

**Manawatu Triathlon Club Committee Meeting: Monday 31 October at 7.00pm**  
**MINUTES – MTC Committee Meeting**  
**Venue – Dave Scott’s house – Russell Street.**

**PRESENT** – Dave Scott (President), Barrie Eccles (Treasurer), Andy Martin, Richard Coxon (left 7.35pm), Awa Melbourne (left 8.14pm), Glenys Taylor, Murray Rasmussen, Tammy Reed & Leteia Cornwall (Secretary).

**APOLOGIES** – Geoff Bendall, Ashley Phillips, Kevin Nicholson and Clare Hopkins.

**MINUTES**

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

Dave Scott/Awa Melbourne

**CARRIED**

**MATTERS ARISING FROM THE MINUTES**

- Discussed that if an apology isn’t received for a Meeting, then it should be recorded as an ‘Absentee’.

**FINANCIAL REPORT**

Financial Report as at 29 October 2016 tabled below (as emailed to Committee).

Balance Summary of Accounts:

ASB Cheque Account	\$ 3,790.21
ASB Oncall Account	\$ 8,943.43
ASB Term Deposit (*6)	\$ <u>90,744.84</u>
<b>Total Bank Balances as at 29/09/2016:</b>	<b>\$ <u>103,478.48</u></b>

<b>Accounts for approval Meeting 31st October 2016</b>	<b>Amount</b>	<b>Date Pd</b>	<b>Paid</b>
Love My Sport Chris Sanson Swim Training September	\$280.00	4/10/16	y
Lido Aquatic Centre September Lane Hire	\$400.00	4/10/16	y
Trophy Specialist Duathlon Champ Engraving & Trophies	\$190.00	4/10/16	y
Lenka Martin Takes for AGM & plates & forks	\$74.64	4/10/16	y
Cotton Kelly Audit	\$2,645.00	19/10/16	y
Barrie Eccles Paper and Stamp	\$42.49	19/10/16	y
Love My Sport Club membership tags	\$300.00	19/10/16	y
Barrie Eccles Engraver & Sharpie pens	\$54.92	19/10/16	y
Letiea Cornwall Chocolates for Race & winter Series	\$41.66	19/10/16	y
Xero 10 Sept to 10 October	\$47.44	22/10/16	y
Easi-stor Self Storage (30/10/16)	\$95.00	29/10/16	y
Dave Scott Grant for world event met criteria (Sept meeting)	\$250.00		
Daniel Palfreyman Grant for world event met criteria (Sept meeting)	\$250.00		
Crombie Lockwood Club contents and vehicle insurance	\$1,717.57		
Barrie Eccles Spray cans (for mtb event); A3 laminating pouches	\$65.97		
Barrie Eccles Chocolate bars as prizes for event on 30th	\$38.81		
Barrie Eccles Linton Café coffee etc for helpers after relay event	\$69.20		
<b>TOTAL</b>	<b>\$6,562.70</b>		

### Points to Note:

- Barrie is happy to present the Financial Report tailored to what the Committee wishes to see.
- Confirmation with new Committee to carry on the agreement that Barrie pays pre-approved items.
- Future discussion needed around options of paying for storage of Tri Club stock (currently paying for storage).
- Dave has surrendered outstanding invoices (\$128.80) which are now added to the above list – new total is \$6,685.50.
- Glenys and Richard have requested to have viewing rights to Xero. Anyone else in the future to ask Barrie.
- Current membership as at 29 October:

Committee: 13  
Honorary: 4  
Life Members: 4  
Paid Members: 76  
**TOTAL: 98**

Adult Members: 19; Youth: 18; Family Members: 40 (plus Committee, Honorary & Life).

NB: 51 Season Pass members and 148 Club Members from 2015/2016 still to rejoin.

- Request to keep a record of Non-Members numbers per event to help keep track of interest.
- Discussion around Kids Tri could make a loss, due to Club Memberships now covering these events as well.
- Interest Register to be kept by Leteia (requested from Financial Auditor) in regards to Committee Members receiving money for any reason.

Moved that the tabled accounts be approved for payment.

