

Manawatu Triathlon Club Committee Meeting: Monday 2 May 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, Grant Spiers, Richard Coxon, Wendy Brenkley & Leteia Cornwall (Secretary).

APOLOGIES – Ashley Phillips & Simon Brownie.

MINUTES

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

Dave Scott/Barrie Eccles

CARRIED

FINANCIAL REPORT

Financial Report as at 30 April 2016 tabled below (as emailed to Committee).

Balance Summary of Accounts:

ANZ Cheque Account	\$4,515.10
ASB Oncall Account	\$29,032.28
ASB Cheque Account	\$2,306.11
UDC Account	\$66,282.23
ANZ Kids Account	\$0.18
ANZ Kids Tri Account	\$72.24
ANZ Term deposit	\$ 21,627.68
Total Bank Balances as at 28/01/2016:	<u>\$120,835.82</u>

Accounts to be approved at this meeting (NB most already paid):

Accounts for Payment – 4 May 2016	Amount	Cheque	Paid
Barrie Eccles – Choc for spots for club champs and prize giving event	\$61.29		
Odyssey T-shirts (Club t shirts for members)	\$1,265.00		Yes
Freyberg Community Pool – use of pool for kids tri series	\$750.00		Yes
Freyberg Community Pool – use of pool for primary school event	\$187.50		Yes
David Martin – Secondary Champs Travel Grant	\$150.00		Yes
Adam Martin – Secondary Champs Travel Grant	\$150.00		Yes
Sam Phillips – Secondary Champs Travel Grant	\$150.00		Yes
Tori Bendall – Secondary Champs Travel Grant	\$150.00		Yes
William Leong – Secondary Champs Travel Grant	\$150.00		Yes
Christina Leong – Secondary Champs Travel Grant	\$150.00		Yes
Bike Barn (Cheque 392334) – voucher summer series	\$250.00	2334	Yes
Xero – accounting package for 10 April	\$47.44		Yes
Lido – splash & dash (updated account). Last month’s \$800 not paid	\$480.00		Yes
Trophy Specialists – new resin centres for secondary champs 2016/17	\$82.80		Yes
Trophy Specialists – club champs engraving, summer series trophies	\$665.40		Yes
Deb Sheard – Kids Tri material – punches, paper, folders, ink, vivids etc	\$68.00		Yes
TOTAL:	<u>\$4,912.49</u>		

Comments to Financial Report:

- ANZ Term Deposit and UDC accounts to be moved to ASB by 20 May.
- Will follow up on money owed by Sport Manawatu.
- Haven't been invoiced since late last year for Saturday Morning Trainings (Lido).
- Payment to the Lido for the Splash 'n Dash was renegotiated and \$480 was paid instead of the original \$800.
- Balance Sheet for the Kids Tri indicates \$10,565.28 'profit' overall – mostly helped by sponsorship.
- Next year, there will be 800 Kids Tri t-shirts ordered, instead of 700 – to allow for all pre-entered kids to receive a t-shirt and all kids attending the first event to also receive a free t-shirt as their spot prize.

Moved that the tabled accounts be approved for payment.

Barrie Eccles/Geoff Bendall
CARRIED

GENERAL BUSINESS

1) Next Event – 8th May:

- To be a 'standard' Tri Event (not a handicapped event as originally planned) but there might be a 'hidden' handicap worked out behind the scenes.
- Prize-giving to be held at in the room next door to the Café.
- Trophies are all organised (instead of 'mugs'). All winners to receive a Tri Club tote bag.
- Discussion around the possibility of having drinks/nibbles afterwards as part of the Prize-giving. Suggested to see if the Café are prepared to cater for this. This will be capped at \$1,000.00 for a Morning Tea for the final Summer Series Event.
- Will provide cans of drink at the end of the event.
- The prizes from Bike Barn are all ready for collection.
- On the day, approx. 40 names will be drawn once the race starts (so people can see if they're a winner as soon as they've finished their event) with the balance of the few spot prizes left then being drawn during the prize-giving.
- More t-shirts are printed (especially in the sizes that had run out) - available to be given out at this next.
- Discussion around the possibility of getting some caps/visors printed.
- Stocktake on 'signs' needing replacing and more pole ends for the bike racks.
- 'Cut-out' sign could be made where people can put their face in the cut out part, for a bit of fun.
- Discussion about 'free' entry to all I Tried the Tri Series kids to come and participate at first Winter Event (12 June) for free. Suggested if they turned up in their Kids Tri (current or previous years) or Weetbix t-shirt, then free entry to that first event. To also happen at the first event of the Summer Series.
- All correspondence to also be sent out to the Kids Tri email database as well.
- High resolution rendered image of our logo is needed for any further printing.

