

## Manawatu Triathlon Club Committee Meeting Monday 8 June 2015 at 7pm

Venue: Palmerston North City Council, Palmerston North

**Present:** Dave Scott (President), Christene Brown (Treasurer), Gary Leader, Geoff Bendall, Murray Matthews, John Brenkley, Simon Brownie, Andy Martin, Barrie Eccles

**Apologies:** Wendy Brenkley, Jenness Fulton, Christine Matthews, Malcolm Brown

**MOVED** that the apologies be accepted

Dave Scott/John Brenkley

**CARRIED**

### Minutes

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

Dave Scott/Barrie Eccles

**CARRIED**

### Matters Arising

- Murray Matthews requested clarification of item 8 re the \$500 cap per person and what was included in this amount. Dave Scott confirmed that youth training camps are not included, the cap is for events.
- Christene Brown asked if the change had been made to the feedback comments re Whanau Tri in the 30 March 2015 minutes. They have not been posted to the website yet and need to be changed before this happens.
- Simon Brownie requested clarification of item 9 Grants for World Championships and how the conflict of interest process was conducted. The people with conflicts remained in the room but did not vote. **Dave Scott** to seek legal advice on how future conflict of interest situations should be dealt with. Simon concerned that the conflict of interest process be clear and is followed in the meetings.
- Andy Martin requested that the motion that failed to gain a seconder in item 8 be removed from the minutes.<sup>1</sup>
- Wendy Brenkley had emailed the committee to notify them of her apologies and that the AGM date had been incorrectly written as 27 August 2015 and should be changed to 24 August 2015.
- The AGM date was discussed and it was agreed that this should be further discussed in General Business.

### Action Points

- Dave Scott has some ideas for generic funding methodology but not ready for presentation as yet
- Dave Scott has taken feedback to Sport Manawatu regarding Whanau Tri. Awaiting 2016 proposal
- Jenness Fulton updating coaching sessions to Facebook. Coach access to Google Calendar – not sure if this has been done.
- Jenness Fulton has forwarded dates for Winter Duathlon Series to Simon Brownie at Linton Army Camp.
- Christene Brown has reinvested term deposit.
- Dave Scott yet to determine best date for secondary schools event. Need to discuss with Sport Manawatu.
- Dave Scott, Christene Matthews constitution consultation update. Submissions have been received and will be reported back to the next committee meeting.
- Barrie has received information from committee for needs analysis exercise.
- Christene Brown has reimbursed overpayment of grant to ECCT.
- Dave Scott has addressed April correspondence.

**MOVED** that the minutes of 4 May 2015 with the above amendments are a true and correct record

Dave Scott/ Barrie Eccles

**CARRIED**

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<sup>1</sup> All motions to be recorded even if not seconded

