



## MINUTES OF COMMITTEE MEETING

1730 hrs 12 November 2019

Venue Sport Manawatu Conference Room, 20-24 Grey Street, Palmerston North

**Present:** Mark Evans, Richard Coxon, Andy Martin, Reijo Kokko, Mike Ives, Catriona Pirie

**Apologies:** Claire Scott, Ethan Gillespie, Dana Purdie, Jessica Pettersen

- 1 **Minutes of Previous Meeting:** it was moved that the Minutes of the last meeting held on 22 October 2019 be taken as read and are a true and correct record. Catriona/Mark CARRIED
- 2 **Financial Report:** In Jessica's absence there was nothing to discuss.
- 3 **Correspondence:** Catriona tabled the inwards and outwards correspondence. Mark has spoken to AON who said Crombie Lockwood's quote is unrealistic. We need public liability, trailer and equipment, Crombie Lockwood do not sponsor us in any way. We need to look at what cover we have and what we need. The cost is \$2172.47/annum. Plant is insured for \$80,000. We also need a current asset list. Murray and Barrie were working on this. Mark will ask Barrie for asset list. The insurance is still outstanding until we get a second quote. We need to update the incorporated society's contact details – Catriona to check with Barrie. Have financial reports been uploaded to Companies Office? – Catriona to check with Jess. It was moved that the inwards correspondence be received, and the outwards endorsed. Catriona /Andy CARRIED
- 4 **Matters Arising**
  - 4.1 **On-Line Payment:** Mark spoke to Andy from Bomborra and has e-mailed the set-up department 3 times but has received no response. He suggested approaching an alternative provider. Andy asked whether Jo used an on-line payment system for Kiwi West Aquatics. Aside from the on-line payment facility, we need to get the website up and running. Catriona suggested discussing with ASB to ask how to set up an on-line payment facility. Catriona said that all necessary documentation required should be to hand. Andy advised that we check the costs before committing to it. Mark relayed Ethan's report about the on-line payment system and that Jack is in the process of changing over the domain names. Kirk from EFTPoS Central has been very helpful. He is waiting for the Bank to approve the account.
  - 4.2 **Website:** Ethan is just awaiting the name change to live and it's ready to go.
  - 4.3 **Equipment:** an inventory was attached to last the page of the annual financial report prepared by Barrie. Richard said it needs to be audited. The equipment has not yet been uplifted from Glenys's place - Mark is to contact Glenys to arrange and Catriona is to provide Glenys's contact details to Mark.
  - 4.4 **Trailer/Storage:** the large trailer has been photographed but not yet listed on Trade Me. It was agreed to list it with a reserve price of \$7,000 (which equates to the written down book value. Some gear, including signage and cones, remains to be transferred from the old trailer to the new one as there is not enough room in the new trailer. Richard said the small trailer needs to be uplifted from Total Sheetmetal Services (TSS) and taken to Linton for our next event so that the surplus gear can be transferred into it. Andy suggested donating our surplus signage to Manawatu Events Equipment Trust (MEET) in the hope that, if we require additional signage in the future, they would lend it back to us. Mark said all the gear we could ever need is at MEET. Reijo confirmed that he has keys for all the trailers. The small trailer will be required for a Boys' High School event and Andy will uplift it from TSS and sort it out for their event. Tammy also needs it to take gear, including tent, etc, to camp. Andy asked whether the registration is current, and Reijo confirmed that it is.

