

Maitahi Outrigger Canoe Club Meeting



Date: 14th May 2019
Time: 7:00pm
Present: Charmaine Payn (President), John Young (Vice President), Jess Brown (Treasurer), Kilmeny Stephens (Secretary), Katie Thurston, Jeff Neilson, Robyn Dewson, Bex Malthus
Apologies: None

Agenda:

- **Apologies**
- **Minutes** from the previous meeting
- **Matters arising**
- **Financial report**
- **Correspondence**
 - Long Distance Nationals – Task List
 - Fire in Ice Outrigger Canoe Club - IceBreaker Challenge 2019 racepack
 - Te Waka O Aoraki - Long Distance Nationals Future Hosting Rotation
 - Via John Young - Office for Seniors – facebook post
 - Tuna E Hoe Ana – bookings with DOC & Community Hall
- **General Business**
 - Incident reports
 - Health & Safety
 - Gear & Maintenance
- **Quote for waka covers**
- Review of Club Rules
- Cultural Approach
- Insurance
- Rangatahi
- Club-wide meeting
 - Activities
- Membership
- Events Review
- Upcoming Events
 - Strategic Plan – June
 - Preparation
 - Watersports alliance/Club funds
 - Portage Race (Sat, 8 Jun)
 - Winter Series – when?
 - Long Distance Nationals
- **Any other business**
- **Close of meeting**

Accept Minutes

Minutes from the previous meeting were read.
 Char proposed that this was a true and correct representation of last month's minutes. Robyn seconded.

Matters Arising	Discussion	Action
Finances	Weetbix invoice has not been paid yet. Jess will send emails weekly now.	Jess send email
Rangatahi Shirts	Requests for donations has resulted in 3 shirts being donated. How to promote this? John look at crowdfunding inspiration.	John investigate
Fundraising Committee (FC)	Met on 29 th April. Paula & Jenni are getting a calendar together for when funding applications are due and looking at different options.	FC report back
Beach clean up	When is next date for clean up? First weekend in July. Kt & John to coordinate. Next three dates suggested by Ben Knight, Sustainable Coastlines (on or around) 3rd July 2019, 3rd Oct 2019, 3rd Jan 2020.	Kt/John coordinate
Waka Experience	Looked amazing!	n/a
Sea Scouts	Should we follow up? They really enjoyed it, but are all really busy with other things, so no follow up required.	n/a

Strategic Plan Date	Conflict with Kaiteriteri event, discussed below under General Business – Upcoming Events.	n/a
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Financial Report	Discussion	Action
Payments	Four payments for approval. Jess proposed payments be approved. Kt seconded. Passed	Jess make payments
Cash Summary	Nothing unusual this month.	n/a
Shifting funds.	\$5000 to be transferred to a 12 month term. Char as a second signatory sent message to SBS to confirm this.	n/a
	Jess proposed the Treasurer's report as true and complete record. Bex 2 nd . Passed.	n/a

