

Manawatu Triathlon Club Committee Meeting Monday 22 December, 2014 at 7.05pm
Venue: Palmerston North City Council, Palmerston North

Present: Dave Scott (President), Christene Brown (Treasurer), Gary Leader, Geoff Bendall, Malcolm Brown, Wendy Brenkley, Christine Matthews, Murray Matthews, John Brenkley, Andy Martin, Barrie Eccles
Apologies: Simon Brownie, Jenness Fulton

MOVED that the apologies be accepted

Wendy Brenkley/John Brenkley
CARRIED

Minutes

MOVED that the minutes of the last meeting, having been circulated, be taken as read.

Wendy Brenkley/John Brenkley
CARRIED

Matters Arising

- #5 Lido booked for training sessions
- #9 only 2 trophies awarded as 1 of 3 for individuals and was team only event

MOVED that the minutes of 24 November with the above amendment are a true and correct record

Gary Leader/ John Brenkley
CARRIED

Correspondence

23 November 2014-22 December 2014

Date	Type	From	Summary
21.10.14	Email	Renee Barbour (Destination Manawatu)	Invitation to event managers to a meeting
22.10.14	Email	Amie Simpson (Whanganui multisport)	Cooks gardens run training
22.10.14	Email	Tamara Reed (F3 coaching)	Invoice for level 2 coaching course
23.10.14	Email	Aimee Perrett (F3 coaching) Sheryl McLay (Shorebreak Aquatics Mt Maunganui)	Invoice for level 1 coaching course
23.10.14	Email	Jill Roberts (NGTC)	Links to several swim based challenge facebook pages
24.11.14	Email	Campbell MacNeill (Sport Manawatu) Sheryl McLay (Shorebreak Aquatics Mt Maunganui)	Murray R & Murray M TC certificates due for renewal Wanting to know numbers for TRC
26.11.14	Email	Campbell MacNeill (Sport Manawatu)	Jennian Homes NZ Aquathlon Champs info
26.11.14	Email	Alice Fry	Administrator forum
27.11.14	Email	Sport Manawatu	Info on Auckland Ironman
3.12.14	Email	Campbell MacNeill (Sport Manawatu)	KiwiSport funding update
3.12.14	Email	Selwyn Brown (Events Taranaki)	Asking for price etc for TRC to email out to his database
4.12.14	Email	Campbell MacNeill (Sport Manawatu)	Advertising the around the mountain cycle challenge in January
5.12.14	Email	TriNZ	Advising of new invoicing procedure for Sport Manawatu
5.12.14	Email	Rachel Thorburn (TriNZ)	Attached certificate confirming club affiliation for 2014-15 season
8.12.14	Email	Lainey Te Whatu (Bayleys)	Interclub competition information
8.12.14	Email	Discount domains	Printing ready to pick up and she is leaving Bayleys so new contact person info
10.12.14	Email	Tamara Reed (F3 coaching)	Bank account info have changed
11.12.14	Email	Sonja Watson (MTF)	Info about ironman training camp in January
11.12.14	Email	Keri Bloomfield	Sponsorship
18.12.14	Email	Manawatu Striders	Info on Scorching triathlon 21st December 2014
18.12.14	Email	Discount domains	Super Sevens 2015 info
18.12.14	Email	Trophy Specialists & Engraving	customer survey Invoice for engraving

MOVED that inwards correspondence be accepted

Wendy Brenkley/ John Brenkley
CARRIED

Finance

Financial report to 30 November 2014 circulated by Treasurer
Clarified that Odyssey T-Shirts for Kids Triathlon

PASS FOR PAYMENT

PASS FOR PAYMENT COMMITTEE MEETING MONDAY, 22ND DECEMBER, 2014.

LIDO POOL – POOL HIRAGE FOR TRAINING DAYS	\$ 245.00
MURRAY MATTHEWS – PETROL FOR TRUCK	\$ 10.31
SALLY RASMUSSEN – BANANAS – TEAM RELAY	\$ 27.60
C. BROWN – SPOT PRIZES LADIES TRI, PAPER, DRINKS	\$ 353.93
T & S REED – F3 COACHING	\$ 160.00
TROPHY SPECIALIST – ENGRAVING – TEAM RELAY	\$ 36.00

MOVED that the financial report be accepted and the tabled accounts be approved for payment

