

Manawatu Triathlon Club Committee Meeting: Monday 30 January at 7.00pm
MINUTES – MTC Committee Meeting
Venue – Dave Scott’s house – Russell Street.

PRESENT – Dave Scott (President), Barrie Eccles (Treasurer), Andy Martin, Geoff Bendall, Ashley Phillips, Murray Rasmussen, Kevin Nicholson, Glenys Taylor, Tammy Reed & Leteia Cornwall (Secretary).

APOLOGIES – Richard Coxon (Vice-President) & Awa Melbourne (NB: that Clare Hopkins has now stood down from the Committee).

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

- Reminder regarding putting up the sign at the Lido.

FINANCIAL REPORT

Financial Report as at 30 January 2017 tabled below (as emailed to Committee).

Balance Summary of Accounts:

ASB Cheque Account	\$ 5,864.63
ASB Oncall Account	\$ 14,454.91
ASB Term Deposit (*6)	\$ <u>91,495.80</u>
Total Bank Balances as at 30/01/2017:	\$ <u>111,815.34</u>

Accounts for approval Meeting 30th January 2017	Amount	Date Pd	Paid
Xero Auto Payment	\$47.44	20/01/17	y
Dave Scott's Sausages for Feilding	\$88.00	30/01/17	y
Lido Lane Hire December 22 Saturdays	\$200.00	30/01/17	y
Easi-stor Self Storage (30/1/17). Auto Payment	\$95.00	28/01/17	y
Chris Sanson for new membership tags (50)	\$80.00		
TOTAL	\$463.00		

Points to Note:

- Most of the sponsorship for the Kid’s Tri’s has come in.
- More membership tags needed.
- Term Deposit is coming up soon for further investing.
- Check Kids Tri Budget to see if there’s any extra money needed to cover anything.

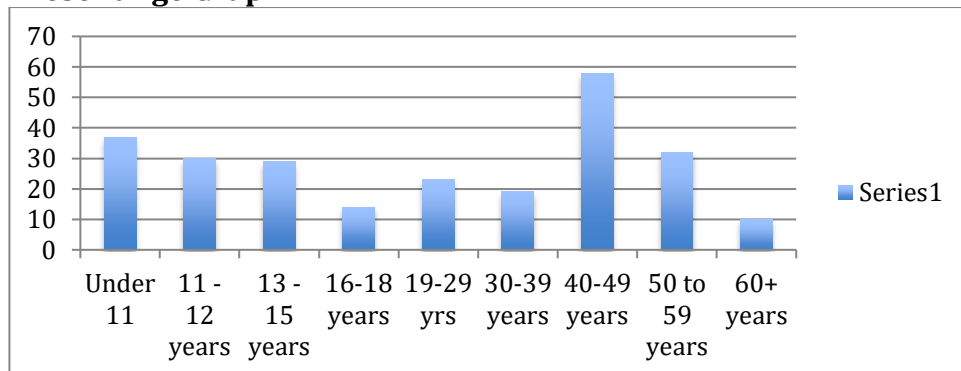
Current membership at 29/01/2017:

Committee	13
Honorary	4
Life Members	5
Paid members (2016-17)	230
TOTAL	252 (Note on 17/03/2016 – our total memberships was 231).

Adult Members – 93; Youth – 53; Family Members – 105 (from 23 families).

- 22 Season Pass Members from 2015/16 still to rejoin.
- 109 Club Members from 2015/16 still to rejoin.
- Gender split – 117 Female, 132 Male.

Present Age Graph:



Moved that the tabled accounts be approved for payment.

Barrie Eccles/Glenys Taylor
CARRIED

**CORRESPONDENCE
INWARDS**

9/01/2017	Email	Rebecca Shannon	Makino Event enquiry
9/01/2017	Email	Nathan Larnach (Freyberg Pool)	Kids Tri advertising at Freyberg Pool and Facebook Page
10/01/2017	Email	Ruth Taylor	Request for Club's Event Calendar
10/01/2017	Email	Andy Martin	2x Club Strategy documents
10/01/2017	Email	Andy Martin	4x RAMS documents
10/01/2017	Email	Clare Hopkins	Website/Flyer query
11/01/2017	Email	Hannah Robson (Sport Manawatu)	Incorrect link on Kids Tri Facebook page
11/01/2017	Email	Zac Topping	NZ Representative Search
11/01/2017	Email	Korinne Brown	Parent's details still on Swipe notifications
12/01/2016	Email	Jo Speary	Honoury Membership query
12/01/2017	Facebook Messenger	Freya Thomson	Saturday Morning Training query
13/01/2017	Facebook Messenger	Sandra Cannon	Request for Club Calendar of Events
13/01/2017	Facebook Messenger	Catriona Pirie	Saturday Morning Training query
13/01/2017	Email	Gabby Whiting	Introducing World Masters Games 2017 (request to advertise further)
13/01/2017	Email	Anna Russell	Club get-together
14/01/2017	Email	Catherine Pardey	Club Membership done online – payment to be made at first event
15/01/2017 & 16/01/2017	Email	CAR Applications	Work Start Notification(s) – Feilding event
15/01/2017	Email	Jo Speary	Feilding Triathlon – Feedback
15/01/2017	Facebook Messenger	Kim McAlley	Club Membership enquiry
16/01/2017	Email	CAR Applications	An inspection has been completed for CAR Application (No. E391171)
17/01/2017	Email	Glenys Taylor	First draft of Child Protection Policy
17/01/2017	Email	Triathlon NZ	#TRIBEPROUD Newsletter
18/01/2017	Email	Jordan Pratt	Linton Camp Duathlon
18/01/2017	Email	Glenys Taylor	Child Protection Support (and documents)
18/01/2017	Email	Jenness Fulton	Updated Kids Tri Entries
18/01/2017	Email	Angie Logan	Feedback and thanks
18/01/2017	Email	Brett & Lisa Clayton	Feedback and thanks