2) Duathlon Series:

- Barrie has emailed a copy of suggested rules regarding this series.
- Discussion around the proposed two Vet categories (50+ for Long and 40+ for Medium) and no Under 11 & Under 13 in the Medium and Long courses – to reflect the number of competitors in each age groups for each event, in an attempt to even out the field more.

- Decided to keep the same categories for both the Medium and Long courses – therefore having Vet 40+ (Vet 1) and Vet 50+ (Vet 2) for both grades.
- Further discussion around having the Winter Series as a Triathlon Series (for year round competition) or more just a Duathlon Series. Therefore it would be a Winter/Summer Series instead of a Duathlon/Triathlon Series.
- Decided to ask our Club's Members for their feedback and preference. Start a discussion on Facebook, in an attempt to have a decision made before the Winter Series (12 June).
- Promote the ability to use the Café after events.
- Discussion around sponsorship/flyers/advertising/promotions. There currently is no real external promotion of the Club. No longer have a sub-committee focussed on marketing. The event calendar can be emailed to other contacts. By default, Toyota are the Club Sponsor and can be the Winter Series Sponsor.
- Discussion around the idea of having 'prizes' as an incentive. Could also work in with the Café in partnership to provide something after each event(?)

3) TriNZ Membership:

- Still no meeting with Anna Russell yet to get clarification around the upcoming voluntary \$25 TriNZ Fee. She is still due in the Lower North Island.
- Dave and Barrie have proposed a tiered Membership Fee schedule, to cover off different options for our Members – especially for those not intending on competing nationally (Social Membership).
- This will be emailed to everyone on the Committee for further discussion/feedback at a later date.

4) Further Business:

• SPORT & REC COMMITTEE MEETING:

- Meeting confirmed for June 13 for the PNCC's Sport and Recreational Committee for 10 minutes. Andy, Richard Coxon, Grant and Dave to attend.
- Currently Triathlons are not a target sport for this Council's Committee.
- Discussion around the Club not having a 'face' with being out at Linton etc - idea of having a Clubrooms or work in with another Club and join in with another already existing premises. This could be raised at this meeting.
- Suggested to approach the Council with the following items:
 1. Issues around promoting the Club externally. Need some support with this if possible. What current Council processes could we utilise?
 2. The issue around STMS – can the Council assist with this in any way?
 3. MTC supports the implementation of a 'lake' and the Cycling Club's request for a 2km tar-sealed track. These facilities would help our sport as well.
 4. Is there potential for a Triathlon Development Officer? Someone who could go into schools promoting Triathlons and bringing/encouraging more people to our events. Ideally a Council-funded position.
- Maybe leave the Council with something tangible (paperwork etc).

• PROMOTIONAL IDEAS:

- i-Site and Girls High digital boards.
- Email info/flyers to other organisations etc.
- Run a series of events (like the Dash 'n Splash) in quicker succession – shorter/more intense season. Discussion around maybe running a Dash 'n Splash in November (Linton Pool closed over December). Also attempt to implement an off-road cycle leg to this if possible.

- Spin Classes to start up again next Thursday.
- Reminders to be posted on Facebook regarding Spin & Sat morning trainings.
- Discussions to be had with Coaching groups like F3 – are they interested in any of the Club’s events, as part of their training regime.
- Discussion around maybe adding more training sessions (especially swimming and/or running) – maybe involving other Coaches/Agencies. The Lido is started to reach saturation point for lanes vs people attending.
- Regional Academies are becoming more prevalent and therefore more likely to become more commonly used to recruit athletes.
- Our training/coaching sessions are to be more a ‘social’ group training session, rather than an in-depth coaching lesson.
- **TRI CLUB WEBSITE:**
 - Page-by-page overhaul of the Website has been completed. Jenness to action when possible, especially anything that is now out-of-date.
 - Website serves the overall purpose of a one-stop page with Club information etc. More current, relevant, up-to-date posts needs to be placed on Facebook.
 - Suggested updating the cover photo more frequently.
 - Barrie will liaison on behalf of the Committee with Jenness whenever changes are needed.
 - Results can be posted directly onto the Website using GoogleSheets.
 - Progress is being made in regards to closing one Facebook Account. Dave, Barrie and Tia have just been given Admin rights to the ‘Closed’ page. A notice will go up about the closure of this Facebook page.
 - The Palmy I Tried the Kids Tri Facebook page to be used to advertise Club information as well.
- **TBI HEALTH:**
 - Discussion around past sponsorship. To be approached again (hasn’t been any communication recently). Maybe try them for the next Ladies Tri.

