

## Manawatu Triathlon Club Committee Meeting Monday 4 May 2015 at 7.08pm

Venue: Palmerston North City Council, Palmerston North

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

**Apologies:** Simon Brownie

**MOVED** that the apologies be accepted

Wendy Brenkley/John Brenkley

**CARRIED**

### Minutes

**MOVED** that the minutes of the last meeting, having been circulated, be taken as read.

Wendy Brenkley/John Brenkley

**CARRIED**

### Matters Arising

- Finish arch has arrived. Received \$6000 funding but cost \$5000.
- Amend #3 Whanau Tri. Fifth bullet point after sentence 4 before posting on web
- Sport Manawatu to forward proposal to MTC for 2016 Whanau Tri
- Needs Analysis to be discussed in General Business
- Alternative venue – discussion with Gavin Halls, Business Development Manager, Manfield. Half of the dates MTC requires are unavailable: 5 July would need to transfer to 26 July, 2 August would need to transfer to 9 August, 6 September would need to transfer to 31 August. Dates already advertised. No price stated yet. Concerns regarding litter, toilets and change rooms. Remains WIP with Barrie Eccles

**MOVED** that the minutes of 30 March 2015 with the above amendments are a true and correct record

Dave Scott/ Barrie Eccles

**CARRIED**

### Action Points

- Dave Scott has some ideas for generic funding methodology but not ready for presentation as yet
- Dave Scott has forwarded letters to accompany funding cheques to Treasurer today
- Jenness Fulton sent out Special General Meeting (SGM) information with next event notification for 3 May 2015
- Feedback taken to Sport Manawatu regarding Whanau Tri. Awaiting 2016 proposal
- Jenness Fulton posting coaching sessions to Facebook. Trainers yet to be given access to Google Calendar to update sessions
- Jenness Fulton has yet to forward Winter Series Duathlon poster to Campbell McNeill at Sport Manawatu
- Jenness Fulton has yet to forward dates for Winter Duathlon Series to Simon Brownie at Linton Army Camp

### Finance

Financial report to 31 March 2015 tabled. Treasurer spoke to report.

**MOVED** that the financial report be accepted

Christene Brown/John Brenkley

**CARRIED**

Term deposit \$20775.87 matures 12 May 2015. Not required for current operational costs.

Motion proposed to reinvest at the best rate available for a period of 3-12 months

Christene Brown/Wendy Brenkley

**CARRIED**

**PASS FOR  
PAYMENT**

**COMMITTEE MEETING – MONDAY, 4<sup>TH</sup> MAY,  
2015.**

**Cheque Account**

C. Brown – vouchers for Whanau, drinks, stationery, Voucher for Steven Craft – petrol vouchers, chalk, garbage bags	\$ 652.90
Aflex Technology – Deposit – Arch	\$2,600.00
Odyssey T-Shirts (120 shirts)	\$2,760.00
Dave Scott – Bananas, Fruit, Café Cuba reimbursement (coaches), Trophy Specialists – Engraving Cups and Trophies	\$ 141.80 \$ 43.00
Freyberg Pool – Hireage – Primary and Intermediate	\$ 206.10
Party Print – Coffee Mugs – Triathlon Series	\$ 284.63
F3 Coaching – T & S Reed – Saturday Coaching	\$ 220.00
M. Matthews – Petrol and plugs	\$ 20.61
Lido Aquatic Centre – Saturday training hireage	\$ 300.00
Horizons Signs – Ladies Tri – TMP	\$ 40.25

**Sponsorship Account.**

Aflex Technology – Final Payment	\$2,587.95
Transfer back to Cheque account for deposit paid	\$2,600.00
Eastern and Central Community Trust - return unspent balance	

ANZ TERM DEPOSIT - reinvest at best rate

**MOVED** that the tabled accounts be approved for payment

Christene Brown/Gary Leader

**CARRIED**

**Membership report:**

**Correspondence:** moved to end of meeting by Chair

**General Business**

**1. Sunday 3 May Duathlon**

- Discussion around course change, Race Director unaware – initially not marshalled. Plan to return to original course
- Trial cones along short section where runners and cyclists briefly overlap in opposing directions. No incidents to date – plan to mitigate risk

