

**Manawatu Triathlon Club Committee Meeting Monday 2 February, 2015 at 7.05pm**

**Venue:** Palmerston North City Council, Palmerston North

**Present:** Dave Scott (President), Christene Brown (Treasurer), Malcolm Brown, Simon Brownie, John Brenkley, Murray Matthews, Christine Matthews, Barrie Eccles, Andy Martin, Gary Leader, Geoff Bendall, Jenness Fulton.

Meeting declared open at 7:05pm

**Apologies:** Wendy Brenkley

**MOVED:** The minutes from the previous meeting dated 22 Dec 2014 are accepted as a true and correct record.

Dave S/Barrie E  
Carried

Request from Andy M that action points from meetings to be collated and appended to the end.

Simon B/Jenness F  
Carried

**Matters Arising**

Drop Box – Dave S yet to action.

Accounting systems – Dave S. to investigate online version of MYOB.

Kids' Tri audit requirements need to be actioned so the correct information is passed onto Christene.

Interest register to be maintained for committee members re conflicts of interest.

Minutes to be signed once ratified.

Laptop has been purchased.

**Treasurer's Report**

The financial reports for December 2014 and January 2015 have been circulated.

Christine M queried credit card payments at a cost of 2.75%.

Dave S believes ultimately it will be easier for the Secretary as it results in immediate payment, and hence no follow up required.

**Moved:** That the financial reports as circulated be accepted.

Christene B/ John B  
Carried

PASS FOR PAYMENT

COMMITTEE MEETING – MONDAY, 2<sup>ND</sup> FEBRUARY, 2015.

CHEQUE ACCOUNT

COTTON KELLY – AUDIT COSTS	\$1,840.00
MURRAY MATTHEWS – COMPUTER PURCHASE	\$1,397.99
CAPTURE SIGNS – STICKERS FOR ADVERTISING BOARDS	\$ 55.20
SUE MCMASER – COACHING SATURDAY MORNING	\$ 120.00
LIDO AQUATIC CENTRE – POOL HIRE – SAT MORNING	\$ 200.00
C. BROWN – DRINKS, PETROL – ARMY TRIATHLON	\$ 70.97
TRANSFER TO KIDS ACCOUNT - OPTIMIZER	\$ 77.80
TRANSFER TO KIDS ACCOUNT – MANAWATU	
TOYOTA – PAID WRONG ACCOUNT	\$1,500.00
TRANSFER TO KIDS ACCOUNT – PAID WRONG A/C	\$ 100.00
T & S REED F3 COACHING – SATURDAY MORNING	\$ 250.00
MURRAY MATTHEWS – BATTERY, PETROL, EXTENSION LEAD	\$ 109.42

KIDS ACCOUNT

REFUND TO – SIMPSON FAMILY – HAD FREE VOUCHER	\$ 20.00
REFUND TO – DUDMAN FAMILY – HAD FREE VOUCHER	\$ 20.00
LENKA MARTIN – LOLLIES, LUNCH BOX, STATIONERY, WATER, SPOT PRIZES	\$2,233.97
ODYSSEY T-SHIRTS – MAIN T-SHIRTS	\$ 70.00

**Moved:**

That the tabled accounts (as listed above) are approved for payment.

Christene B/Jenness F  
Carried

**Constitution**

Christine M presented current objectives (previously circulated by email).

Simon B expressed preference to present liberal and literal options to members.

Barrie E spoke to his emailed amendments.

Simon B wanted control and limits on spending included.

Simon B suggested life members should also have free Club event entry (not fundraiser events).

Christine M queried if the committee preferred an audit or a financial review. Meeting decided that there should be an annual audit.

April 12<sup>th</sup> 2015 is the preferred date for the SGM. Linton gym needs to be booked.

**Motion:** For all MTC Club events, Life Members have free event entry, non-transferable.

Conflict of interest: Murray M, Malcolm B, Christene B (So those listed did not vote).

Dave S/Barrie E  
Carried

### **Youth Development**

Christine M presented youth development suggestions (previously forwarded by email, attached to minutes).

