

NMTBC Committee Meeting Minutes



Commented [1]: New logo :)

Date: Tuesday 8th August - Boiler Room

Present: Mel Barker, Tayla Carson, Kylie Reeves, Brent Goddard, Jamie Roberts, Jono Corfield, Matt Ball, Gillian Bearman, Jill Ford

Apologies: Tony Mifsud

Matter	Moved	Action
Conflicts of Interest		
Last Month's Minutes <ul style="list-style-type: none">Review of actions of last month's minutes and issues raisedApproval of last month's minutes	Move: TC 2nd: KR	
Portfolio Objective Review		
Events <ul style="list-style-type: none">All events are loaded on NMTBC website and It's ONDodzy, Super D and Cross Country are upcoming. Wairoa Gorge <ul style="list-style-type: none">Gorge trust has met twice now. The Trust Deed is with the lawyer to be finalised before Trustees sign.Gorge Trust will look after the recreation reserve but most likely not the operations. NMTBC will most likely continue to run the operations for at least 12 months. Trails <ul style="list-style-type: none">Terminus is open in Kingsland forest (Richmond)P51 renewals completedMaitai Climbing trail nearly completedNCC looking at few new trail options in MarsdenNCC is investigating managing trail signage across Maitai Codgers, Codgers and Fringed HillWorking with stakeholders to sort friction over some structures that have been built.Aorere rebuild is in the early planning stages. Marketing/Communication <ul style="list-style-type: none">KR really pleased with social media accounts followingKR going to complete an audit of social media		

<ul style="list-style-type: none"> • KR going to work on media releases <p>Accounts</p> <ul style="list-style-type: none"> • Monthly report sent out. See agenda for further info. <p>Club Manager</p> <ul style="list-style-type: none"> • Working to sort friction over structures • Potentially a few new sponsors in the pipeline. • Membership is still increasing. 		
<p>Agenda Items</p> <ul style="list-style-type: none"> • Sponsorship for events, changing the policy in sponsorship contracts MB <p>When renewing a Sponsorship contract, the renewal process will include sharing the SOP of how event sponsorship works.</p> <p>Once a year current event sponsorship opportunities are shared with all gold sponsors.</p> <ul style="list-style-type: none"> • Environmental Grant Scheme (NCC) applications open till 30 September, where do we want/need natives to be planted? I have some ideas but need to discuss TC <p>Suggestions - Branford, Pump Track and Skills Area</p> <ul style="list-style-type: none"> • Signage where/- info on signage, donation/ join asks on all signs (QR code) eg with 'you are here' at all key intersections, <p>NCC is investigating taking over the cost for signage within the network.</p> <p>JR is keen to get 'donate now' QR codes around the riding areas.</p> <ul style="list-style-type: none"> • Comprehensive map boards linking Matai and Codgers with suggested 'routes - beginner, intermediate etc <p>JR will further investigate options for signage board options.</p> <ul style="list-style-type: none"> • Improve uphill tracks to make it 'easier' to get to downhill tracks. <p>NCC funds the maintenance of trails (such as Jack's Track). Any issues should be reported on Trailforks or, if a near miss, on the crash reporter.</p> <ul style="list-style-type: none"> • Accessibility - Tantragee saddle - currently need to get the bike up and over fence / style. 		<p>Mel B to write an events sponsorship SOP.</p> <p>TC to complete application to NCC for native trees grant</p> <p>JR to come up with suggested routes to be shown on signage.</p> <p>JF & JR to work together to get QR codes & membership info on signage</p>

