## **Maitahi Outrigger Canoe Club Meeting**



**Date:** 21<sup>st</sup> January 2020, Waimea College.

**Time:** 7:00pm

**Present:** Charmaine Payn (President), John Young (Vice President), Kilmeny Stephens

(Secretary), Raewynn Jenkins (Treasurer), Katie Thurston, Jeff Neilson, Dean Young,

**Apologies:** Robyn Dewson

## Agenda:

- Apologies
- Minutes from the previous meeting
- Matters arising
- Financial report
- Correspondence
- General Business
  - Incident reports
  - Health & Safety
    - Vessel Registration
  - Gear & Maintenance
    - Skirt for Mangopare
    - Kiato repair
    - OC2 repair
  - o Club Rules
  - Strategic Plan
  - Cultural Approach
  - Fundraising Team
  - o Insurance
  - Rangatahi

- Membership
- Sea Sports Alliance
- Events Review
  - Christmas Party Sat 21 Dec
  - Special General Meeting Sat 21 Dec
- Upcoming Events
  - Sustainable Coastlines beach clean –
     26 Jan
  - Steerers Meeting Tue 28 Jan, 6pm
  - Tuna A Hoe Ana/Lakes Race Fri/Sat 7/8 Feb
  - Coastguard Towing Exercise Sat 22 Feb
  - Marchfest Sat 14 Mar
  - Long Distance Nationals 24-26 April
  - Sustainable Coastlines beach clean –
     3 May

## Any other business

Buoys in the haven for sprint practice

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, with amendment as per Matters Arising. John seconded.

| Matters Arising | Discussion  | Action   |
|-----------------|---|----------|
| Waka te tasman  | December's minutes – should have read: Whenever there is a race for which towing is required, then there will be a \$5 fee charged per paddler. | Complete |

| Financial Report | Discussion   | Action  |
|------------------|--|---------|
| Account at SBS   | Kilmeny to take October's minutes in to SBS again.   | Kilmeny |
| Notes            | Lots of Great Aunties payments out. Insurance came as two invoices, didn't see the second, so need to pay that. Need to pay Greg's National Entry fee. Complication with Gina/Penny money, so asked for it to be put in Penny's account so we don't pay GST on it. |         |

|                          | Raewynn proposed that any wages paid to teams get paid to them privately and then transferred into MOCC account to be held in trust for that team. Char 2 <sup>nd</sup> that.  Dean proposed the Treasurer's report be accepted, Char 2 <sup>nd</sup> . |   |   | Kilmeny - Newsletter   |
|--------------------------|---|---|---|------------------------|
| Payments for<br>Approval | Treasurer Report December 2019  Payments for Approval  Payment Description  Waka Ama NZ  Aon  GST  Badges & Medals  Red Deer Lodge Great Aunties Kitesurf  Raewynn proposed described above. Kt   | • | Notes  Greg's Sprint National entry WA18045 Insurance due 2nd invoice GST to pay next 7 days TEHA- Paid Deposit for TEHA-Paid Sprints - Paid Powaiwai Paddles- Paid | Raewynn make payments. |

| Correspondence | Discussion | Action |
|----------------|------------|--------|
| None           |            |        |

| <b>General Business</b> | Discussion   | Action                              |
|-------------------------|--|-------------------------------------|
| Incident reports        | 12 Jan social paddle. Wind weather forecast was increasing. Check the harbour conditions before we go out. Need better communication between steerers. Add to Steerers meeting and SOP.                  | Don't go out if wind over 25 knots. |
|                         | OC2 capsized Te Wairura o te Kawau twice – not rigged quite right. Kereama to have a look at it. Re-lashed waka side.  |                                     |
|                         | Hoe broken when someone leaned on it when it was lashed to kiato.  |                                     |
| Health & Safety         | Review SOP after towing.   |                                     |
|                         | Towing exercise with coastguard 22 <sup>nd</sup> Feb. Boat ramp at Styx at 10:30am.  | Kilmeny – newsletter                |
|                         | Dean has booked a Steerer's meeting, include in newsletter to all, then reminder to all Steerer's closer to the time.  | Kilmeny – newsletter                |
| Gear and<br>Maintenance | Mangopare skirt. Jeff to go back to Andy at Scott & Williams.  OC2 repair – Anihau has a crack in cockpit edge – maybe caused by paddles hitting edge. Kereama will have a look at it.  Kiatos are done. | Jeff to follow up.                  |
| Review of Club<br>Rules | Done.  |                                     |
| Strategic Plan          | Short term goals to July 2020 - Replace Mangopare skirts   |                                     |

