



# NMTBC Committee Meeting Minutes

**Date:** Monday 12 August 2019, 7:00pm, The Boiler Room

**Present:** Oliver Whalley, Mel Schroder, Ben Pointer, Tony Mifsud, Gerrard Wilson, Belinda Crisp, Paul Jennings, Hamish Berkett

**Apologies:** Brent Goddard, Chris Short, Zoe King, Ian Goldschmidt, Dan Raggett

Matter	Moved	Action
<p><b>Conflicts of Interest</b> No change.</p>		
<p><b>Portfolio Objective Review</b></p> <p><b>1. Events</b></p> <ul style="list-style-type: none"> <li>● <i>Completed events</i> <ul style="list-style-type: none"> <li>- Downhill double headers x 2</li> <li>- Nelson College MTB Cup</li> </ul> </li> <li>● Revised event process based on feedback. Rolled out to new organisers with good feedback.</li> <li>● Prepared post event report template (tested by Dan)</li> <li>● Meeting with NCC on Aorere</li> <li>● Negotiations with NCC on reserve use fees</li> <li>● Prepared portfolio budget forecast</li> <li>● Prepared event surplus policy</li> <li>● Commenced planning for Mega MTB sale</li> </ul> <p><b>2. Gorge</b></p> <ul style="list-style-type: none"> <li>● Governance visit - reviewed assets</li> <li>● Various action points for Ben Pointer</li> <li>● Review truck ownership model and look for alternatives before making any decisions</li> <li>● Clear out Gibbs and sell any surplus items (old cycling kit, old bikes)</li> <li>● Working through vision, goals, business plan</li> <li>● Updating trail grades to be consistent with NMTBC trails</li> <li>● Updating trail maps, creating trail signs</li> <li>● Creating NMTBC/Gorge branded welcome signs</li> <li>● Changed minimum age to 12yrs (with adult)</li> <li>● Reserve Board 1st meeting date set</li> </ul>		

- Working through BCT climbing trail grant process (not confirmed if we will build it though)

### **3. Membership**

- Draft Brand Guidelines completed. Will circulate for review.
- Digital card admin run through and issues investigation
- Opened 2020 memberships so visitors can book gorge
- Development of trail maps for sharlands and fringed hill commenced
- Temporary membership online purchase in progress by Belinda
- New trailfork widget ability enabled on website, Brent did awesome job of getting trail status and maps on there.

### **4. Business**

- Meeting with Chris Short and Belinda to refine Xero set up for better reporting and budgeting.
- Facebook appeal for H&S advisor posted and interested parties followed, up 1 more to get hold of prior to appointing.
- Day to day invoicing queries and approvals and ad hoc payments.
- Events budget forecast received and reviewed ready for inputting into Xero for forward planning and reporting

### **5. Communications**

- Launched newsletter
- Regular Instagram posts
- Regular FB sponsor posts
- Meeting with NRDA
- Meeting with Jonathan - Drone mate. Planned out 90 sec promo video
- Website planning meeting Zoe/Ollie
- Website Planning meeting Belinda/Ben
- Launched Trails section on website
- Slight tweaks to Home Page on website

## 6. Asset and Stakeholder

### Access Agreements

- Resource consent and Masterplan: Submitted 28<sup>th</sup> June, still waiting for NCC permission as landowner due to delegation issues at NCC (Pat Doherty).
- Shared use agreement: presented term-sheet to Koata Ltd, waiting for them for a response before making changes and presenting to TPFL (August).

### NCC Trails (Fringed)

- Waiting on resource consent, shared use agreement and MOU/construction plan before appointing contractors (October 2019).

### NMTBC Trails (Groom Creek)

- Grants lodged for 'Trail 3'. Descending trail to Groom Creek from saddle above Turners exit. \$37k from grant applications for trail 3

### NMTBC Trails (off-piste)

- Black Diamond Reroute: Line cut, 100% cleared, waiting for teams to bench in and construct route. (Call for volunteers).
- 660 Ridge on completion of BD.
- Maitai caves and Dew Lakes re-route exit trail rejected by NCC engineers (water-reserve). To be reviewed.

### Maintenance Trails

- Firball/Codgers work completed for year 18/19.
- Sharlands on-going
- Spring work starts August (spraying/cutting), new contracts

### Partnerships

- NCC: New MOU signed. Present NMTBC strategy and plans to Committee in August 20<sup>th</sup>.
- NRDA: Regional marketing of MTB'ing continuing with signs/mapping projects underway.
- CBAP: Sponsorship deal confirmed.
- NMIT: Briefs submitted, waiting for response.

### Administration

- Development work on trail auditing tool for sub-committee use with an overarching trail database of the network including all trails, last audit date and audit score.

<ul style="list-style-type: none"> <li>● Draft trail application flow chart to clarify application process between applicant, sub-committee and landowner/manager</li> </ul>		
<p><b>Deep Dive</b></p> <p><i>Discuss and Finalise Strategic Plan</i></p> <p><i>Approved by committee as a working document</i></p>		
<p><b>Agenda Items</b></p> <ol style="list-style-type: none"> <li>1. Environmental policy Approved</li> <li>2. Nelson Rotary presentation 4 September Hamish to attend.</li> <li>3. Event Surplus Policy OW to work on it further. No reason why a discipline cannot ask for a new trail or trailer etc. and committee can approve.</li> <li>4. NCC reserve fee negotiations. ong push back on these as not clear as to what NMTBC is paying for. <b>BP</b> to follow up.</li> </ol>	<p>Moved: <b>HB</b> 2<sup>nd</sup> <b>OW</b></p>	<p><b>BP</b> to follow up on Reserve Fee pushback with NCC</p>
<p><b>General Business</b></p> <ol style="list-style-type: none"> <li>1. Approval of accounts payable To be circulated</li> <li>2. Approval of last month's minutes</li> <li>3. Health and Safety Compliance issues for month Follow up on Branford works – Ben Concern about medic provision at DH event on 10 August. Risk and process to be reviewed by <b>OW</b>.</li> <li>4. Legal Compliance issues for month None reported</li> </ol>	<p>Moved: 2<sup>nd</sup>:</p> <p>Moved: <b>TM</b> 2<sup>nd</sup>: <b>MS</b></p>	<p><b>BP</b> to follow up on potential works at Branford Park</p> <p><b>OW</b> to review risk and process regarding medic provision at events.</p>

<p><b>Action Review</b></p> <p><u>Last month's minutes actions:</u></p> <ul style="list-style-type: none"> <li>● <b>TM</b> to produce cashflow timeline for NCC funding. ONGOING</li> <li>● <b>Trails</b> - Maintenance Strategy ONGOING</li> <li>● <b>Trails</b> - Asset Register for structures on trails.</li> </ul> <p>Add into new Trail Audit tool <b>HB</b></p> <ul style="list-style-type: none"> <li>● <b>TM</b> - H&amp; S officer DONE</li> </ul> <p><u>This month's actions:</u></p> <ul style="list-style-type: none"> <li>● <b>BP</b> to follow up work being carried out at Branford Park</li> <li>● <b>BC</b> to add general NMTBC calendar to Google</li> <li>● Asset Register for structures on trails to be added into new Trail Audit tool <b>HB</b></li> <li>● Risk and process to be reviewed by <b>OW</b>.</li> <li>● NCC reserve fees - <b>BP</b> to follow up.</li> </ul>		
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**Meeting closed: 9.14pm**

**Minutes Approved:** \_\_\_\_\_  
**President NMTBC**