NMTBC Committee Meeting Minutes

**Date**: Monday 20 July 2020, 7:00pm, The Boiler Room

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

**Apologies**: Gerard Wilson, Ian Goldschmidt

|  |  |  |
| --- | --- | --- |
| **Matter** | **Moved** | **Action** |
| **Conflicts of Interest**   * None noted |  |  |
| **Portfolio Objective Review**  **Events**   * Tumeke tree planting day successfully completed * Approvals achieved for DH shuttling days and winter series races from Ngati Koata and TPFL following new process * Three rounds of cyclocross/STXC completed with good turnouts   **Wairoa Gorge**   * Fire Truck inspection went well, fingered crossed COF and test run next week (low key). * Working on setting up systems of reporting for the gorge. Reporting monthly at the moment and meeting up first Friday of every month. Reporting model, KPI, etc. * Working on grant for 10 bike-trailer for Troopie. * HS Audit is underway. * Booking system about to go live. * Bookings were above expectations for June primarily because the prediction was no bookings…July Bookings look good (only 8 per day), August doesn’t look great, hard with no booking system/No vehicle. * Upcoming plans (Greg)... will be getting the Accommodation up to spec, drivers being assessed and signed off for the fire truck. Relationship building with 3rd party companies, making The Gorge easier to use, Launch the Fire truck and the booking system ASAP…   **Membership**   * 3017 Members to date * Club app spec revised quote received based on additional requirements * Club jersey design nearing completion * Membership T&Cs drafted   **Business**   * Busy month finalising the bank accounts at NBS for EWS, Gorge and the Dodzy, lots of paperwork as usual. Dodzy still to be finalised, awaiting documentation from Nick.   Aim is to have these accounts running independently with income from each going into their own accounts for transparency.   * Online banking at ANZ, completed ready for integration with Xero, meeting set up with Findex to get this ready for August payrun onwards. * Payrun completed via SBS for last time. * Working with Cycling NZ to get temporary Forest permit holders covered under the Public Liability along with clarification of Sub-contractors. * Budgets being worked on for portfolios   **Communications**   * Illegal trail building post * Cx/XC Event posts * Strategy meeting with NBS - Gold Sponsor marketing * Created Downhill FB/Website event pages * Feedback from AGM to have specific emails for events and dig days. Set up a profile update option in the latest newsletter.   **Asset and Stakeholder**   * Illegal trail building has resulted in many conversations with NCC which has been positive. * Codgers mulching * Branford planting * Codgers maintenance agreement - $30k for August to July * LTP funding carried over for 2021/2021 - $496,000. * 660 update – 30% of build complete. Due to finish end of August. * 629 Climb – starting middle of August. Tree removal approved by Forestry Advisory Group. * Trail naming procedure – approved by Committee * Te Ara KoPiko Geo report complete. Awaiting NCC feedback.   **EWS**  The direct focus of the Event Director and Nelson Mountain Bike Club, within the previous four-week period, has been to substantially increase Grant funding opportunities and secure sponsorship support to ensure the event is viable and delivered in its full capacity in 2021.  A number of options have been explored, including a significantly reduced budget and a scaled down event, engaging a professional Sponsorship manager on a percentage basis, discussions with Nelson City Council and an increase in Grant and Trust funding opportunities now available due to post Covid -19 lock down.  The release of the $10 million-dollar Domestic Event Fund, has provided a new funding avenue and the Aorere Enduro World Series Nelson, is a strong contender based against the selection criteria of economically, socially, or culturally significant within New Zealand. An application has been submitted for 185k and will be assessed by a regional panel with the final decision and funding being administered by the Ministry of Business, Innovation and Employment in mid-August.  