



MINUTES OF COMMITTEE MEETING

1730 hrs 17 December 2019

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

Present: Richard Coxon, Mark Evans, Jess Pettersen, Reijo Kokko, Ethan Gillespie, Catriona Pirie, Claire Scott, Shane Reed, Mike Ives

Apologies: Andy Martin

- 1 **Minutes of Previous Meeting:** it was moved that the Minutes of the last meeting held on 12 November 2019 be taken as read and are a true and correct record with the proviso that we agreed to create a new honorarium for social media coordinator. Catriona/Reijo CARRIED
- 2 **Financial Report:** Jess asked that any income/expenditure missing be emailed to her. She needs to follow up with Barrie about the dongle. She confirmed that she now has access to online banking. Bamboro is now good to go and is set up in Xero, ready to go on the website, but Jack is busy and probably won't get it done by Christmas. In the meantime, she can forward a link for people to pay online. E-mail invoices have a pay now link. There will be a 3% surcharge payable by the payer. There is an additional link to pay TriNZ online by credit card. Jess will forward the information to Ethan for loading on to the website. The shortfall for additional 2XU gear purchased was paid on 16/12/19. Accounts receivable totalling \$13,665.00 and payable totalling \$10,027.82 are listed separately. Richard said we need an analysis of who has paid /renewed their memberships against the pink tags handed out as tags should not be distributed until fees are paid. Mike advised that he has compiled a list handed out. He will forward this to Jess so that she can invoice those who have the tags but have not paid. Richard asked what Odyssey t-shirts are and Jess advised that they are for the I Tried the Tri series participants. All payments come through MTC. TriNZ invoices 3-monthly for members' fees. We are now a lot clearer about what this is. Regarding the insurance premium, Richard says that the right thing is to pay Crombie Lockwood, but we need to continue with the evaluation of what we are insured for and how much it costs. Richard suggested that we contact Murray Rasmussen as he had done an evaluation. Jess will forward policy details to Richard. Moved Jess/Mark that the accounts payable/receivable be approved. Ethan advised that there is a \$500 per year website hosting fee. Richard suggested that Ethan approach Jack for an invoice for what he is doing and details of the hosting fees. Mark will e-mail Jack to request an invoice and a cost breakdown so that we can budget accordingly. Accounts receivable, mostly for I Tri'd the Tri series, have been checked by Andy and invoices have been issued. Jess is still waiting for Barrie to provide GST exemption details and Jess will chase it up.
- 3 **Correspondence:** Catriona tabled the inwards and outwards correspondence. Jess. It was moved that the inwards correspondence be received, and the outwards endorsed. Catriona /Claire CARRIED
- 4 **Matters Arising**
 - 4.1 **On-Line Payment:** Jess covered this in the financial report. 3% surcharge for credit card payments was approved. All we need to do is get the payment system on the website. Mark suggested that he or Ethan puts a payment link on the website - Ethan will do this. Mike asked whether there is a link to the Facebook page. Ethan needs to talk to the administrator of the Facebook page. He will contact Barrie/Jack. Catriona to send e-mail to the whole database asking them to like the new page – Ethan will forward the necessary link. Also include that the information on Facebook is available on the website.
 - 4.2 **Website:** Ethan has figured out how to upload the meeting minutes and put up the next 2 events.

