



NMTBC Committee Meeting Minutes

Date: Monday 11 May 2020, 7:00pm, via Zoom

Present: Oliver Whalley, Mel Schroder, Chris Short, Brent Goddard, Zoe King, Ben Pointer, Belinda Crisp, Mel Barker, Gerard Wilson, Paul Jennings, Ian Goldschmidt

Apologies: Hamish Berkett, Tony Mifsud

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"> Events calendar in limbo given COVID restrictions Planning for how events could run under COVID Level 2 <p>Wairoa Gorge</p> <ul style="list-style-type: none"> Focus this month on a restart budget Reviewed Strategy & business plan with Operations Manager Developing ideas around how we'll operate under Alert Level system Ops Manager now in Nelson and working on planning around what will need to happen in order to re-open Ideas being developed for a range of income streams Proposal to upgrade the booking system to something more user friendly, flexible, and able to handle a wider range of offerings Fire Truck still a work in progress and will be a couple of months away at this stage <p>Membership</p> <ul style="list-style-type: none"> Almost 200 new members in the last month. Total just over 2500 members. Reviewed other NZ MTB club member fees. Sorting out getting Manky Maps available for sale on our website and into bike stores once we go to Level 2. 		

- Finishing off spec for Club Membership App with digital card.
- Started a list of potential additional member benefits should we see less local business discount offerings post covid.

Business

- NO REPORT

Communications

- Liaising with council on Level 3 Trail openings
- FB/Newsletter insta posts
- Liaised with council regarding illegal trail building

Asset and Stakeholder

- Insurance for replacement of stolen tools completed
- NCC trails open under level-3
- Week of clearing and maintaining NCC trails
- Negotiating LTP funding contract with NCC
- Sharlands maintenance plan
- Funding for Branford planting
- Communication plan for members around entering trail construction phase of LTP project. Masterplan outline, and maintenance.

EWS

- Engaged Paula Robertson as the Event Director
- Finalised Underwrite Agreement for funding with NCC
- Discussed possibility of postponement for event with EWS, Tasmania EWS and Crankworx.
- Developed COVID-19 risk matrix with key dates for making decisions to proceed or not
- Working with NCC team for agreement to use Golf Club as venue
- Working with NCC to secure high-speed internet at Golf Club plus extending mobile coverage.
- Still seeking major sponsorship and funding. Decision pending in July if adequate funding cannot be secured.
- A request to the Minister of Regional Development for funding was referred to the Provincial Development Unit - application for Provincial Growth Fund commenced.

<p>Deep Dive</p> <p>Club Budget and Cashflow Forecast – Chris Short</p> <p>All portfolio budgets combined into one club budget and forecast. Key areas include EWS, Trails and Wairoa Gorge. Forecast has highlighted critical cashflow level around July this year.</p> <p>How to address this:</p> <ol style="list-style-type: none"> 1. Possible easing of this situation if NZCT grant can be either spent or delayed being repaid until later in the year (this grant is for a trail for which landowner consent has yet to be obtained). 2. Review budget and look at scenario if no spending was undertaken at the Gorge for two months and /or whether the EWS is to proceed or not. 3. Work further with NCC on trails contract for LTP projects to get reimbursements/payments made monthly. 4. Concentrate of revenue generation over the next two months. <p>Further review to be undertaken by 15 May and reported back to the committee.</p>		<p>CS & BC to review budget and cashflow to find way of easing critical level in June/July.</p>
<p>Agenda Items</p> <ol style="list-style-type: none"> 1. Codgers Harvest Timing NCC had asked for NMTBC’s position on possible harvesting in Codgers starting in September and finishing in December this year which would involve significant closures of the trails. NMTBC strongly opposes the work being undertaken as proposed. NMTBC recommended that the work be undertaken before summer this year, or moved to winter in 2021. 2. Increasing Membership fees for 2021 and whether membership compulsory for Gorge Discussion around fee increase. Drivers include: <ul style="list-style-type: none"> ● No increase when club became GST registered so club absorbed GST. ● Since fees last set, contractors have been engaged to assist with the running of the club which has grown in size and responsibilities significantly over the last five years. ● No increase for over five years, so no account of inflation. 		

