

Maitahi Outrigger Canoe Club Meeting



Date: 8th January 2019

Time: 7:00pm

Present: Charmaine Payn (President), John Young (Vice President), Kilmeny Stephens (Secretary), Katie Thurston, Jeff Neilson, Bex Malthus, Robyn Dewson

Apologies: Jess Brown (Treasurer)

Agenda:

- **Apologies**
- **Minutes** from the previous meeting
- **Matters arising**
- **Financial report**
- **Correspondence**
 - Waka Ama NZ - Foundation Coaching Course dates for 2019
 - Waka Ama NZ – Club Accounts
- **General Business**
 - Incident reports
 - Gear & Maintenance
 - OC2 rudder
 - Taua Erua
 - Review of Club Rules
 - Cultural Approach
 - Insurance
 - Rangatahi
 - H&S Officer
- job description
- policy
- Club-wide meeting (2 topics)
 - Fundraising
 - Activities
- Membership
- Fleet
- Facebook
- Events
- Lakes Race Update (Fri-Sat, 8-9 Feb)
- Waka spruce up day (Sun 27 Jan)
- Steerer's Meeting (Wed 30 Jan)
- Have a go day! (Sun 24 Feb)
- Weetbix Tryathlon, Fundraiser (Sun 3 Mar)
- Strategic Plan (Tue 5 Mar)
- Marchfest, Fundraiser (Sat 9 Mar)
- **Any other business**
- **Close of meeting**

Accept Minutes

Minutes from the previous meeting were read.

Bex proposed that this was a true and correct representation of last month's minutes. Kt Seconded.

Matters Arising	Discussion	Action
Trailer extension	Trailer extension behind the shed – do we need to do anything before Lakes Race? John planning to look at this on Saturday, 12 th Jan.	John
Weetbix Tryathlon	Kt asked if Char had heard from anyone. No. Char to let them know we'll do the Friday setup and then finish. Will need people to volunteer on Friday 1 st Mar, usually around 9-3pm. Did get \$1000, but not paid until quite a time afterwards.	Kilmeny > Newsletter.
Outstanding actions	Kilmeny to do outstanding actions.	Kilmeny
Coaching course	Love that it's happening. Have been putting it out to Sunday crews. Concerned that there won't be enough people for rigging on	n/a

	Sunday afternoon on return from the Lakes Race, so propose to do rigging on Monday. Char said her group of tamariki may be able to do it Monday morning.	
Paddle stand	The paddle stand is falling apart and will need to be replaced at some point soon.	When required
White board outside the shed	Discussion of white board outside the shed to replace the sign in/intentions book. John's idea is that we have two small posts with a white board on it. Also look at Perspex cover. John to cost it up and report back.	John

Financial Report	Discussion	Action
Payments	Bex propose payments be approved. John seconded. Cash summary – good to have the tagged info included. Besides everything that's tagged, we have ~\$10,000.	Jess make payments
Koha	Seems to be working well that committee members are collecting money and depositing it in account. Also agreed to note in book when collected.	Committee continue collecting koha
GST	Jeff asked about GST. All money coming into account, so subs are subject to GST. When we pay bills, we pay GST on them. Jeff said that we shouldn't be paying tax we don't have to.	Jess – please summarise GST payments for 2017-18 financial year
Xero	Char has not seen Zoe, so no progress on this.	Char
	Char proposed the Treasurer's report as true and complete record. Passed.	

Correspondence	Discussion	Action
Waka Ama NZ – Club Accounts	Our accounts are all in order.	n/a
Waka Ama NZ - Foundation Coaching Course	Kilmeny forward to rest of committee. There is an error in Nelson panui/notice.	Char follow up on error in panui for Nelson course

General Business	Discussion	Action
Incident reports	One from Bex - Fell into a pothole at top of the ramp, fell onto waka and broke the rudder, also sprained ankle. Another incident on a Sunday – rescue of person in kayak when wind came up. Learning - Another time, could ask if they feel confident should the wind strength increase.	John contact Bruce at marina about potholes.
Gear and Maintenance	New OC2 rudder has been ordered from Moananui, both will arrive week after Nationals. Their priority has been fixing waka for Nationals. There aren't any other providers, so need to work with Moananui. The two waka have different rudders. One has a 10mm shaft, the other has 8mm, so can't be interchangeable. We do have a spare for yellow one. \$300 each. Is there a Nelson business that could duplicate the rudders? Not easily as the	Char follow up with Moananui as required.