|             |  | T                           |
|-------------|--|-----------------------------|
|             | <ul> <li>In progress, see above</li> </ul>                                       | Kilmeny add                 |
|             | - Test life jackets and replace if necessary                                     | summary to                  |
|             | <ul> <li>Investigating Sealords sponsorship</li> </ul>                           | newsletter                  |
|             | <ul> <li>Purchase more adjustable adult's paddles</li> </ul>                     |                             |
|             | <ul> <li>Quote received, funding application in progress</li> </ul>              |                             |
|             | <ul> <li>Ensure event checklist for paddles and pfds.</li> </ul>                 |                             |
|             | - Purchase OC1   |                             |
|             | <ul> <li>Quotes obtained, funding application in progress</li> </ul>             |                             |
|             | - Purchase or arrange rental of additional oc6, to allow 5 x                     |                             |
|             | OC6 to go out if needed  |                             |
|             | <ul> <li>Have used Carmel's three times on Sundays.</li> </ul>                   | Add thank you to            |
|             | <ul> <li>Talking to Port Nelson about sponsoring another</li> </ul>              | Carmel in                   |
|             | OC6  | newsletter.                 |
|             | - Apparel- add hoodie or soft shell to our merchandise                           | Hewsietter.                 |
|             | 1  |                             |
|             | Kt, Mars & Char working on this.  Llava a design for language handing waiting an |                             |
|             | Have a design for kangaroo hoodie, waiting on                                    |                             |
|             | zip version, don't have costs yet.   |                             |
|             | <ul> <li>Motion to go with red hoodies rather than black.</li> </ul>             |                             |
|             | Approved.  |                             |
|             | - Coaching pathways  |                             |
|             | <ul> <li>Vesna workshops well attended.</li> </ul>                               |                             |
|             | <ul> <li>Corrina OC1 and Beginner workshops went well</li> </ul>                 |                             |
|             | on 1 Dec   |                             |
|             | <ul> <li>Not going to have anything after lakes race.</li> </ul>                 |                             |
|             | <ul> <li>Reminding Sunday paddlers about suggestions.</li> </ul>                 |                             |
|             | <ul> <li>Dom is sharing her knowledge with OC2s.</li> </ul>                      |                             |
| Cultural    | Make commands on the hypkets new Suggestion that Sunday                          |                             |
| Cultural    | Waka commands on the buckets now. Suggestion that Sunday                         |                             |
| Approach    | steerers remind paddlers what the commands are.                                  |                             |
| Fundraising | Meeting tomorrow morning.  |                             |
| Team        |  |                             |
| Team        | Email from Jenni   |                             |
|             | Powaiwai to email invoice and bank statement to Jenni,                           | Char (or team) send         |
|             | showing the payment for the paddles Powaiwai purchased.                          | info.                       |
|             | Accountability needs to be completed for Mainland Foundation.                    | iiiio.                      |
|             | , , , , , , , , , , , , , , , , , , ,  |                             |
|             | 2. First Trillion application was declined as this region not funded             |                             |
|             | this time. Another application was not submitted.                                |                             |
|             | 3. Resolution required for the adjustable paddles and steering                   |                             |
|             | blade funding application.   | Kilma a m. v iz iz z iz v v |
|             |  | Kilmeny prepare             |
|             | Maitahi Outrigger Canoe Club resolved that a request be made to                  | statement for               |
|             | NZ Community Trust for funding for the amount of \$\$2950                        | funding application.        |
|             | including GST to be used for the purpose of purchasing 10x                       |                             |
|             | adjustable paddles and one steering paddle for club use.                         |                             |
|             | 4. Resolution for the application for the Sonic single waka.                     |                             |
|             |  |                             |
|             | Maitahi Outrigger Canoe Club resolved that a request be made to                  | Kilmeny prepare             |
|             | the Lion Foundation for funding for the amount of \$ xxx including               | statement for               |
|             | GST to be used for the purpose of purchasing OC/V1 Waka for                      | funding application.        |
|             | club use.  |                             |
| 1           |  | İ                           |
|             | 5. The letter to Sealards will be completed for the funding                      |                             |
|             | 5. The letter to Sealords will be completed for the funding                      |                             |
|             | committee meeting on Wednesday 22nd January for sponsorship                      |                             |
|             |  |                             |

6. Sponsorship. Could teams and individuals please be reminded in the newsletter to advise the funding team who they have approached and what they have received. This is just to maintain a record to ensure we don't go as a club to businesses that have already sponsored a team. Nelson is a small town and our connections may cross over here and there. This information is kept on a spreadsheet for the funding team only.

Kilmeny – newsletter

- 7. Funding applications. This is the process needed for teams/individuals using the Maitahi banner to apply for funding.
  - 1. Applications must be made at least 10 weeks out from when funds are required.
    - e the what is

2. Approach the funding team for dates/funders once the need is identified to ensure there is a fit for both what is being applied for and the dates.