## Correspondence

5 May 2015 to 8 June 2015

Date	Type	From	Summary
5.5.15	Email	Trophy Specialists	Invoice Reciprocal deal where MTC and WMTC members pay member entry fees to each other's races over winter series
7.5.15	Email	Amie Simpson (Whanganui Multisport)	Draft coaching schedule for winter season
7.5.15	Email	Tamara Reed (F3 Coaching)	Remittance notice
7.5.15	Email	Stuart Robinson (Sport Manawatu)	Garage sale (fundraiser for WMTC)
8.5.15	Email	Amie Simpson (Whanganui Multisport)	Thank you letter
11.5.15	Email	Lizzie Stannard	Final coaching schedule for winter season
15.5.15	Email	Tamara Reed (F3 Coaching)	Recreation Needs Assessment survey
15.5.15	Email	Julie Ireland (PNCC)	IRONMAN TriClub Program
19.5.15	Email	Ella Brogan (Ironman)	2015-16 Sovereign Tri Series & National Champs - Dates & Locations
20.5.15	Email	TriNZ	Athlete travel fund application
25.5.15	Email	Kelly Carter	Invoice
25.5.15	Email	Tamara Reed (F3 Coaching)	Change of role
26.5.15	Email	Campbell MacNeill (Sport Manawatu)	Sport Manawatu (asking for details on events)
26.5.15	Email	Nopera Rikihana (Sport Manawatu)	Club WoF and ODT
27.5.15	Email	Campbell MacNeill (Sport Manawatu)	List of participants coming to Duathlon 2 from Dannevirke High
27.5.15	Email	Holly MacPherson (Dannevirke High School)	PNCC survey
28.5.15	Email	Campbell MacNeill (Sport Manawatu)	NZ Club Champs Tenders
28.5.15	Email	TriNZ	Flyer for half marathon
2.6.15	Email	Manawatu Striders	National Volunteer Week
3.6.15	Email	Campbell MacNeill (Sport Manawatu)	Thank you letter
5.6.15	Email	Jaimee Leader	Submissions on changes to constitution
4-7.6.15	Email	Various members	Asking for current number of members
5.6.15	Email	Campbell MacNeill (Sport Manawatu)	WMTC winter series flyer
5.6.15	Email	Amie Simpson (Whanganui Multisport)	

Discussion about how correspondence is being tracked. There is no outwards correspondence. A system needs to be in place to assess correspondence, prioritise and organise an appropriate response to be sent out. **Dave Scott** to discuss with Jenness.

Simon Brownie to respond to email from Kelly Carter.

Copy of PNCC survey request to be sent to Murray Matthews for response.

PNCC Recreation Needs Assessment letter to be sent to Dave Scott for consideration.

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

John Brenkley /Simon Brownie

**CARRIED**

## Finance

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

**MOVED** that the financial report be accepted

Dave Scott/Simon Brownie

**CARRIED**

MTC Kids Account \$16,789.50

Motion proposed to invest at the best rate available for a period of 6 months. **Christene Brown** to action

Christene Brown/Barrie Eccles

**CARRIED**

## PASS FOR PAYMENT

### COMMITTEE MEETING – MONDAY, 8<sup>TH</sup> JUNE, 2015.

#### CHEQUE ACCOUNT

T AND S REED – F3 COACHING – SATURDAY TRAINING	\$ 210.00
LIDO AQUATIC CENTRE – HIRAGE OF POOL	\$ 400.00
DAVE SCOTT – BANANAS, CITY FITNESS - HIRAGE	\$ 374.90
MURRAY MATTHEWS – CABLE, TAPE	\$ 127.36
C. BROWN – STATIONERY, PETROL –TRUCK, FLOWERS, TRAILOR LICENCE	\$ 115.57
PANELWORKS – REPAIRS TO CROSS COUNTRY TRUCK	\$ 287.50

#### KIDS ACCOUNT

TORI BENDALL – SECONDARY SCHOOLS TRI – TAUPO	\$ 100.00
JACK FINLAY – SECONDARY SCHOOLS TRI – TAUPO	\$ 100.00
JAIMIE LEADER – SECONDARY SCHOOLS TRI – TAUPO	\$ 100.00
CHRISTINA LEONG – SECONDARY SCHOOLS TRI – TAUPO	\$ 100.00
WILLIAM LEONG – SECONDARY SCHOOLS TRI – TAUPO	\$ 100.00
ADAM MARTIN – SECONDARY SCHOOLS TRI – TAUPO	\$ 100.00
DAVID MARTIN – SECONDARY SCHOOLS TRI – TAUPO	\$ 100.00
JESSICA OGDEN – SECONDARY SCHOOLS TRI – TAUPO	\$ 100.00
SAMUEL PHILLIPS – SECONDARY SCHOOLS TRI – TAUPO	\$ 100.00
DINETH RAJAPAKSE – SECONDARY SCHOOLS TRI – TAUPO	\$ 100.00
DANA PURDY – SECONDARY SCHOOLS TRI – TAUPO	\$ 100.00

