

**Manawatu Triathlon Club Committee Meeting: Sunday 20 August at 11.30am
MINUTES – MTC Committee Meeting
Venue – Hot Shots Café – Linton Army Base**

PRESENT – Dave Scott (President), Barrie Eccles (Treasurer), Richard Coxon (Vice-President), Glenys Taylor, Tammy Reed, Ashley Phillips, Andy Martin, Kevin Nicholson, Awa Melbourne, Murray Rasmussen & Leteia Cornwall (Secretary).

APOLOGIES – Geoff Bendall.

MINUTES

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

Dave Scott/Barrie Eccles
CARRIED

MATTERS ARISING FROM THE MINUTES

- Nil.

FINANCIAL REPORT

Financial Report as at 20 August 2017 tabled below (as emailed to Committee).

Accounts for Approval Meeting 20 August 2017	Amount	Date Pd	Paid	Code
Love My Sport Swim Coaching July 24 Sessions	\$240.00	9/08/17	y	254
David Martin Grant from Committee	\$250.00			241
Makino Pool Manawatu District Council of 3 Pool Use				
Note final accounts \$238 not \$221 as had calculated.	\$238.00			259
Kayaks Direct Part of grant One kayak (funded Kiwisport grant)	\$469.75			400
TRC Toyota Kayak Car carrier (funded Kiwisport grant)	\$375.60			400
Covertex Ltd 3 triangular bouys with anchors (funded by Kiwisport grant) Yet to add freight onto this invoice.	\$1,000.50			480
TOTAL	\$2,573.85			

Current Balances as at 20 August 2017	Balances	Balance last meeting
ASB Cheque	\$6,800.18	\$2,595.09
ASB On call account	\$211.23	\$461.15
ASB Term deposits (*7)	\$110,145.13	\$109,179.76
CURRENT CASH RESERVES	\$117,156.54	\$112,236.00

INCOME Banked since last meeting	
Kiwisport Funding Part 1	\$6,250.00

TOTAL	\$6,250.00
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Moved that the tabled accounts be approved for payment.

Barrie Eccles/Glenys Taylor
CARRIED

Points to Note:

- Money from KiwiSport has been received.
- The Accounts are currently with the Auditor.
- Two of the three current Term Deposits will roll over, with the third one being paid into the Club's Cheque Account (and re-invested at a later date).

GENERAL BUSINESS

1) Division of Roles:

- Felt that the three 'original' positions have now evolved more and therefore there might be a need to divvy these up further.
- The Secretary and Treasurer's roles are ones that could maybe be split into smaller portfolios.
- Suggested to have six portfolios of:
 - Minutes & Correspondence/Emails (Secretary);
 - Social Media, Promotion & Advertising;
 - Treasurer;
 - Membership;
 - Timing;
 - Equipment.
- Some of these portfolios could be for people that aren't in the Committee (ie equipment).
- These portfolios would be of differing sizes of workload.
- These portfolios would be recognised with differing amounts of honorary payments.
- Suggested to formalise these more into Job Descriptions, but noted that this is forever changing too and something to do in time to come (once new committee has been formed).
- Facebook has become more powerful than the website – there's a lot of scope for further opportunities via social media.
- New 'members' joining the Club's Facebook in the last 12 months have skyrocketed.
- Emails regarding Facebook posts are also emailed out through the database for those who do not have/use Facebook.
- Honorariums are not payment for a job being done, but a token to cover costs.
- This can be reviewed annually.
- Discussion around the possibility of some roles within the club becoming 'paid' positions (formal employment), as this may allow for better opportunities to match people against different roles – more of a long-term decision (regarding the Club's Strategic Plan).
- Discussion around honorarium amounts allocated for the different portfolios – a bulk amount to draw from.
- Suggested to have a \$5000 (capped) amount for the next committee to allocate as Honorarium payments amongst future portfolios – this decision to be announced at next AGM.
- Discussion about having a 'Junior Rep' on the Committee as well.

2) AGM & Next Event:

- Andy to get big slabs of cake for this.
- Awa has confirmed Conference Room to hold AGM.
- Also need to provide some Orange Juice.
- There may be another Army activity on the same day at the same time.
- This event will be a 'standard/normal' event.
- The finish line will be back inside the Pool.
- Suggested to put out some information regarding the breakdown of new roles – seeking for another Secretary/more Committee Members.

3) Calendar for Next Season:

- Only change so far has been regarding the January 2018 event – shifted one week later to coincide with Tammy’s Tri Academy event at the same time (draft-legal event).
- Makino will still only be an option of the proviso of the road being closed.
- Feedback received in regard to putting out more signs around the course – always happy to do so.
- Discussion around offering an Aquabike option to the Club’s events – to have this as a third option alongside the current Triathlon and Duathlon courses.

4) Finance Policy:

- This has been circulated via email throughout the Committee before this meeting.

Moved that Finance Policy be accepted and ratified.

Glenys Taylor/Barrie Eccles
CARRIED

CORRESPONDENCE

INWARDS

31/07/2017	Email	Love My Sport	Invoice INV-0485 from Love My Sport for Manawatu Tri Club
31/07/2017	Email	MMBC MTB Club	Santoft Sizzler 5 Hour Relay - advert
1/08/2017	Email	Glenys Taylor	Finance Policy with changes made at last night’s meeting
1/08/2017	Email	Barrie Eccles	Updated annual financial statement
1/08/2017	Email	Andy Martin	National Schools Duathlon in AKL this weekend
6/08/2017	Email	Andy Martin	Duathlon – National Schools Results
7/08/2017	Email	Strahan McIntosh	Secondary School Sport Endorsement Closes 15 September
08/08/2017	Email	Triathlon NZ	TRIBE - Newsletter
10/08/2017	Email	Barrie Eccles	Calendar draft 2018
10/08/2017	Email	Julie McKay	Kids Triathlon Membership
14/08/2017	Email	Chris Sanson	Bill INV-0485 from Love My Sport is due
15/08/2017	Email	Brad Cassidy	KiwiSport Workshops & Large Fund Opening
17/08/2017	Email	Discount Domains	Offsite backup made easy with Umbrellar CloudConnect
17/08/2017	Email	Awa Melbourne	Camp Activities Sunday 20 Aug
17/08/2017	Email	Jo Coxon	Possible date clash with 2018 calendar

OUTWARDS

1/08/2017	Email	Current Committee	Last night’s Meeting Minutes and personal update re. next season
14/08/2017	Email	Current Committee	Availability for Duathlon Champs
14/08/2017	Email	Current Members and Recent Attendees	Manawatu Triathlon Club - Duathlon Champs - Sunday 20th Aug at Linton Army Camp...

Moved that all Inwards Correspondence be accepted and Outwards approved.

Dave Scott/Barrie Eccles
CARRIED

Meeting finished – 12.17pm

Next Meeting: AGM: Sunday 15th October 2017 – after the next event at Linton

President: D Scott

Date