- 4.3 **Equipment:** 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. Reijo will go out and compile an inventory over the holidays. He has the keys.
- 4.4 **Trailer/Storage:** Ethan asked who would have details of the measurements, age, etc, of the old trailer. Some information is on registration document. Reijo will measure the large trailer which has been photographed but not yet listed on Trade Me. Ethan will do this. The remaining gear has been transferred from the old trailer to the small trailer. The small trailer is at Shane's house, but Boys High do not need it any more.
- 4.5 **Swim Training/Spin Classes/Activity Fees:** Shane confirmed that he has booked 2 lanes for the first swim series, with 15 registrations of interest received to date. We need to advertise that it's in the 50-metre pool – Mark to put on Facebook, Catriona to e-mail members. Jess is to invoice those who have registered. If we get 20 participants, we will get a 3rd lane. Cost is \$60 for swimming classes, \$40 for other courses, eg spin, transitions, etc. We need to emphasise that classes are for ALL levels from beginner to elite. They are for current financial members only. Spin classes will be triathlon-focussed. There will be only targeted blocks, not a whole winter of classes. Participants will be invoiced in advance and payment will be required to secure the spot. Anyone who wants to join in the sessions later in the series must pay the full amount.
- 4.6 **Manawatu Triathlon Academy:** Mark advised that MTA hasn't had a meeting since our last meeting. All the kids had a good time at the Junior Awards night and Amazing Race on Thursday 19 December. There were no safety issues at Future Champions. Tammy has signed up for the Stacey Sims course. The girls' evening organised by Tammy went well. Nothing much else to report. Mark needs to pay \$95 for TriNZ accreditation. It was suggested that Shane, Ethan and Tammy also do this. Lenka has checked the first aid kits and will be asked to do this again for this year in advance of the kids' tri series.
- 4.7 **First Aid Register:** Catriona reported that there are 6 names on the register, with details still required from Lenka.
- 4.8 **Safety:** the last event was run as draft-legal and participants were instructed not to use their aero bars in a bunch. Mark has updated the race rules to include draft-legal races. No drafting is permitted by participants aged under 11. Shane suggested separating drafting from non-drafting events. There followed discussion about policing drafting. Andy raised his concern that speeds increase with drafting and it only a question of when there will be a crash. Mike said there were a couple of tight spots when a bunch was passing a parent with a child. Shane suggested keep it non-drafting but include a draft-legal race or 2 in the series and advertise it. We need to assure people that there are still options outside the summer triathlon series – anyone requiring to do an alternative event should discuss it with an official. Jess left the meeting at 1907 hrs.
- 4.9 **Proposed unofficial services competition:** - Reijo last spoke to Mel at the beginning of this year and she hasn't come up with anything, so we are willing to provide equipment if required.
- 4.10 **Committee Positions:** Catriona reminded Mark that he was going to post photos of the committee members with their job descriptions on the website. He suggested that he use our Facebook profile photos, but Catriona would prefer to use a different photo, so Mark asked committee members to send photos to him for inclusion on the website along with his organisation chart. We need to be visible and accessible to members.
- 4.11 **Forthcoming Events:** 19 January all sorted. Long/Medium courses will be draft legal and will start earlier, short will be non-drafting. Reijo will arrange for pool to be open at 9.00 so that we can start earlier. We need to announce what is on offer and Mark will e-mail Ethan details of the next event for Facebook and website. Mike suggested checking the inflatable finish line which could be put on the grass. Ethan left the meeting at 1913 hrs. Mike said that we need to do timing mat training with Dave. Richard responded that Jo has everything working at their place and she can access the data off it. He suggested that we do a session at his place and Dave can be there. We will run training courses at Richard's place. Mike will get the chargers, the key and any other equipment from Dave. Claire left the meeting at 1919 hrs.
- 4.12 **Calendar:** Mark will put it on the website.
- 4.13 **Marton Triathlon:** this has been cancelled – Richard will invite them to participate in our tri on 17 March. Entry will be free for Wanganui Multisport members, \$10 for juniors \$20 for adults non-

members. Wanganui Multisport Club Members should register in advance and the Club should provide details of their members attending.

- 4.14 **I Tried the Tri Series:** Andy had previously reported that everything is ready to go.
- 4.15 **Funding:** discussed above. Mark and Tammy to identify requirements.
- 4.16 **MTA Integration:** in place. Mike asked whether there was a record of who was attending and was advised that there were lots but a record was not kept.
- 4.17 **Manfeild Duathlon:** Mark reported that we had submitted a registration of interest to TriNZ to host NZ Sprint Champs on Sunday 26 July. Their Board meets on 20 December, so we are awaiting their decision. Richard asked how it is funded. Mark said we would need to get our own funding. We set the entry fees and we have to pay TriNZ about \$1200. We would get the necessary equipment from MEET. This event is a qualification event for World Champs in Australia in 2021.
- 4.18 **Race Rules:** discussed above under 4.8 Safety. Mark will put them on the website. Races will be declared draft legal/non-drafting advertised in advance.
- 4.19 **Membership List:** Jess and Claire discussed under 2 Financial Report as above.
- 4.20 **Publicity:** Ethan reported as above under 4.1 Website, 4.1 Online Payment.

5 General Business

- 5.1 **Honoraria:** prior to leaving the meeting, Jess asked that her honorarium be donated to MTA. Honoraria are payable on 1 February. If you resign before the end of the term, you reimburse the club with the appropriate portion of the payment.
- 5.2 **Event Debriefing - 24 November:** we need to be clear about the start time of each race. The swim start was successful as the first leg.
- 5.3 **TriNZ HP Support:** We agreed to provide \$500 towards TriNZ funding to assist athletes get to Tokyo and we have requested one of the participants to come and talk to our members after the Olympics.
- 5.4 **The Lido:** approximately 3 years ago Richard and Andy met with the council to discuss utilising the Lido for our events. Grant Smith e-mailed Leonie Hapeta regarding the possible use of the old kiosk as clubrooms. He said we could get exclusive access to He Ara Kotahi, and Richard is keen to discuss what we need. Tammy has had an e-mail from the PNCC staff member. College Street is designated a preferred cycle route. Richard likes the visibility of our events at the Lido. Whanau Tri probably has a TMP for triathlon at the Lido. Mark will lodge a TMP with MDC for Makino though this does not mean that we have to hold an event there.
- 5.5 **TriNZ rep.** Mark has put Tammy forward.

Next meeting: Tuesday 14 January 1730 hrs, Sport Manawatu

There being no further business, the meeting closed at 1947 hrs.

Signed _____

President: Richard Coxon

Date