CORRESPONDENCE INWARDS

06.04.16	Email	Zac Topping (Sport Manawatu)	Enquiry regarding the Club running Holiday Programmes.
07.04.16	Email	POQSWIM	Promo email.
07.04.16	Email	Sally Rasmussen	Membership status question.
07.04.16	Email	Zac Topping	Advertising for volunteer vacancies.
07.04.16	Email	Hayley (Rokasports)	Promo email.
7-8.04.16	Email	3x Past Members	Requesting to be taken off the email list.
08.04.16	Email	Carol Brookie	Query about upcoming event.
08.04.16	Email	POQSWIM	Promo email.
08.04.16	Email	Narelle O’Connor	Offer to help Marshall.
08.04.16	Email	James Harvey	Membership query.
10.04.16	Email	Narelle O’Connor	No long able to Marshall.
10.04.16	Email	Kerry Leong	Photos of Tri Event 10 April.
10.04.16	Email	Claire Scott	Notification of Luke’s found transponder that was thought to be lost.
11.04.16	Email	Alistair Cadzow	Club t-shirt query.
11-14.04.16	Email	Rachel Bowen	Invitation to present at Sport & Recreation Committee.
12.04.16	Email	Whanganui Multisport	Notification of upcoming Community Workshop.
13.04.16	Email	Penny Paterson	Interested in next event – general questions.
16-24.04.16	Email	Omar Jagana	Interested in becoming a member – general questions.
20.04.16	Email	Darren Frazer (Webbuilders)	Fundraising Products available.
21.04.16	Email	Alison King	Email regarding Kickstarter campaign.
21-23.04.16	Email	Kate Southern	Interested in becoming a member – general questions.
22.04.16	Email	Zac Topping	Treasurer 101 Course.

22-23.04.16	Email	Ian & Michelle Trew hitt	Confirmation of missing property as seen on Facebook.
25-26.04.16	Email	Keri Ratima	Interested in next event – general questions.
25-26.04.16	Email	Dropbox (to Christene)	Verification needed for Dropbox Account.
26.04.16	Email	Zac Topping	Request for notification of any upcoming Term 2/3 Primary or Intermediate School Events

OUTWARDS/FORWARDED

07.04.16	Email	Zac Topping	Reply regarding no Holiday Programmes run by the Club.
07.04.16	Email	Sally Rasmussen	Forwarded to Barrie to double check membership status.
07.04.16	Email	Zac Topping	Volunteer Vacancy email forwarded to Dave and Barrie.
07.04.16	Email	All addresses on Tri Club email list	Email sent re. upcoming event April 10.
07.04.16	Email	Hayley (Rokasports)	Forwarded to Dave and Barrie and Barrie replied (08.04.16)
08.04.16	Email	Carol Brookie	Reply to registration question.
08.04.16	Email	All current members	Notification of no Saturday Morning Training (pool unavailable).
08.04.16	Email	Narelle O'Connor	Thank you reply and forwarded to Barrie.
08.04.16	Email	James Harvey	Reply email.
10.04.16	Email	Claire Scott	Thank you reply and organise the return of the transponder for the next event.
10.04.16	Email	Barrie Eccles	Forward info regarding found transponder, notification of Diane Elgar's Facebook question and query regarding Rob Duff.
11.04.16	Email	Kerry Leong	Thank you reply and forwarded to Barrie for posting on Facebook
11.04.16	Email	Alastair Cadzow	Reply email regarding Club T-shirt (after confirmation email from Dave that more are being printed).
11-14.04.16	Email	All Committee Members & Rachel Bowen	Support and confirmation for presenting at upcoming Sport & Recreation Committee later this year.
13.04.16	Email	All Committee Members	Forwarding Whanganui Multisport's email.
13.04.16	Email	Penny Paterson	Reply email promoting Club and answering registration questions.
13.04.16	Email	All addresses on Tri Club email list	Notification of Event Results now on Website.
16-24.04.16	Email	Omar Jagana	Reply email promoting Club and answering membership questions (NB Omar has become a member!!)
17.04.16	Mail	6x Secondary School Members	Confirmation grant letter for attending Secondary Schools Championships.
21-23.04.16	Email	Kate Southern	Reply email promoting Club and answering membership questions.
22.04.16	Email	All Committee Members	Forward Webbuilders promotional email.
22.04.16	Email	All Committee Members	Forward Alison King's Kickstarter email.
22.04.16	Email	Dave & Barrie	Forward Treasurer 101 email from Zac Topping.
22-23.04.16	Email	Ian & Michelle Trew hitt	Confirmation of missing property as seen on Facebook.
25-26.04.16	Email	Keri Ratima	Reply email promoting Club and answering registration questions.
25-26.04.16	Email	Dave & Barrie	Email regarding Dropbox Account usage.
26.04.16	Email	All Committee Members	Andy Martin replied to Zac Topping regarding no upcoming Primary/Intermediate School events.

