

# Maitahi Outrigger Canoe Club Meeting



**Date:** 9<sup>th</sup> July 2019  
**Time:** 7:00pm  
**Present:** Charmaine Payn (President), John Young (Vice President), Jess Brown (Treasurer), Kilmeny Stephens (Secretary), Katie Thurston, Jeff Neilson, Bex Malthus, Robyn Dewson (late)  
**Apologies:** none

## Agenda:

- **Apologies**
- **Minutes** from the previous meeting
- **Matters arising**
- **Financial report**
- **Correspondence**
  - NKOA/Waka Ama NZ
    - Race Rule Review
    - Data Collection
    - Sprint Nationals 2020 & beyond
  - Amanda Kerr, Harbour Master
    - Maritime Safety Bulletin (jet boat shackles)
    - Navigation Safety Bylaw Review
  - Sea Sports Alliance – Water Sports building draft business case
  - Tasman Bay Cruising Club
  - Coastguard Boating Education
- **General Business**
  - Incident reports
  - Health & Safety
  - Gear & Maintenance
- T shirts timeline
- Review of Club Rules
- Cultural Approach
- Fundraising Sub Committee
- Insurance
- Rangatahi
- Membership
- Sea Sports Alliance
- AGM Preparation
  - Who is standing/stepping down
  - Financial Report
  - President Report
- Events Review
  - Strategic Plan
- Upcoming Events
  - Beach Clean Up
  - Winter Series
    - Kaiteriteri – Sunday 21 July
    - Onetahua – August date?
    - Maitahi – September date?
  - Long Distance Nationals

- **Any other business**
- **Close of meeting**

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

Matters Arising	Discussion	Action
Waka flares	Did we purchase them? Not yet, waiting to see what Amanda comes back with in terms of better price options.	Not yet
Membership	New members – welcome in newsletter Jane Bosecke, Shane Davidson, Belinda Strickland. Also in newsletter – Dean now qualified as Steerer	Kilmeny - Newsletter
AGM	Location to be confirmed	

Financial Report	Discussion	Action
Payments	Additional from John – repair gear and shed lock, total of payments to approve \$330.05. Approved.	Jess make payments

Koha	Reminder to members – always welcome to bring friends/family, however do appreciate a \$5 koha	Kilmeny - newsletter
	Char proposed the Treasurer's report be accepted, Bex 2 <sup>nd</sup> .	n/a

Correspondence	Discussion	Action
NKOA/Waka Ama NZ	Race Rule Review – noted	n/a
NKOA/Waka Ama NZ	Data Collection – need to include Date of Birth and Ethnicity and provide to NKOA	Char ask Jan to add to website membership page
NKOA/Waka Ama NZ	Sprint Nationals 2020 & beyond – noted	n/a
Amanda Kerr, Harbour Master	Maritime Safety Bulletin (jet boat shackles) – not relevant	n/a
Amanda Kerr, Harbour Master	Navigation Safety Bylaw Review – agreed ok for Kilmeny to draft submission in support of bylaw, with note asking about lack of visibility of buoys, (especially with a strong tide, when they're mostly underwater), and if it's possible to add reflectivity to them?	Kilmeny draft submission for review and submit it.
Sea Sports Alliance – Water Sports building draft business case	Interesting read. Suggest separate meeting with Zoe present. Also, email from Jean-Louis Dubois to John & Zoe to do with conceptual carpark design, and meeting on Friday 12-1pm. Char to contact Zoe and thank her for offering to continue in this role as representative and see if she's available for Friday meeting with assistance from John if required, and to have a meeting with us on just this topic. Agreed it's not worth our while to go to Pottingers.	John forward email to committee. Char contact Zoe.
Coastguard Boating Education course	John received and circulated detail about content, which didn't appear to be all that comprehensive.	n/a
Tasman Bay Cruising Club	John to reply, thanking them and saying we may take them up on the offer of a meeting room now and again.	John to reply.

