

## Manawatu Triathlon Club Committee Meeting Monday 6 October, 2014 at 7.06pm

Venue: Palmerston North City Council, Palmerston North

**Present:** Dave Scott (President), Christene Brown (Treasurer), Gary Leader, Geoff Bendall, Malcolm Brown, Wendy Brenkley, Christine Matthews, Murray Matthews, John Brenkley, Barrie Eccles, Simon Brownie, Jenness Fulton (via Skype)<sup>1</sup>

**Apologies:** nil

**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

- amend minutes to read have been passed as a true and correct record
- Dave Scott will address matter of shoes at a later date until further development in other schemes presented
- Event fees to be included in budget discussion for race 1 of Triathlon Series 16 November
- TriNZ Code of Conduct to be presented later
- Simon Brownie has provisional confirmation of event dates
- Internet banking report to be included in General Business

**MOVED** that the minutes of 24 September with the above amendment are a true and correct record

Christine Matthews /John Brenkley

**CARRIED**

### Correspondence

25 September 2014-4 October 2014

Date	Type	From	Summary
25.9.14	Email	Destination Manawatu	Invitation to Event Coordinators' Meeting 4pm 23 October
25.9.14	Email	Grant Spiers	Linton course cycle distances
29.9.14	Email	Campbell MacNeill (Sport Manawatu)	Nominations open for sportsperson of the year awards
30.9.14	Email	TriNZ	Launch of Sovereign Tri Series and CEO challenge
1.10.14	Email	James Hildreth (Whanganui Multisport club)	Invitation to their club members to a BBQ to meet their new kayak coach
2.10.14	Email	Manawatu Striders	Information and flyer about their new event - Ashhurst to Esplanade run/walk
2.10.14	Email	Sel Brown (Events Taranaki)	Asking to send out a video to members about the Wells Half in Taranaki

- Dave Scott to follow up invitation to Event Coordinators meeting and will attend if relevant
- Race distances to be assessed before advertising or "approximately/about" put on leaflets/maps
- Andy Martin to submit entries for Sports Person of the Year – to liaise with Dave Scott and notify Secretary for addition to minutes<sup>2</sup>
- TriNZ CEO Challenge to be discussed in General Business
- Striders have requested MTC advertise Ashhurst to Esplanade event 23 November 2014. Dave Scott and Jenness Fulton to determine how to link to MTC website

**MOVED** that inwards correspondence be accepted and outwards approved

Jenness Fulton/ Wendy Brenkley

**CARRIED**

---

<sup>1</sup> Amended to read that Andy Martin present

<sup>2</sup> Andy Martin submitted Cheryl Hirschberg for Sports Person of Year Awards – is a finalist. Jaimee Leader and Elizabeth Stannard, nominated by others, also finalists.

## **Finance**

Financial report circulated by Treasurer. No accounts to be passed for payment

**MOVED** that the financial report be accepted

Christene Brown/Christine Matthews

**CARRIED**

## **General Business**

1. **Constitution update** – Christine Matthews unavailable to attend to same as previously stated until after 19 October 2014
  - Simon Brownie checking format of constitutions of Linton Army Camp Clubs
  - Massey University format under consideration
  - Sport Manawatu format under consideration
  - Special AGM to be held 16 November 2014 after Event 1 – requirement of 2 weeks' notice to be given
  - Quorum to be >10 financial, voting age club members as per article 14.2 of Constitution
  - Jenness Fulton to be minutes secretary at AGM<sup>3</sup>
  
2. **MTC committee Quorum** as per article 14.1 in constitution minimum of 4 members
  
3. **Race Timetable** to remain as proposed with Secondary School Triathlon Championships confirmed as 1 March 2015
  - Andy Martin stated concern about heavy traffic during Ladies Triathlon – suggested contacting Fonterra to reroute trucks during that period
  - Murray Matthews attending to traffic management plan
  - Leaflets and calendars to be organised by John Brenkley now that programme ratified
  