Christine M presented proposed questionnaires to be sent out to schools and Club members. Dave S suggested email to schools should go through Sport Manawatu. Dave S also to formulate a survey monkey to go out to members. Dave S. to follow up these two items.

**Motion:** Free entry for 8 to 12 year olds who entered the "Kids' I Tri'd the Tri" series to the MTC Club Event on the 1<sup>st</sup> March 2015.

Andy M/ Geoff B  
Carried

Dave S. informed the meeting that he had a request from Tammy Reed for financial support for youth going to a TRINZ training camp associated with the Takapuna Triathlon. Clarification was asked of the details and the matter was discussed.

Simon B proposed for any financial support that the following apply:

Club member for one year

Compete in or support at two club events

Nationally selected or nominated

Report of the event would be appreciated

Event results used as evidence of participation

### **2015**

#### **Takapuna Camp Accommodation 14-15 Feb (\$100 each – total \$800)**

1. Jack Finlay
2. Connie O'Brien
3. Dineth Rajapakse
4. Jaime
5. Lizzie
6. David
7. Adam
8. Dana

**Motion:** Grant \$150 for event costs to TriNZ youth camp to qualifying youth athletes to be paid after the event on production of receipts<sup>1</sup>.

Conflict of interest: Andy M, Garry L (Did not vote)

Dave S/Geoff B  
Carried

**Motion:** As tabled by Andy M at the meeting regarding 2014 selected criteria youth athletes who attended National / Regional events be paid \$500 each.

## 2014

### Criteria

- The following athletes have been selected for National or Regional Triathlon Academy or are national medal winners in 2014.
- They have also competed or volunteered in at least 2 MTC events.

### Manawatu Triathlon Club Junior Sponsorship Awards 2014 (\$500 each - total \$4750, see notes below)

- National and Regional Academy 2014 (MTC events + volunteer)
  1. Lizzie Stannard (1+1)
  2. Jamie Leader (2+2)
  3. Gorgi van Lienen (6) (no longer competing in 2015 – not awarded)
  4. David Martin (7+5)
  5. Harrison Porritt (9)
  6. Adam Martin (6+5)
  7. Dineth Rajapakse (8+5)
- National Medal winners
  8. Jake Jackson Grammar (U19) (2) (\$250 already awarded – shoes)
  9. Jack Finlay (duathlon) (5)
  10. Samuel Phillips (duathlon) (7)
  11. Dana Purdy (aquathon) (4)

### Manawatu Triathlon Club Junior World Champs Sponsorship Awards 2014 (\$500 each – total \$800 see notes below)

1. Jamie Leader (elite) (\$200 already awarded)
2. Jake Jackson Grammar (U19)

Ioan Fuller (U19) did attend the World Champs, but has not competed in any club events in 2014

Conflict of interest: Andy M, Garry L (Did not vote)

Geoff B, Barrie E  
In Favour: 3  
Against: 6  
Abstain: 1  
Lost

## Ladies Only

Malcolm B reported 94 entries to date, Rubbish bins need to be picked up on the 13/2/2015. Barrie E to do this.

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<sup>1</sup> Correction: “proof of attendance” rather than “production of receipts”

Murray M reported Traffic Management Plan approved by PNCC, 310 notices to residence delivered on 31/1/2015 a further 310 required to be delivered two days before event. Delivery takes about 2.5 hours.

## Team Relay

**Motion:** Team relay in April to be open to individuals.<sup>2</sup>

Geoff B/Jenness F

In Favour: 3

Against: 6

Abstain: 2

Lost

## Junior Equipment Pool

Gary L reported that work is still in progress.

## Manawatu Standard Column

Christine M raised concerns regarding Grant Spier's columns in the Manawatu Standard, that although the columns are generally good, they do not represent the MTC official position. Club finances should not be discussed in public. Dave S to discuss the issues with Grant.

## Equipment Grant

Malcolm B we have had notification that the decision will be made on the 9<sup>th</sup> April for the blow-up arch.

