



## MINUTES OF COMMITTEE MEETING

1730 hrs 22 October 2019

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

**Present:** Richard Coxon, Andy Martin, Mark Evans, Barrie Eccles, Mike Ives, Claire Scott, Ethan Gillespie, Sam Phillips, Jessica Petterson, Shane Reed, Dana Purdie, Catriona Pirie

**Apologies:** Reijo Kokko

- 1 **Minutes of Previous Meeting:** it was moved that, with the addition of Mark Evans as present, the Minutes of the last meeting held on 23 September 2019 be taken as read and are a true and correct record. Andy/Mark CARRIED
- 2 **Financial Report:** Barrie presented his report. Accounts payable total \$5,262.57, cash reserves total \$95,761.85, and MTA subscriptions received to date total \$1,550.00. He has discussed the accounts with Jessica. Richard commented on the reserves of \$95,000 and last year's surplus of \$2,000. Income is mainly derived from subscriptions, I Tried the Tri series, sponsors, events, and MTA. Part of the surplus is interest on reserves, so the operation is break-even at best. We need to consider very carefully where the money is coming from. Reserves should be used for investment. We need to focus on generating income from membership. We are making a loss and we need to focus on turning this around. Kids Tri is break even plus sponsorship. He is worried about investment being frittered away. It has been accumulated over 20 years but Richard said that has stopped and we are going backwards. Moved Mark, seconded Catriona that the Financial Report be accepted. CARRIED  
Signatories: Barrie advised that it is usual to have 3 signatories: president, treasurer + one other. Glenys, Dave and Barrie are to be removed as signatories and replaced by Jessica, Mark and Claire. Moved Richard/Shane CARRIED.  
Andy pointed out that payments for I Tried the Tri series will be due very shortly.  
The post office will e-mail the treasurer when there is mail to collect from the PO box. The float has been passed on to Jessica. Jessica will investigate GST registration requirements.
- 3 **Correspondence:** Mark pointed out that members already receive TRIBE from TriNZ so Catriona will stop forwarding it to members. Richard said that correspondence needs to be evaluated. We need to update the incorporated society's contact details. It was moved that the inwards correspondence be received, and the outwards endorsed. Catriona /Claire CARRIED
- 4 **Matters Arising**
  - 4.1 **Swipe:** SWIPE is in the process of being transferred to an alternative on-line payment system. Andy reminded the committee that I Tried the Tri entries open on 1 November and Barrie recommended that we hold off opening entries until on-line payment is set up. The payment/refund policy documents need to be displayed on the website prior to accepting on-line payments. Barrie is to discuss on-line payments with Jess and Jack.
  - 4.2 **Website:** Jack has advised that the new website will be up and running in about a week, but it will still need some work done. The new website will be accessible by more than 1 person. Jack McKenzie has been contracted to create the website for \$1,000. He has said it will be ready by 1 November. Ethan is to follow up with Jack on the payment system and website. Jenness has I Tried the Tri material ready to go

as soon as the website is ready. Jack will send a link for approval, Andy needs to be aware of it, and Ethan will liaise with Jack.