<p>Stakeholders are discussing options for gates. They are aware motorbikes have and will continue to get through gates if the wrong type of gate is installed.</p> <ul style="list-style-type: none"> • Codgers skills area <p>TC is happy to take over this.</p> <ul style="list-style-type: none"> • Instagram <p>KR will provide guidelines for sharing on Insta stories.</p> <ul style="list-style-type: none"> • Club E-bikes use and location - BG <p>It would be great for the Gorge to have access to an e-bike. The S3 will be given to the Gorge to use until it is needed again by Trails & Gorge.</p> <ul style="list-style-type: none"> • Ride Nelson - GW <p>Ride Nelson is a concept that came from recognising that as a region Nelson Tasman isn't getting noticed as much as it should. It will be a tourism based site. NMTBC is aware that we aren't the right organisation to run this but we will establish the site and concept.</p> <ul style="list-style-type: none"> • Bills to approve outside of spreadsheet - MB <p>Invoices need to be in by the 6th of the month to be paid on the 20th. Only very occasional invoices should be paid outside of this.</p> <ul style="list-style-type: none"> • Budget & 3 year forecast update - GB <p>GB has completed a full analysis of the club 's financial position and highlighted some areas to focus on.</p> <p>Budget objectives are to increase income through increased membership and additional funding and to decrease operational costs.</p> <p>Budgets added to Xero</p> <ul style="list-style-type: none"> • Keiran Taylor looking to fund-raising for overseas racing. <p>Super D scholarship fund is an NMTBC contribution to racing. NMTBC would support any initiatives that Keiran comes up with by sharing events.</p>		<p>KR to develop Insta posting guidelines.</p> <p>JR to create an e-bike handover document that is used when the bike is changing between users. It includes riding guidelines.</p> <p>GW to start the Ride Nelson site and develop the concept with help with GB</p>
<p>Deep Dive Strategic annual objectives needed for each portfolio to help with</p>		<p>All committee members to complete Workflow strategy by next meeting</p>

Committee discussion on the purpose of strategic annual objectives. Committee members need more planning time before drafting objectives.		
<p>General Business</p> <ul style="list-style-type: none"> • Funding priorities • Funding grant submitted with Air Rescue - Trail Manager • Resolution - Committee approve Mel B to seek funding of \$13,133.24 from Pub Charity for for timing chips • Funding grant needed for Gorge Radios • NZCT funding extended until 1 Dec. Invoices by 20th Nov. • Resolution - Applied to the Department of Internal affairs (Lottery community) for \$40,000 for operational costs. • Signage funding grant • • Approval of accounts payable • Health and Safety Compliance issues for the month. n/a • Legal Compliance issues for month. n/a 	<p>MOVE: TC 2nd: BR</p>	<p>Mel B to have accounts payable available for committee meetings</p>
<p>Actions:</p> <ul style="list-style-type: none"> • Mel B to write an events sponsorship SOP. • TC to complete application to NCC for native trees grant • JR to come up with suggested routes to be shown on signage. • JF & JR to work together to get QR codes & membership info on signage • KR to develop Insta posting guidelines. • JR to create an e-bike handover document that is used when the bike is changing between users. It includes riding guidelines. • GW to start the Ride Nelson site and develop the concept with help with GB • All committee members to complete Workflow strategy by next meeting • GW to circulate <i>Platinum Sponsorship</i> to the committee. Committee to decide if NMTBC should have one big platinum or 3 smaller 		<p>GW to circulate <i>Platinum Sponsorship</i> to the committee. Committee to decide if NMTBC should have one big platinum or 3 smaller</p>

<p>Action Review</p> <ul style="list-style-type: none"> ● TC - To sort a thank you gift for Vaughan DONE ● Mel B to double check constitution rules for electing committee members mid term. <p>The executive can elect members mid-term until the next AGM when they will need to be formally elected. DONE</p> <ul style="list-style-type: none"> ● GW to draft a platinum sponsorship contract DONE ● GW and KR to meet with all gold sponsors. ONGOING ● GW to speak with Upshift about Ride Nelson. ● Mel B to share comms/social media plan with KR. DONE ● Mel B to share Strategic objective documents with portfolio holders. DONE ● Portfolio holders to identify strategic objectives by next committee meeting ONGOING ● GW - Review committee member induction process. DONE ● GB & Greg and try to come up with a solution for Gorge road. ONGOING ● BG - Follow up andrew for free marketing. ONGOING ● GB to meet with each committee member on account codes. DONE ● JR/GW to address bridge sign off on Willow Lane. ONGOING ● GW - Reach out to Belinda to discuss the skills area. DONE ● GW to find a financial training course & to meet with GB before meetings to look at monthly reports. ONGOING ● Mel B - To investigate a grant for a tractor. ONGOING ● Mel B + JR to meet to look at trail sponsorship options ONGOING ● JC, TC and GW will discuss the race requests and report back to race organisers. ● MB to discuss land access agreement with land owners. ONGOING ● Committee agreed that Gorge should have its own Debit card. T.M to sort this in future. ONGOING ● Maitai Hub opening - DIA grant - Mel ● MB formalise both MOU's. Done for NCC ongoing with TDC Ongoing ● <i>GW to look at branding option ONGOING</i> 		
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- *MB & JC to sort first aid response plan*

Meeting closed: 9.05pm
Next meeting: Next meeting Tuesday October 10th

Minutes Approved: _____
President NMTBC