.

### 2) Whanau Tri & Weetbix Tri:

- This is in conjunction with Sport Manawatu.
- No longer need to do the STMS work for this event.
- The Club now only has to provide the equipment, set up transition, mark out the course, provide the PA system for the swimming pool and do the briefing at the start - all for \$1,500 for the club.
- Sunday 20 March 2016.
- We also need to provide Marshalls for this event too.
- Also a chance to advertise for more members.
- Tammy and Shane Reid are providing the training for this event, with Amy talking about doing a Women's Training for over 40's at this time too.
- There will be a push for volunteer's closer to the time for this event.
- Still no communication received in regards to the upcoming Weetbix Tri – Thursday 24 March 2016. Normally provide a number of volunteers and Andy's students help on the bike course. The Club gets paid (approximately \$600) for this too.

### 3) Kid's Tri Update:

- Everything is pretty much organised. Radio ads and newspaper ads to start very soon. There are flyers out at various places, including local schools.
- Discussions around who can help volunteer where etc.
- Email to be sent out to our volunteers for the Kid's Tris.
- The Surf Lifesaver volunteers will be helping in the pool again.
- 700 t-shirts are all ordered and ready for the first night.
- This weekend the Surf Lifesaving Club are also providing a fun training session out at Himatangi Beach at 10am.

### 4) Next Event – 21 February:

- This event also coincides with the Secondary Schools event – but this simply runs alongside our event at the same time.
- Under 16s do the Medium Course and Under 19s do the Long Course.
- All information has been sent out to all the Secondary Schools already.
- Helpful to have some extra helmets, tools etc too.
- Discussions around the changes in the course, transition, the old timing system and the café's facilities.

### 5) Timing System:

- Dave has spent some time with Murray learning the old timing system, now knows how to work this equipment etc and this was used for the last event with no problems.

- The new timing system isn't going to happen at the moment, due to the software now not going to work with it.
- Ultimately Dave doesn't want to be the only person that knows how to use this system, so others are encouraged to learn/use this system as well – the more the better, especially setting it up. Dave is still happy to input all the data for now too.
- Timing Chip Tags for Season Pass Members are still going to happen – it just didn't happen last time due to Dave still learning the old timing system and maybe after one more event and being completely happy with timing, then will introduce issuing 'individual' ankle tags for everyone.
- Currently got 250 of them sitting in boxes ready to go with another 150 tags sitting there yet to be made up.
- Speeding up Registration is really paramount now too. Members still need to sign the 'Sign-In Sheet' and 'Waiver' for each event though.
- Murray's help was greatly appreciated and very helpful!

#### 6) Proposed Women's Training:

- Aimee Perrett has proposed a five week ladies only training sessions for women 40 years plus (feeding in from the 'Whanau Tri' ladies as well).
- The Club will back it to a certain point – i.e. if only two people turn up, then we will help pay the difference but if she gets 50 people turning up, then it will probably cost the Club nothing. Proposed that we agree to back it to a certain amount.
- She will be charging everyone attending a small amount for this training opportunity. Had thought of making this 'free' to club members and charging only non-club members.
- The five weeks runs after the Whanau Tri to pick up interested women from that, with the idea of encouraging this group of women to attend one of our events at the end of these training sessions.
- At this stage it will be one session a week for approximately two hours each time, for five weeks.
- Club to approve an hourly rate and a venue fee. Moved to
- Discussion around this training should be available for all women (beginning?), no matter their age. Maybe this is too 'narrow'?
- In the future, other 'niche' training options can be provided to other members.
- Proposal put forward to fund \$500 towards this training, if required.
- Amiee to brief the Committee prior to it commencing with further details, with final decision to be made at the next meeting.

Motion put forward that the Club supports Aimee's training up to \$500.

**Moved:** Dave Scott/Geoff Bendall

**CARRIED**

#### 7) Trailer Upgrade:

- Have looked at a couple of trailers for approx. \$8,000.00 but they weren't up to scratch. Therefore suggested to fund a more expensive trailer, especially with no longer purchasing new timing equipment.

- Angove Engineering in Pahiatua, who custom make horsefloats/motorcross trailers etc, might be able to make what the Club needs.
- Organised for the current big trailer to be taken to Angove Engineering for them to check it out and see if they're interested in custom making a lighter trailer that can be towed by any 2L vehicle.

