

**Manawatu Triathlon Club Committee Meeting: Monday 4 April 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**

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

Dave Scott/Geoff Bendall  
**CARRIED**

**FINANCIAL REPORT**

Financial Report as at 3 April 2016 (Feb & March combined) tabled below (as emailed to Committee).

Balance Summary of Accounts:

ANZ Cheque Account	\$3,515.10
ASB Oncall Account	\$29,032.28
ASB Cheque Account	\$5,978.97
UDC Account	\$66,124.98
ANZ Kids Account	\$0.18
ANZ Term deposit	\$ 21,627.68
<b>Total Bank Balances as at 28/01/2016:</b>	<b><u>\$126,279.19</u></b>

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

<b>Accounts for Payment – 1 April 2016</b>	<b>Amount</b>	<b>Cheque</b>	<b>Paid</b>
Barrie Eccles – business cards advertising for Dash n Splash etc	\$54.48		Yes
SES Ltd Electrical Services – data cable	\$134.55		Yes
Media Works – advertising for Kids Tri Series	\$688.85		Yes
Lenka Martin – Stationery Kids Tri	\$7.88		Yes
Lenka Martin – Lollies Kids Tri	\$168.00		Yes
Lenka Martin – Water Kids Tri	\$729.12		Yes
Xero – Payment (February)	\$47.44		Yes
Easistor – Rental for storage (February)	\$95.00		Yes
Lenka Martin – Thermal Lunchboxes to be refunded from Toyota	\$750.00		Yes
Barrie Eccles – Ink Cartridges	\$67.19		
Barrie Eccles – Form Boards for display	\$11.90		
Barrie Eccles – chocolates for Dash n Splash	\$53.70		
Lenka Martin – High Viz vests for volunteer kids	\$162.00		Yes
Lenka Martin – Movie Tickets for children helpers	\$300.00		Yes

Lenka Martin – Extra water drink	\$448.95		Yes
Lenka Martin – Picture Frames (thankyou to sponsors)	\$68.00		Yes
Lenka Martin – Costs for Primary Champs (Bananas, apples, Subway)	\$301.54		
Odyssey T-shirts – printing for High Viz shirts for helpers	\$264.50		Yes
Dave Scott – Swim Coaching at Lido	\$120.00		Yes
Dave Scott – Bananas & coffees etc at Race 3	\$108.50		Yes
Barrie Eccles – Choc Fish for Club Relays	\$20.29		
Barrie Eccles – ‘Paid’ stamp & card for certificates	\$35.48		
Barrie Eccles – Gift Cards from Plaza (for Kids Tri – Andy & Lenka)	\$400.00		
Gary Leader – Petrol/transport for Winter, Summer and Kids Tri	\$600.00		Yes
Lenka Martin – Lollies, bags for thanks to helpers	\$51.11		
Lenka Martin – Interschool water	\$29.97		
Lenka Martin – Flowers for Alison & Jason	\$38.00		
Lenka Martin – Drinks for Volunteers Dinner	\$133.93		
Crankit – Gift Card for Deb Sheard (for work from Kids Tri)	\$200.00	392332	Yes
Kelly Sports – Vouchers for Kids Tri Spot Prizes	\$750.00	392331	Yes
Before & After Catering – Dinner for Kids Tri Helpers	\$910.00	392333	Yes
Dave Scott – President 1/2 year honarium	\$500.00		
Barrie Eccles – Treasurer 1/2 year honarium	\$500.00		
Leteia Cornwall – Treasurer 1/2 year honarium	\$500.00		
Chris Sanson – Lido Swim Training (16 <sup>th</sup> Jan – 19 <sup>th</sup> March)	\$300.00		Yes
Barrie Eccles – Wine for Easistor Owner for storing our trailer	\$13.79		
Lido – Lane Hire for Dash n Splash (4 events)	\$800.00		
Trophy Specialist – Engraving Relay Trophies	\$32.00		
<b>TOTAL:</b>	<b>\$10,397.17</b>		

#### Comments to Financial Report:

- Dave and Barrie have drafted a budget to put with our Financials – this has been included in the emailed copy to all Committee Members. It is to be noted that it does not include Capital Expenditure or Depreciation in the final total yet – this is a Cash-Operating Budget.
- Current Membership:
  - Members with season pass: 70 (+8 since last meeting)
  - Free (committee/honorary/life): 20 (= last meeting)
  - 2015/16 members: 128 (+13 since last meeting)
  - Total current membership: 231 (+21 since last meeting)
  - 2014/15 members not rejoined yet: 185 (7 have rejoined)

Moved that the tabled accounts be approved for payment.