Christine Matthews/Geoff Bendall

CARRIED

Membership report: 251 members, 35 season passes taken up

Sponsorship for Kids Tri' outlined by Andy Martin:	Crank It	\$1500	
	Toyota	\$1500	(Goggles & swim bags given to MTC)
	Bayleys	\$1300	
	Cubby House	\$2000	
	McDonalds	<u>\$2000</u>	
		\$8300	

General Business

1. Audit Report - Recording of Income

- Discussion regarding Master Spread sheet of all events and data entry. To include: date and name of event, number of entries (by category ie: member or non-member), entry fees by category, expected income per event and actual income per event. Dave Scott to oversee spread sheet and follow up with Jenness Fulton and Christene Brown logistics of drop box
- At events cashier can enter \$ value only and registration desk enters participant and course details. Season passes are preloaded with PP (prepaid) in the amount column

2. Audit Report - Accounting System and Monthly Reporting to Committee

- Discussion regarding upgrade of software for accounting system package with transparent viewing system. Xero and MYOB portable systems to be investigated by Dave Scott and cost and benefits to be presented at next committee meeting
- Bank statement to be circulated with financial report until electronic viewing system in place

3. Audit Report – Segregation of Duties

- 2 people to check independently all cash received at registration desk and sign it off. The people involved in this process must be unrelated
- Discussion regarding difficulty of late entries at Kids Triathlons and ways we can reconcile the current information with Master Spread sheet process. Andy Martin to discuss with Lenka Martin and Deb Sheard feasible ways of meeting audit requirements without adding to the huge amount of work they already provide in organising these events. Ideas to be presented by Andy at next committee meeting

4. Audit Report - Related party transactions

- Conflict of interest must be declared as per Code of Conduct
- Interests register to be maintained and updated at each meeting – to be commenced at next committee meeting

- Persons with an interest either not attending or excusing themselves from the meeting during discussion and decision with this clearly recorded in the minutes (both their absence and the decision)

5. Audit Report – Goods and Services Tax (GST)

- Manawatu Triathlon Club close to threshold for GST – committee to continue to monitor income. Inland Revenue requires an entity to register for GST if total taxable income exceeds (or likely to exceed) \$60,000 per year

6. Audit Report – Signing of Minutes

- Ensure President (or another committee member in his absence) authenticates minutes of each previous meeting after they have been approved by the committee as a true and correct record
- Signed minutes to be kept in file and a copy put on website for public viewing (not restricted to membership)

7. Audit Report – Fonterra Sponsorship

- Sponsorship committee discussed with the need for contracts/agreements, levels of sponsorship and governance noted. Andy Martin stated that it is a partnership role with informal agreement that does not involve signed documented proposals. The Manawatu Triathlon Club is invoiced so that money in and out of the Manawatu Triathlon Club account is accounted for. With the concern raised by the auditors related to the \$ amount being recorded in the minutes from Fonterra and not being itemised as the cost of medals donated

Motion Tabled that the discussion and action points regarding the Audit Report #1 – 7 are noted

Andy Martin/ Malcolm Brown

CARRIED

The Treasurer Christene Brown was thanked for her work in the Audit preparation. The auditors noted “no instances of non-compliance with the laws and regulations” and “have not identified a fraud or obtained information that indicates that a fraud may exist”.

8. Coach Training

- Discussion regarding funding of training for coaches as they are paid a fee for service. (There is no record of S. Reeds request in correspondence)

Motion tabled to fund S. Reed \$200 (50%) towards Level 2 coaching costs (remainder funded by TriNZ)

Andy Martin/ Malcolm Brown

CARRIED

9. Lap top purchase for Manawatu Triathlon Club events

Motion tabled for Murray Matthews to purchase lap top compatible with existing system up to value of \$1500

Malcolm Brown / John Brenkley

CARRIED

10. Advertising Committee Update given by Malcolm Brown

- Free options outlined and estimated cost for remaining advertising \$2000. Advertising item cost will be brought to committee meeting for approval

Motion to purchase advertising board \$320

Malcolm Brown / Dave Scott

CARRIED

11. Triathlon 11 January 2015

- Barrie Eccles Race Director
- Malcolm Brown MC

12. Youth Development Fund – profit from 2014 Kids Triathlon Series (\$9307.97)

- Concepts to be tabled at next meeting for funding approval

- 13.** Concern expressed that decision regarding shoe purchase #32 20 October 2014 had been made without the majority of those present approving it. Ratification of decision regarding shoes proposed by Barrie Eccles/Geoff Bendall No vote taken

There being no further time for business the meeting was declared closed at 9.25pm.

Next meeting Monday 2 February 2015, PNCC Building, Square, Palmerston North at 7pm