

**Manawatu Triathlon Club Committee Meeting: Monday 7 December 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.

**Apologies** – Ashley Phillips, Grant Spiers, Wendy Brenkley, Simon Brownie, & Leteia Cornwall.

**Minutes**

Amendments made to previous Minutes (October '15) are:

- Page 7: No 11 – raised by Grant via email that this was to read that Andy was to collect on the day, there seems to have been a miscommunication regarding this.

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

Dave Scott/Richard Day  
**CARRIED**

**Matters Arising**

- Andy has been in touch with Float Factory with unsatisfactory results/service. Ashley might have also been in contact with Mulcahy’s and Dave and Barrie have spoken to a Sheet Metal Consultant and were advised it wouldn’t be worth ‘fixing’ and advised to start again with a new trailer. The big trailer will be needed for the Summer Series of events and the Kids Tri’s. Currently storing all stock at the Storage Yard on Keith Street and the big trailer can be stored there as well (instead of the Higgins Yard).
- The Army Tri next year: Tuesday 2 February 2016. We are to supply all the gear and a couple of people to set/pack up the course.
- Letters being sent out to all World Event members this week.
- The issue of the Ladies Tri has now been offered to Tammy and Aimee to see if they wish to run the event (on our behalf), in which they are currently interested in doing so in April. Final decision to be made asap and update calendar on website to reflect this change.
- Health and Safety Legislation changes next year. TriNZ are putting together a lot of stuff for Clubs on all this.

**Financial Report**

Financial Report as at 30 November tabled below (as emailed to Committee).

### BALANCE SUMMARY OF ACCOUNTS

ANZ Cheque Account	\$(16.15)
ANZ Sponsorship account	\$0.00
ASB Cheque Account	\$20,701.21
UDC Account	\$65,487.43
ANZ Kids Account	\$0.00
ANZ Term deposit	\$21,627.68
<b>TOTAL BANK BALANCES AS AT 30/9/15</b>	<b><u>\$107,800.17</u></b>

### **Comments to Financial Report**

- ASB is all up and running. Now all on Xero (still learning how to use).
- ANZ are still open, but with zero balances – need to close sometime, but will leave open currently to pick up any payments still automatically going into this account (from members) by mistake. Email etc to be sent to members advising of bank account changes.
- Still currently have a Term Deposit with ANZ – will leave until it matures next year.
- Have written to UDC to look at closing this account.
- Unfortunately one cheque had not been cashed before moving all funds to ASB – therefore came in late, went into overdraft and occurred a bank fee.
- Agreed for Barrie to pay for anything that is already set within the budget and pre-approved, and then bring that payment to the meeting for ratification.
- Followed up on Crombie Lockwood Insurance account to verify the cost. Might look into other Insurance Companies to compare policies next time around – to get quotes.
- Discussed with Committee regarding what financial information required at meetings – balance of accounts and list of payments to be approved.
- Budget still yet to be done and entered into Xero.

### SUMMARY INCOME/EXPENDITURE FOR NOVEMBER 2015:

	INCOME	EXPENDITURE
Advertising		\$4.00
Coaching costs		\$1620.00
Storage costs		\$105.00
Summer series costs		\$148.00
General Admin		\$260.47
Insurance		\$1735.00
Kids Tri t-shirts		\$7350.00
Meeting costs		\$142.91
Swipe charges		\$6.20
Entertainment/Travel		\$280.00
Website/internet/soft ware		\$417.04

Admin/Entertainment	\$130.00	
Summer series	\$615.00	
Kids tri Internet entries	\$80.00	
Membership	\$1310.77	
Season passes	\$670.94	
<b>TOTAL</b>	<b>\$2,806.71</b>	<b>\$12,068.62</b>