**2. Secondary Schools Triathlon**

- Discussion around moving date to better fit with NCEA assessments, likely early April

**3. Special General Meeting outcome**

- **AGM date set 24 August 2015, at 6pm<sup>1</sup>**
- **Prizegiving to remain after Duathlon event, 6 September 2015**

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<sup>1</sup> This has been corrected as the original minutes that were circulated stated 27<sup>th</sup> August. NB: AGM date has been changed again since this meeting to 30<sup>th</sup> August 2015 after Duathlon 5 which has been changed to 30<sup>th</sup> August as shown in the next minutes

- Concerns raised at SGM to be incorporated into Draft. Membership to be notified and draft circulated for additional remits and comment. To also be posted on website. 3 week time frame for comment to allow incorporation into draft. Will need to include address for comments to be directed. To be presented to committee for approval prior to AGM. To be a transparent process.
- Brief outline of previous draft legal proofing – Fitzherbert Rowe consulted for one point, Massey University Sports Lawyer approved content

**4. Inventory of Needs** spoken to by Barrie Eccles which generated further discussion

- Replacement costs of current equipment
- How much to remain as baseline in account
- Ideas ie: mid-week training
- Please email Barrie Eccles your thoughts in time for collation prior to next meeting

**5. MTC T-shirts**

- Motion proposed to extend T shirt to all MTC members such as children within the confines of the manufacturers sizing

Murray Matthews/Dave Scott

**CARRIED**

**6. Training Costs**

- \$10000 training costs – currently ‘one off’ purchase separate to budget. For training to be sustainable should be included with operating budget each year
- Estimated 15-20 people attend each Saturday morning
- Moved that MTC commit to a week day spin class to a maximum of \$3000.

Andy Martin/Geoff Bendall

**CARRIED**

- Andy Martin to approach City Fitness with the aim to commence week commencing 11 May 2015

**7. Inflatable Finish Arch**

- Arch returned to manufacturers to have printing damage repaired
- Will return overpaid \$1000 to Eastern and Central Community Trust as paid largest proportion towards costs.

**8. Cap per annum per person for any funding applied for set after vigorous discussion**

- Motion proposed for \$1000 cap per person per financial year for national and international events, even though event may not be held until next financial year

Geoff Bendall/

**NOT CARRIED**

- Motion proposed for \$500 cap per person per financial year for national and international events, even though event may not be held until next financial year

Malcolm Brown/John Brenkley

**CARRIED**

**9. Grants for World Championships**

- **Dave Scott, Barrie Eccles, Gary Leader, Andy Martin** declared conflict of interest as per item 4 in the audit report. Remained in room but not entitled to vote
- Motion proposed that \$500 maximum be applied to grant for World Championship, minus any funding already received this financial year

Wendy Brenkley/John Brenkley

**CARRIED**

- Malcolm Brown sought clarification that National event funding does not include youth camps

#### 10. Legend Category

- Proposed that Legend category for 60+ years entrants be introduced to MTC events

Andy Martin/Geoff Bendall

**CARRIED**

#### 11. Duathlon 31 May

- Race Director Malcolm Brown

#### Correspondence

To be presented at next meeting due to lateness and as audiolink lost with correspondence Secretary lost

There being no further time for business the meeting was declared closed at 9.40pm

Next meeting Monday 8 June 2015, PNCC Building, Square, Palmerston North at 7pm

Action Plan	
Person responsible	Action
Dave Scott	generic funding methodology - carried over from previous meeting
Dave Scott	Follow up Whanau Tri proposal with Sport Manawatu
Jeness Fulton	Coach access to google calendar & update coaching on website
Jeness Fulton	Duathlon poster to Sport Manawatu & Duathlon dates to Simon Brownie - carried over from previous meeting
Christene Brown	To reinvest term deposit
Dave Scott	To determine best date for Secondary Schools event
Dave Scott & Christine Matthews	Constitution consultation update
All committee	inventory of needs to Barrie Eccles
Andy Martin	Spin class
Christene Brown	reimbursement of overpayment to ECCT
Dave Scott	address April correspondence at next meeting