

**Manawatu Triathlon Club Committee Meeting: Monday 4 July at 7.30pm**  
**MINUTES – MTC Committee Meeting**  
**Venue – Andy Martin’s Office – Massey University.**

**PRESENT** – Dave Scott (President), Garry Leader, Geoff Bendall, Richard Day, Andy Martin, Richard Coxon, Ashley Phillips & Leteia Cornwall (Secretary).

**APOLOGIES** – Barrie Eccles, Wendy Brenkley, Grant Spiers & Simon Brownie.

**MINUTES**

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

Dave Scott/Richard Coxon

**CARRIED**

**MATTERS ARISING FROM THE MINUTES**

- Still waiting on a Trailer quote.
- The first three Yoga sessions have been very successful.
- Anna Russell (TriNZ) will be attending next event (August) for further discussions afterwards.
- A few Tri Club kids will be attending the upcoming LNI Training Camp.

**FINANCIAL REPORT (no current report available):**

Points to Note:

- Currently in same financial position as previous months.
- The takings from the last event have been banked.
- Still have outstanding account with the Lido.
- All outstanding bills (especially from last event) will be reconciled upon Barrie return.
- Still getting new memberships.
- Proposed idea of having online registrations (on the website) available for paying for the next event – creating one less queue to join.
- Currently in a “holding pattern” until Barrie’s return.
- Zero passes for payments this time.

**GENERAL BUSINESS**

1) Next Event – 10<sup>th</sup> July:

- Proposed to get more people upskilled, especially in regards to computer registration/timing etc.
- Discussion around proposed layout for transition – especially with cars left in carpark and timing cable restraints.
- Proposed to purchase another orange timing box to create more options/transition space.
- Discussion around the issue around cars left in carpark.
- Proposed to have a MC for the event to help provide atmosphere and direction.
- Discussion around the ideal of having a Race Director ‘free’ for overseeing everything and being a point of contact.
- Ideally need another person other than Richard Coxon as the ‘Stop/Go’ person – proposed to approach the Army for someone in uniform to do this?
- As Dave is now becoming more savvy with the timing/computer system, others can now be trained up on this as well – the more the better.

- Andy Martin to be the Race Director before the race and Garry Leader to become Race Director once the race has begun.

## 2) Trailer Regos & WOFs:

- WOF is due for little trailer and big trailer is due October.
- Dave has the big trailers Rego.
- Suggested to keep using past WOF Company.

## 3) PNCC Meeting Update:

- Ten minute meeting with Councillors asking well prepared questions at the end.
- Felt that Council was very supportive and positive.
- It was left very exploratory in regards to future options.
- The Council understood the Club's "risks/issues" for running events.
- Discussions were had around the proposed cycle track/bridge (including 6km loop?)
- The Club was asked to be proactive in supporting the proposed cycle bridge.
- The Council was very receptive to providing better facilities within the city for our events.
- Sport Manawatu were present at this meeting with Zac being our 'liaison' person and Brad overseeing everything.
- Sport Manawatu now aware of additional help/support needed.
- Proposed idea of having a Triathlon Development Officer.
- Triathlon is seen as a 'target' sport.

## 4) Training:

- Issue raised around Saturday trainings – educational/coaching vs training/fitness session?
- Explained that historically this training is not a coaching session.
- "Club training is for like-minded people getting together to do like-minded things."
- Three lanes can now allow for three 'levels' with two 'coaches' running these.
- Suggested to reiterate how this training session is advertised to our members.
- Proposed to also have one-off skill-based specific triathlon training as well (transitions, bike set-up etc).
- Guest speakers have also been used in the past.
- Currently committed to six weeks for yoga – proposed to extend this to the end of August (same as Spin?)

Motion put forward for Tri Club to extend Yoga training to the end of August and re-evaluate further thereafter.

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

## 5) Membership:

- Issue raised regarding offering three great training sessions for only \$25 membership.
- Suggested moving forward to have just a Membership Fee (the same as the current Season Pass price) to cover all events and training – no more 'race fees' for members.
- Family Passes will be capped at 2x adults and 2x children (regardless of how many kids).
- Membership Fees can only be revised at AGM (2 October).
- Promotion of proposed idea and feedback to be sought from Members.

## 6) General Business:

- RACE CALENDAR:
  - Proposed idea to be discussed further at next meeting (document to be sent via email to Committee beforehand).