Dave Scott/Simon Brownie

**CARRIED**

#### **GENERAL BUSINESS**

##### 1) Next Event – 10<sup>th</sup> April:

- Dave Scott and a number of other Committee Members will be away. Murray might be available to do the timing this time. If not, the results can be pulled down later.
- Race Director – Grant Spiers.

- Richard Coxon to collect the trailer (with Gary Leader the day before).
- No 'double' swim distance this time with it being the Club Champs – same lengths as the rest of the series.

## 2) Prize Giving Event:

- There has been a request to change this date to allow for Club and Committee Members to participate in the Manfeild 6 Hour Cycle Challenge.
- Simon Brownie confirms that it is likely to be ok with the Army to change this to 15 May – will just need to confirm if change is decided upon.
- Simon will also confirm the Sports Bar and Room availability for prize giving afterwards.
- Discussion around the fact that changing the date is not ideal for our members, especially as it's already on the event calendar and that there will always be clashes with other events, not matter what the weekend.
- Still looking at having this as some type of 'handicap' event as well – too cold for a swim first, but might stagger the starts so the Short Course aren't finishing too soon and have to wait so long for the Prize Giving.
- It was felt that it would be too detrimental to keep changing dates, especially after having to cancel the December event and the Ladies Tri – it also becomes confusing/risky/sends out a poor message to people as members plan for our events being at set days.
- Also run the risk of multiple requests to keep changing dates in the future.

## 3) Prizes:

- Grant Spiers to collect/pay for these prizes.
- The idea is that for every race that someone has competed in, that gives them an entry into the prize draw – eg. if competed in two events, then two entries into the prize draw.
- Have to be there on the day to collect spot prizes – advertising to go out about this.
- Organise a system to draw out 'winners'.
- Discussion around including volunteers – just need to work out who/how often though, as a thank you for their help.
- More can be finalised at the next meeting before this event.

## 4) Trailer:

- Advanced Sheet Metals are going to provide another (second) quote, based on same dimensions/parameters etc.
- Linton Army base has provisionally agreed to provide the Club with a permanent space for storing the trailer (which will be where Club participants park for events already).
- This just needs final approval and the Club will need to accept responsibility for the trailer while parked on Army grounds, as well as it being insured and the trailer must be clamped. This was all agreed to.
- Discussion around applying for a Grant towards this.
- Further email correspondence will cover the final decision.

Motion put forward that the Club now pre-approves a 'cap' of \$25,000.00 for replacing the trailer.

**Moved:** Andy Martin/Dave Scott  
**CARRIED**

Motion put forward for a Grant Application to Eastern & Central Trust for \$10,000.00 towards replacing the trailer.

**Moved:** Barrie Eccles/Dave Scott  
**CARRIED**

#### 5) Membership:

- Discussion around lower membership numbers.
- Kids Tri tends to be in a 'mature' phase.
- Duathlon series declined a little last year compared to two years ago.
- Need to be more proactive in addressing this – no longer have a 'Promotion/Advertising Committee', no billboards, poor website, only been a few newsletters etc.
- A need to getting back to 'core' business.
- 20-40 year old males are poorly represented currently – now a majority of members are families.
- Do we keep appealing to families and/or try to attract more 20-40 year old competitors?
- Discussion around the idea of paying an 'Administrator' part-time to work on promoting the Club more – especially for all that the Club has to offer etc.
- Suggested have a better system in advertising upcoming Saturday morning 'training' classes for members (aside from the odd posting on Facebook).
- Our 'closed' Facebook Page has 719 members and the 'open' Facebook Page has 316 members/'Likes'. There are 156 members/'Likes' on the Palmy I Tri'd the Tri Facebook page.
- Discussion around closing one page Facebook page and having just the one.
- Clarify/promote the benefits of the Season Pass (cheaper overall). Also suggested maybe having a 'Half Season Pass'.
- Still send out all email correspondence to all the addresses in our email database, whether current members or not, until they indicate otherwise (unsubscribe).
- A good chance to start promoting/advertising our upcoming Winter Series.
- Keep promoting Linton's Clubrooms facilities.
- Proposed to combine the 800-odd Kids Tri email addresses to our Club's Member's email database and include them in Club correspondence. Also need to better transition the large base of participants for this kids series into our Club's series.
- Need to promote more that we have a 'safe' facility to run our events (unlike a number of other nationwide clubs) – especially for children.
- Discussion around maybe promoting a Summer/Winter Series (including both Triathlons and Duathlons) instead of just a summer Triathlon series and then a Duathlon series over winter. We do offer this choice, but can we promote this more?
- Get more members involved in posting to one Facebook page as a form of

