NMTBC Committee Meeting Minutes

**Date**: Monday 14 September 2020, 7:00pm, The Boiler Room

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

**Apologies**: Gerard Wilson, Tony Mifsud, Ben Pointer

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| **Matter** | **Moved** | **Action** |
| **Conflicts of Interest*** N/A
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| **Portfolio Discussion Points****Membership*** Concern how the new gorge booking system will link to the membership database. Committee members agree that the booking system can’t go live until this is resolved.
* Survey ready to go out

**Asset and Stakeholder*** Out and about being reviewed by NCC. Deadline for request of trails
* Committee needs to govern the trail selection/justification for next three years
* Tender process discussed for trail construction. Committee agree that this needs to be advertised publicly rather than just approaching people
 |  | **Matt B** and **ZK** to meet and discuss linking the systems.**BG** to send a link to **Mel B** to sort the survey.. Survey to be sent this week **MB****Mel B** to create a page on web for vacancies**CS** to look at Tenderlink as an option for advertising |
| **Deep Dive*** Presentation of Financial Statement - John Rollston to assist committee members understand monthly financial reports.
 |  | Portfolio holders to confirm any changes they would like made to their reports |
| **Agenda Items**Matters approved via Email during last month:1. FireTruck Spending
* Work continues towards getting the COF for the fire truck
* Committee approved the cost up to $100,000. Subject to update of expected cost and re-forecasting cash flow
* Pursue sponsorship opportunities

2. Cash Flow* CS - Presented current cash flow forecast to committee
* More cash in actual accounts than predicted.

3. PayDirt Proposal* Club was granted $25,000 US towards the new Fringe Hill trail and will co-fund with NCC under LTP project
* NCC agreed to apply the benefit from the grant to further MTB infrastructure.

4. Committee & Governance Advisory resignations and review* OW resigning from committee but will stay on until somebody is a replacement ideally within the month
* IG resigned from governance effective immediately.
* The committee has benefited hugely from their contribution to the club.

5. Contractors and Committee* Greg Mcintyre happy to do health and safety for the club
* BC, Mel B and BP contracts to be finalised
* Committee is going to operate without governance group and will call upon advisors as needed
* Trails manager and Gorge Ops manager to attend committee meetings when requested. Reports to be done monthly.

6. Ideas for Gorge accommodation* Accommodation at gorge needs to be utilised more

7. NCC MOU * MOU reviewed by committee and final comments and changes to BP by 16 Sept

8. Committee position on shuttle based events during Level 2 COVID* Committee agree to run during level two subject to:
	+ Masks must be worn and follow covid guidelines.

9. Te Ara Ko Piko - review and action plan (HB)* Committee updated with current Te Ara Ko Piko situation
* Tonkin and Taylor have done report - they have remedial recommendations
* NMTBC to investigate statutory liability insurance claim.
* Lots of changes have been made to how trail building happens to make sure lessons have been learnt from the Te Ara Ko Piko trail.
* FInal cost for remedial works to be confirmed.
* Further discussion around lessons learnt for contractor management and stakeholder relations. These have been documented in the global resource consent conditions.

10. 660 trail officially named as Whaimana* Club does not condone illegal trail building, if evidence is produced confirming an illegal trail builder the club will take strong action.
 |  | **GW** - looking at options on best method forward to complete asap**Matt B** to start investigating sponsorship possibilities**CS** - provide revised cash flow forecast**OW** - to invite potential new committee member to the next meeting.**MS** - to send out **BC’s, Mel B’s**  final contract to the committee. **HB** - To send out **BP’s** contract to committee Answers to come back to **MS** by Friday 18 Sept..**BC** - to follow up two options for legal advisors.**Matt B, BG** and **Zoe** will brainstorm ideas for accommodation.MOU comments to **BP** by 16 Sept**HB** to talk to Simon Thomas (NCC) to let him know we’re investigating an insurance claim.**CS** - to talk to **TM** to investigate if the club can make a claim insurance and to check if there is a difference in paying before or after claiming.**BG** to post to facebook announcing name and condemning illegal trail building |
| **General Business**1. Approval of accounts payable
* All approved
1. Approval of last month’s minutes
2. Health and Safety Compliance issues for month
* Near miss on Sharlands road road between car and electric bike rider??
* Dave T fell at Gorge and hurt his hand.
1. Legal Compliance issues for month

N/A | Moved: OW2nd: HBMoved: **MS**2nd:**ZK**  |  |
| **Action Review*** **Matt B** and **ZK** to meet and discuss linking the systems.
* **BG** to send a link to **Mel B** to sort the survey..
* Survey to be sent this week **MB**
* **Mel B** to create a page on web for vacancies
* **CS** to look at Tenderlink as an option for advertising
* **ALL -** Portfolio holders to confirm any changes to their reports
* **GW** - looking at options on best method forward to complete asap
* **Matt B** to start investigating sponsorship possibilities
* **CS** - provide revised cash flow forecast
* **OW** - to invite potential new committee member to the next meeting.
* **MS** - to send out **BC’s, Mel B’s**  final contract to the committee.
* **HB** - To send out **BP’s** contract to committee Answers to come back to **MS** by Friday 18 Sept..
* **BC** - to follow up two options for legal advisors.
* **Matt B, BG** and **Zoe** will brainstorm ideas for accommodation.
* MOU comments to **BP** by 16 Sept
* **HB** to talk to Simon Thomas (NCC) to let him know we’re investigating an insurance claim.
* **CW** - to talk to **TM** to investigate if the club can make a claim insurance and to check if there is a difference in paying before or after claiming.
* **BG** to post to facebook announcing name of new trail and condemning illegal trail building

**Last Month’s Actions*** ***CS*** – Arrange for Findex presentation on accounts. DONE
* ***BP*** – Circulate reviewed NCC MOU

DONE* ***BP*** – To discuss with NCC how the PayDirt Grant can benefit them. DONE
* ***TM*** – to find a volunteer legal advisory.

Not done - Belinda to do this* Reporting templates to be developed by ***portfolio holders who have contractors. DONE***
* Each portfolio to review / update workplan/

DONE* Quarterly action reports to Strategic Plan - Still to be DONE
* ***ZK –*** to draft members survey. - DONE
* ***Committee*** to provide 2-3 questions for their portfolio for member survey. DONE
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**Meeting closed: 10.05pm**

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

 **President NMTBC**