## CORRESPONDENCE

### INWARDS

7.6.16	Email	Andy Martin, Freya Thomson	Yoga Training proposal and acceptance.
4.6.16 – 8.6.16	Email	Zac Topping	Upcoming Regional Sports Conference.
7.6.16 – 8.6.16	Email	Aroha Beckham	Upcoming event enquiry.
7.6.16 – 9.6.16	Email	Fliss Jackson, Freya Thomson	Yoga enquiry.
8.6.16	Email	Manawatu Striders	Upcoming event.
8.6.16	Email	Julie Ireland	Recreation Needs Assessment.
9.6.16	Email	David Martin	Update – Newsletter.
9.6.16	Email	Deb Sheard	Upcoming event advertised on Ross Intermediate Facebook page.
10.6.16	Email	Penny Paterson	Upcoming event enquiry.
10.6.16	Email	Holly Macpherson (Dannevirke High School)	Upcoming event enquiry.
10.6.16 – 1.7.16	Email	Andy Martin	LNI Training Camp (Tammy Reed)
11.6.16	Email	Nicole Paget	Upcoming event enquiry.
13.6.16	Email	Andrew Mackinder	Arrangements made to pay shortfall from event.
13.6.16	Email	Penny Paterson	Event results enquiry.
13.6.16	Email	Andy Martin, Richard Coxon	Feedback from presentation at PNCC.
13.6.16 – 16.6.16	Email	Holly Macpherson	Invoice needed.
15.6.16	Email	Janine Rankin	Details needed from PNCC presentation.
16.6.16	Email	Whanganui Multisport	Advert re. upcoming duathlon event.
16.6.16	Email	Manawatu Striders	Event results and next event details.
16.6.16 – 21.6.16	Email	Sally Rasmussen	Tri Club appeal enquiry.
22.6.16 – 24.6.16	Email	Shaan Mocke	Membership enquiry.
25.6.16	Email	Dropbox	Account closing in 60 days.
27.6.16	Email	Adam Mason	Club Training enquiry.
27.6.16	Email	Zac Topping	IPC requesting club advertising for Facebook page.
28.6.16	Email	Tri NZ	Event approval for promotion on website's calendar.
30.6.16	Email	Chris Sanson	Training Invoice.
1.6.16	Email	Manawatu Striders	Upcoming event information.
1.6.16	Email	Zac Topping	Measles outbreak info.

### OUTWARDS

4.6.16 – 8.6.16	Email	Deb Sheard	Request to email Kid Tri database re upcoming event.
7.6.16	Email	All Tri Club Members	Information regarding upcoming Yoga training sessions.
11.6.16	Email	Dave Scott	New membership details.
12.6.16	Email	All email addresses	Registration process at upcoming event.
15.6.16	Email	All Tri Club Members	Draft Results for Winter Series Event #1.
24.6.16	Email	All Tri Club Members	Info re. upcoming Striders event.
28.6.16	Email	All Committee Members	ECCT Survey.
28.6.16	Email	Richard Coxon	Request for new registration signage if poss.

### MATTERS ARISING FROM CORRESPONDENCE

- Next event has been advertised on TriNZ website.
- 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/Andy Martin

**Meeting finished – 9.26pm**

**CARRIED**

Thanks to Andy for providing his workplace for our meeting 😊

**TASKS:**

<b>Who:</b>	<b>To Organise:</b>	<b>Done:</b>
Dave	To purchase another 'orange' timing box (and plan layout of transition)	
Dave	To follow up with Zac (Sport Manawatu) post PNCC Meeting	
Dave	To follow up with Lido re. outstanding invoice	In progress
Dave	To follow up with Barrie in regards to questionable clause in Winter Rules document	
Dave	To get cans of drink and bananas for upcoming event (and again for next event)	
Dave	To come up with a proposed idea regarding membership options in preparation for AGM (with a backup plan) that can be promoted asap beforehand	In progress
Dave	To put together a proposed Race Programme for next season for next meeting	Next meeting
Dave	To pass on the second trailer quote to Grant when it comes in	In progress
Dave	To forward contact details for TBI Health to Andy in regards to any future sponsorship	
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	In progress (next meeting)
Dave	Further investigation into acquiring Membership Cards	
Barrie	Follow up on the Lido to pay outstanding account (for Saturday morning Trainings) – Dave to now follow-up.	In progress
Simon	Enquiry about any possibilities for clearing the carpark before any events	
Simon	Enquiry about the possibility of having Army personnel for 'Stop/Go' position	
Simon	Any possibility of creating an easier process for getting into the Camp – what would work for the Army/Security to streamline this?	
Simon	To follow through with the request for parking Club Trailer on Army Grounds	In progress
Grant	To investigate further and find out prices in regards to getting some caps/visors printed with the Club's logo etc	
Grant	Complete application for a Grant from Central & Eastern Trust for replacing the trailer	
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	
Richard Coxon & Andy	Draft a letter of thanks and reply to PNCC as follow-up	
Andy	To approach Freya regarding proposed idea to extend Yoga training	
Andy	To forward Dave email regarding Sport Manawatu personnel details	
Garry	Get little trailer's WOF (find out from Murray what company to use)	
Tia	Send email out to everyone asking for volunteers for upcoming event (especially targeting Parents) especially for some key positions and also reiterate that registration closes at 8.45am	

**Brief Meeting: Sunday 7 August 2016 – 11.00am approx.  
(with Anna Russell after next Club Event at Linton).**

**Next Meeting: Monday 29 August 2016 – 7.30pm (Massey University after Yoga)**

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*President: D Scott*

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*Date*