



NMTBC Committee Meeting Minutes

Date: Tuesday 10th Oct - Boiler Room

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

Apologies: Jill Ford, Kylie Reeves

Matter	Moved	Action
<p>Conflicts of Interest N/A</p> <p>Last Month's Minutes</p> <ul style="list-style-type: none"> Review of actions of last month's minutes and issues raised Approval of last month's minutes 	<p><i>Move: TC</i> <i>2nd: MB</i></p>	
<p>Portfolio Objective Review</p> <p>Events</p> <ul style="list-style-type: none"> Super D, Inaugural Codgers kids Enduro, Cross Country, Dodzy and Shred like a Girl all before the end of the year <p>Wairoa Gorge</p> <ul style="list-style-type: none"> Gorge trust documents are ready for trustees to sign for the formation of the Gorge trust. Most trust members visited the Gorge. <p>Trails</p> <ul style="list-style-type: none"> One incident on Tuners Mr Chomper reroutes is planned. Divas should be open within the week (just needs rain) Dig Day for Aorere is being organised. SOP needs to be developed for building structures on private land. Maitai Climbing trail just needs to be groomed before opening. JR to speak with Ngati Koata about naming the climbing trail <p>Club Manager</p> <ul style="list-style-type: none"> Some new sponsors are onboard including Duncan Cotterill and Shimano. Funding is an ongoing challenge for operational cost 3000 members 		

<p>Treasurer</p> <ul style="list-style-type: none"> • Shared overview of club financial position. • Membership has increased slightly. • Gorge Multi-pass sales made \$5000 • Provided overview of operational spending including fuel • Questioned if there are cheaper fuel options • Private shuttles revenue is low. • Potential to run shuttles from Nelson to the Gorge to increase rider numbers <p>Agenda Items 15 minutes</p> <ul style="list-style-type: none"> - Codgers Skills Area.. TC shared a concept plan with the committee. <p>TC to look at funding options for building the skills area.</p> <ul style="list-style-type: none"> - Committee NMTBC Xmas function <p>MB happy to host. TC and MB will decide on a date.</p> <ul style="list-style-type: none"> - Gorge Road <p>The Gorge Trust is still a long way from being operational, in the meantime NMTBC committee need to ensure the road is kept safe and usable. Committee approved the spending of the profit from a film crew job to be spent on the road.</p> <ul style="list-style-type: none"> - Feedback from NMTBC member <p>We received an email from a longstanding volunteer who felt that they're being left out of the loop and lacking communication or guidance from the committee. The committee agreed that they do need to keep the key volunteers upto speed with the background work, as we can't afford to lose such key assets in our community. NMTBC will also work harder at promoting the regular maintenance days to help with succession planning of this group</p>		<p>BG - To check in with Greg to understand fuel usage.</p> <p>GW to check current fuel costs are most cost effective.</p> <p>BG to talk with Greg about running a shuttle from Nelson to the Gorge.</p> <p>TC to look at funding options and report back to the committee.</p> <p>TC and MB to decide on a date for the Xmas function.</p> <p>GB - to check budgets for any additional funding available for the Gorge Rd</p> <p>BG - to communicate with Greg. Profit from the film crew job can be spent on the road.</p> <p>GW/Mel B - ensure that dig days, including regular Trail Saint days, are well advertised to members.</p>
<p>Deep Dive</p> <p>Strategic annual objectives needed for each portfolio planning time before drafting objectives.</p> <ul style="list-style-type: none"> - Portfolio holders need to their job descriptions - Portfolio holders to compete their strategic objectives within one week 		<p>Mel B to circulate the strategic document and job descriptions.</p>

<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: BG 2nd: GW</p>	
<p>Actions:</p> <ul style="list-style-type: none"> • Mel B to write an events sponsorship SOP. DONE • TC to complete application to NCC for native trees grant DONE BUT REJECTED • JR to come up with suggested routes to be shown on signage. ONGOING • JF & JR to work together to get QR codes & membership info on signage. ONGOING • KR to develop Insta posting guidelines. ONGOING • JR to create an e-bike handover document that is used when the bike is changing between users. It includes riding guidelines. DONE • GW to start the Ride Nelson site and develop the concept with help with GB. ONGOING • All committee members to complete Workflow strategy by next meeting ONGOING • GW to circulate Platinum Sponsorship to the committee. Committee to decide if NMTBC should have one big platinum or 3 smaller. DONE - Committee agree that Platinum sponsorship should be \$5,000 with unlimited numbers • 		<p>GW to circulate Platinum Sponsorship to the committee. Committee to decide if NMTBC should have one big platinum or 3 smaller -</p> <p>GW - To add sponsorship options to website, share in newsletters and on social media.</p>

Action Review

- **TC** - To sort a thank you gift for Vaughan DONE
- **Mel B** to double check constitution rules for electing committee members mid term.

The executive can elect members mid-term until the next AGM when they will need to be formally elected. DONE

- **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
- *GW to look at branding option ONGOING*
- *MB & JC to sort first aid response plan*

Meeting closed: 9.00pm

Next meeting: Next meeting Tues 14 Nov 2023

Minutes Approved:

President NMTBC