#### 8) Training Evaluation:

- As some point in time, need to evaluate what the Club has done over the last 12 months in regards to training provided.
- In regards to the Spin Classes – the Club paid for the Thursday night sessions and got the Tuesday morning sessions for free. Most people attended the Thursday night ones only.
- Proposed that the Spin Classes go for a slightly shorter period of time – maybe May to August?
- Proposed to send out an email to members asking for their feedback in regards to the training offered by the Club and also advertise the training more to our members.
- Saturday morning has basically turned into a 'swim' session.
- Currently there is a gap at the moment in regards to providing 'running' training. Discussions around potentially doing something after the Dash 'n Splash series at the same time on a Tuesday night – carry on with this timeslot with running?

#### 9) Dash 'n Splash:

- Request for anyone to run this event? Dave and Barrie are still happy to do this, but suggested it's a good idea for others to also know how to run this event to provide extra cover etc.
- Suggested that it could also be done by people outside the Committee – ask on Facebook etc. A push for volunteers in general was also discussed.
- A very easy event for anyone to run and administer. This event doesn't have to be timed, just as long as the clock is at the end for participants to check when they finish.

#### 10) Further Business:

- SUMMER & WINTER SERIES PRIZEGIVING:
  - Discussion around suggestions regarding 'prizes' – maybe something instead of the mugs? Currently give out about 30 mugs.
  - Maybe don't need to recognise the parents that run alongside their children etc.
  - Can't currently change the categories at this stage, but maybe less categories in the future?
  - Haven't been giving out certificates anymore, as no one has seemed interested in them.
  - Investigate at the place where the mugs are purchased from to see if there is anything else applicable.
  - Re-evaluate further for the Winter Series.

- **ADVERTISING:**

- Discussion around advertising (handing out 'business cards' with all the relevant information on it) at the Striders Super Sevens to promote the upcoming "Dash 'n Splash" and our future events.

Motion put forward to print 500 cards (approximately \$54.00) and any of the club members present at the Super Sevens can hand them out to people.

**Moved:** Dave Scott/Simon Brownie  
**CARRIED**

- Discussion around the big promotional signs that the club has (currently in lockup) that could also be put up around the city, up at the Lido again.
- Also an opportunity at the Kid's Tri to once again to promote the club – maybe hand out some more business cards, flyers at these events. Also have the email database that can be used at the end of the Kid's Tri Series to use to encourage more people to our club events.

- **SECONDARY SCHOOLS NATIONALS:**

- Upcoming in Queenstown on 4-6 April. A number of kids from the Club will be going down – approximately 10 max?
- Have supported this in the past – last year \$100 given to those who went to Taupo. The year before in Gisborne, \$150 was given.

Motion to give \$150 (as long as the Club's criteria for receiving support is met) and maxed at \$500 per person for the season.

**Moved:** Dave Scott/Richard Day  
**3 Abstains**  
**CARRIED**

- **TRAILER SPACE OUT AT LINTON:**

- Upcoming meeting with Linton Camp and follow up on whether there can be trailer space for the club out there – will know for next meeting.

- **MINUTES:**

- Requested for them to be distributed 14 days after the meeting – they are typed straight away and Dave to now approve them asap, so they are not sent just before the next meeting.

- **TRI CLUB WEBSITE/FACEBOOK:**

- Still ongoing, but needs more urgency. Need someone to take ownership of this to eliminate the current sporadic updates and make it more relevant.
- Discussion to pay someone to do this. Jack Mackenzie is available if wanted, but need someone to 'feed' him this information and not for him to have to go and 'find' the stuff to put on.
- Discussion around having two Facebook pages – one is 'public' and one is 'closed' (have to 'join' to have access to this one). Most people watch the public one but unfortunately most postings go on the closed one.
- Social media needs someone that is proactive and on it all the time to keep this site up-to-date etc.

- Ideally need someone who is in-tune with all the club's goings on etc and association.
- Website is needed for 'advertising'; Facebook is for 'updates' of information
  - the more postings enable more coverage.
- The Website will need to have a number of people able to add information to the page, instead of it just having to be the same one person.
- Encourage members to post on the Club's public Facebook page and cancel the 'closed' page. Also communicate this to our members. Anything 'inappropriate' can be dealt with case-by-case.
- LADIES TRI:
  - Still receiving a number of enquiry emails regarding this.
  - Email to be sent to all members explaining this and then also promoting our club events as an option etc.

