NRC MANAGEMENT COMMITTEE - Meeting Minutes

Date: Monday 4 September 2024
Time: 7:00pm
Venue: NRC Clubrooms

Attendees:
Members: Kevin Strickland, Fiona Lulham, Tony Crosbie, Kylie Johnson, Tim Rogers, Rachel Swarbrick, Gilbert Robertson (via Teams)
Apologies: n/a

Item #:	Discussion:	Action Points:
1.	**Welcome** Kevin welcomed everyone to the meeting which started at 7:02pm.	
2.	**Apologies** No apologies. Gilbert had advised that he would be late.	
3.	**Conflict of Interests** An Interests Register was circulated prior to the meeting. This will be kept updated so that the Committee can manage any Conflicts of Interest. No conflicts of Interest with respect to the agenda were noted.	AP
4.	**Confirmation of previous minutes** *It was moved to accept the minutes of the previous meeting held on 20 August 2024.* *Moved/seconded: Tony/Kylie* *Carried unanimously*	
4a.	**Approval of AGM minutes, 28 August 2024** The minutes need to be confirmed that they are true and correct and then they will be officially approved at the next AGM. It was agreed that the committee would look over them and confirm via e-resolution.	AP
5.	**Matters Arising/Tasklist** Nb. Matters arising from previous committee have been moved to a tasklist which will be updated each meeting. See attached.	

	It was agreed to move "into committee" at 7:18pm to discuss an Aged Debtors matter. *It was agreed to move "out of committee" at 7:29pm.* *Moved/seconded: Tony/Tim*	
6.	**Ratify e-decisions** *It was agreed that the committee would use e-resolutions, if needed, to make and pass decisions in between meetings.* *Moved/seconded: Fiona/Rachel* *Carried unanimously.*	
7.	**Chair Report** No report presented for first meeting.	
8.	**Secretary Report** Inwards correspondence was added to Minutes folder. Will do report for next meeting.	
9.	**Treasurer Report** Tony asked new committee what they would like to see in monthly Treasurer Report. Previous committee was given P&L, Balance Sheet, Aged Payables, Aged Receivables, Cash Summary. Gilbert said he would work with Tony to put a Management Report together in Xero for monthly reporting. Discussed when to hold meetings and agreed on 2nd Wednesday of every month. Fiona to send out list of dates. Discussed banking signatories and agreed the following: *It was moved to appoint Kevin Strickland and Fiona Lulham as two new signatories on the NBS accounts including access to online banking.* *Moved/seconded: Tony/Gilbert* *It was moved to allow Erin McNary (previous secretary) to continue to authorise payments until the new signatories are in place.* *Moved/seconded: Tony/Gilbert* *It was moved to remove Erin McNary and Suzanne Hannen as signatories on the NBS including online banking access, once the new signatories have been set up.* *Moved/seconded: Tony/Tim*	AP AP
10.	**Club Captains Report** Kylie's report was circulated prior to the meeting and taken as read. Kylie asked if there were any questions. - Kevin asked about an electronic booking system for boats. Gilbert suggested that a schedule/calendar on the wall showing available time slots would be useful. Kylie said she	

	would do this. Tim felt that we needed to put some guidelines around planning, and good communication in the first instance to remove some friction out of the shed and then look at an electronic booking system so we had one that met our needs. An electronic booking system would also help with H&S. - Kylie advised we will need all 6 coach boats available for when all the college rowers return. The 6th boat only has a road trailer so it can't be launched off the pontoon. Need to explore ways to get a dolly trailer. Cost is approx $2k. Kylie is getting quotes. Kevin will look at getting a quote too.	AP AP
11.	**General Business** • Calling an SGM so members can discuss and vote on 2024/25 subscription fees. - Kevin spoke to the matter that the subscription fees were not put to the vote at the AGM, meaning we don't have any fees for the upcoming season. The only way to tidy this up is with an SGM. - It was agreed to hold a Special General Meeting at 6:45pm Thursday 12 September at the NRC Clubrooms.	
12.	**In Committee discussion** *It was agreed to move "into committee" at 8:58pm to discuss two matters as per agenda.* *Moved: Kevin/Tony* *It was agreed to move "out of committee" at 9:26pm.*	
13.	**Date of next meeting** Next Committee meeting: 7:00pm Wednesday 9 October 2024 in the NRC Clubrooms	
14.	**Close of meeting** Kevin called the meeting to a close at 9:28pm.	