



NMTBC Committee Meeting Minutes

Date: Monday 8 June 2020, 7:00pm, The Boiler Room

Present: Oliver Whalley, Matt Ball, Mel Schroder, Chris Short, Brent Goddard, Zoe King, Ben Pointer, Belinda Crisp, Mel Barker,, Ian Goldschmidt, Tony Mifsud

Apologies: Gerrard Wilson

Matter	Moved	Action
<p>1. Round Table</p> <p>I.G - Reflection on how's committee going, own opinions</p> <ul style="list-style-type: none"> ● Concerns over financials ● Lost a bit of fun element of being a club committee ● Growing pains - what to get volunteers to do ● Volunteer role a juggle between what we want to do and what we have time to do ● Awesome the influence we have as a committee in the community ● Health and Safety lacking - a concern ● Strategic plan needs to be re-looked at ● Decision making process - how are decisions being made ● Concerns over who is involved in decision making and how decisions are being made ● Team is all helping out now, everyone is working hard ● Need to move faster to keep up with health and safety and financials ● Contractors struggle with working for non for profit ● Governance and operations getting blurred 		<p>All - What can I do differently to make the committee & my role better & more relevant.</p>
<p>Conflicts of Interest</p> <ul style="list-style-type: none"> ● 		
<p>Portfolio Objective Review</p> <p>Events</p> <ul style="list-style-type: none"> ● Prepared updated H&S plan for level 2 COVID events. Used for cyclocross (21 June) and planting days (27 June). ● Initial guidance to new organisers of DH shuttle/dig days and DH winter series ● NCC event charges. Argument not to pay has been deferred to next financial year. LTP consultation <p>Wairoa Gorge</p>		

- Matt and Greg met to discuss
- Matt met with Chris - gorge needs a business plan
- Hilux sold - \$36,000
- Day for volunteers - never happened but needs to once things are going again.

Membership

- Brent did a great membership push reminder on facebook 2 weeks ago reminding people of how easy it is to recoup membership fees using local discounts.
- Now at 2853 members to date with 350 joined/renewed in the last month.
- Manky maps almost ready to be able to purchase online. They have been distributed to local bike shops.
- Advised by TPFL they will now handle the permits of Forest Road riders directly via their online system for “the balance of our Freehold Estate that is not centred around the high concentration areas of Hira etc e.g. Moutere Forest and beyond”. i.e. free permits. So NMTBC will continue to manage permits with NCC & Ngati Koata owned land (Hira).
- Awaiting second quote for club app/digital card.
- Rolling membership - Zoe looking into this and the digital card can handle rolling

Business

- Invoices paid as usual.
- NBS bank accounts in process of being set up for EWS, Dodzy and the Gorge.
- Meeting arranged with Findex as John Rolston wants to re-pitch to keep our business following discussion that we were planning to move to Johnson Associates.
- Attempt to re contact short list of candidates for H&S role, will probably need to re advertise position as now a committee role