Barrie Eccles/Glenys Taylor  
**CARRIED**

### **CORRESPONDENCE**

#### **INWARDS**

26.09.16	Email	Katie Simms (Crombie Lockwood)	Commercial Insurance Package due for renewal
26.09.16	Email	Whanganui Multisport	TriNZ Technical Course
26.09.16	Email	Claire Devito	Offer of help Marshalling for 2 <sup>nd</sup> October
26.09.16	Email	Julie Ireland (PNCC)	Active Recreation Strategy review
27.09.16	Email	Nielson Online Survey	Survey on Sport Manawatu
27.09.16	Email	Kyle Foster (NZ Army - PT Trainer)	Waiouru Half Marathon – request for assistance (if possible)
27.09.16	Email	Anna Russell (TriNZ)	Upcoming TriNZ AGM
29.09.16	Email	Andy Martin	Forwarding and endorsing Glenys' nomination for Tri Club Committee
29.09.16	Email	Andy Martin	Forwarding and endorsing Kevin's nomination for Tri Club Committee
29.09.16	Email	Anna Russell	2016/17 Affiliation
29.09.16	Email	Chris Sanson	Invoice for Saturday Morning Coaching
29.09.16	Email	Aimee Perrett	Apologies for AGM
30.09.16	Email	Rob Calder	Collection of lost property from previous event
1.10.16	Email	Peter Thomas (Nga Tawa School)	Upcoming event enquiry
3.10.16	Email	Tammy Reed	MYTA Advert
3.10.16	Email	Awa Melbourne	Request for Club contact number for Army's records
3.10.16	Email	Glenys Taylor	Constitution enquiry
4.10.16	Email	Peter Thomas	Off-road and Dash 'n Splash event enquiry
5.10.16	Email	Nielson Online Survey	Survey on Sport Manawatu – reminder
6.10.16	Email	Barrie Eccles	Audit Report and Letter
6.10.16	Email	Chris Sanson	Invoice for 300 Membership Tags
7.10.16	Email	Awa Melbourne	Army Pool Closure and bike course change needed
10.10.16	Email	Barrie Eccles	Corrected Audit Management Letter
10.10.16	Email	Jamie Leader	Thank you letter for latest Grant
10.10.16	Email	Whanganui Multisport	Summer Schools Triathlon Programme
11.10.16	Email	Zac Topping (Sport Manawatu)	Community Coach Advance Programme

11.10.16	Email	Zac Topping	Grassroots Sports Awards – close 14 <sup>th</sup> October
11.10.16	Email	John van Lienen (Bike Manawatu)	Invite and request to promote upcoming Bike Manawatu Criterium Series
12.10.16	Email	Christine Christie (Bike Manawatu)	Criterium Series Flyer
14.10.16 & 26.10.16	Email	Lynley Montgomery (Sport Manawatu)	Sport Manawatu Annual Public Meeting Invitation
14.10.16	Email	Barrie Eccles (on Dave's behalf)	Call for Committee Meeting – 17 <sup>th</sup> October
14.10.16	Email	Kyle Foster (NZ Army - PT Trainer)	Waiouru Half Marathon – request for assistance ( <i>follow-up</i> )
14.10.16	Email	Marc Dewes	Offer of volunteering (30 <sup>th</sup> October)
16.10.16	Email	Tammy Reed	Apologies for Committee Meeting
16.10.16	Email	David Martin	Newsletter – Winter Training Update 2016
17.10.16	Email	Kevin Nicholson	Apologies for Committee Meeting
17.10.16	Email	Awa Melbourne	Apologies for Committee Meeting
18.10.16	Email	Anna Russell	2016/17 Affiliation - Reminder
18.10.16	Email	Barrie Eccles	Committee Meeting Minutes
19.10.16	Email	Ann Bould	Duathlon Race 5 and AGM enquiry
20.10.16	Email	Cookie Time (Vicki or Shane)	Offer of (100+) OSM bars to giveaway
21.10.16	Email	Awa Melbourne	Information for upcoming event
21.10.16	Email	Anna Russell	Update from the Board of Triathlon NZ
21.10.16	Email	Dave Scott	October 30 <sup>th</sup> event update
23.10.16	Email	Jess Spatz Shelgren	Membership enquiry
22.10.16	Email	James Harvey	Club Kit enquiry ( <i>follow-up</i> )
25.10.16	Email	Awa Melbourne	Speeding up the Camp front gate entry process
25.10.16	Email	Barrie Eccles	Updated planned maps/transition for Sunday's event
25.10.16	Email	Barrie Eccles	Insurance Policy
26.10.16	Email	Ben de Rivaz	Breca Wanaka Launch
26.10.16	Email	Awa Melbourne	Cones outside Gym (to check logistics)
26.10.16	Email	Barrie Eccles	Transition change needed
27.10.16	Email	Anna Russell	Suzuki deal for clubs & Weetbix Tryathlon
28.10.16	Email	Deb Sheard	Membership query
29.10.16	Email	Barrie Eccles	Final information for Sunday's event
30.10.16	Email	Barrie Eccles	Finance Report