The Planning phase of the event plan and Event Director contract is nearing completion, with the following work undertaken:   * Management Plans updated and edited as per information available * Meeting with Hon. Nick Smith - Direct request for support sent to Hon Grant Robertson. * Consultation with Nelson City Council and event update * Report and update prepared and sent to Nelson City Council - for Governance Committee meeting 27th August 2020 * Grant funding applications submitted and prepared. * Consultation with potential sponsorship Manager to secure potential sponsorship * Venue Hire Agreement signed and agreed by all parties * Bookings of NCC Parks and other facilities completed * Site measurements compiled and event site plan available to be drafted by Graphic Designer to scale * Sponsorship engagement and consultation with various industries * WIFI / Internet capacity survey undertaken by Sensys - report to be completed and distributed | Trail Naming Policy:  Moved: OW  2nd MB | ***BC*** Email draft Terms & Privacy Statement to Committee for comment  ***TM*** to follow up with CNZ broker. Committee to confirm whether they want to insure temporary permit holders. |
| **Deep Dive**  **Committee / Club Structure**  Committee discussion – no paid contractors present. |  |  |
| **Agenda Items**   1. Committee’s position on payment for planned pine tree removal for Trail Building – Gross Revenue Basis vs Current Value. (BP)   Current agreement to pay Gross Revenue Basis for four current trails on TPFL. This was agreed on the basis that future arrangements will be made for future planned tree removal. The current trails tree removal agreement is agreed to NOT set a precedent.   1. Contractors at the Gorge and new insurance policy wording (TM)   CNZ public liability policy – now endorsement that any contractor that is Labour only, will be covered under our policy.  Wairoa Gorge exception because club owns assets. Issue is whether contractors should hold their own public liability insurance. If they are covered under NMTBC, and they are negligent, we couldn’t recover the costs…   1. Three Year Trail Plan – 2021 - 2024 (BP)   Presentation by BP on NMTBC Masterplan, Regional Plan (all sports), Out & About Strategy   1. Club promotion of shuttling events at Cable Bay adventure park (OW) 2. Health and Safety - Gorge (MB)   Audit being undertaken - what level should the portfolio holder be responsible for H&S?  Committee confirmed that paid contractor responsible for providing pragmatic H&S plan that can be complied with, within budget. |  | ***CS / TM / MB*** to form committee recommendation regarding Gorge contractors and insurance.  ***OW*** to determine if event open to all members. |
| **General Business**   1. Approval of accounts payable   To be emailed   1. Approval of last month’s minutes 2. Health and Safety Compliance issues for month   Poaching in Sharlands firing close to trails reported. TPFL investigated but no outcome.   1. Legal Compliance issues for month   TPFL revoked recreation permits. Implications to be investigated. | Moved:  ***TM*** 2nd: BG |  |
| **Action Review**   * ***BC*** Email draft Terms and Conditions of Membership & Privacy Statement to Committee for comment * ***TM*** to follow up with CNZ broker regarding insuring temporary permit holders. **Committee** to confirm whether they want to insure temporary permit holders. * ***CS / TM / MB*** to form committee recommendation on whether Gorge contractors should have their own public liability insurance. * ***OW*** to determine if Cable Bay Shuttle event open to all members and work with ***BG*** on communications if appropriate.   **Last month’s Minutes**   * **All members to do**. What can I do differently to make the committee and my role better, more efficient, more relevant?   Next meeting   * **TM & BG** - Draft and post Facebook ad to attract Health and Safety committee member.   Awaiting review of Club Structure   * **MB & IG** To look at gorge health and safety plan and if it can be used by club   Ongoing.   * **BP** to create a Trail naming policy Done * **TM** - To check why NCC funded projects expensive   Done   * **TM -** To check Accounting journal entry Done * **BC and CS** to look over chart of accounts to separate expenses * **BG** - To post on F.B. to educate on risk of illegal trail building   **Done**   * **MS** - to draft educational policy and email suspects regarding illegal trail building   **Ongoing**   * **BC** to circulate her ideas of a job description for club manager & other paid job descriptions to committee.   **Done**   * **All -** review strategic plan and how achieving as a portfolio holder   Ongoing   * ***BC & CS*** Investigate what membership fees go towards.   Ongoing |  |  |

**Meeting closed: 9.16pm**

**Minutes Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**President NMTBC**