- 3. Create a budget (if more than one item being applied for) and get two quotes for each item. Whether it is gear, travel, accommodation, training etc there must be two current quotes. The preferred quote must be identified. If it is a situation where there is only one option, there must be a letter or statement clarifying the reason for no comparative quote.
- 4. The team/individual must show what they are contributing to the total cost. For example if applying for new uniforms and travel for a team to compete in a race series, you must show all costs, the total and what part the team is paying towards it. If clarification is required, please get in touch.
- 5. The applicant will need to provide the reason the funding is required and how the team, the club, and the community will benefit from the funds. For example if applying for funds for training, that learning will be passed on to the wider club and community through shared experience and assistance for others within the club.
- 6. All this information must be forwarded to the funding team email by the agreed date.
- 7. The application will be processed, and the applicant will be kept in touch throughout.
- 8. Any funds received must be spent exactly as they are applied for. The quote and subsequent invoice must match. The funds will go into the Maitahi account and be tagged appropriately. When spent, the invoice will be paid by the Maitahi treasurer from the tagged fund.
- 9. Accountability. Almost all funding bodies require a solid accountability process. This means that within the funder's criteria, we must provide the invoice, copy of the bank statement showing the payment and what was gained from the having had the funding.
- 10. If the money is not spent within the funding period stipulated, or if not spent according to quotes provided

Kilmeny - newsletter

|                                  | or if there is a balance left, the money will be returned to the funding body.   |  |
|----------------------------------|--|--|
|                                  | 11. Any wages paid to teams get paid to them privately and<br>then transferred into MOCC account to be held in trust<br>for that team.                           |  |
| Insurance                        | Some paid, the rest imminent.  |  |
| Rangatahi                        | Will start again this week.  |  |
| Membership                       | New/renewing members – Shane Winterton, Roy Takimoana,<br>Tom Stricker, Annette Stricker, Adie Leng, Caroline Budge, Chris<br>Sheldon, Julie Sheratt. 112 total. | Newsletter.<br>Welcome.                                |
| Sea Sports<br>Alliance           | Haven't heard anything.  | n/a  |
|                                  | Events Review  |  |
| Corrina Gage<br>workshop, 1 Dec  | Went really well, Corrina enjoyed working with the new paddlers  | Newsletter.  |
| Christmas Party                  | & Special General Meeting. New rules approved.   |  |
| 21 Dec                           | Went really well.  |  |
|                                  | Upcoming Events  |  |
| Sustainable<br>Coastlines 26 Jan | John move that we don't do koha if new paddlers are helping with clean up. Approved.   | Newsletter.  |
| Tuna A Hoe                       | Entries so far   | Newsletter   |
| Ana/Lakes Race<br>7 & 8 Feb      | W6 onetahua, Single maitahi, Nga Manu Whaitiri w6 & 2 x w2 & Linda 1, Dean men's W6, Mason & Chris W2, Dom & Roy W2, Dave & Cliff W2, Maitahi Krakenz mixed W6.  | -Containers for leftover food,                         |
|                                  | Subcommittee meeting last night.   | -Linda in touch with<br>crews about<br>volunteer roles |
| Towing Exercise<br>22 Feb        | Coastguard tow exercise, 10:30am at Styx boatramp  | Newsletter.  |
| Weetbix 6 & 7<br>Mar             | Weetbix 6 & 7 March. Just the tents (which will be on Thursday), not the bike marshalling or bike parking.   | Newsletter.  |
| Marchfest<br>14 Mar              | Marchfest 14 <sup>th</sup> March – 2 crews, morning & middle day shifts.   | Newsletter.  |
| Long Distance<br>Nationals       | Meeting at sprints. Everything going all right.  | Newsletter for volunteers for safety                   |
| 24, 25 & 26 Apr                  |  | checks.  |

| Any other business |   |   |  |
|--------------------|---|---|--|
| Sprint buoys       | John suggested we approach the new HM to see if we can get a permanent course set up for sprint racing, maybe by the Shag Tree. It was noted that a resource consent is required for swing moorings, for which there is no more room. Although this might fall into a different category. | John to write letter<br>to be put on Maitahi<br>letterhead. |  |
| Boat registrations | New NCC Bylaw requires registration of craft longer than 6m.  | Kilmeny to register the waka.                               |  |
| Condolences        | Pete Bywater's dad died last Tuesday. Kt suggested a Mitre 10 voucher for a plant as he's overseas.   | Kt to arrange.  |  |
| Halberg Trust      | Justin from Halberg Trust are doing another event with SUP,<br>Moana SUP & Maitahi, and Harbour Master. Amanda offered to<br>get kiato made for 2x outriggers.  | Char coordinating.  |  |
| Blind Foundation   | Erin Eyles with Blind Foundation coordinating with Kereama to find a time to take some members out.   | Kereama   |  |
| Donation           | Evan donated buffer & steerers blade to the club.   | Newsletter thank you  |  |
| Makete Po          | Have had a paddler come along who heard about the club at the market.   | n/a   |  |
| Facebook posts     | Keep an eye on non-paid one to make sure things are appropriate.  | Fb administrators.  |  |

8:58 p.m.

Meeting finished: Next committee meeting: 10th March 2020

Signature Date