

Manawatu Triathlon Club Committee Meeting: Monday 26 October 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, Grant Spiers, Ashley Phillip, Andy Martin & Leteia Cornwall (Secretary).

Apologies – Wendy Brenkley, Simon Brownie, & Richard Coxon.

Minutes

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

Dave Scott/Geoff Bendall

CARRIED

Matters Arising

- Promotional Articles (Guardian) – new flyer.
- The Constitution has been approved.
- A number of changes on the Website – ongoing.
- Criteria for ‘Grants’ on the Website – draft done by Barrie (may already be on the Website).

Financial Report

Financial Reports as at 31 September & 21 October tabled below (as emailed to Committee).

Barrie included below the Report to September 30 2015 (as per bank statements).

He has also included a draft October Report to 21 October 2015, so we are right up to date with information.

BALANCE SUMMARY OF ACCOUNTS

ANZ Cheque Account	\$12,347.31
ANZ Sponsorship account	\$142.51
UDC Account	\$65,318.23
ANZ Kids Account	\$17,252.55
ANZ Term deposit	\$21,627.68
TOTAL BANK BALANCES AS AT 30/9/15	<u>\$116,688.28</u>

BALANCE SUMMARY OF ACCOUNTS

ANZ Cheque Account	\$14,660.36
ANZ Sponsorship account	\$142.51
UDC Account	\$65,318.23
ANZ Kids Account	\$17,252.55
ANZ Term deposit	\$21,627.68
TOTAL BANK BALANCES AS AT 21/10/15	<u>\$119,001.33</u>

Comments to Financial Report

- Changing to ASB Bank organised for tomorrow. Won't close the other one until new one up and running. Term Deposit to stay with ANZ until it becomes due in next year.
- UDC account – new signatories to be sent.
- Xero hasn't been purchased yet – waiting until ASB account up-and-running.
- Still working on how to account for Swipe – might be able to be accounted for in Xero.
- Request from now on for invoice amounts to be given before the next meeting – don't want invoices arriving on the night of a meeting for payment.
- Full summaries given below to provide full comprehension of state of affairs.
- Collecting entry fees at the last event was not as smooth as desirable and will look to improve the system at the next race. It is a matter of producing forms that people can sign in on, which gives a better record of who has paid and for what.
- Also proposed that all pre-approved payments to be instantly paid at the time, instead of waiting for a Meeting for further approval for payment – only bring items to the Meeting that haven't been previously discussed.

Here is a summary of money spent and earn since 1/7/15. Note this may not tally quite with bank balances since it was aimed at providing an overview of expenses and costs. It does not include any accounts being approved tonight.

SUMMARY INCOME/EXPENDITURE FROM 1/7/15 TO 21/10/15

	INCOME	EXPENDITURE
Vehicle		\$405.67
Spot Prizes		\$92.32
Admin cost		\$156.52
Winter series		\$320.45
Uniforms		\$2,530.00
AGM		\$76.51
Committee costs		\$329.83
Coaching		\$1,270.00
Coach/Venue		\$3,485.00
Financial		\$1,150.00

Interest	\$633.22	
Membership	\$2,029.19	
Race 3 Duathlon	\$443.34	
Race 4 Duathlon	\$752.31	
Race 5 Duathlon	\$401.00	\$50.00
Kids Tri	\$1,500.00	
Race 1 Triathlon	\$445.00	
TOTAL	\$5,759.06	\$9,816.30

Memberships Outline

Membership at end of 2014/15 season:

0-9 yrs	30
10-19 yrs	116
20-29 yrs	17
30-39 yrs	30
40-49 yrs	102
50-59 yrs	45
60-69 yrs	10
70-79 yrs	4
TOTAL	354

Current Membership for the 2015/16
Financial Year 1 November:

Season pass	27
Honorary	5
Life Members	4
Committee	11
Memberships	48
TOTAL	95

Accounts for Payment - 26 October 2015

Kylie Mulcahy - spin class coaching	\$480.00
Dave Scott - city fitness	\$115.00
Lido - hireage of pool for coaching	\$400.00
City Fitness - hireage of facilities (final 2 payments to 27/10/15)	\$230.00
Cotton Kelly - annual audit to 30 June 2015 (Overdue)	\$1,840.00
Dave Scott - Gifts AGM; coffee, milk AGM; drinks, milk etc for Comm Meetings	\$291.29
Andy Martin - Brownie, cakes for AGM meeting	\$75.36
Barrie Eccles - Payment for domain name (Discount Domains)	\$32.14
Barrie Eccles - Committee Incorporated common seal	\$36.73
Kelly Carter - swim coaching (*1)	\$40.00
Aimee Perrit - swim coaching (*2)	\$100.00
Grant Spiers - drinks cookies for Race 1	\$172.00
TOTAL	\$3,640.52

Moved that the tabled accounts be approved for payment.