#### Accounts for Payment - 6 December 2015

	Amount	Cheque	Paid
Dave Scott - webscorer	\$384.90	online	Yes
Sarin Yin - spin classes at City Fitness (8 sessions)	\$240.00	online	yes
Sports Manawatu - 4 tickets for sports awards dinner	\$260.00	1826	yes
Easistor Self Storage - monthly rental for storage unit	\$105.00	1825	yes
Odyssey T-Shirts for Kids tri Series	\$7,350.00	online	yes
Easistor Self Storage - monthly rental for storage unit	\$95.00	online	yes
Chris Sanson - 20 sessions plus organise 4, coaching (plus 5 for Sam)	\$1,240.00	online	yes
Crombie Lockwood - insurance	\$1,735.00	online	yes
Lenka Martin - Flowers for Lynne Vautier thanks; Kids Tri	\$55.50		
Kelly Carter - coaching	\$80.00		
Jamie Leader - Chicago ITU	\$250.00		
Dave Scott - Chicago ITU	\$250.00		
Barrie Eccles - Chicago ITU	\$250.00		
Andy Martin - Chicago ITU	\$250.00		
David Martin - Chicago ITU	\$250.00		
Juanita Paterson - Adelaide Duathlon	\$250.00		
Brian Warren - Adelaide Duathlon	\$250.00		
Geoff Bendall - Adelaide Duathlon	\$250.00		
Anne Bould - Adelaide Duathlon	\$250.00		
Maria Ferrua - Adelaide Duathlon	\$250.00		
Jo Speary - Adelaide Duathlon	\$250.00		
Adam Martin -Regional Training Camp Wellington	\$75.00		
Sam Phillips -Regional Training Camp Wellington	\$75.00		
Luke Scott -Regional Training Camp Wellington	\$75.00		
Able - Print & Promo - Branded tube bags for Kids Tri	\$776.25		
<b>Total</b>	<b>\$15,296.65</b>		

Moved that the tabled accounts be approved for payment.

**Moved:** Barrie Eccles/Andy Martin

**CARRIED**

## **General Business**

### 1) Calendar For Next Year:

- Discussion around slotting in another Tri sometime to make up for the cancelled December event.
- National Secondary School Champs (Queenstown): 6-8 April 2016 and our Club Champs are on the following Sunday – discussion around changing date for this as events too close together for kids.
- Issue around calendar being approved with Army in advance – hard to change as consultation needed with Army to do so.
- Need to communicate changes asap, especially in regards to the Women's Tri, as some dates are already on the Website.
- Whanau Tri has been confirmed as 20 March 2016 – run by Sport Manawatu and Tri Club do set up and STMS work for it (at the Lido), but currently don't have anyone to do the STMS (except for Murray). Maybe Grant still to do STMS too?
- Ladies Tri: 17 April 2016 (Makino?) – discussions around logistics, locations, dates available, time of year (weather) and general who to run it. The Team Tri could be advertised/promoted further towards women participation.
- Decided to stick with the programme as it sits, not do the Ladies Tri on 17 April instead of 14 February and Relay Event One can be promoted as "Women's Teams" etc (with Amiee and Tammy providing training for this) – Sport Manawatu can also be involved (especially with Whanau Tri a week later). Also offer some incentive (reduced/free fees for future Tri Club events).
- Manawatu Secondary School's Triathlon: 21 February 2016 – run at the same time as the Club's Summer Triathlon #5. All schools have been already notified of this.
- Weetbix Tri: Thursday 24 March 2016.

### 2) Alternative Venues:

- Discuss the scenario around what if we can't put on an event that was already planned for again, instead of cancelling it etc. Maybe change it to a Splash and Dash type race at the Lido instead? The Lido only needs a couple of weeks' notice.
- There still could be an issue around the Linton pool needing to be closed for further painting – it is supposed to be now and then ready for next event in January, but need confirmation about this.
- Hopefully this cancellation was a one-off with the Army though.

### 3) STMS Provision:

- Grant to do refresher course, Murray might still be able/interested, but maybe more people needed?
- This might be able to be outsourced to another person – plans are already

with the Council for future events.

- Currently have a total of 186 (paid up) members and an additional 209 on the database that participated in at least one event last year, or at least one event so far this year (that aren't currently 'members').

4) Timing Equipment Updates:

- This has inevitably been cancelled due to logistics around this – Webscorer and Orbitor have had issues with each other.
- Webscorer have since come up with some provisions on doing it another way – Dave to keep investigating regarding options around timing etc and to get back to the Club further.
- Murray still has all Tri Club Timing Equipment – either he keeps carrying on with this system or get a new system (or will it work with Webscorer, or is it all too 'old').
- Can still use what we have used for the last two events, just still can't give splits.