- 4.3 **Equipment:** Mike and Sam volunteered to look after this. Murray and Barrie were working on an inventory. Barrie reminded us that we need to pick up gear from Glenys who has been storing it.
- 4.4 **Trailer/Storage:** We have 2 large trailers – the tandem trailer needs to be sold on Trade Me. Check the old trailer for gear at Linton on Sunday. Dave has the keys for the new trailer. Mike will pick them up from Dave. We also have an empty, small trailer stored at Total Sheetmetals. It is mostly used for the I Tried the Tri series, but we need the small trailer as well as a big one. Ethan will not be at Sunday's event but volunteered to advertise the old trailer on Trade Me if someone else provides photos. Shane will photograph.
- 4.5 **Swim Training:** Richard parked this for the meantime to be discussed in conjunction with the membership survey. He pointed out that we do not have income streams to cover costs of extra activities. Claire asked about yoga which used to incur a charge but then became included in the annual membership fee. Andy reported that it was intended to add value to membership and the increased membership numbers ought to have covered the additional cost, but only small numbers turned up for the activities. Massey is keen to engage with us more, but we need to look at viability. Uptake of the added value options was not enough to justify the expense. Thursday night running was well-supported and run by MTA but it has now lost traction. Mike said track running still takes place but is run by Mōa Harriers. Let's get together over a few meetings to address these large issues.
- 4.6 **Manawatu Triathlon Academy:** Richard commented that his children have been part of MTA and Tammy has done a great job, but we haven't picked up on how kids treat sports today. They are filling a gap which is very powerful, and we need to leverage off this. How do we fairly fund it? He doesn't feel that we are doing it justice relative to the value it brings to the club. Mark needs to continue as the MTA representative as Shane has a conflict of interest. We need to leverage off Shane's profile, but Richard doesn't know how we fund it properly. Tammy is doing 20-30 hours of unpaid work for MTA, has put her F3 work aside and will probably cease to continue with it in the next year. Claire pointed out that we must remember that MTA provides group sessions – how many do we offer before it impinges on private coaching? We need to clearly articulate the services we offer and consider how they are funded. \$120 Family membership is insanely cheap. The agenda for next meeting should include review of our thoughts on how we can capture the market. Richard is looking to improve on the perception of professionalism of the club. Sam asked what is involved in MTA committee and Mark replied that it includes Karl Nicolson, David Martin, Mark Evans and Denise?
- 4.7 **First Aid Register:** Catriona advised that she had been trying to compile a register of members with first aid qualifications who were willing to be called upon if required during events, but had received very little response.
- 4.8 **Safety:** Mark has done our TMP for Linton so we're compliant with requirements.
- 4.9 **Proposed unofficial services competition:** Again, in Reijo's absence there is nothing to report.
- 4.10 **Committee Positions:** Mark presented an organisation chart and the various functions were assigned to committee members. See photograph below.
- 4.11 **Forthcoming Events:** Sprint Triathlon/Team Relay Triathlon Sunday 27 October – MTA and Sam are organising Sunday's event. They have talked to Tammy about assistance. Shane has the pool manager's contact details regarding the event. Medium course starts at 10.00, sprint relay follows at 11.00. Sam will get there early with a team. Andy pointed out that the concrete can be dangerously slippery for transition when wet. Catriona is to e-mail members. Barrie will be there for a short time but Shona will not. He will come out first thing and set up timing equipment. For the relay we can use any numbers for the sprint triathlon then issue separate numbers for the relay. Barrie needs to know the exact start time of each event.
- 4.12 **Calendar:** to be finalised – Barrie may have drafted a calendar?
- 4.13 **Marton Triathlon:** Richard is to respond that we are not in a position to offer our support.
- 4.14 **I Tried the Tri Series:** Andy reported that the entry form/promotion is ready for release on 1 November and the sponsor is confirmed.
- 4.15 **Funding:** leave until next meeting
- 4.16 **Scope:** leave until next meeting
- 4.17 **Structure:** leave until next meeting
- 4.18 **MTC Integration:** leave until next meeting

- 4.19 **Manfeild Duathlon:** leave until next meeting
- 4.20 **Membership Survey:** leave until next meeting

5 **General Business**

- 5.1 **Race Rules:** Mike and Mark did the Technical Officials course on Sunday and they believe that we should be applying these rules in our events and penalising those who do not abide by them. Andy said that we always followed TriNZ rules, but we do not have enough marshals to police it adequately. Catriona suggested that overkill of officials, eg draft busters, may deter recreational/new participants. Richard responded that our elite juniors should be told that they need to set a good example. Draft-legal races are not offered because it could be unfair/unsafe for events which include participants of varying ages and abilities. Shane suggested not recording a time for those who break the rules, however policing this is also difficult. Our elite athletes need to be told to toe the line and set a good example.
- 5.2 **Membership list:** this is still not sorted – the new tags are not current. Barrie suggested that we compile a new list and get new tags for next month to be handed out to last year’s members and new members. Barrie will discuss the membership list with Claire. Shane suggested membership cards, but Barrie said they have to be sent out when people join. Many tags were not collected last year. Mark will source new, smaller tags from Allflex.
- 5.3 **Publicity:** Richard has a family member who is a reporter at the Standard. Andy reported that George Heagney is very supportive. We need to provide them with the stories and they will print them. Ethan needs to be added as an administrator to the tri club page. Shane suggested that some administrators need to be removed, but Andy replied that anyone can post. Tia manages the I Tried the Tri series Facebook page and MTA has a closed Facebook page. Dana can be good at publicity. Catriona asked for her help, particularly when welcoming visitors/new members to events. Progress with the website needs to be followed up with Jack.

**Next meeting:** Tuesday 12 November 5.30 Sport Manawatu

There being no further business, the meeting closed at 1910 hrs.

Signed \_\_\_\_\_

President: Richard Coxon

\_\_\_\_\_ Date