- 4.5 **Swim Training/Spin Classes/Activity Fees/Membership Survey:** Catriona summarised the results from the recent membership survey. She sent over 500 e-mails and received 32 responses. Richard said membership has declined so we needed to change things to remove staleness. He suggested 6 week blocks at a cost of \$60 for swim, spin and yoga classes. Mike suggested that we stipulate that a minimum number of participants is required for courses to proceed. Advertising of the courses is to start after the first event next year and participants will be asked to sign up on Facebook. Mike asked who would provide the training and Andy suggested that we approach Shane and Tammy to ask if they would be willing to do this. Mark suggested that Shane may be able to do Sunday afternoon swim sessions before/after the MTA session. Andy advised that Massey is open to our members participating in other spin classes, rather than having only a small number attend our classes. We need to calculate cost and break-even figures in order to decide what we offer. Mark is to contact Shane and Tammy to get a proposal from F3 for coaching.
- 4.6 **Manawatu Triathlon Academy:** Mark tabled his report. The Committee for 2020 is unchanged, apart from the addition of Jo Coxon. Tammy has visited Girls and Boys High Schools and confirmed that no funding/resource/transport is available for their students attending New Zealand Secondary Schools Champs at Wanaka, but the schools will provide a tracksuit for podium use. MTA athletes attending are U19 – Samuel Parry, Georgina Bryant, U16 - Thomas Duncan, Morgan Lee (Lucy Evans, Bella Ives and Bella-Rose Lloyd still to be confirmed). U14 – Lukas Reed, Zak Lee, Hayley Cornwall, Jessie Coxon, Ruby Hansen-Thomas, Lucy McLean, U12 – Tayla Cornwall, Mila Hansen-Thomas. The logistics and costs of the event are prohibitive.
- Tammy would like more coaching resources, ie coaches accredited with TriNZ plus first aid certificates, particularly for juniors and camps to fulfil adult:child ratio. Mark is booked in for a first aid course. Mike and Catriona are also qualified.
- Shane has asked whether there would be any objections to MTA stickers on the small trailer - there were none.
- 19 athletes attending future champions.
- MTA gear has been purchased from Salming but was found to be lacking. It is intended to purchase from 2XU, but they have a minimum order quantity of 5 of each item. It was agreed that the Club will cover shortfall if an additional item or 2 need to be purchased to meet the minimum quantities.
- Oceania Mixed Team Relay, New Plymouth – Tammy has entered 3 teams, to be confirmed.
- Junior awards night – a Christmas party is to be held on Thursday 19 December at Scout Hall, Waterloo Crescent. Tammy will run a girls' session open to MTA girls 13 and over and would like the Club to fund refreshments at a cost of approximately \$100 – agreed. Richard said we need to set budgets for MTA and MTC. Suggested that Jess attend an MTA meeting to work out a budget.
- Mark suggested an MTA awards night on 3 April 2020 to include dinner with a smart dress code.
- MTA costs were partially/fully funded by Sport Manawatu via KiwiSport funding including travel and 5 hours admin @ \$20 per hour, but no funding is now given. Tammy is to keep a log of her costs over a 2-week period. We need to work out how we fund this. Mark stressed that Tammy must be retained as she is outstanding at engaging young children through to young adults. The current funding model is not viable. Andy said that every sport has a development officer who is funded, usually by charity. He said that Chris Gunn does funding applications, and so does Hayley Underwood. Brad, Sport Manawatu, is available to assist with funding applications. Mark and Jess are to put together a presentation to take to Brad. Andy said Brad should be approached before putting together a budget. Mark will talk to Brad and then discuss a broad budget with Jess to include Tammy's costs and a contribution from the Club. Tammy needs to be appreciated. The agenda for our next meeting should include a review of our thoughts on how we can capture the market.
- Richard is looking to improve on the perception of professionalism of the club.
- 4.7 **First Aid Register:** Catriona advised that the register currently contains 4 contacts with details required from Lenka and Malcolm Brown. Mike advised that he has a qualification. Catriona is to get details from him.
- 4.8 **Safety:** there were no safety issues arising from our last event,
- 4.9 **Proposed unofficial services competition:** - deferred to our next meeting.
- 4.10 **Committee Positions:** We need to be visible and accessible to members. Mark is to photograph committee members for inclusion on the website along with his organisation chart.