advertising/promoting the club. Include the Kids Tri Facebook page as well, as nothing will be posted on this until next year.

6) Tri NZ Membership:

- Tri NZ Membership, which is coming on-line, is going to affect how the club operates next year.
- We are currently a member of Tri NZ.
- They wish to implement a \$25 'club' fee to all of our Manawatu Tri Club members.
- It is currently voluntary until November 2016 and then it will be compulsory and we as a Club will need to 'collect' this for Tri NZ.
- Anna Russell from Tri NZ wants to come to a Committee Meeting. We might have to have a 'special' meeting to accommodate this and it was suggested that we also have a pre-meeting regarding this too – so as to be 'prepared/informed' for what might be discussed.
- There has now been a proposal for having 'Social Members' – need clarification about this.
- Also suggested that the Club could subsidise the fee out of its budget, to say our members having to pay this.

7) Health & Safety:

- Anna Russell is also doing the Health & Safety talks nationwide.
- Discussion around the written documents needed for this new H&S Act ('Safety Plan'). Currently have RMPs ('Risk Management Plans'), STMS Plans for Linton and the Kids Tris.
- Also now have to include 'near misses'.
- All RMPs need to be viewed, reviewed and updated as a group.
- All accidents, near misses and hazards have to be addressed, documented and procedures followed.
- The Race Director has all the Race Briefing documentation on the day of each event.

8) Further Business:

- ARMY POOL:
  - The Army pool is likely to be closed for approx. eight weeks in December/over summer.
  - Can run a Duathlon event instead – do not want to cancel an event again.
- THE KIDS TRIS:
  - Discussion around the process of issuing t-shirt.
  - Decided the Kids Tri Committee are best to decide what's best for them to organise/administer. The more t-shirts means more advertising.
  - Advertise "t-shirt week" for awareness.

**CORRESPONDENCE**

**INWARDS**

Feb 2016	Email	Numerous	Numerous enquiries regarding the upcoming cancelled Ladies Tri
----------	-------	----------	--

03.02.16	Email	Zac Topping (Sport Manawatu)	Invite to upcoming meeting for Sports Coordinators/Teachers in Charge of Sport for Primary and Intermediate schools
03.02.16	Email	Mark Leishman	Info regarding the People's Flying Kilo
09.02.16	Email	Raquel Lopez-Lozano	Confirmation of Membership needed
14.02.16	Email	Andy Martin	Enquiring if there were any postal entries for the Kids Tri's (forwarded to Barrie)
15.02.16	Email	Louis Botes	General enquiry regarding purchasing 'wetsuits' (forwarded to Committee for reply)
18.02.16	Email	Zac Topping (Sport Manawatu)	Upcoming Regional Sports Conference – 24 June 2016
22.02.16	Email	Andy Martin	Email 'complaint' forwarded on from "Hilary" re. Kids Tri
04.03.16	Email	Angela Rainham (Sport Manawatu)	Invitation to Sport New Zealand Physical Literacy Workshop – 21 April 2016
10.03.16	Email	Taylor Hakaraia-Woon (Sport Manawatu)	Enquiring about upcoming events as he was running the Whanau Tri Training Programme (email forwarded to Dave & Barrie re. personal follow-up)
14.03.16	Email	Korinne Brown	Charity Fun Run for Fiji info
15.03.16	Email	Mike Jones (CEO, The Sports Agency)	MiTriClub Mobile App for your club (email forwarded to Dave & Barrie)
21.03.16	Email	Janie Evans (Great Forest Event)	Enquiry in regards to hiring Club's Timing Clock etc (email forwarded to Dave & Barrie)
24.03.16	Email	Anna Russell (Triathlon NZ)	Club Update Email re. H&S, TriNZ Membership, Online membership platforms (email forwarded to Dave & Barrie)