#### SPONSORSHIP ACCOUNT

EASTERN AND CENTRAL – FUNDS LEFT OVER FROM GRANT	\$ 812.05
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**MOVED** that the tabled accounts be approved for payment

Christene Brown/Barrie Eccles

**CARRIED**

## General Business

### **1. Constitution Consultation**

- 9 submissions have been received. The submissions will be assessed by the subcommittee and proposed changes will be incorporated into the draft constitution. The revised draft will be circulated for discussion at the next meeting. **Christine Matthews, Simon Brownie and John Brenkley, Dave Scott.** The team to consider how voting will be organised.

## 2. Event Calendar

- Discussion initially centred on programming of events throughout the year and how clashes might be eliminated. General consensus within the committee was that having events more or less monthly throughout the year was preferable.
- Murray Matthews has a calendar with school holidays, Tri NZ events etc. plotted on will help to plan the events for next year. **Barrie Eccles** and **Dave Scott** to bring a draft events calendar to the next meeting.
- Discussion about spreading the workload around more people on club event weekends. Murray Matthews has a very high workload on the weekend of the event. Andy used the example of Kids' Tri and how a number of volunteers assist each year and have got the event running smoothly. Murray Matthews described how the current system is efficient and people that help know what they are doing; the problem is that the pool of available labour is small. There have been attempts in the past to encourage members to assist with set up and take down but response has been poor. One critical job on the day of the event is the stop / go person on the front gate, without this the event cannot proceed. A working party of Dave Scott, Murray Matthews, Malcolm Brown, Barrie Eccles, Simon Brownie will investigate how the event workload can be made more efficient and manageable.

## 3. Inventory of Needs

- Went through the document emailed by Barrie to the committee.
  - 1 Equipment – **Murray Matthews** to investigate the purchase of 2 new gazebos. 1 big, 1 small. Budget up to \$2.5k. This to include re using the signage from the current gazebo on the new gazebo.
  - 2 IT – Better timing options. **Dave Scott / Murray Matthews** to research.
  - 3 Uniform – T shirts to new members free of charge. Can buy additional T shirts for \$20 each.
  - 4 Training / Development – **Dave Scott** to talk with Hawkes Bay and Wellington clubs about the possibility of reciprocal agreements for events and this could possibly result in a club trip to such events.
  - 5 Publicity and Promotion – **Dave Scott** to investigate having more than one person able to update the website. Add subcommittee reporting to agenda. Advertising subcommittee already formed, not active at present.
  - 6 Other – Swim bike run option, trial on 30 August. Registration of interest, send competitors off in waves if this option popular. **Dave Scott** and **Simon Brownie** to follow up.

## 4. AGM Date

- 30 August 2015
- Prize giving at 8.45am
- Event at 9.15 am
- AGM to follow event
- Venue to be organised by **Simon Brownie**
- The AGM to be strongly advertised.

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

Next meeting Monday 20 July 2015, PNCC Building, Square, Palmerston North at 7pm

Action Points	
Dave Scott	Generic funding methodology - carried over from previous meeting
Dave Scott	Follow up Whanau Tri proposal with Sport Manawatu
Dave Scott	Determine best date for Secondary Schools event with Sport Manawatu
Jeness Fulton	Coach access to google calendar & update coaching on website
Dave Scott	Legal opinion re Conflict of Interest procedures in MTC committee meetings
Christene Brown	Invest MTC Kids Account money for 6 months
Dave Scott	Review correspondence procedures
DS, CM, SB, JB	Constitution update
Barrie Eccles, Dave Scott	Draft 2016 Events Calendar
DS, MM, MB, BE, SB	Events working party – spreading the load.
Murray Matthews	Investigate gazebo purchases

Murray Matthews, Dave Scott	IT timing options
Dave Scott	Discuss reciprocal arrangements with Wellington and Hawkes Bay
Dave Scott	Website access
Simon Brownie	Organise a venue for the AGM