Moved: Barrie Eccles/Andy Martin
CARRIED

Correspondence

INWARDS

18.8.15	Mail	Cotton Kelly	Tax Invoice
16.9.15	Email	Robyn Fletcher	Health & Safety Reform Bill information
30.9.15	Mail	UDC	Statement of Account
7.10.15	Email	Sue Cuthbertson	Informed of Error Response when using the 'Pay by Credit Card' option when paying for membership
13.10.15	Email	Yunene Bishop	Wants to hire/lend out club's timing system for Skytower Challenge in May

OUTWARDS

26.9.15 & 16.10.15	Email	GetNet	Invoice and info from Jenn sent to Dave
5.10.15	Email	All Tri Club Members	TRIBE Newsletter No. 1

MATTERS ARISING FROM CORRESPONDENCE

- Army event at Linton – Jan/Feb next year (mid-week). Discussion around whether it's just the trailer/timing that's needed or 'manpower' as well. The Army did all the Marshalling last year. Confirmation of date required and Committee Members available to also 'support' this event too.
- Domain Name - all sorted and paid for. Further discussion with Jack Mackenzie required to find out more about how it all works etc.

General Business

1) Last Event – pluses & minuses:

- Timing unable to be done due to Murray being unavailable, so manually timed the event with the iPad and WebScorer.
- Registration didn't flow as well as it could, but ideas around rectifying this for next time. Looking to cut this right down with two or three people on the Registration Desk with lists of people for different options – names on a list with a number (which will be the same one for the whole season), so the competitors know their number straight away and can present themselves at the desk to sign in for their race – if not on the list, then got to the 'registration' line. Any changes in 'course' can be recorded at registration.
- For the first time in a long time, the race actually started on time at 9am – despite the queues, the new timing system and the weather and the race results were up before people got home.
- Unfortunately we couldn't provide 'splits' but this wasn't provided a couple of years ago anyway (a luxury that will be provided again in time asap) – a sacrifice in lieu of moving forward with a new system.
- The little trailer was used, with extra items in vehicles and all worked fine

without having the big trailer – actually ended up being faster (setting up and packing up).

- The beauty of our ‘new’ timing system is that anyone can do it and it’s a simple system. Also all members and ‘old’ members are in the system and only ever have to load new members to the list for race results.

2) Tri Club Gear:

- Recently collected all stock from Christene and Malcolm and currently stored in Barrie’s garage.
- Proposed idea of obtaining storage facility – small, lockup in town (doesn’t have to be long-term, only until decided what to do with it all, sorted out further etc).
- To keep in mind that there might be an upcoming storage facility at the Army Based in time to come to.
- Approval for storage and any related Tip costs.

Moved: Dave Scott/Richard Day

CARRIED

3) Big Trailer:

- Investigate either changing it, rearranging it or making it usable for anyone to take, as currently it’s too heavy/dangerous to tow etc.
- Options can be a) the big trailer just become a storage facility; b) sell it or; c) get a medium-sized, tandem trailer that anyone can put on their towing vehicle that still does the same job, but maybe more efficiently.
- Discussion around custom making two-thirds sized, covered, lightweight, stand in, tandem, braked trailer that might be more suitable.
- Discussion around what it might sell for to help cover cost of new, smaller one.
- Decided to investigate getting another trailer and once we’ve got one, trade/sell the other one on. Further discussions will be needed around custom design needs and wants.

4) New Timing Equipment:

- Discussion around the Orbiter timing equipment options and costings.
- Bonus of being able to use the timing equipment for other events for other clubs – hireage income option.
- Any value in selling old timing equipment?
- Main bonus of this new system is the value of automation and no man-power needed.
- Discussion around whether current WebScorer system would be sufficient on its own.
- Further discussion around just purchasing one unit for starters and taking it from there.
- Motion for approval of purchasing one base unit and (400) ankle bracelets/tags with review of purchasing more equipment if needed.

Moved: Dave Scott/Andy Martin

CARRIED

5) Criteria for Events:

- Revisit criteria for members participating in overseas events.

- Currently approximately 30 people that may be eligible.
- Discussion around having a 'capped' amount to meet the budget for the year.
- Settle on appropriate criteria and being fiscally responsible.
- Maybe a 'performance' based criteria?
- For this year, honour current criteria and then revisit/review next year.
- System needs to be fair, reasonable and transparent – for 'World' events only.
- Motion to keep the same criteria, \$250 per person with a total of \$500 per person/per season, capped at \$10,000 per year (World Triathlon and Duathlon Champs) if there are too many eligible members.