Correspondence	Discussion	Action																																										
Te Waka o Aoraki (TWOA), South Island Region	Task list for Long Distance Nationals in Waikawa, 24-26 April 2020. Asked clubs to consider what they can do. We will offer to do safety checks. Also ask them to let us know if they need additional Registration Desk people.	Char to communicate with TWOA.																																										
Fire in Ice Outrigger Canoe Club	Racepack for IceBreaker Challenge 2019 (Queen's Birthday weekend) now available online.	n/a																																										
Te Waka o Aoraki	<p>Schedule from Waka Ama NZ/Ngā Kaihoe o Aotearoa (NKOA) for Long Distance Nationals hosting, rotating around the six regions, with WANZ putting every seventh year out for bid. TWOA has LDNs in 2020 & 2027.</p> <p>The schedule for Hosting of Long Distance Nationals will now look like this:</p> <table border="1"> <tbody> <tr><td>2018</td><td>Hoe Tonga (declined to host)</td><td>World Sprints Year</td></tr> <tr><td>2019</td><td>AROCA</td><td>World Distance Year</td></tr> <tr><td>2020</td><td>TWOA</td><td>World Sprints Year</td></tr> <tr><td>2021</td><td>TTPCA</td><td>World Distance Year</td></tr> <tr><td>2022</td><td>TPOTI</td><td>World Sprints Year</td></tr> <tr><td>2023</td><td>TUOTR</td><td>World Distance Year</td></tr> <tr><td>2024</td><td>Waka Ama NZ</td><td>World Sprints Year</td></tr> <tr><td>2025</td><td>HOE TONGA</td><td>World Distance Year</td></tr> <tr><td>2026</td><td>AROCA</td><td>World Sprints Year</td></tr> <tr><td>2027</td><td>TWOA</td><td>World Distance Year</td></tr> <tr><td>2028</td><td>TTPCA</td><td>World Sprints Year</td></tr> <tr><td>2029</td><td>TPOTI</td><td>World Distance Year</td></tr> <tr><td>2030</td><td>TUOTR</td><td>World Sprints Year</td></tr> <tr><td>2031</td><td>Waka Ama NZ</td><td>World Distance Year</td></tr> </tbody> </table> <p>This page shows which region covers which area: https://www.wakaama.co.nz/clubs</p>	2018	Hoe Tonga (declined to host)	World Sprints Year	2019	AROCA	World Distance Year	2020	TWOA	World Sprints Year	2021	TTPCA	World Distance Year	2022	TPOTI	World Sprints Year	2023	TUOTR	World Distance Year	2024	Waka Ama NZ	World Sprints Year	2025	HOE TONGA	World Distance Year	2026	AROCA	World Sprints Year	2027	TWOA	World Distance Year	2028	TTPCA	World Sprints Year	2029	TPOTI	World Distance Year	2030	TUOTR	World Sprints Year	2031	Waka Ama NZ	World Distance Year	n/a
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Office for Seniors	John let us know that info about our senior paddlers has been included on the Facebook page for The Office for Seniors , which "provides information to seniors and to the Government about the issues and concerns of older people."	n/a																																										
Tuna E Hoe Ana/Lakes Race	John has booked the DOC lakefront (although this is not an exclusive right of use) and has booked the Community Hall for the whole weekend (as discussed, we will look at having another class scheduled for the Sunday).	n/a																																										

General Business	Discussion	Action
Incident reports	None reported.	
Health & Safety	<p>Going all right. Tonight there was a two out who hadn't written in the book. Bex will remind them to write in book. Reminder in newsletter that OC2s shouldn't go out by themselves in the dark.</p> <p>Steerers meeting due - 12th June 7pm at Waimea College.</p> <p>Two more click in lights required. Char to order. John to advise details. John to see if any additional lights required.</p>	<p>Bex carry on with H&S tasks.</p> <p>Kilmeny - Newsletter & Email about Steerers meeting</p> <p>John check lights</p>
Gear and Maintenance	<p><i>Covers</i></p> <p>Would seek funding application for this.</p> <p>Jeff received verbal quote of \$1265 (incl gst) from Scott Williams, \$1150 for four or more. Not sure if this includes ama/kiato. Also see if felt could be included on underside of Kiato cover. Jeff will check and get quote in writing.</p> <p>John will get a second quote.</p> <p>Agreed pvc fabric. Choice of colours = red, light/dark grey, black, white. Agreed light grey or white as black/dark grey too hot, and red prone to fading.</p>	<p>Jeff and John to get written quotes for same options from two different companies.</p>
Review of Club Rules	<p>Robyn brought an initial draft copy for review. All committee members to read through and give written comments back to Robyn next month. Kilmeny to look and see if there is a club seal.</p>	<p>Committee to review Draft Rules.</p>
Cultural Approach	<p>Damian, Linda (apologies), Kiri, John, Rongomai and David met to discuss good ways to embrace and promote culture. Group will come along to next committee meeting.</p> <p>Some ideas discussed</p> <ul style="list-style-type: none"> - David looking at e noho marae, set up with Whakatu, possibly an opportunity to sleep over. - Karakia - talked about why some people don't use it, also suggestion to consider as part of steerer's sign off – include saying karakia, knowledge of tikanga etc. Promote through newsletter and fb. Kiri also very keen to get it sung. 	<p>n/a</p>
Insurance	<p>Jess got in touch with our insurance person from Aon, asked how it's calculated and why increase 10% each of last three years? He said some sectors up by 80%, and they are trying to balance cost vs reliability of insurers.</p> <p>Jess also emailed NKOA. They are collating information to see if they can get any group rates. Jess sent them ours. Some clubs have different requirements for security, so it can be complex do this.</p>	<p>n/a</p>
Rangatahi	<p>Small group continuing. Need to be on land and packed up before it starts getting cold. Still the core group that went to the lakes, and a few others. Don't need additional helpers at the moment.</p>	

