



NMTBC Committee Meeting Minutes

Date: Monday 13 April 2020, 7:00pm, via Hangouts Meet

Present: Oliver Whalley, Mel Schroder, Chris Short, Brent Goddard, Tony Mifsud, Hamish Berkett, Zoe King, Ben Pointer, Belinda Crisp, Mel Barker, Gerard Wilson

Apologies: Paul Jennings, Ian Goldschmidt

Matter	Moved	Action
<p>Conflicts of Interest</p> <ul style="list-style-type: none"> ● No change 		
<p>Portfolio Objective Review</p> <p>Events</p> <ul style="list-style-type: none"> ● Successful Mammoth Enduro ● Subcommittee meeting held 17 March ● Drafted rider sponsorship policy ● EWS 2021 preparations <ul style="list-style-type: none"> - Advisory Board meeting - Arthur Klapp advice - Interviewed Event Directors. Selected preferred - Discussions with EWS ● Events on hold pending COVID-19 situation <p>Wairoa Gorge</p> <ul style="list-style-type: none"> ● Gorge closed due to COVID-19 with an uncertain timeline on re-opening. ● Greg has started at the Gorge now but still stuck in Arrowtown unfortunately with an uncertain timeline on being able to come to Nelson. ● Significant refunds have had to be issued back for cancelled booking, which will put cashflow pressure on the club. ● Fire Truck progressing towards completion. ● Hilux can now be sold so funds can be used to offset Fire Truck. ● DOC has contacted the club via Chris to ask that we put forward ideas for spade ready projects at the gorge that NMTBC could manage that could generate employment opportunities after lockdown. Suggestions from them include; weed and pest control, planting, trail maintenance, up-hill track development. Could also suggest toilets at Barry's. 		

- Assumptions, plans, budgets will require a complete re-think including planning a re-opening strategy linked to Alert Levels.
- Will need a new portfolio holder after the AGM, Chris not keen to continue holding this portfolio.

Membership

- 2513 members to date. Only 4 have joined since lockdown.
- Mel has results from Club Jersey design poll but final decision and production on hold.
- Started spec for Club Membership App with digital card but on hold due to current situation.
- Mankys have been printed, awaiting delivery. Not ideal timing with no visitors to the region expected for a while.

Business

- Finalised ANZ Online banking/payments. All signatories now set up and functional.
- Intention to pay April invoices as batch from ANZ as SBS failed to be able to make a simple payment again this month.
- Reviewed Trails forecast alongside EWS budget in order to sign off Trail spend under new NCC/NMTBC monthly budget arrangement.
- Awaiting annual accounts sign off to confirm move to Johnson Associated from Findex.

Communications

- Regular Facebook posts
- Liaison with the council on Covid-19 trail closures
- Liaison with the council regarding illegal trail building.

Asset and Stakeholder

- Advancing project plan for NCC LTP funded trails.
- Develop planning for maintenance once trails open
- Require confirmation from NMTBC on cash-flow forecast for the next 12 months?
- LTP trails budget:
<https://drive.google.com/file/d/1v3YAxEcXTMXs43lujIN5nH6mcMPN57ih/view?usp=sharing>
- Ongoing work regarding Te Ara Kopiko abatement notice. Tonkin and Taylor drafting remediation plan. Have had dates extended by a month by NCC.

<p>Deep Dive</p> <p>None</p>		
<p>Agenda Items</p> <ol style="list-style-type: none"> 1. AGM - Postpone, reports, 2020 committee Agreed to postpone AGM until 27 May or such time as the COVID-19 Alert Level is reduced to 2. Committee to advise if they wish to stand for 2020 committee 2. Administrator Contract Administrator and Assett and Stakeholder Manager contracts have expired. Both contractors with to remain and will submit any changes to their contracts for review to the Committee. 3. Club Financial Cashflow Forecast - incorporating Trails and EWS expenses This is critical for major decisions to be made about clubs activities this year. TM to investigate Government voucher for accountants to assist with Cashflow Forecasts. TM to circulate current financial positions of each portfolio. Portfolio holders to make assumptions around this year's income and spending, taking into consideration current risks. BC/MS will collate by 20 April, for formatting by accountant 4. Illegal trail building around Nelson. Youth trail building program? 		<p>BC & BG to contact members regarding new AGM date. Committee – advise if they want to stand for 2020</p> <p>BC & BP to submit summary and any changes for their contracts.</p> <p>TM to investigate Government voucher for accountants to assist with Cashflow Forecasts. TM to circulate current financial positions of each portfolio BC/MS will collate by 20 April</p>
<p>General Business</p> <ol style="list-style-type: none"> 1. Approval of accounts payable To be emailed 2. Approval of last month's minutes 3. Health and Safety Compliance issues for month No issues reported 4. Legal Compliance issues for month Te Ara Kopiko – NCC agreed to push plans out a month given current situation. Site meeting 	<p>Moved: BG 2nd: TM</p>	

<p>productive – lower section closed permanently because costs too high to get trail to point to open again. Top half to be re-opened</p>		
<p>Action Review BC & BG to contact members regarding new AGM date. Committee – advise if they want to stand for 2020 BC & BP to submit summary and any changes for their contracts. TM to investigate Government voucher for accountants to assist with Cashflow Forecasts. TM to circulate current financial positions of each portfolio BC/MS will collate by 20 April</p> <p>Last month's Minutes CS - Cashflow forecast required for EWS/Trails Done – now need to incorporate into Club Budget as agreed at this meeting BC – Engage Arthur Klapp (Sports Impact) for advice on EWS governance and way forward. Done.</p>		

Meeting closed: pm

Minutes Approved: _____
President NMTBC