

**Minutes of the Manawatu Triathlon Club meeting held on Tuesday 24 September 2014 at 7:00pm at the Palmerston North City Council.**

Present

Dave Scott, Gary Leader, Geoff Bendall, Murray Matthews, Christine Matthews, Christene Brown, Andy Martin, Campbell MacNeill (Sport Manawatu), Malcolm Brown, Barrie, Eccles, John Brenkley (minutes), Jenness Fulton, Simon Brownie

Apologies

Wendy Brenkley

**MOVED** that the apologies be accepted

John Brenkley / Christene Brown

**CARRIED**

Welcome

Welcome to the new committee from Dave Scott. Acknowledgement of all the MTC athletes that have been competing overseas, many of them with great success. The Sport Manawatu Grass Roots Volunteer Awards (2014) was held recently and the club received the award for Event of the Year (Sigma Winter Duathlon Series) and Volunteer of the Year (Murray Mathews).

Campbell MacNeill, Community Sport Advisor with Sport Manawatu introduced himself to the new committee and explained that he is the SM rep for triathlon. Campbell outlined the kind of support that SM can offer the club and in particular mentioned assistance with the creation of a Strategic Plan. There is some funding for a Kick Start Tri initiative which Campbell will come back to the club about at a future date.

Minutes

**MOVED** that the minutes of the last meeting, having been circulated, have been passed as a true and correct record.

John Brenkley / Murray Matthews

**CARRIED**

Matters Arising

Dave will address the purchase of shoes for Jake Jackson Grammar through the Junior Athletes Assistance Fund at a later date.

Reduction of the membership fees to be addressed at a later meeting.

Committee members paying membership fees to be addressed at a later meeting.

Code of Conduct - Manawatu Triathlon Club Management Committee

Document tabled by Christine Matthews for comment. Based on Massey University Code of Conduct. Comments back to Christine before the next meeting.

Simon asked if there is a Code of Conduct for the wider membership? Currently no. Tri NZ has documentation which could be adapted for the club. Dave to research and report back

Setting of Events

Calendar of events discussed. Team relay Lido vs Linton? Linton considered safer and easier to organise. Simon to check availability of facilities, notification to Jenness 25 Sept 2014.

Discussion about clashes with other events. Andy to talk with Zoe at Sport Manawatu about dates for Secondary School Champs dates.

Team relay as last event in summer season in April? Same for Duathlon series?

Christene to modify spreadsheet with events listed and send to committee for comments and discussion at next meeting.

### Committee Responsibilities

Sub Committee: Constitution. Christine Matthews to lead a small team for reporting back to 16 November special meeting. John Brenkley and Simon Brownie volunteered to assist Christine.

**MOVED** that Christine Matthews, John Brenkley and Simon Brownie form a sub committee to review the MTC Constitution with the intention of reporting back to a Special General Meeting on the 16<sup>th</sup> of November.

Dave Scott / Malcolm Brown  
**CARRIED**

### Audit of the MTC

Dave has approached Audit NZ about auditing the Club. Audit NZ have provided a quote to do the audit of up to \$1,600 plus GST

Discussion followed about the constitution wording and how this would affect the current accountant. Decided the benefits of doing the audit outweigh the issue with the accountant and that the wording in the constitution could be modified to allow the accountant to remain in place even if the club is audited by an external organisation.

**MOVED** that Audit NZ quote to carry out an audit on the MTC be accepted.

Dave Scott / Barrie Eccles  
**CARRIED**

### Finance

Christene Brown briefly described the main points of the report, no questions.

**MOVED** that the Treasurers Report, having been circulated, be taken as read and accepted.

Christene Brown / Murray Matthews  
**CARRIED**

Cheques to be passed for payment listed by Christene Brown. The chequebook is finished, have applied for a new one. Discussed Internet banking options, Dave Scott has explored and will discuss at a future meeting. Discussed portable EFTPOS machine for events, Dave Scott has explored and will discuss at a future meeting.

**MOVED** that the cheques for payment be accepted.

Christene Brown / Christine Matthews  
**CARRIED**

### Correspondence

Correspondence list tabled by Jenness.

Formal letter of complaint from Wendy Brenkley tabled, Dave Scott led the discussion. The main issue for Dave is whether there is a breach of confidentiality and whether there has been a Code of Conduct conflict. Wider discussion followed about whether the process of calling and conducting the "In Committee" meeting referred to in the letter of complaint was done correctly. Christine Matthews agreed to investigate Terms of Reference about how to run MTC committee meetings so that correct meeting processes are in place, secondly she agreed to look at creating a Code of Conduct for the committee to operate under.

**MOVED** that the correspondence be accepted.

Jenness Fulton / Murray Matthews  
**CARRIED**

### Minutes on the Website

Discussed posting ratified minutes on the website. All agreed that this was a good thing.

**MOVED** that the minutes of the last meeting, having been ratified at this committee meeting be posted to the website.

Dave Scott / Murray Matthews  
**CARRIED**

**MOVED** that the minutes of all future MTC committee meetings be posted to the website once they have been ratified at the next committee meeting.

Dave Scott / Murray Matthews  
**CARRIED**

General Business

Murray Matthews commented on the quality of the new website.

The committee give a vote of thanks to Aaron Fulton for the work he carried out on behalf of the club for the website upgrade.

The meeting was declared closed at 8:38pm.

Next meeting, Monday 6 October 2014

Jenness to Skype in to the next meeting.