



# \NMTBC Committee Meeting Minutes

**Date:** Tuesday 6 December - Boiler Room

**Present:** Belinda Crisp, Jono Corfield, Zane Smith, Mel Barker, Matthew Ball, Jamie Roberts, Tayla Carsons, Brent Goddard, Tony Misfud, Scott Jones, Brent Carpenter

**Apologies:** Ben Pointer

Matter	Moved	Action
<b>Conflicts of Interest</b> <ul style="list-style-type: none"> <li>N/A</li> </ul> <b>Last Month's Minutes</b> <ul style="list-style-type: none"> <li>Review of actions of last month's minutes and issues raised</li> <li>Approval of last month's minutes</li> </ul>	<p><i>Move - JR</i> <i>2nd - MB</i></p>	
<b>Portfolio Objective Review</b>  <b>Events</b> <ul style="list-style-type: none"> <li>Really busy month with events</li> <li>Gorge open day, Super D's, XC, Winter DH</li> <li>Shred like a Girl this weekend</li> </ul> <b>Wairoa Gorge</b> <ul style="list-style-type: none"> <li>Second quote for forestry harvest still to be received.</li> <li>Gorge has been shortlisted for a free marketing package.</li> <li>Kaiterere members will get a discount when riding at The Gorge. Regional promotion of riding will be important</li> <li>Financial position for the Gorge for the year is an approximate deficit of \$9,000 in relation to the budget. Main additional expenses were contractors, insurance, cost of diesel, vehicle costs.</li> <li>JR noted that the booking system still operates as set seat numbers rather than revolving shuttles.</li> </ul> <b>Marketing</b> <ul style="list-style-type: none"> <li>Finalised sponsorship with High Performance Hardware</li> </ul>		<p><b>BG</b> to compare numbers (riders &amp; accommodation) 2021 - 2022.</p> <p><b>BG</b> to organise a change in max booking numbers to 40 all Sat &amp; Sun.</p>

<ul style="list-style-type: none"> <li>• Lots of sponsors renewing their sponsorship</li> <li>• Developing a 12 month marketing plan for sponsors, especially in relationship to events</li> <li>• Focusing on introducing sponsors to members.</li> <li>• Low in spot prizes for events. SJ is happy to investigate getting more.</li> <li>• Website needs updating (sponsors)</li> </ul> <p><b>Membership</b></p> <ul style="list-style-type: none"> <li>• 3043 members</li> <li>• Businesses need a QR poster to sign up to membership</li> <li>• Member discounts need to be promoted more. Signage at businesses.</li> <li>• Donations are down on last year.</li> </ul> <p><b>Trails</b></p> <ul style="list-style-type: none"> <li>• 16 crash reports.</li> <li>• Stock on Smasher</li> <li>• Lots of volunteer hours - FDH finished</li> <li>• Koata Rere and Turners finished</li> <li>• Te Ara Kopiko open</li> <li>• Hulk n Hogan closed but plans are being made to repair trails.</li> <li>• MB met with TDC and Silvan to start discussions about working closure together.</li> <li>• Trail manager is not going to continue with current contract. NMTBC has approached another potential trail manager. The role may be split between two people. JR motioned that the job is split with 12 hours trail manager + up to 16 hrs per month strategic trail planning. Committee all voted in favour.</li> <li>• BC raised that the trail crossing signs are needed on the Coppermine Butters &amp; FDH</li> <li>• Signage still needs to be updated on many trails including Lollipop, Divas, Whaimana.</li> </ul> <p><b>Club Manager</b></p> <ul style="list-style-type: none"> <li>• Very impressed with the club.</li> <li>• BC handover notes very helpful</li> <li>• Met with most portfolio holders</li> <li>• Met with some stakeholders</li> <li>• The role is administration heavy and the club manager has resigned from position.</li> </ul> <p>Committee agreed to approach another potential applicant and invite them to come along to learn more about the job. Committee plan on spending time with the candidate to create job clarity before offering the position.</p>	<p>Move: JR 2nd: TC</p>	<p><b>Mel B &amp; SJ</b> to update websites with sponsors.</p> <p><b>Mel B</b> to connect with businesses to promote members discounts.</p> <p><b>SJ</b> - to create member initiatives to give donations.</p> <p><b>JR</b> - to sort signage</p> <p><b>JR</b> to audit trail signage</p>
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<p><b>Deep Dive</b></p> <ul style="list-style-type: none"> <li>● <a href="#">Harvey scholarship</a> &amp; <a href="#">Supporting doc</a></li> </ul> <p>The Super D series made \$4500. The Harvey scholarship would support an up and coming rider to get overseas for their first race. Committee requested more information before approving the scholarship.</p> <ul style="list-style-type: none"> <li>● Expansion of trail advocacy to Richmond Hills/Kingsland/TDC</li> </ul> <p>MB met with Richmond stakeholders including Silvan, TDC and Richmond Forestry. There are initial plans being initiated for trails to be developed along the Kingsland forest. MB proposed that NMTBC supports Richmond Hills with dig days. MB recognised that this is a very important initiative for NMTBC to be involved in. An initial discussion was held with Silvan.</p>		<p><b>JC</b> to present an overview of the Harvey Scholarship at the next meeting.</p>
<p><b>Agenda Items</b></p> <ul style="list-style-type: none"> <li>● Vollys- how do we get a bigger pool- this will assist Club manager build the database.</li> <li>- Use survey results to target people</li> <li>- Having digging options that are more flexible</li> <li>- Provide perks for volunteers</li> <li>● NMTBC Xmas Event - TBC</li> <li>- TC to sort a date midweek</li> <li>- Committee approved \$500 for Committee Xmas function.</li> <li>● New Troopie Budget</li> </ul> <p>BG requested approval from the committee for up to \$50,000 finance for another troopie.</p> <ul style="list-style-type: none"> <li>● Gorge / Rainbow colab.</li> </ul> <p>BG suggested that NMTBC should collaborate with Rainbow to pull members. An option is that Rainbow members receive a discount at the Gorge.</p> <ul style="list-style-type: none"> <li>● Newsletter</li> </ul> <p>Portfolio holders to submit a blurb to Mel B</p>	<p><b>Move: BG</b> <b>2nd: TC</b></p>	<p>MB to send BG MTF contact details.</p> <p>BG to raise ideas with Rainbow committee</p> <p>ALL - portfolio holders send Mel B a portfolio summary by 14 Dec</p>