<p>Investigate fixed club costs and divide this by membership to calculate the cost per member to run the club and to give idea of what fees go towards.</p> <p>Vote on \$10 per category increase for 2021.</p> <p>Discussion as to whether club membership compulsory for all riders at the Gorge. Need to investigate insurance implications. Idea of Member/Non-member cost at Gorge approved. Investigate whether “day-membership” could be issued at Gorge for Gorge only.</p> <p>3. 2020 Committee One existing member not standing for 2020. One nomination received. Mel Schroder to remain as Chair. Chris Short to move to Treasurer role. Brent Goddard to move to Secretary role Governance Advisory Sub-Committee to remain in place and will consist of Gerrard Wilson and Ian Goldschmidt. Business Portfolio to be broken in to three roles: <ul style="list-style-type: none"> ● Budget and Cashflow - Chris ● Business Admin – Tony ● Health & Safety – need to call for nominations for this specific role. <p>AGM to be further delayed until Level 2 COVID-19 restrictions lifted to allow larger gatherings. Review on 25 May.</p> <p>4. TPFL access to all their managed forests for any type of bike riding TPFL have requested whether club is able to manage permits for all bike riders in TPFL forests. Agreed, but full membership would be required with no exceptions for those who only want to ride on the forestry roads as the administration (and policing) of this is prohibitive.</p> <p>5. Gold Sponsorship quandary - AON and Abbott Two insurance companies have made offers to become a Gold Sponsor of the club prior to COVID-19. The Club’s current insurer was given priority but had to amend their offer to Bronze Sponsorship due to restrictions placed on them by COVID-19. Committee agreed to continue discussions with AON and Abbott.</p> <p>6. New Gorge Booking System. Investigations have been made into RTBS (real time booking system). This system has the potential to save significant administration time, provide last minute bookings for customers and up to date (real time) booking</p> </p>	<p>Vote to increase fees by \$10 in 2021: Unanimous</p>	<p>BC & CS Investigate what fees go towards.</p> <p>TM Insurance implications for non-members at Gorge</p> <p>TM Contact volunteers who were interested in H& S to ask if they would like to join the committee in this role.</p> <p>BG to advise members of further AGM postponement.</p> <p>MS to contact TPFL to discuss</p> <p>BC to finalise sponsorship with Abbot/AON.</p>
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<p>lists for drivers. It could take booking for groups, accommodation and private shuttles which is currently done manually by administration. It also has the potential for other sellers to sell seats and earn commission, and to provide a “NMTBC” booking hub so that NMTBC could potentially take commission for booking riders into accommodation etc.</p> <p>Zoe, Mel, Brent and Paul to be presented with Demo. If approved by Committee, Belinda and Greg to form working party to get system operational.</p> <p>7. Events under COVID alert level 2 Downhill and Cyclocross keen to set dates asap. Downhill may move to September. NZ Event Association Guidelines being developed after the Government’s COVID-19 announcement today and will be used to formulate advice for event organisers.</p> <p>8. Brand Associations https://plrsafety.co.nz/ want to add NMTBC logo to their website. Committee confirmed they need to either be a sponsor or provide a member discount to use the NMTBC brand.</p>		<p>BC to arrange demo of RTBS for committee.</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 NCC have asked club to provide a COVID-19 plan. BP producing this. OW can assist. 4. Legal Compliance issues for month None 5. Rata Foundation Grant Application Resolution. The Nelson Mountain Bike Club resolved that a request be made to Rata Foundation for funding for the amount of twenty thousand dollars (\$20,000) for the purpose of general operation costs. 	<p>Moved: MS 2nd: BG</p> <p>Moved: BG 2nd: CS</p>	

<p>Action Review</p> <ul style="list-style-type: none"> ● CS & BC to review budget and cashflow to find way of easing critical level in June/July. ● BC & CS Investigate what membership fees go towards. ● TM Insurance implications for non-members at Gorge ● TM Contact volunteers who were interested in H& S to ask if they would like to join the committee in this role. ● BG to advise members of further AGM postponement. ● MS to discuss membership for access to all TPFL. ● BC to finalise sponsorship with Abbott and/or AON. ● BC to arrange demo of RTBS for committee. <p>Last month's Minutes</p> <ul style="list-style-type: none"> ● BC & BG to contact members regarding new AGM date. Done ● Committee – advise if they want to stand for 2020 Done ● BC & BP to submit summary and any changes for their contracts. BP contract being prepared. BC yet to complete this. ● TM to investigate Government voucher for accountants to assist with Cashflow Forecasts. Ongoing ● TM to circulate current financial positions of each portfolio Done ● BC/MS will collate portfolio financials by 20 April Done 		
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Meeting closed: 9.10pm

Minutes Approved: _____
President NMTBC