<p>Club-wide meeting overview</p>	<p><i>Activities</i> A group of singles and doubles have been to Pepin Island, which went really well.</p> <p>Mars has suggested a 10km race for the four Portage crews on Sunday, 26th May.</p> <p>Other possibilities</p> <ul style="list-style-type: none"> • Rowing club went up Abel Tasman coast in new rowing skiffs, and stayed night in DOC hut. • Golden Bay have said we could use their waka in the afternoons on a Saturday. 	<p>Kt to send photos for website article</p>
<p>Membership</p>	<p>New members Donna Madden and Shane Davidson.</p> <p>Committee agreed that if they want to paddle during last two months of financial year, it's ok to pay \$5 per paddle instead.</p> <p>John has been following up with waiver forms to see how the experience was for first time paddlers and if they're interested in joining club.</p> <p>Steerer's Newsletter – if you have a new paddler, please make sure they're paying their koha.</p>	<p>Kilmeny</p> <ul style="list-style-type: none"> - newsletter welcome - steerers email – new paddlers koha
<p>Events Review</p>	<p>Pepin Island</p> <p>A group of singles and doubles paddled around Pepin Island, which went really well. Went out the estuary, explored caves and came in at the ramp on Cable Bay side.</p>	
<p>Upcoming Events</p>	<p>Strategic Plan (29th June & 2nd July) Meeting was held last week on 7th May to plan.</p> <p>Two dates in June no longer practical due to Waka Tangata event. New dates are</p> <ul style="list-style-type: none"> - Sat, 4:30pm-6:30pm, 29th June - Tue, 6-8pm, 2nd July. <p>Approach to be the same, go ahead regardless of attendance. Same venue, coffee and bikkies.</p> <p>Robyn to update the template.</p> <p>Planning meeting 4th June, 7pm at Waimea College.</p> <p><i>Watersports Alliance/Club Funds discussion:</i></p> <p>Email from Zoe (paraphrased): "Haven't heard anything further. To be honest I would recommend spending funds on something else." Kilmeny said that funding was still allocated for it in the Council's Long Term Plan, however that may change after Annual Plan submissions. Kilmeny to send Andrew Petheram's contact details to John & Char.</p> <p>Fundraising committee – suggested containers as a possible option.</p>	<p>Kilmeny > newsletter</p> <p>Char confirm venue and food</p>
<p>Upcoming Events</p>	<p>Portage, 8 June.</p>	<p>Char let contacts know cost.</p>

	<p>This will be used as the first of the Winter Series. There will likely be a fun event on the Sunday, probably paddling to Lochmara and back.</p> <p>Kereama to do towing. Fees split between participants. 134km x 2 = 268. 76c/km. 268*0.76 = \$206.36. Agreed \$10/person. Contacts are Rongomai, Greg, Rosalie & Damian.</p>	
Upcoming Events	<p>Winter Series Will be discussed at Portage. Everyone competing at Portage contributes to Winter Series point.</p>	Char contact other clubs
Any other business		
Major Incident Info	Has been updated and put up in shed.	Finally!
Fundraising Subcommittee	Applications for NCC grants up to \$5000 apps open now until 17 June. Given don't have wishlist from strategic plan, agreed on covers. Need a wishlist form Strategic Plan.	
Cultural Identity	John asked who knew about the Culture of Waka Ama online learning tool that NKOA has on their website? Very few, if any, of us. One of their measures for Cultural Identity is that 50% of members complete the online learning course. Could include this in the newsletter, on fb and new members pack.	Kilmeny – add to newsletter
Policy Manuals	Robyn asked if we have policy manuals? Eg How to manuals for each position, and things around it. A work in progress... There are how to's for Treasurer and Secretary, at least, transferred when personnel change.	
Sharing Documents	<p>Kilmeny – shared minutes in google drive to see how that worked for everyone.</p> <p>One folder for everything with subfolders as follows:</p> <ul style="list-style-type: none"> - 2018-2019 Year – Executive edit, rest of committee view. <ul style="list-style-type: none"> o Monthly meeting folder - Committee for minutes and agendas and treasurer's documents. - Lakes folder then each year. - Roles and positions and reference documents <p>Also name documents so that pertinent info readable at beginning.</p>	Kilmeny – set up folders for sharing documents.

Actions List from Previous Meetings

Date	Topic	Previous Meetings	Actions
	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

Meeting finished: 9:03 p.m.
Next committee meeting: 11th June 2019

Signature

Date