T/M & B/G - FB post to attract Health and Safety committee member

M/B & I/G to look at gorge health and safety plan and if it can be used by club

<p>Communications</p> <ul style="list-style-type: none"> ● Strategy meeting with AON regarding marketing to our members ● Regular FB/Email comms ● Contacted Jonathan - Drone Mate to discuss trail building video. <p>Asset and Stakeholder</p> <ul style="list-style-type: none"> ● Ngati Koata meet: Trails & Access ● 660 construction ● 12 month trails plan ● Branford ● Trail Maintenance Plan ● Illegal trail building ● New trail names. ● B/P shared the 10 new trails to be built - funding needs to be rolled to next year ● B/P shared how trail funding works ● All funds given to the club for trails goes back into the trails. ● New trail names in Te Reo vs. volunteers naming <p>EWS</p> <ul style="list-style-type: none"> ● After discussions with EWS Tasmania and EWS, the April 2021 date has been confirmed subject to securing funding. ● Funding applications drafted for Lotteries and Harcourts ● EWS Board Terms of Reference reviewed and the Board is ready to have its first meeting on 22 June. ● Securing of Sponsorship continues. A number of strong possibilities to follow up. Lynette Haack contracted to follow up leads for 20 hours of work ● Event Management Plan drafted ● Race Director confirmed ● Volunteer Manager tender invited from Sport Tasman 		<p>B/P to create a naming policy</p>
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<p>Deep Dive Annual Financial Statement</p> <ul style="list-style-type: none"> ● \$97,000 deficit last year is because we have been spending money that had built up in the account. All spent on trails. ● \$42,000 on permits in 2019 because there are two lots of fees due to when they were journaled ● Sundry income - Digger, insurance & Trade Me ● Motor vehicle lease - more in 2018 and then Rainbow Bus leased - this cost lots (total \$18,00) in vehicle expenses ● NCC funded projects higher than funding. Spend was more than funding. Te Ara Ko Piko costs journalled back to 2019 ● Fuel needs to be separated between club and gorge ● Work still to do to have clearer reporting of monthly accounts 		<p>T/M - To check why NCC funded projects expensive T/M - To check Accounting journal entry B/C and C/S to look over chart of accounts to separate expenses</p>
<p>Agenda Items</p> <ol style="list-style-type: none"> 1. Pirate Trails <ul style="list-style-type: none"> ● 660 pirate trail creates issues with hunters in the forest. ● Council wants the club to manage this and club needs to decide what repercussions there will be for club members found building illegal trails ● Educational approach by letting all members know the risk of illegal trail building, jeopardises years of work with council, could get shot ● Club not to give names to the council. 2. Club Manager Role <ul style="list-style-type: none"> ● B/C believes time has come for the club to have a manager. The manager would have ownership over contract management, contractors, funding/finances & performance of the club. ● Club manager could drive the performance of the club against the club's strategic plan. ● Need to make sure the club is being efficient in the work ● The role would need to be clearly defined - what does the club need from a club manager 		<p>B/G - To post on F.B. to educate on risk of illegal trail building M/S - to draft educational policy and contact people suspected of trail building.</p> <p>B/C to circulate her ideas of a job description for club manager & how all paid jobs work together to committee. All - Committee members to all review job description & add/suggest changes to club manager role All at next meeting - Review strategic plan alongside job description and financial implications</p>

General Business

- **AGM - 2 July 6pm Nelson College Staffroom**
 - Circulate reports between committee members
 - Need to decide which portfolio holders need to present and which can just be summarised.
1. Approval of accounts payable
To be emailed
 - Tony to pay half bills on 18th to double check ANZ bill payment system
 2. Approval of last month's minutes
 3. Health and Safety Compliance issues for month
 - a. Covid-19 plan available if anyone needs it
 4. Legal Compliance issues for month
 - a. Getting close to closing Te Ara Ko Piko, draft report back from Tonkin and Taylor and it will be very expensive to implement.

Moved:
Chris Short
2nd: Zoe

Action Review

- **All members to do.** What can I do differently to make the committee and my role better, more efficient, more relevant.
- **T/M & B/G** To draft and post Facebook ad to attract Health and Safety committee member
- **M/B & I/G** To look at gorge health and safety plan and if it can be used by club
- **B/P** to create a naming policy
- **T/M** - To check why NCC funded projects expensive
- **T/M** - To check Accounting journal entry
- **B/C and C/S** to look over chart of accounts to separate expenses
- **B/G** - To post on F.B. to educate on risk of illegal trail building
- **M/S** - to draft educational policy and email suspects
- **B/C** to circulate her ideas of a job description for club manager & other paid job descriptions to committee.
- **All** - review strategic plan and how achieving as a portfolio holder
- **BC & CS** Investigate what membership fees go towards.

Last Month's Actions

- **CS & BC** to review budget and cashflow to find way of easing critical level in June/July. - DONE
- **BC & CS** Investigate what membership fees go towards. - Not Done and added to this months action
- **TM** Insurance implications for non-members at Gorge - DONE
- **TM** Contact volunteers who were interested in H& S to ask if they would like to join the committee in this role. - T/M to do
- **BG** to advise members of further AGM postponement. DONE
- **MS** to discuss membership for access to all TPFL. - DONE
- **BC** to finalise sponsorship with Abbott & AON. - DONE with AON
- **BC** to arrange demo of RTBS for committee. - DONE
- **BC** to submit summary and any changes for their contracts. -Done

Meeting closed: 9.40pm

Minutes Approved:

_____ **President NMTBC**