## OUTWARDS

28.09.16	Email	All Tri Club email addresses	Upcoming MTC AGM and Event Calendar
2.10.16	Email	New Tri Club Committee Members	Summary of informal meeting after AGM
23.10.16	Email	All Tri Club email addresses	Upcoming Event – 30 <sup>th</sup> October
24.10.16	Email	All Kids Tri email addresses	Upcoming Event – 30 <sup>th</sup> October
24.10.16	Email	New Tri Club Committee Members	Request to further promote/distribute 30 <sup>th</sup> October Event information
27.10.16	Email	New Tri Club Committee Members	Request to help sort Tri Club t-shirts
28.10.16 – 30.10.16	Email	New & Renewing Members	New season email

## MATTERS ARISING FROM CORRESPONDENCE

- Reiterate to new Committee that not EVERY email/reply is recorded (too many otherwise).
- TriNZ have been sent all their requirements for further Affiliation (blurb on Website).
- Waiouru Half Marathon (Army) are borrowing some Tri Club equipment.
- Letter of thanks to be sent to OSM bar offer and past Committee Members in recognition of their services for the last year.
- Dave to open up the Uniform Shop online again for people to purchase Club kit.
- Discussion around the progress of speeding up front gate entry into the Army Base.
- Check dates for Whanau Tri, Secondary Schools and Weetbix for planning purposes.

Moved that all Inwards Correspondence be accepted and Outwards Correspondence approved.

Dave Scott/Barrie Eccles

**CARRIED**

## GENERAL BUSINESS

### 1) Next Event – Super Sprint & Team Relay Part 2:

- Feedback very positive, especially in regards to being a very spectator friendly event.

- Dave away, Awa away, Richard Coxon: Race Director, Andy back for this event.
- Next event to run exactly the same way, albeit adding a 'handicapped' component to the Super Sprint.
- Discussion around the logistics of cyclists/runners merging.
- Future events may be an extension of this course in an attempt to eliminate the 'Stop/Go' person.

## 2) Health & Safety:

- Discussion around getting First Aid Kits checked/audited.
- Plan to have a sub-committee for Health & Safety – review policies and brings to each meeting for discussion/passing.
- This could be broken into small components to evaluate – first one to be Race Day Policy.
- Awa to review current Race Day paperwork – Richard and Murray to also check.
- Discussion around what age a child is able to do the bike leg unaccompanied.

## 3) Upcoming Off-Road Event:

- Monday 7 November is a 'trial' run – fun event.
- There are two run/bike courses.
- Free for Members, \$5 for Non-Members.
- Rules of passing etc will be covered in Race Briefing.
- Marshalls will be needed (esp marking the course) and 'Leaders' for the practice night.
- Informal timing – self-record.
- Maps to be sent to Murray, up on website, Facebook and via email.

## 4) Next Year's Events (15 January/19 February):

- Discussion around Ohakea being an option.
- Security access is a big issue – Members only (pre-checked).
- Ohakea keen to have a 'Kids Tri' as well and offer the Club Tri to those on Base as well.
- Makino/Feilding could be a contingency plan – discussion around logistics.
- Suggested to gain STMS in advance in case this option is used (start a pre-plan).

## 5) Kid's Tri the Tri Series:

- Entries open online 1 November (promoting online option).
- Promotional information can be emailed/posted on Facebook.
- Discussion around pitching to attracting more (cash) Sponsors.
- Suggested for everyone to approach people we know for sponsorship – Andy will follow-up after initial personal contact has been made.
- Discussion around ideally needing printing sponsorship.
- Entries will be 'lost' as they will now be come under Club Memberships.

