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 |  |  |
| **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: OW  2nd: HB  Moved: **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 |  |  |

**Meeting closed: 10.05pm**

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

**President NMTBC**