**Meeting finished – 8.55pm**

Thanks to Dave for providing drinks (hot and cold) and nibbles 😊

**Tasks:**

<b>Who:</b>	<b>To Organise:</b>	<b>Done:</b>
Dave	To push for volunteers for upcoming Whanau Tri	
Dave	Talk to Campbell in regards to upcoming Weetbix Tri	
Dave	To go back to Aimee with the Club's approval and organise for her to present her training proposal to the Club's next meeting for final decision	
Dave	To check with Jack to see if he still wants to hold the domain for the website and have any involvement?	
Dave	Scribe an email up re. Ladies Tri to send to all members	
Dave	Further investigation into acquiring Membership Cards	
Dave	To inform everyone of the cancellation of the Ladies Tri, but then promote/encourage participation in the upcoming Kapiti Ladies Tri	In progress
<i>Dave</i>	<i>To sit down with Simon/The Army to discuss any further issues re. clashes of events – how does it all work for us? Also status of Pool closure for painting?</i>	<i>Done</i>
<i>Dave</i>	<i>To sit down with Murray to discuss future around timing of events and STMS etc</i>	<i>Done</i>
<i>Dave</i>	<i>To follow up with Amy and Tammy re. Ladies Tri – date confirmation and logistics</i>	<i>Done</i>
<i>Dave</i>	<i>To keep investigating options around new Timing Equipment</i>	<i>Done</i>
<i>Dave</i>	<i>To touch base with Christene and Malcolm re any future association with the Club in any way?</i>	<i>Done</i>
<i>Dave</i>	<i>To organise drinks and lollipops/chocolates for next event</i>	<i>Done</i>
<i>Dave</i>	<i>Update Membership Form on Website (and membership list – ie. current lengths of membership)</i>	<i>Done</i>
<i>Dave</i>	<i>Find out more from Jack Mackenzie in regards to the Tri Club's Domain Name and him being the 'host' etc</i>	<i>Done</i>
<i>Dave/Barrie</i>	<i>Check on website and update Event Calendar, esp. Woman's Tri date and other changes etc</i>	<i>Done</i>
Dave, Barrie and Grant	Total re-haul and update Tri Club Website	In progress
Barrie	To provide comparison figures for the Club's Financial Report/Membership Numbers to last year	
Barrie	To advertise on Facebook etc for more volunteers, people needed for Dash 'n Splash etc	
Barrie	To find out if there is anything else available instead of giving out mugs at prize-giving	
Barrie	Print out 500 business cards for handing out at the Super Sevens	
Barrie	Draft a message and forward to Jenn for posting on Website and to Tia for emailing re. change of bank account details for paying online.	
Barrie	Prepare criteria for the two junior trophies for committee to consider	In progress



Barrie	Sort out signatories for UDC account	In progress
Barrie	Invoices to be sent out for Kid's Triathlon sponsors	In progress
Barrie	<i>Update event calendar dates and get Jenn to put amended copy on Website</i>	<i>Done</i>
Grant	Do STMS refresher course?	
Andy	Send email out re. volunteers for the Kid's Tris	
Andy	<i>To consult with Manawatu Toyota in regards to obtaining a vehicle to tow out the big trailer to the next event – otherwise Garry to check with Car &amp; Commercial instead</i>	<i>Not needed</i>
Ashley	<i>Consult with Damien &amp; Kylie Mulcahy regarding options around new, smaller, custom trailer</i>	<i>Done</i>
Geoff & Richard Day	To take the current big trailer to Angove Engineering and investigate into the probability of getting a lighter, custom made trailer to suit the Club's needs	
Richard Coxon	To look at screen-printing for the Club's promotional signs and getting them erected again	
Richard Coxon	To check with Jo Coxon around Web design/platform	
Simon	To follow up at the next Army Meeting on whether there can be trailer space provided	
Tia	Send out email re the Surf Lifesaving Club providing a special Saturday morning training session on Waitangi Day	

**Next Meeting: Monday 4 April 2016 – 7pm**

***(with email decisions between members made in between these dates)***

\_\_\_\_\_  
*President: D Scott*

\_\_\_\_\_  
*Date*