#### OUTWARDS/FORWARDED

01.02.16	Email	All Members	Surf Lifesaving Training at Himitangi & notice re. upcoming Kids Tri
03.02.16	Email	Barrie Eccles	Information re. the People's Flying Kilo in Rotorua to be posted on Facebook
08.02.16	Email	All Members	MTC Tribe Newsletter No. 2 & Fees Flyer
17.02.16	Email	All Members	Upcoming Tri Event – 21 February
23.02.16	Email	All Committee Members	Email received and forwarded from Nicole Keenan – visiting NZ in April/May and interested in training/events etc
25.02.16 onwards	Email	All Committee Members	Discussions around Trailer proposal

26.02.16	Email	All Email Contacts	Info re. Wairarapa Mountain Duathlon forwarded from Andy Martin
08.03.16	Email	All Committee Members	Email received and forwarded on from Ann-Marie Mori in regards to providing feedback about Manawatū River Pedestrian/Cycle Bridge
17.03.16	Email	All Email Contacts	Info re. Kids Fun Run, Ride & Slide in Feilding
23.03.16	Email	All Members	Info sent out to all Weetbix Triathlon Volunteers

#### 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 - 9.25pm**

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

**Tasks:**

<b>Who:</b>	<b>To Organise:</b>	<b>Done:</b>
Dave	To confirm with Murray regarding helping with the timing for the next upcoming event	
Dave	To talk to Jack to see if he's available for the next event	
Dave	To round up a number of other people who would be happy to continually post to our Facebook Page	
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	
<i>Dave</i>	<i>To push for volunteers for upcoming Whanau Tri</i>	<i>Done</i>
<i>Dave</i>	<i>Talk to Campbell in regards to upcoming Weetbix Tri</i>	<i>Done</i>
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	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	
Dave, Barrie and Grant	Total re-haul and update Tri Club Website	In progress
Barrie	To email all 'cup' holders to return for Club Champs	
Barrie	To provide comparison figures for the Club's Financial Report/Membership Numbers to last year	
<i>Barrie</i>	<i>To advertise on Facebook etc for more volunteers, people needed for Dash 'n Splash etc</i>	<i>Done</i>
Barrie	To find out if there is anything else available instead of giving out mugs at prize-giving	
<i>Barrie</i>	<i>Print out 500 business cards for handing out at the Super Sevens</i>	<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.	
Barrie	Prepare criteria for the two junior trophies for committee to consider	In progress
<i>Barrie</i>	<i>Sort out signatories for UDC account</i>	<i>Done</i>
<i>Barrie</i>	<i>Invoices to be sent out for Kid's Triathlon sponsors</i>	<i>Done</i>
Simon	To confirm the Sports Bar and appropriate room bookings for Prize Giving after next event	
Simon	To follow through with the request for parking Club Trailer on Army Grounds.	
<i>Simon</i>	<i>To follow up at the next Army Meeting on whether there can be trailer space provided</i>	<i>Done</i>

Grant	Collect prizes for last event – collect invoice for payment	
Grant	Complete application for a Grant from Central & Eastern Trust for replacing the trailer	
Grant	Do STMS refresher course?	
<i>Andy</i>	<i>Send email out re. volunteers for the Kid's Tris</i>	<i>Done</i>
<i>Geoff &amp; Richard Day</i>	<i>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</i>	<i>Done</i>
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	Send out latest email from Anna Russell (Tri NZ) re. upcoming meeting with her	
<i>Tia</i>	<i>Send out email re the Surf Lifesaving Club providing a special Saturday morning training session on Waitangi Day</i>	<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)	
Barrie & Tia	Send out an email/post on Facebook information about upcoming event and request for volunteers	

**Next Meeting: Monday 2 May 2016 – 7pm**

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

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