	<p>fittings are quite specific. Char has really stressed to them that we need it, they have assured us that they'll get it to us after the 11th Jan.</p> <p>Not discussed: Greg & Kereama discussed seat position & Ventura system. Kereama to do this now he is on holiday. Dean suggested a splash guard at the front.</p>	Kereama add Ventura system into yellow sea hawk.
Review of Club Rules	<p>Robyn has started. Has provided national ones from Waka Ama NZ to the committee. She will remove any irrelevant clauses. Changing the name – only grammar changes if required. Process is that we approve updates, send it out with agenda at AGM for wider approval.</p>	Robyn to continue.
Cultural Approach	Kt followed up with Rongomai about te reo in winter, haven't heard back yet.	n/a
Insurance	Not discussed	
Rangatahi	<p>Bex has registered all but one. Needed to ask them for their emails. Nine all together so far, likely 15. Next session is Friday 11th Jan.</p> <p>T-shirts for Rangatahi. Need to order by 13th January. \$45 each \$675. John has offered to stand Guarantor for the full amount, if the club cannot or does not want to fund or part fund these shirts but I do expect a "Crowd-funding" exercise within the club and with our expats and friends of the club, to be launched a.s.a.p. to cover the full costs. His reason in standing as guarantor is to ensure we have the Tees for the Rangitahi at Tuna e Hoa Ana 2019.</p> <p>The Rangatahi reserve is \$214. \$416 short. Agreed to go ahead with this and add request in Newsletter – would you like to sponsor a shirt? 7 small, and 8 medium. Goes straight through Paypal.</p>	<p>Kilmeny > Newsletter</p> <p>John > order t-shirts.</p>
Health & Safety Officer	Bex had sent info to committee from Parihaka club and Waka Ama NZ. Not discussed further owing to alarm going off...	Kilmeny add to March agenda
Club-wide meeting overview	<p>Fundraising</p> <p>Propose that subcommittee be resurrected. John and Kt. Note in newsletter to ask if anyone is interested in joining a fundraising subcommittee and to contact John/Kt if so.</p> <p>Activities</p> <p>Postpone to end of meeting if enough time (there wasn't)</p>	Kilmeny > Newsletter
Membership	<p>Teamer is the current list of members, 81 at the moment.</p> <p>New Members: Katrina Marwick, Kay Miller, Cath Slotemaker, Andrea Phillips, Tina Tsinas. Plus 8 Rangatahi.</p>	Kilmeny > greet new members in Newsletter.
Fleet	<p>Did not discuss potential single offered by Jeff in November.</p> <p>There is an OC2 waka for sale in Nelson at the moment – should we purchase it? Comes with spray skirts and two quick blade paddles. For sale by Charlotte & Alastair. It's lightweight, carbon fibre. \$4500. Layla and Huriana used it at Kaiteiteri. 8m long.</p>	

	<p>Black and white. Need to look at our fleet and see if this would be beneficial?</p> <p>What is the benefit for the club? Advantage is that it's lighter. In the water it would be more tippy. Maintenance on a lighter waka will be higher cost as not as sturdy. Gives us something a bit more competitive. Would be dipping into fund. Were advised that it would be better to have a more sturdy option. The races our club is doing are regional, not national, therefore not necessarily a need for a higher spec. Storage – there isn't enough room and they are going to get marked. The yellow one was bought by \$2000. Te Wairua bought three years ago, worth \$5000. Jeff thinks it's a really good idea because of the weight of the existing waka that we have. Although there is a trolley that could be used. The existing waka aren't being used all at the same time currently, so doesn't seem like there is a need for it. Park it for tonight and reconsider as part of the Strategic Meeting. Jeff will let them know we're still in discussion.</p>	
Facebook	<p>Char doesn't think it's appropriate to discuss club finances on facebook.</p> <p>Propose:</p> <ul style="list-style-type: none"> - having one that is closed only for members. - leave the current one as accessible to everyone and change to posting by admin only. Current admin are Pete, Zoe, Tony and Char and Julie. Char to follow up on this and see if they still want/need to be admin. Char to add Kilmeny as admin in the meantime. 	Char to follow up.
Events	<p>Tuna E Hoe Ana: Fri-Sat, 8-9 Feb, 2019. Planning generally in hand although need to complete funding application for first aid and safety boats and confirm a Volunteer Coordinator.</p> <p>One entry so far.</p> <p>Char proposed that we apply to Pub Charity Limited for funding for the Safety boats and First Aid for the event (Triple One Care \$1127 not inc GST, two safety boats – \$800, totalling \$1927) - agreed unanimously.</p>	Kilmeny > newsletter
Events	<p>Waka Spruce Up Day (changed to Sun 20 Jan from 27 Jan) Advertise, fb & newsletter.</p>	Kilmeny > newsletter
Events	<p>Steerer's Meeting (Wed 30 Jan) Advertise, fb & newsletter. Bex is coordinating a group to get signed off.</p>	Kilmeny > newsletter
Events	<p>Have a go day! (Sun 24 Feb)</p>	Kilmeny > newsletter
Events	<p>Weetbix TRYathlon (Sun 3 Mar) See above in Matters arising. Need volunteers on Fri 1 Mar only.</p>	Kilmeny > newsletter
Events	<p>Strategic Plan (changed to Sat 23 Mar from Tue 5 Mar) Venue and time to be determined. 11am – 1pm, byo lunch.</p>	Kilmeny > newsletter

Events	Marchfest , Fundraiser (Sat 9 Mar) Different shifts being asked for. Still a good fundraiser. Have agreed to do this. Activities more like Cider Fest. Kt to provide info for Kilmeny to put in newsletter.	Kilmeny > newsletter Kt continue coordination with Marchfest
Any other business		
	Question to Char about Level 1 Steerer's taking out oc6 when not enough Level 2 or 3. Not agreed to. Also question if experienced non-club members can steer Maitahi Club waka? They can't take waka out on their own, but ok with a Level 2 or 3 steerer.	

Actions List from Previous Meetings

Date	Topic	Previous Meetings	Actions
Aug 17	Major Incident Info	Updates proposed and agreed on	Kilmeny to update and put in shed
	Update SOP	Tony's sent suggestions for Safe Operating Plan to remove "steering areas" from map as no longer relevant	Kilmeny to update and put on website
	Update Weblinks	From John: It's never too late to start paddling 70 <> Masters. Orange flare video – doesn't work	Kilmeny/Jan to update on website

Meeting finished: 9:15 p.m.
Next committee meeting: 12th February 2019

Signature

Date