19/01/2017	Email	Tammy Reed	Withdrawal of one and addition of another person for Junior Programme
20/01/2017	Email	Tammy Reed	2 nd Facebook Page??
20/01/2017	Email	Rebecca Buchanan	Membership payment enquiry
23/01/2017	Email	Tammy Reed	Request for Inaugural Minutes and Subject Letter for funding application
23/01/2017	Email	Anette Kira	Enquiry regarding youth training squads
23/01/2017	Facebook Messenger	Chris Sanson	Notification of upcoming Saturday Swim Meet at Lido
24/01/2017	Email	Tom Motley	Enquiry regarding youth training squads
24/01/2017	Email	Tammy Reed	Inaugural Minutes for funding application
25/01/2017	Email	Gerry le Roux	Request for Timing Equipment for North Range Traverse Event
25/01/2017	Email	Tammy Reed	Support Letter for funding application
25/01/2017	Email	Sporty	Web training workshops for Kiwi sport
28/01/2017 - 30/01/2017	Email	Andy Martin	Kids Tri Ads 2017
29/01/2017	Email	Glenys Taylor	Child Protection Policy
29/01/2017	Email	Barrie Eccles	Club Champ Rules
29/01/2017	Email	Heather Eades	Event enquiry
29/01/2017	Email	Hayley Hutchinson	Age Group enquiry
29/01/2017	Email	Barrie Eccles	Financial Report

OUTWARDS

14/01/2017	Email	All email addresses	Information in regards to Club's first series event
16/01/2017	Email	Current Committee	Notification for next meeting
18/01/2017	Email	All Members / Recent Attendees	Draft Results for Sunday's event
18/01/2017 & 29/01/2017	Email	Current Committee	I Tri'd the Tri Series Update
19/01/2017	Email	Current Committee	Last Meeting's Minutes
20/01/2017	Email	All Current Members	Saturday morning training sessions (sent of Dave's behalf)
20/01/2017	Email	Current Committee	Club t-shirt stocktake
23/01/2017	Email	All email addresses	Expressions of Interest for kid's Tri Training Squads
24/01/2017	Email	All Current Members	Invite to Gravel & Tar event
29/01/2017	Email	Current Committee	Clare Hopkins stepping down from Committee

MATTERS ARISING FROM CORRESPONDENCE

- Now have access to the Kid's Tri Emails, but won't document all correspondence in from that account, as it's mostly general enquiries or questions that Jenn replies to in regards to payments/web stuff etc.

Moved that all Inwards Correspondence be accepted and Outwards Approved.

Dave Scott/Barrie Eccles

CARRIED

GENERAL BUSINESS

1) Next Event - Makino:

- Will definitely be at Makino for the next TWO events (February and March).
- Need to break-up all the roles/portfolios more – spread it around amongst more people.
- Will definitely work on getting Grey Street closed for these events.
- Discussion around logistics, especially in regards to the trailers.
- The Secondary Schools event will be held at this event as well.
- Discussion in regards to having a "Schools Champs" event at a school on a school day instead, with other schools participating in as well (something for the future?)
- Discussion around Race Director's role.
- Race Director needs to stay on-site and not putting out gear etc.
- Discussion around timing issues – suggestions given.
- The organisation of the Marshalls is also needed.
- Separate registration and tags for the Secondary School event (Sport Manawatu will be present for this).

- Murray – set up on event morning and start timing for Long/Medium and Short courses;
- Glenys – set up the previous afternoon and organising the Marshalls;
- Ashley – help setting up Saturday morning;
- Leteia – Registration.