4. **Race 1 Triathlon Series** 16 November 2014
  - Murray Matthews to check site to check if maps remain accurate
  - Leaflets to be printed with confirmed/"about" distances and sponsors listed
  - Possibility of 800m swim discussed but NOT to be advertised
  - Andy Martin to advise Jenness Fulton ranking of sponsorship for leaflets and website advertising – to be included in meeting minutes
  - Race Director Malcolm Brown with Geoff Bendall as assistant director, although will advertise to see if other club members will step up into this role
  - Registration Jenness Fulton who will contact Jack McKenzie and Felicity Jackson to see if they are available
  - An email to be sent to members requesting help setting up – the first 5 to respond will receive free entry with 4 free entries available to those who help marshal the event. These will be emailed to respondents and will be transferable if the marshal is not a competitor

Proposed by Dave Scott/ Murray Matthews  
**CARRIED**

  - No alteration in drinks provided – regarded as a personal responsibility whether high sugar content drinks are consumed
  - Imperative that children <10 years of age are accompanied by an adult on the cycle course – these families will be briefed separately prior to the main race briefing
  - Additional spot prizes not required at present – given out at ratio 1:5 competitors
  - Murray Matthews to refine course maps prior to Jenness Fulton putting on website
  
5. **TBI Sponsorship** contract tabled \$700 cash and \$300 spot prizes, 20% discount offered to MTC members. Transcript to be checked by Andy Martin and contract tightened up as currently appears to require MTC members database

---

<sup>3</sup> Should read Special General Meeting not AGM

## 6. Team Relay 7 December 2014 at Linton

- Race Director Malcolm Brown with Simon Brownie as assistant director, although will advertise to see if other club members will step up into this role
- Dave Scott liaising with Campbell MacNeill Sport Manawatu to get involved with Team Relay Challenge and incorporate CEO Challenge, with plan to enter team in 16 November event as practise. \$250 funding from Sport Manawatu to provide coaching with Tammy and Shane Reid, Chris Sanson and Sue McMaster and entry fees.
- Small trailer to be set up by Murray Matthews for their practise equipment

## 7. Electronic K1 swipe machine

- \$399 + gst (59.85) = \$458.85
- Merchant account charges 2.75% on all transactions for Inc. Society (1% if Charitable Trust)
- Takes EFTPOS, payway and credit card transactions
- Can set up weblinks for payment
- Electronic entering considered 'way of the future'
- Plan to trial with first race with link online. Dave Scott and Jenness Fulton to discuss how to link website
- Offer incentive to pay up front for series online – discussion around whether to have membership or race membership which includes race costs, whole year option rather than series option with a view to reduce workload and increase membership. NB: each option impacts on membership. Barrie Eccles to draw up summary for presentation at next meeting.

Proposed MTC purchase electronic swipe machine

Dave Scott/Murray Matthews

**CARRIED**

8. Proposed 50% discount for members competing in all events such as Team Triathlon (non-members \$30 → members \$15) and Ladies Triathlon.

Dave Scott/Geoff Bendall

**CARRIED**

## 9. CEO Challenge TriNZ part of Sovereign Series – Wellington, Kinloch and Takapuna

- Includes training systems in place
- Dave Scott to work on proposal over the next couple of weeks to enlist companies such as Higgins, Manawatu Toyota

## 10. TriNZ AGM report from Dave Scott

- TriNZ trying to forge better relationships with regions without involving increase in fees to central office
- Concern that there are a lot of events not sanctioned by TriNZ – anyone can set up in any region without consulting the local club or National Office. Plan to set up a mechanism whereby local events have to come through MTC.

## 11. Budget Setting

- Profit estimated about \$30,000 per annum. Plan as per Dave Scott to spend ~ \$45000 (~ 40%) on capital items, coaching and awards. Stated leaving \$100,000 in the bank?
- Simon Brownie stated benchmark to be set at Special AGM with funds above that amount only being able to be spent
- Christine Matthews stated cash assets only should be considered in total NOT capital items
- Dave Scott stated that Awards and Sponsorship can be gifted by the club as long as less than "conceived" amount
- Dave Scott to send draft discussion paper outlining:
  - uniforms \$5-6000
  - camps \$3000
  - Secondary School Championships \$2000
  - Youth Development Equipment \$5000
  - Training for MTC members \$3750
  - Awards \$10,000

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

Next meeting Monday 20 October 2014, PNCC Building, Square, Palmerston North at 7pm