## Correspondence

Date	Type of correspondence	From	Summary
23.12.14	Email	TBI Health	Payment has been made for sponsorship
23.12.14	Email	Rachel Thorburn (TriNZ)	Club Opportunities at Sanitarium Weet-Bix Kids TRYathlon events
06.01.15	Email	Tracy Eagle (Trophy Specialists & Engraving Ltd)	Invoice for engraving
13.01.15	Email	Tracy Eagle (Trophy Specialists & Engraving Ltd)	Receipt for engraving
13.01.15	Email	Tamara Reed (F3 coaching)	Invoice for coaching
13.01.15	Email	Grant Spiers	Asking for copy of audit report
14.01.15	Email	Campbell MacNeill (Sport Manawatu)	Reponse to request for him to advertise our Ladies' triathlon to his database
15.01.15	Email	Bob Linton (2nd in command Linton Camp)	Letter regarding paperwork needed to be filled in for running events at Linton Army Camp
15.01.15	Email	Kelly Carter	Email stating that paperwork with Linton has been sorted by Simon Brownie
19.01.15	Email	Sue McMasters	Invoice for coaching
23.01.15	Email	Karen Lewis	Info on Kinloch Triathlon 2015
24.01.15	Email	Jack McKenzie	Terms of use for photographs by Jack McKenzie Photography by the TriClub
26.01.15	Email	Campbell MacNeill (Sport Manawatu)	Asking for coaching numbers
26.01.15	Email	Braden Prideaux (Sport Manawatu)	Confirming club contact details for Sport Manawatu Get into Sport brochure
27.01.15	Email	TriNZ	Offer of old TriNZ T-shirts to clubs to use as spot prizes or other club activities
28.01.15	Email	Julia Fonotia	Asking for help for cycling event 31st January
29.01.15	Email	Tamara Reed (F3 coaching)	Invoice for coaching
30.01.15	Letter	Eastern Community Trust	Letter regarding application for funding. Meeting takes place end March, decision by 9th April
31.01.15	Email	Carmel Boyle	Letter regarding Masters Games in Wanganui
01.02.15	Letter	Grant Spiers	Letter regarding having to pay for TriClub events
01.02.15	Email	Grant Spiers	Email with duathlon results from Masters Games in Wanganui
02.02.15	Email	Carmel Boyle	Addition to letter about Masters Games in Wanganui

## Copyright

<sup>2</sup> Note original minutes circulated to committee had incorrectly shown motion carried with 6 in favour and 3 against. However, motion was lost and has been corrected in these minutes before putting on the web.

Jenness F spoke to correspondence from Jack McKenzie regarding the use of his photographs. His request is as follows:

Please can you minute:

- \* I have agreed to let the club use my photos for promotional purposes for its own promotions. Preferably hi res photos should be obtained from me - also if I know its going to be used I can spend more time on processing those photos
- \* If the photos are to be used in third party promotions e.g. by Sport Manawatu, I will generally allow it if it promoting the club in any way, provided I am informed of this (primarily to prevent my embarrassment when I enquire about it, but also to ensure they get the best quality material as well).
- \* Photos used for any other reason are subject to my approval first.

### Member Feedback

Jenness F spoke to correspondence from Brian Gemmell regarding the committee approach to securing marshals for events.

### Letter of complaint

As this complaint related to a non MTC event regarding an individual entry, we were not in a position to follow up. Dave S to follow up with the complainant.

### Linton Camp Booking

Simon B relayed an apology from the camp management regarding miscommunication of Camp booking.

### Triathlon Race 3

Race director will be shared by Malcolm at the start and handed over to Murray M when he has to leave.

Next meeting Thursday 26<sup>th</sup> February 2015

Meeting closed 10:30pm

Item to be actioned	Who by
Drop box	Dave S
Investigate online MYOB	Dave S
Kids Tri audit requirements	Dave S/ Andy M
Minutes to be signed	Dave S/ Christene B
Interest register	Secretary (Jenness?)
Book Linton gym for SGM	Simon B?
Liaise with Sport Manawatu re survey to schools	Dave S
Formulate survey monkey	Dave S
Announce at Kids' Tri's free entry for 8-12 yr olds for Club even on 1 <sup>st</sup> March	Andy M (Jenness to put on website)
Notify recipients of financial support available for Takapuna camp	Dave S
Discussion with Grant Spiers re Manawatu Standard column	Dave S
Follow up on letter of complaint	Dave S