## 6) Lockup:

- Currently pay approximately \$1,200 per year to store Club equipment that isn't used very often etc (other than what is already in the trailers).
- Can be re-evaluated after the Kid's Tri Series events.
- Discussion around other options for storage (Sport Manawatu/Linton Army).
- Suggested to put up promotional signs (Lido/Fitzherbert Bridge).
- Blow-up Start/Finish 'balloon' can be used at the Kid's Tri.

## 7) Saturday Training Sessions:

- Have the potential to provide training at the Lido for approximately 50 Members (tag-team swimming/spin bikes etc) for cross-training.

- Currently 15-20 attend.
- Can promote this training opportunity for Members – the more that attend, the more training options will become available.
- New Committee can discuss this coming season's training budget.

#### 8) Committee Social Function:

- Proposal to have one at the beginning for new Committee (meeting everyone).
- Discussion around attending Sports Awards (ie Grassroots).
- Suggested to relook at entering local Sports Awards.
- Discussion around the benefit of having a debrief/catch-up at Linton Army Café after events.
- Could use this opportunity to announce/promote/have an informal prize-giving in Café.
- Proposed to have staggered starts (maybe not at Linton Army Camp) so as to have everyone finishing at the same time.

#### 9) Youth Academy:

- Currently Canterbury and BOP areas have Youth Academies run by Coaches and the Club applies for the funding.
- TriNZ are creating 16 'hubs' in which Manawatu is one of them and wish to promote this.
- The upcoming Secondary School Champs are in Whanganui next year.
- Ideally needs to have Club involvement, needs to be facilitated and advertised by the Club with a Coach 'directing' it.
- Other Coaches can be involved.
- Ideally endorse funding for the Academy by the Club (it is partially supported and partially paid for).
- This is ideally aimed for 10-16 year olds (can be broken into smaller age groups).
- Currently charging families for the term but propose that the Club applies for funding (Sport Manawatu).
- Discussion about coinciding some training events it with the current Kid's Tri Series.
- Check with Sport Manawatu in regards to the formation of the Whanau Tri 'Club' and the running of the upcoming Whanau Tri event.
- Ideally want kids competing in Manawatu Triathlon Club Kit in events.
- Discussion around the use of calling it an 'Academy' and maybe use 'Squad' instead.
- Suggestions around providing Manawatu Junior Triathlon Club Squad training sessions for Members (kids).
- Proposed to run a trial training session for kids at the next event and evaluate future options further afterwards.

Motion to allocate \$1,000 for youth training sessions for the second half of Term 4/first half of Term 1.

**Moved:** Andy Martin/Glenys Taylor  
**CARRIED**

**Meeting finished – 9.33pm**

Thanks to Dave for providing drinks and nibbles 😊

**TASKS:**

<b>Who:</b>	<b>To Organise:</b>	<b>Done:</b>
Dave	Organise Gary to check small trailer WOF	
Dave	Check if Murray is still 'current' with STMS.	
Dave	To follow up with Chris Sanson in regards to Tracy's Coaching Application	
Dave	<i>Further investigation into acquiring Membership Cards</i>	<i>DONE</i>
Awa, Richard & Murray	To review Race Director Checklist/Policy	
Murray	Organise for Kids Tri/Clubs signs to be put up at the Lido	
Awa	Check big Trailer WOF	
Dave & Andy	<i>To come up with a plan for the proposed first two events for the new season</i>	<i>DONE</i>
Richard Coxon	<i>Requested a copy of guidelines as Race Director, things to mention as MC</i>	<i>DONE</i>
Andy	To contact Freedom Print re Kids Tri Sponsorship	
Andy	<i>Get cakes etc for AGM</i>	<i>DONE</i>
Tia	To keep an 'Interest Register' as requested from Auditor	
Tia	Organise for First Aid Kits to be checked/audited	

**Next Meeting: Monday 5 December 2016 - 7.30pm**  
**(Dave Scott's house - after Off-Road event)**

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*President: D Scott*

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*Date*