2) Kid's Academy:

- Applications for funding for Term 2, 3 & 4 is underway.
- Expressions of Interest have been sought after, with there already being a great return in interest.
- Networking has been done to gain access to a local private lake for training purposes.
- Designs have been put forward for a new, small, tri-suit for the kids.
- The Lower North Island Camp is coming up.
- Thorough discussion around the eligibility, criteria and ability to provide some funding to Child Club Member's that have been to the Future Champions Weekend and the upcoming LNI Camp.
- The organisers of the Future Champions Events have approached the Club (via Andy Martin) and offered an opportunity to run a Future Champions Event over Waitangi weekend next year in the Manawatu.

Motion that the MTC funds the Lower North Island Junior Camp, for all Youth Members that qualify against the existing criteria, \$100 per applicant (Capped at \$500 for the whole season).

MOVED: Glenys Taylor/Murray Rasmussen

[3 abstaining]

CARRIED

Motion that a Grant Application to ECCT for \$23,470.00 for funds towards running the MTC Tri-Youth, Tri-Junior and Tri Academy Programme be submitted.

MOVED: Tammy Reed/Andy Martin

CARRIED

3) General Business:

SATURDAY MORNING TRAININGS:

- Now only a 1 hour swim session, followed by bike and/or run as a group.

LOCKUP OPTIONS:

- Discussion to relinquish the Lock-up in time to come – maybe once the Kids Tri Series has finished.
- Discussion around other options available (Army base, Sport Manawatu).
- Some stock would be able to be 'shared' with others (Sport Manawatu).
- Trailer logistics were raised again.

SHARING TRIATHLON EQUIPMENT:

- Discussion around passing on/handing down 'gear' – especially for kids.
- Maybe future funding options could be used to help purchase more Club equipment.

RULES FOR CLUB CHAMPS:

- Barrie recently circulated a copy of the latest Rules for Club Champs.
- Discussion around criteria – Committee happy to leave it as it is.

CHILD PROTECTION POLICY:

- Draft copies have already been circulated via email from Glenys.
- Discussion around other Child Protection Policies from other agencies and what they cover.
- Currently TriNZ Accredited Coaches already go through a process and have to be Police Vetted and meet other criteria (be First Aiders, attend Child Protection Workshops etc).
- Code of Conduct needed between the Club and 'contractors'.
- Any Policy will need to be reviewed annually (or whenever there is any change in legislation).
- Decided to send the next draft via email for approval from the Committee individually.

HIMATANGI OPEN WATER SWIM:

- Done last year on Waitangi weekend.
- Proposed to do later in February (ideally 18th February).

OLD PAPERWORK:

- Murray has a pile of old Club paperwork – anything needed?
- Once Dave, Barrie and Murray have checked over it, what's left will then be checked over by the Committee at the next meeting.
- RAMS (Makino, Lido, Freyburg & Linton), Structure Overview & Strategic Plans to be discuss in full at a future meeting.

STRATEGIC PLANNING MEETING:

- Proposed to have a Strategic Planning Meeting, including SWOT Analysis etc in late March/early April with a subcommittee.
- Also timely to divvy up Portfolios.

KIDS VOLUNTEERS DINNER:

- Booked for Monday 20th March at Café Cuba.
- Next Club Event is Sunday 19th March and Kid's Tri's are 13th February – 13th March, so any Committee discussions and planning for the next Club Event can be done via email etc.

Meeting finished – 9.17pm

Thanks to Dave for providing drinks and nibbles😊

TASKS:

Who:	To Organise:	Done:
Dave	Change/update address details on Swipe	
Dave	Delete second Tri Club (Youth Development) Facebook Page	
Dave	To get back in contact with Gerry re. North Range Traverse Event	
Dave	See if Richard's available for the next event for towing the trailer etc	
Dave	To open up the online shop to purchase Club Kit & order Club t-shirts	
Dave	Get sausages for Feilding event	DONE
Dave	To organise Volunteers for Feilding events	DONE
Dave & Barrie	Finalise course logistics for Feilding events (BBQ afterwards?)	DONE
Barrie	To follow up on Makino's availability for the next events	
Glenys	To ask Sport Manawatu if they happen to have any storage space	
Glenys	To finalise Child Protection Policy and send via email	
Geoff	To follow-up with Richard Day in regard to trailer towage for Kids Tri's	
Dave & Tammy	Organise the Club logo for the Tineli Tri Suits for youth	
Andy, Tammy & Richard	To follow-up with Ohakea and keep 'live' for the future – and canvas further 'options'	
Awa, Richard & Murray	To review Race Director Checklist/Policy	
Murray / Dave	Organise for Kids Tri/Clubs signs to be put up at the Lido	
Andy	To follow up on the Future Champions proposal for 2018	
Andy	To follow up on Himatangi Open Water Swim for 18 th February	
Andy	To contact Brian Gemmell in regards to the next event	DONE
Tia	Forward the previous RAMS and Strategic Plan to Committee	
Tia	To keep an 'Interest Register' as requested from Auditor	

Next Meeting: Monday 27 March 2017 – 7.00pm (Dave Scott's house)

President: D Scott

Date