MATTERS ARISING FROM CORRESPONDENCE

- There was also the usual numerous email enquiries regarding the Club, Membership, Results, General Enquiries that were all replied to via email asap (and not tabled due to the share number and the fact that they were all dealt with asap).

Moved that all Inwards Correspondence be accepted and Outwards Approved.

Dave Scott/Barrie Eccles

CARRIED

Meeting finished – 9.21pm

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

Tasks:

Who:	To Organise:	Done:
Dave	To organise the Linton Army Camp Café to provide catering for Prize-giving – if possible	
Dave	To get cans of drink for upcoming event	
Dave	To see if Murray has a copy of a high resolution rendered image of the Club's logo	
Dave	To start a Facebook discussion around running Triathlons all year round instead of predominately just Duathlons throughout the Winter Series	
Dave	To pass on the second trailer quote to Grant when it comes in	
Dave	To touch base with Shane and Tammy Reed and Amiee Perrett in regards to encouraging their clients to our events etc. Also look at more training/coaching options	
Dave	To forward contact details for TBI Health to Andy in regards to any future sponsorship	
Dave	To confirm with Murray regarding helping with the timing for the next upcoming event	<i>Done</i>
Dave	To talk to Jack to see if he's available for the next event	<i>Done</i>
Dave	To round up a number of other people who would be happy to continually post to our Facebook Page	In progress
Dave	To ask some critical questions of Anna Russell, so as to be more informed for her visit – get some more information from other Clubs that have already had their meeting with her	
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	<i>No longer needed</i>
Dave	To check with Jack to see if he still wants to hold the domain for the website and have any involvement?	
Dave	Further investigation into acquiring Membership Cards	
Dave & Barrie	To work out how many events each member has participated in and therefore how many entries into the Prize Draw at the Prize Giving Event. Also advertise this further/closer to the time	In progress
Dave, Barrie and Grant	Total re-haul and update Tri Club Website	In progress
Barrie	Follow up on the Lido to pay outstanding account (for Saturday morning Trainings)	
Barrie	To email all 'cup' holders to return for Club Champs	<i>Done</i>
Barrie	To provide comparison figures for the Club's Financial Report/Membership Numbers to last year	<i>Can't be done</i>
Barrie	To find out if there is anything else available instead of giving out mugs at prize-giving	<i>Done</i>
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.	<i>Done</i>
Barrie	Prepare criteria for the two junior trophies for committee to consider	<i>Done</i>
Andy	Follow up on Toyota sponsorship money still owed	
Andy	To look for a high resolution rendered image of Club logo to be used for printing	
Andy, Richard Coxon, Grant & Dave(?)	To get-together and organise a presentation/speech for the upcoming PNCC Sport & Rec Committee Meeting	
Simon	To confirm the Sports Bar and appropriate room bookings for Prize Giving after next event	<i>Done</i>
Simon	To follow through with the request for parking Club Trailer on Army Grounds.	In progress
Grant	Collect spot prizes for Prize-giving and collect invoice for payment	
Grant	To investigate further and find out prices in regards to getting some caps/visors printed with the Club's logo etc	

Who:	To Organise:	Done:
Grant	Complete application for a Grant from Central & Eastern Trust for replacing the trailer	
Grant	Do STMS refresher course?	
Richard Coxon	Reprint any event signage that needs replacing (after stocktake at next event)	
Richard Coxon	To look at screen-printing for the Club's promotional signs and getting them erected again	In progress
Richard Coxon	To check with Jo Coxon around Web design/platform	
Tia	Email everyone regarding details for upcoming Tri event and request for Marshalls	
Tia	Organise a copy of the Kids Tri email database to be added to the Tri Club's email database for further correspondence/promotions	
Tia	Send out latest email from Anna Russell (Tri NZ) re. upcoming meeting with her	<i>Done</i>
Dave, Barrie & Tia	Find out more about both Facebook Pages and decide which one to delete – promote the other one more (send out email to advise everyone further)	In progress
Barrie & Tia	Send out an email/post on Facebook information about upcoming event and request for volunteers	<i>Done</i>

Next Meeting: Monday 6 June (Queen's Birthday) 2016 – 6.30pm

President: D Scott

Date