5) Application from Chris Sanson:

- An application for financial assistance has been received from Chris Sanson in regards to him obtaining his Pro Racing Licence for the upcoming year. This costs \$800USD.
- Full discussion around all considerations – especially as it is a 'new' type of request.
- A value is seen in supporting our club's "role models" at a higher level.
- Currently members can receive a 'cap' of \$500 for attending world events; therefore \$500 can be seen as a fair comparison and amount to offer, especially in regards to him also providing Saturday morning coaching sessions at the Lido currently too.

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

6) Next Event – Sunday 17<sup>th</sup> January 2016:

- Currently Richard Day and Geoff Bendall will be unavailable.
- Discussion around logistics with big trailer – maybe hire a vehicle to tow it?
- Drinks are easy to provide. Full café now available at Linton for the club to use as well.
- Discussion around providing an assortment of lollipops, little candies/chocolates for the kids to have after each event.
- Double check if the pool is available, otherwise it will be a duathlon instead

7) Kid's Triathlon:

- All organised and ready to go.
- All sponsorship has been organised and finalised – great support provided by a number of organisations.
- Invoices can now be sent out for the cash sponsors.
- This year everyone who turns up on the first night will receive a 'free' t-shirt, instead of Vautier socks.
- If t-shirts are asked for after the first night, then they can be sold for \$10ea.

- Fees are \$25 for the whole series from the first event, but can be pre-entered online at \$20.
- The 'cut-off' date for children's ages is flexible – not worried if they have just turned '6' for example and still want to race as a '5' year old, or visa versa, not quite '7' but want to race with the '7' year olds – whatever the child is 'comfortable' with.

**Meeting finished – 9.14pm**

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

**Tasks:**

<b>Who:</b>	<b>To Organise:</b>	<b>Done:</b>
Dave	To sit down with Simon/The Army to discuss any further issues re. clashes of events – how does it all work for us? Also status of Pool closure for painting?	
Dave	To sit down with Murray to discuss future around timing of events and STMS etc	
Dave	To follow up with Amy and Tammy re. Ladies Tri – date confirmation and logistics	
Dave	To keep investigating options around new Timing Equipment	
Dave	To touch base with Christene and Malcolm re any future association with the Club in any way?	
Dave	To organise drinks and lollipops/chocolates for next event	
Dave	Further investigation into acquiring Membership Cards	
Dave	Update Membership Form on Website (and membership list – ie. current lengths of membership)	
Dave	Find out more from Jack Mackenzie in regards to the Tri Club's Domain Name and him being the 'host' etc	
Dave	To inform everyone of the cancellation of the Ladies Tri, but then promote/encourage participation in the upcoming Kapiti Ladies Tri	In progress
<i>Dave</i>	<i>Find out confirmation date for Army Tri Event next year</i>	<i>Done</i>
Dave/Barrie	Check on website and update Event Calendar, esp. Woman's Tri date and other changes etc	
<i>Dave/Barrie</i>	<i>Criteria for grants to be clearly outlined for web site</i>	<i>Done</i>
<i>Dave/Barrie</i>	<i>Organise short-term storage lease for stock</i>	<i>Done</i>
Dave, Barrie and Grant	Total re-haul and update Tri Club Website	In progress
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	Update event calendar dates and get Jenn to put amended copy on Website	
Barrie	Prepare criteria for the two junior trophies for committee to consider	In progress
Barrie	Sort out signatories for UDC account	
Barrie	Invoices to be sent out for Kid's Triathlon sponsors	
<i>Barrie</i>	<i>Recraft the criteria for payments for World Events and Kids Camps – to put on the Website</i>	<i>Done</i>
Grant	Do STMS refresher course?	
Andy	To consult with Manawatu Toyota in regards to obtaining a vehicle to tow out the big trailer to the next event – otherwise Garry to check with Car & Commercial instead	

<i>Andy</i>	<i>Consult with Float Factory regarding options for selling the big trailer/purchasing a new one with them?</i>	<i>Done</i>
<i>Andy</i>	<i>Purchase and deliver thank-you flowers to Lynn Vautier</i>	<i>Done</i>
<i>Andy</i>	<i>Continuous Sponsorship follow-up</i>	<i>Done</i>
<i>Ashley</i>	<i>Consult with Damien &amp; Kylie Mulcahy regarding options around new, smaller, custom trailer</i>	

**Next Meeting: Monday 1 February 2016 - 7pm**

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*President D Scott*

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*Date*