## NMTBC Committee Meeting Minutes



Date: Tuesday 09 May - Boiler Room

Present:Mel Barker, Jamie Roberts, Brent Goddard, Jono Corfield, Matt Ball, Tayla Carson,<br/>Tony Mifsud, Gillian Bearman

## Apologies:

Matter	Moved	Action
<ul> <li>Conflicts of Interest</li> <li>JR is organising an event outside of NMTBC</li> <li>TC worked with NCC for the Marsden Valley Forestry operation.</li> </ul>		
Last Month's Minutes		
<ul> <li>Review of actions of last month's minutes and issues raised</li> <li>Approval of last month's minutes</li> </ul>	Move MB 2nd JR	
Portfolio Objective Review		
<ul> <li>Events</li> <li>All major events have finished. Lots of positive feedback from these. UCI feedback was all positive.</li> <li>Debrief with Cable Bay Enduro, MTBNZ &amp; CNZ. They all have thanked NTMBC.</li> <li>NMTBC are working towards securing the 2024 National Enduro at Cable Bay again.</li> <li>Thanks to the trails team, trail saints, Easy Trail Service and all other volunteers who helped get trails sorted for Aorere.</li> <li>Aorere was a huge success. Venue was a great hub. Both days went amazing. The bouncy castle and live music were both great.</li> <li>JC thanked TC and JR for their amazing help</li> <li>Waste disposal was much better than previous events.</li> <li>1st weekend of July is the Gorge Enduro and the Volly Day.</li> <li>Expressions of interest to MTBNZ for 2024 events are due soon. NMTBC will put one in for DH.</li> </ul>		

• A complaint was received about the leftover tape and	JR, JC, TC to
signage on some stage at the Aorere.	coordinate tape and
	signage removal.
Wairoa Gorge	
<ul> <li>A meeting was held with a lawyer to begin</li> </ul>	
discussions about the potential of forming a trust	
• A meeting was held with Nick Crocker. He will work	
on Gorge events and gathering interest.	
<ul> <li>The Gorge road may have suffered with the recent</li> </ul>	NCC posts about land
weather event.	access to be shared
Trails	on newsletters etc.
<ul> <li>No incidents and accidents reported this month</li> </ul>	Mel B to do a social
<ul> <li>Thanks to Easy for his great work.</li> </ul>	post to thank
<ul> <li>Thanks to volunteers for all their work</li> </ul>	Volunteers members
<ul> <li>Some trail quotes are not being adhered to</li> </ul>	
• Looking at the possibility of reopening the Aorere.	for getting Sharlands
	up and running
	MB, JC, GB, JR to
Accounts	meet to look over
Committee reviewed April accounts.	
• \$102,000 received in funding grants so far in 2023	account coding
Contractors seem high	
Agenda Items	BG + JC will meet to
Sponsorship Discussion. Committee discussed	further discuss
current sponsorship arrangements and the potential	sponsorship. Mel B
to have a platinum sponsorship.	to arrange
	paperwork.
<ul> <li>Mel - Admin position going forward.</li> </ul>	
The administrator's responsibilities have changed overtime.	JC + MB to meet to
Committee will review contractor rates, conduct performance	discuss contractor
reviews and look at job descriptions and responsibilities. Mel	rates, performance
B let the committee know that over the remaining months of	reviews and job
2024 she would like to start reducing hours.	descriptions.
a Association for a	
<ul> <li>Accountant fees</li> </ul>	Mel B to share
Fees are high. Mel has already emailed the accountant for a	accountants' replies
breakdown in costs.	with the committee.
Maitai Pump Track	
NCC had previously decided that the current spot for the	
Maitai Pump track would remain however due to the recent	
weather event NCC are relooking at ideas. JC noted that the	
spec of the track should be investigated so it potentially could	
be used for racing on.	
Reports format	

Bullet point things to discuss and include a hyperlink to reports on the agenda.		
<b>Deep Dive</b> Trails - Contractors sometimes going over quotes. Committee discussed how to handle over quote spending by contractors.		JR to speak with the relevant contractors.
<ul> <li>General Business</li> <li>Funding priorities <ul> <li>Resolution - \$6652.17 trailer funding applied for from Mainland Foundation. Outcome Pending</li> <li>Resolution - \$7200 for office rental space from Trillian Trust Outcome Pending</li> <li>Resolution - \$7020 request be made to Air Rescue Services for Trail Manager Operation costs for 3 months.</li> <li>Committee approved Mel B and GW to seek funding for first aid supplies +backboard straps. Resolution - Restock of first aid supply + backboard straps up to \$1000</li> <li>GW to look at event + admin funding.</li> </ul> </li> <li>Approval of accounts payable <ul> <li>Highlighted lines not approved.</li> </ul> </li> <li>Health and Safety Compliance issues for month. N/A</li> <li>Legal Compliance issues for month. N/A</li> </ul>	Move: MB 2nd: JC Move: JC 2nd: JR	

Actions:		
• JR, JC, TC to coordinate tape and signage removal.		
• Mel B NCC posts about land access to be shared on newsletters etc.		
<ul> <li>Mel B to do a social post to thank Volunteers members for getting Sharlands up and running</li> </ul>		
• MB, JC, GB, JR to meet to look over account coding		
<ul> <li>BG + JC will meet to further discuss sponsorship. Mel B to arrange paperwork.</li> </ul>		
<ul> <li>JC + MB to meet to discuss contractor rates, performance reviews and job descriptions.</li> <li>Mel B to share accountants' replies with the committee.</li> <li>JR to speak with the relevant contractors.</li> </ul>		
		<b>GW</b> - Social post on
<ul> <li>Action Review</li> <li>Mel B - to do a membership drive - FB post, email etc Done</li> </ul>		NMBTC socials to encourage members to get to the Gorge.
• <b>Mel B</b> to promote accident register on social media and look to get it on the app. Done	Move MB 2nd BG	Mel B
• Mel B & BG to sort budgets. Done		
<ul> <li>Mel B to share NCC FB posts about submissions.</li> <li>GW to write job descriptions and advertise positions Done</li> </ul>		
<ul> <li>Mel B - to contact the accountant to check and let them know about the new NTMBC schedule DONE</li> <li>MB, JC,GW to contact potential sponsors. Done</li> </ul>		
<ul> <li>Last month's actions</li> <li>GW - Social post on NMBTC socials to encourage members to get to the Gorge. Mel B</li> <li>GW &amp; TR will meet to look at debit card budgets, policies for spending and creating a transparent system. Done</li> <li>Committee agreed that Gorge should have its own Debit card.</li> <li>T.M to sort this in future.</li> <li>GW to get in contact with MB to sort AGM. Ongoing</li> <li>GW to advertise AGM on socials. Ongoing</li> <li>MB to clarify dates for Maitai Hub Opening. Ongoing</li> <li>Mel B to share Maitai opening dates with DIA.</li> <li>MB formalise both MOU's. Done for NCC ongoing with TDC</li> </ul>		
Ongoing from last meeting		

<ul> <li>BG to raise ideas with the Rainbow committee. Will do at the next committee meeting. Will</li> <li>ZS, MB and GW to talk about NMTBC sticker options. Ongoing.</li> </ul>	
• JR to talk to Margaret from Ngati Koata to look at options for information boards. Ongoing	
<ul> <li>JR to liaise with potential Branford contractors. Ongoing</li> </ul>	

Meeting closed: 8.58pm Next meeting: 13 June 2023

Minutes Approved:

President NMTBC