NMTBC Committee Meeting Minutes

**Date**: Monday 12 October 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, Gerard Wilson, Tony Mifsud, Ben Pointer

**Apologies**: Hamish Berkett

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| **Matter** | **Moved** | **Action** |
| **Conflicts of Interest*** N/A
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| **Portfolio Discussion Points****Gorge*** Fire Truck passed COF

**Business*** A legal advisor has been contacted and is happy to advise the club.

**Communication*** Mel B to take over most of the daily operations
* Monitor posts on social media

**Trails*** Lots of fantastic work happening on trails including 629 Climb due at the end of October, Atmore Bowl trail is underway and planning for a new Fringed hill trail due to start in December.
* Maintenance agreement is due to be signed. The same value as 2019. Additional funding has been secured for Crazy Horse and Firball.
* Memorandum of understanding and strategy has been discussed with Council.
 |  | **BC**  to run through Membership Terms and Conditions with a legal adviser. |
| **Deep Dive*** Ngati Koata Access Agreement

Committee members met with Ngati Koata to discuss future access. Further discussions needed with council and Ngati Koata to secure access including cost, access term, permit requirements, security, costs.Agreement needs to be finalised by 31 December. It has been indicated by Ngati Koata that if no agreement is in place by this date, they will no longer allow access to their land. This includes Sharlands, Fringed Hill, Back of Codgers (Maitai) |  | **GW** - To meet with Ngati Koata and the Council to continue negotiations on land access.**OW** to give **GW** numbers of participants for events on Sharlands |
| **Agenda Items*** Debrief /Actions as a result of Incident on Kaka

Committee all very sad to hear about this incident and offered condolences to friends and family. Committee to review protocol for dealing with incidents.* Survey Results

The committee members are really pleased with the response to the 2020 Members Survey which had over 500 replies. Lots of great feedback and ideas presented. Committee to incorporate the learnings into their portfolios. * Finalise Annual Strategy

Review of annual strategy and changes made from Committee suggestions. Final draft complete.* Finalise Illegal Trail Policy

The draft policy has been drafted. This will be reviewed by a legal advisor.* Rider sponsorship (OW)

Seven applications for the rider sponsorship. Some outstanding applications. * Widdershins

Two trail construction tenders have been received. Each at extreme ends of pricing. Further revision of the tenders will be undertaken with CGW..  |  | **BC** - to discuss the clubs response to major incidents with legal advisers to gain better understanding**BC** - to establish a protocol for the clubs response to major incidents.**Matt B -** To highlight the incident to **GM.** **Mel B -** to investigate a FB page for Nelson Riders to post on.**BC** - To discuss illegal trail building policy with legal advisor**OW -** To finalise decisions and notify **MelB.****CS -** To review Widdershins tender to check it coverseverything it needs |
| **General Business*** Approval of accounts payable – (this list to be circulated prior to the meeting and signed off by owners then moved by committee as approved to be paid)
* Review of actions of last month’s minutes
* Approval of last month’s minutes
* Health and Safety Compliance – issues for month

Incident on Kaka, discussed during the meeting.* Legal Compliance – issues for month

Number of contracts signed as per **BC** | Moved - **OW**2nd - **MS**Moved - **TM**2nd - **MS** |  |
| **Last month’s actions*** **Matt B** and **ZK** to meet and discuss linking the systems. DONE
* **BG** to send a link to **Mel B** to sort the survey. DONE
* Survey to be sent this week **MB** DONE
* **Mel B** to create a page on web for vacancies DONE
* **CS** to look at Tenderlink as an option for advertising - TO DO
* **ALL -** Portfolio holders to confirm any changes to their reports DONE
* **GW** - looking at options on best method forward to complete asap DONE
* **Matt B** to start investigating sponsorship possibilities - **BC** to investigate options
* **CS** - provide revised cash flow forecast - DONE
* **OW** - to invite potential new committee member to the next meeting. DONE
* **MS** - to send out **BC’s, Mel B’s**  final contract to the committee. DONE
* **HB** - To send out **BP’s** contract to committee Answers to come back to **MS** by Friday 18 Sept. NOT DONE
* **BC** - to follow up two options for legal advisors. DONE
* **Matt B, BG** and **Zoe** will brainstorm ideas for accommodation. DONE
* MOU comments to **BP** by 16 Sept DONE
* **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. TO DO
 |  | **BC** to talk with **HB** to finalise **BP’s** contract.**CS & BP** to talk to Fulton Hogan to discuss potential claim |
| **Actions*** **BC**  to run through Membership Terms and Conditions with a legal adviser.
* **GW** - To meet with Ngati Koata and the Council to continue negotiations on land access.
* **OW** to give **GW** numbers of participants for events on Sharlands
* **BC** - to discuss the clubs response to major incidents with legal advisers to gain better understanding..
* **BC** - to establish a protocol for the clubs response to major incidents.
* **Matt B -** To highlight the incident to **GM.**
* **Mel B -** to investigate a FB page for Nelson Riders to post on.
* **BC** - To discuss illegal trail building policy with legal advisor
* **OW -** To finalise decisions and notify **MelB.**
* **CS -** To review Widdershins tender to check it coverseverything it needs
* **BP -** To discuss Widdershins tender further with **CS**
* **BC** to talk with **HB** to finalise **BP’s** contract.
* **CS & BP** to talk to Fulton Hogan to discuss potential claim
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**Meeting closed: 8.03pm**

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

 **President NMTBC**