Moved: Richard Day/Ashley Phillips
CARRIED

6) Junior Camps:

- Payments for 'camp' participation is separate funding – support for 'Junior' members will be dealt with case-by-case.
- Upcoming Camps:
 - Junior Youth Camp, 21/22 Nov @\$75 (14yrs+)
 - Further promotion and nominations sought agreed on.
 - Training Camp in Taupo, 18-20 Dec @\$150
 - NB: Camp in Queenstown next year.
- Pay for the kids who fit the criteria that was previously set and we look at that criteria to check further.
- Motion to pay \$75 & \$100 respectively for the two upcoming events for how many kids that fit the criteria that are going.

Moved: Dave Scott/Richard Day
CARRIED

7) Sponsorship:

- Have lost Vautier Pharmacy, and possibly Bayleys (previously JVL) and Fonterra.
- Still yet to hear back from McDonalds for confirmation.
- Email has been sent to all Kids Tri members asking for any further sponsors
 - one approach from Icebreakers Swimming Club (sponsorship of caps etc).
- Proposed formal recognition to Lynn Vautier for approximately a decade of sponsorship.
- Bike Barn:
 - Already negotiated now.
 - Discussion around the \$500 cost for 'sponsorship' (they're a spot prize sponsor, not a 'cash' sponsor).
 - Discussion around procedure for future sponsorship to be brought to the Committee first moving forward.
 - Andy to be the 'point-of-contact' to oversee sponsorship.
 - Sponsorship is a three-tiered value system.
 - Motion to pay \$500 to Bike Barn in May 2016 in return for \$2,500 worth of vouchers.

Moved: David Scott/Grant Spiers
Against: Richard Day
CARRIED

8) Ladies Tri – 14 February 2016:

- Clashes with upcoming Kinlock Triathlon, in which the majority of Committee and Club Members participating in.
- Who is available to do this Tri, or is it even something we can do?
- Discussion around Lido vs Linton (but Linton pool too deep?)
- High-risk if there is no Committee involvement/someone to lead it.
- Agreed to cancel the Ladies Tri.

9) Spin Classes:

- Agreed that the last session will be Thursday 29 October 2015.

10) Kids Tri Budget:

- Changes around losing some sponsors, but in essence it's still the same budget as last year.
- Approval needed for this budget.
- Discussion around providing water for these events.

11) Next Event – 9 November:

- Leteia and Lenka to time the results on iPad.
- Garry to drop off trailer.
- Cookies to be picked up from Subway on The Square – phone first and collect Sunday morning – Grant to organise and to collect on the day.
- Barrie to pick up drinks from Grant's.

12) Weetbix Tri:

- NB: upcoming 24 March 2016 – to be discussed further later.

Meeting finished – 10.03pm

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

Tasks

Who:	To Organise:	Done:
Grant	Promotional articles in Tribune/Guardian	
Grant	Proposed sponsorship with Gary Buys from Bike Barn	Done
Grant	New Summer Flyer (for website and advertising) – with new sponsor (?)	Done
Grant	Soft drinks and 'Brownie' for next Triathlon event	Continual
Dave	Further investigation into acquiring Membership Cards	
Dave	Update Membership Form on Website (and membership list – ie. current lengths of membership)	
Dave, Barrie and Grant	Total re-haul and update Tri Club Website	In progress
Barrie/Dave	Criteria for grants to be clearly outlined for web site	In progress
Barrie	Prepare criteria for the two junior trophies for committee to consider	In progress
Barrie	Send out email 'encouraging' people to pre-pay membership before next upcoming event	Done
Dave	Find out confirmation date for Army Tri Event next year	
Dave	Find out more from Jack Mackenzie in regards to the Tri Club's Domain Name and him being the 'host' etc	
Barrie	Sort out signatories for UDC account	
Dave/Barrie	Organise short-term storage lease for stock	
Ashley	Consult with Damien & Kylie Mulcahy regarding options around new, smaller, custom trailer	
Andy	Consult with Float Factory regarding options for selling the big trailer/purchasing a new one with them?	
Barrie	Recraft the criteria for payments for World Events and Kids Camps – to put on the Website	
Andy	Purchase and deliver thank-you flowers to Lynn Vautier	
Andy	Continuous Sponsorship followup	
Dave	To inform everyone of the cancellation of the Ladies Tri, but then promote/encourage participation in the upcoming Kapiti Ladies Tri	
Andy	To email Kids Tri Budget to all members for approval	Done

Next Meeting: Monday 7 December – 7pm

President D Scott

Date