<p><b>General Business</b></p> <ol style="list-style-type: none"> <li>1. <a href="#">Funding priorities</a></li> <li>2. Approval of accounts payable</li> <li>3. Health and Safety Compliance issues for month</li> <li>4. Legal Compliance issues for month</li> </ol>	<p><b>Move: BG</b> <b>2nd: MB</b></p>	
<p><b>Action Review</b></p> <ul style="list-style-type: none"> <li>● <b>BG</b> to compare numbers (riders &amp; accommodation) 2021 - 2022.</li> <li>● <b>BG</b> to organise a change in max booking numbers to 40 all Sat &amp; Sun.</li> <li>● <b>Mel B</b> &amp; <b>SJ</b> to update websites with sponsors.</li> <li>● <b>Mel B</b> to connect with businesses to promote members discounts.</li> <li>● <b>JR</b> - to sort signage</li> <li>● <b>JR</b> to audit trail signage</li> <li>● MB to send BG MTF contact details.</li> <li>● BG to raise ideas with Rainbow committee</li> <li>● ALL - portfolio holders send Mel B a portfolio summary by 14 Dec</li> </ul> <p><b>Last month's actions</b></p> <ul style="list-style-type: none"> <li>● <b>Mel B</b> to look at Google workspace project management options. DONE</li> <li>● <b>BG</b> - To talk with Kaiteri about potential packages. DONE - Portfolio overview</li> <li>● <b>ZS</b> to liaise with Cable Bay in regards to promoting NMTBC membership. DONE</li> <li>● <b>Mel B</b> - to send MB and JC contract. DONE</li> <li>● <b>ZS</b> to check how donation options are shown on the app. DONE</li> <li>● <b>BC</b> - to share applications with committee members. DONE</li> <li>● <b>TC, JC, BG</b> and <b>Mel B</b> to coordinate being at the Gorge. DONE</li> <li>● <b>ZS, JC</b> and <b>SR</b> to organise merchandise and stickers. ONGOING</li> <li>● <b>BC</b> to do an app notification informing members of the crash reporter. DONE</li> <li>●</li> </ul>		

Actions		
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**Meeting closed: 9pm**

**Next meeting: January**

**Minutes Approved:**

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**President NMTBC**