



**Minutes of Committee Meeting
Held on Monday 4th June 2018 at 6pm
Venue 170 Russell St, Palm Nth**

PRESENT Dave Scott (President), Barrie Eccles (Treasurer), Richard Day, Geoff Bendall, Catherine Pardey, Andy Martin, Murray Rasmussen

Apologies – Richard Coxon, Glenys Taylor, Awa Melbourne

MINUTES –

Moved that the minutes of the last meeting be taken as read and are a true and correct record
Barrie Eccles/Geoff Bendall CARRIED

MATTERS ARISING FROM THE MINUTES

Discussion re complaint letter from last meeting. Dave to still follow up with this verbally with the other person concerned. A written response has been given to the complainant but no response has been received.

FINANCIAL REPORT

Financial report has been emailed to Committee (Attached)

- Term deposit added to by \$8,500.00
- Accounts to be approved for payment totaling \$1,637.94
- Still to get rest of Primary/Intermediate triathlon money from Sports Manawatu and final payment from term 2-4 sports grant.

Moved that the finance report be accepted including the payment of accounts.

Barrie Eccles/Catherine Pardey Carried

COMING EVENTS

Manfeild Sunday 10 June

- Discussion around team entries in championship course. Decision to not allow this for that course. Okay for others that are non-drafting.
- Helpers list sent around – Saturday help from Murray, Dave, Richard, Barrie. 3 pm on Saturday to come in from Rata Street entrance.
- To resend pdf file to committee members re the plan/maps etc for the day.
- Discussion re parents being with children on short course on bike. Decision to recommend Under 10 yrs to have parent help. Up to parents though.

- Discussion around weather and cancellation options. Decided probably not needed. But Dave to make call after consulting with a few of the committee before making call.
- Need another newsletter this week to remind people to enter etc
- Medic Aid – to be supplied from Manfeild.
- What do we do with the trailer after the event as Richard unable to collect (can bring on Saturday however)

July 8th – Linton Camp

- To check with Awa if this has been booked fully with camp – as well as events through to October.
- Dave will not be there so need to sort timing before hand. To carry out manual timing as well for immediate results – Barrie to sort this.

HEALTH & SAFETY

Following on from event at Linton Camp on 20th May

Had an accident with Ann Bould coming off bike and being taken to hospital by ambulance. Discussed around what actually happened – who had been at the scene; steps taken and who helped and had contacted emergency assistance – eg ambulance, arm personnel, front gate etc.

Felt everything was done as best as possible however a few things arose from investigation that need or could be looked at:-

- 1) Remind to young people to keep left at all times and only pass on the right.
- 2) Need to follow up with Richard at Pool to confirm contacts on camp for fire station; front gate; first aid responder on camp. Have this information written up and available to officials at every event.
- 3) Also need to follow up re the release of the heart defibrillator from the pool or confirm we can access the one at the gym.
- 4) Need for it clearly outlined who is race manager on the day in briefing – and if changing during the race people need to be aware of this. This person should be controlling an event like this and giving directions etc in the event of an “incident”.
- 5) Discussed possibility of a “tail end Charlie” following last rider – but decided in this case would have made no difference.
- 6) Our thanks to Lynette who helped at the accident site. Her having a phone helped a lot but not something we can expect people to carry in a race.
- 7) Need to stop and help when riding if there is an accident - in briefing which was done – and obviously in this case worked.
- 8) Discussion around whether we should have cancelled/stopped event – but this was right at the end of the cycle event and would have had no effect.
- 9) Showed the pool is a pivot point for getting help.
- 10) If management (is race directors etc) are people going to the accident need to ensure someone is left “in charge” at the race centre (ie pool) to ensure it is also kept safe.
- 11) Accident form to be updated after discussion around actual events that occurred.

12) Need to follow up meeting with Richard at pool to get contact details and check on their health and safety procedures as well.

OTHER MATTERS

1) Sound system

* No progress at this stage.

Next Meeting – Monday 2nd July 6 pm at 170 Russell Street.

(Andy puts in apologies as will be overseas). Need to sort gear for next event from Dave Scott so can be taken to event.

President: D Scott *Date*