General Business	Discussion	Action
<b>Incident reports</b>	Noted that a crew got quite wet from a fast boat wake. Rowers are more visible.	Bex follow up
	Reminder to add any potential incidents to the Incident book.	Kilmeny - Newsletter
<b>Health &amp; Safety</b>	Question about fluoro on bouys – no, because they're privately owned.	See above.
<b>Gear and Maintenance</b>	T Shirts timeline – Probands opened up to first of August. Katie to arrange with them to accept orders for one month at a time on a quarterly basis.	Katie contact Probands & Kilmeny - newsletter
	Skirts – Waistline on new Mahimahi skirts is hard to do up and zippers not easy to find.	John review and advise
	New Skirt for Mangopare – Char contact Huriana to find out details about their new one	Char contact Huri
	Tall Trolley – to be shortened.	Jeff arrange this

<b>Review of Club Rules</b>	Robyn sent copy out this afternoon. Reviewed Section 5 – Objects and Values. Further review and comments sent to Robyn by Friday 12 <sup>th</sup> July.	All committee read & respond to Robyn.
<b>Cultural Approach</b>	An ongoing work in progress	n/a
<b>Fundraising Subcommittee</b>	Katie checking in with subcommittee for next meeting	Katie report back next meeting
<b>Insurance</b>	Nothing further from Waka Ama NZ. Next bill due in November.	n/a
<b>Rangatahi</b>	Small core group continuing, enjoyed wearing booties! Two new members. Request for any decent old polypros to be added to Rangatahi Thermals bin in the shed. Upcoming - OC2 practice.	Kilmeny - newsletter
<b>Membership</b>	38 paid up members for 19/20 year. Acknowledge to Jan that the automatic email is great!  Char will email new members with lots of info, eg Teamer, Facebook x2 etc. Need to update new paddler release form to include age.	Kilmeny – email to Jan  Kilmeny – upate form
<b>Sea Sports Alliance</b>	Previously Water Sports Alliance. Discussed in correspondence, above.	n/a
<b>AGM Preparation</b>	Who is standing/stepping down? <ul style="list-style-type: none"> <li>• Jess - stepping down – Char thanked her for her work this year</li> <li>• John – unsure</li> <li>• Dean – interested</li> <li>• Others all willing to continue</li> <li>• Looking for a treasurer &amp; expressions of interest in committee</li> </ul> Financial Report <ul style="list-style-type: none"> <li>• Jess to arrange</li> </ul> President Report <ul style="list-style-type: none"> <li>• Char to write</li> </ul> Location <ul style="list-style-type: none"> <li>• Nelson Training Centre</li> <li>• Tuesday night, 7pm – 8pm, 20<sup>th</sup> August.</li> </ul> Agenda – send out 14 days before meeting (6 <sup>th</sup> August) <ul style="list-style-type: none"> <li>• Constitution/Club Rules update</li> <li>• Strategic Plan</li> <li>• Sea Sports Alliance update</li> </ul>	Kilmeny - newsletter
<b>Events Review</b>	<b>Strategic Plan</b>  Good turn out, ~20 at each meeting. Committee met Monday, 8 <sup>th</sup> July at Nelson Training Centre (NTC). Went through notes and added timeframes. Follow up - send email (mail chimp) to all members inviting input if they couldn't make it.  Next meeting Monday, 15 <sup>th</sup> July, 5:45pm, NTC.	Kilmeny – email Kilmeny – write up notes & circulate

<b>Upcoming Events</b>	<b>Beach clean up</b> Now planned for 28 <sup>th</sup> July, low tide at 11:47am. Probably about 3 hours commitment. Katie participated in a Sustainable Coastlines in Auckland last weekend, which went really well.	Katie confirm details Kilmeny - newsletter
<b>Upcoming Events</b>	<b>Winter Series</b> Kaiteretera – 21 <sup>st</sup> July, Char send out Teamer invite, Char confirm format, although small craft first and then W6s. Katie bring trophy, arrange engraving. Onetahua host – Sat, 17 <sup>th</sup> August in Collingwood, high tide at 11am. Being organised by Doris, Char in touch and will let us know details. Maitahi host – Sun, 29 <sup>th</sup> September, 11am high tide, Katie let Amanda know.	Kilmeny – newsletter Char – Teamer, event details Katie – trophy & notify Amanda 29 Sep.
<b>Upcoming Events</b>	<b>Long Distance Nationals</b> Last meeting didn't work, another in a couple of weeks.	Char report back
<b>Any other business</b>		
<b>Use of OC2</b>	OC2 was borrowed for a non-club event without sufficient communication, i.e. not signing into the book or notifying committee or Char. In future – need to run it by committee first as there are safety and insurance implications.	

#### Actions List from Previous Meetings

Date	Topic	Previous Meetings	Actions
Ages ago	Update SOP	Tony's sent suggestions for Safe Operating Plan to remove "steering areas" from map as no longer relevant	Complete! Add note to newsletter

Meeting finished: 9:15 p.m.  
Next committee meeting: 6<sup>th</sup> August 2019

Signature

Date

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