NMTBC Committee Meeting Minutes

**Date**: Monday 10 August 2020, 7:00pm, The Boiler Room

**Present**: Oliver Whalley, Mel Schroder, Zoe King, Hamish Berkett, Tony Mifsud, Matt Ball, Ben Pointer, Belinda Crisp, Gerrard Wilson

**Apologies**: Brent Goddard, Chris Short, Ian Goldschmidt

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| **Matter** | **Moved** | **Action** |
| **Conflicts of Interest**   * None noted |  |  |
| **Portfolio Objective Review**  **Events**   * Finished off successful CX/short track/kids race series. Masses of groms! * Dates set for spring XC series (new organiser) * Dodzy Memorial Enduro planning progressing * Sponsorship policy published * Coordinating with organisers for EWS Super D. Potentially 6 race series (before and after Xmas).   **Wairoa Gorge**   * Working on setting up a reporting system for the Gorge Ops Manager (“GOM”). GOM is now submitting a monthly report with Belinda and Portfolio Manager and meeting up the first Friday of every month. These reports will then be put up on the google drive for all committee members to look through. Highlights will be posted here each month:  1. We have passed our H and S audit. 2. The Gorge was in the Black for the month of July. (this doesn’t include the fire truck costs; however, this is a positive sign for things to come). August bookings look weaker but not terrible and we can hopefully move into the Black going forward. Planning on discussing having a winter shut down (July/Aug) going forward to both let the trails recover, do trail maintenance and to give people the chance to renew their Gorge stoke. 3. Fire truck was inspected. It almost passed but needs to have its wheel base shortened back to the original requirements to make sure it doesn’t roll over.  This will set it back 2 weeks. 4. Booking system has now been trialled by Mel, Belinda and myself. It is getting the finishing touches put on it and should be live shortly. 5. Road is getting graded, thanks to Nick Christie and a sponsorship arrangement. The final cost is still up in the air but we are looking at saving 15-20K. 6. Volunteering has been put on a more manageable number of hours to keep it sustainable.   **Membership**   * 3079 Members to date * Club app spec approved and deposit paid * Club jersey design completed. Club branded Tineli trail shorts also on offer. Web shop to be opened soon. Comms/promo to members will need to occur. * Membership T&Cs still in progress. Awaiting wording around 1 clause.   **Business**   * All NBS accounts finalised and fully operational, including Dodzy * Meeting held with Findex to set up automated payments via Xero and ANZ. * Meeting to clarify roles within committee/club to ensure no crossover of activities and to define Job descriptions a little more accurately. * Ongoing clarification of Public Liability extensions with regards to Temporary permit holders and contractors.   **Communications**   * No report   **Asset and Stakeholder**   * Maintenance Contract Approval from NCC -$30K - $60k requested. Discussion on NMTBC contribution to other maintenance required. * Branford Jumps planting successful. Will be completed with a Krankin Kids working bee. * Long Term Plan Trails – 660 progressing well. * Stakeholder meetings – Out & About Strategy being worked through. Bio-Diversity forum being presented to. Full council meeting end of September – MOU reviewed and will be submitted to committee for comment. * Recreation Management Plan – NCC pushed review to September. * Invitation to TDC colab for Kingsland trails. Initial meeting with TDC to be held, then report back to committee. * Te Ara Kopiko – NCC review of Geotech Assessment and proposed remedial work still pending. Potential risk flagged. |  | ***CS*** – Arrange for Findex presentation on accounts.  ***BP*** – Circulate reviewed NCC MOU  ***BP*** – To discuss with NCC how the PayDirt Grant can benefit them. |
| **Deep Dive**  **Strategic Plan Review**   * Is committee structure correct? Work still required * Legal portfolio missing and is critical * Youth Development Strategy should be added * What has changed? Communication channels between committee and paid contractors – clarity and mandate critical. Contracts need to be finalised and reporting developed. * Work on reporting to the Strategic Plan – report on each Action Plan point rather than Portfolio Report. * Timing / Budget / Risk * Member survey required. * Each portfolio to review / update workplan/ * Quarterly action reports to Strategic Plan   Key Goal for Club to finalise: Secure access to Ngati Koata land. |  | ***TM*** – to find a volunteer legal advisory.  Reporting templates to be developed by ***portfolio holders who have contractors.***  Each portfolio to review / update workplan/  Quarterly action reports to Strategic Plan  ***ZK –*** to draft members survey. ***Committee*** to provide 2-3 questions for their portfolio for member survey. |
| **Agenda Items**   1. Three Year Plan (see deep dive discussion) 2. Admin Staff   Review in three months   1. Ebikes – can they be used by contractors to carry out their contract work? Where there is direct work with the club paid or volunteer, they can book it for use. Equipment use contract… 2. Public Liability   Ngati Koata concerned whether club covers temporary permit holders for liability and also, they want all riders entering an event on their land to be members (not using temporary permits).  Club Position to Ngati Koata:  Happy to take temporary permits off the table.  Events – reciprocal club membership through MTBNZ affiliation. We don’t want to make it compulsory to be a club member to do a club event. |  |  |
| **General Business**   1. Approval of accounts payable   Not all invoices in each month. In future all invoices must be in by 4th working day of each month to be paid.   1. Approval of last month’s minutes 2. Health and Safety Compliance issues for month   None   1. Legal Compliance issues for month   None | Moved:  ***HB*** 2nd: ***TM*** |  |
| **Action Review**  ***CS*** – Arrange for Findex presentation on accounts.  ***BP*** – Circulate reviewed NCC MOU  ***BP*** – To discuss with NCC how the PayDirt Grant can benefit them.  ***TM*** – to find a volunteer legal advisory.  Reporting templates to be developed by ***portfolio holders who have contractors.***  Each portfolio to review / update workplan/  Quarterly action reports to Strategic Plan  ***ZK –*** to draft members survey.  ***Committee*** to provide 2-3 questions for their portfolio for member survey.  **Last month’s Minutes**   * ***BC*** Email draft Terms and Conditions of Membership & Privacy Statement to Committee for comment.   ***Done***   * ***TM*** to follow up with CNZ broker regarding insuring temporary permit holders. **Committee** to confirm whether they want to insure temporary permit holders.   ***Done***   * ***CS / TM / MB*** to form committee recommendation on whether Gorge contractors should have their own public liability insurance.   ***Ops Manager required to have own insurance. Other contractors to be confirmed.***   * ***OW*** to determine if Cable Bay Shuttle event open to all members and work with ***BG*** on communications if appropriate.   ***Done*** |  |  |

**Meeting closed: 9.16pm**

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

**President NMTBC**