- 4.11 **Forthcoming Events:** Sunday 24 November – the format needs to be agreed and members e-mailed ASAP and details posted on Facebook and the website. It was agreed that all events would start at 10.00 with a swim/bike/run format. Swim start is to be in a wave format. Catriona reminded the committee that one of the reasons that our events start with the run is that the pool does not open until 10.00 so we would be required to pay \$40 per lifeguard per hour (with a minimum of 2 lifeguards required) and it was agreed that the Club funds the cost of \$80 to enable our events to start at 10.00. Catriona is to advertise that long, medium and short course triathlons will all start at 10.00. Members will be encouraged to bring a friend to come along to try a triathlon and race for free on a one-off basis. NOTE: Any child not competent to cycle safely alone must be accompanied by an adult. The pool is 1.8-2.4 m deep so participants must be competent swimmers able to swim 50 m. Reijo will photograph the rules board in the pool. If anyone is unable to complete any leg of the triathlon they should talk to an official. Mark will look at NZ Safety for visi vests marked as helper.
- 4.12 **Calendar:** Mike has discussed future events with Barrie who has marked up a calendar with other forthcoming events and has pencilled in dates for our events. Andy suggested a Christmas triathlon in conjunction with MTA on 20 December, followed by refreshments. Reijo advised that the army no longer does event catering. He will try to find some soldiers willing to do it independently. Andy and Mark worked on the calendar and will circulate it to Reijo so that he can book the dates at Linton. Mike is to check with Bike Manawatu about the date of the Manfeild 6-hour challenge to avoid a clash with our event. After some discussion it was agreed that there will be a series of 4 triathlons followed by the Club Triathlon Champs in April and 4 duathlons followed by the Club Duathlon champs in August and the AGM in October.
- 4.13 **Marton Triathlon:** Richard is still to advise the organiser that we are unable to help unless they forward an approved traffic management plan. Catriona to forward e-mail from Marton tri to Richard.
- 4.14 **I Tried the Tri Series:** There was nothing to report as Andy left the meeting at 7.00
- 4.15 **Funding:** not discussed
- 4.16 **Scope:** this has been covered by Mark's organisation chart which is to be displayed on the website with photographs of committee members.
- 4.17 **Structure:** this has been covered by Mark's organisation chart which is to be displayed on the website with photographs of committee members.
- 4.18 **MTA Integration:** not discussed
- 4.19 **Manfeild Duathlon:** Dave had hoped to incorporate duathlon nationals in this event. Mark is to ask Dave for a proposal/progress update re Manfeild duathlon nationals and will check with Manfeild for available dates.
- 4.20 **Membership Survey:** discussed in conjunction with swim training/spin classes/yoga classes under paragraph 4.5 above.
- 4.21 **Race Rules:** Catriona forwarded a copy of the 2019 series rules for discussion. Non drafting, age groups/distances, categories offered, etc. Mark will review/approve the rules. Help with set up/pack up for at least one event is to be an element of eligibility for participation in club champs.
- 4.22 **Membership List:** Jess has started on this. Catriona reported that several of the new pink tags had been uplifted at our last event and will be available for collection at the next event. There is an expectation that if you have uplifted your tags you need to pay – membership is now overdue. Catriona is to pass the remaining tags on to Mike for sorting to determine who still needs to pay their subscription. Mike needs a list of current members, which he can get from Jess, for the gate at Linton. We need to advise those who have picked up the tags that their membership is now overdue.
- 4.23 **Publicity:** Ethan e-mailed an update on progress to Mark who will ask him to proceed.

## 5 General Business

- 5.1 **TriNZ fees for Committee Personnel/Life Members/Honorary Members:** Catriona reported that TriNZ social membership is included for the foregoing members, but they need to pay the additional fee if they want a race membership.
- 5.2 **Event Debriefing:** no issues were identified following our last event.

- 5.3 **Documentation Management:** Richard confirmed that the means of documenting inwards and outwards correspondence is sufficient.
- 5.4 **Honoraria:** the amount and recipients of honoraria were discussed, and it was agreed that the following honoraria be awarded. President - \$500, Vice President \$500, Treasurer \$1,000, Secretary \$1,000, Membership Secretary \$500. Moved Richard/seconded Mark CARRIED  
Richard has already stated that he does not wish to accept an honorarium and would like his to be donated to MTA. Mark suggested that his honorarium be donated to a fund for juniors requiring assistance to purchase equipment. Consideration should also be given to the workload of the social media role with a potential honorarium of \$500.

**Next meeting:** Tuesday 17 December 1730 hrs, Sport Manawatu

There being no further business, the meeting closed at 2007 hrs.

Signed \_\_\_\_\_

President: Richard Coxon

\_\_\_\_\_ Date

