



Triathlon Meeting

Minutes

Place: Lauren & Carl Jones – Spur Grove

Date: 17th December 2013

Time: 7:30pm

Chair: Carryn Poki

1 **Present:** Carryn, Lauren, Carl, Robyn, Jo, Deb, Nicky, Lucy and Gaby

2 **Apologies:** Miranda

3 **Job list:**

The tri is set for Saturday 8 March with Saturday 22 March as our postponement date.

School/Surf club:

- Deb and Nicky will be meeting together to go through the jobs a week before school opens.
- Still need to talk to Loreena but will do that in the New Year.
- Deb talked about the number of students we have received over the last couple of years. At present we have 380 starting term 1 of 2014. It was decided to purchase 420 t-shirts (which gave us a buffer of 40 shirts).
- Carryn has had discussions with PCC . It is a no go for sponsorship of the t-shirts.
- There is a possibility that Wendy Barry's new work place may be able to assist with removing rubbish after the event.
- There was also talk about placing the tri under the "village Plan" where it would become a community event run by the Council. We would still get the kids to get sponsorship for their races but the running of it would come under the Council – food for thought.
- Carryn talked to Ana regarding cones and ropes. Carryn now to formally write a letter requesting these and asking Ana to forward it to the appropriate person.
- Deb to check that Kerry has contacted Nick and Kris.
- Carryn advised that it takes about 3 weeks to have the t-shirts printed. Carryn to request sample sizes from Jeremy and find out dates sizes required by – pass on to Nicky.
- The Warehouse has donated \$500. How that will come about will be a sausage sizzle run by The Warehouse at the end of December. The money from that will go to the Triathlon. However, they have promised a minimum of \$500.

Run of the day:

- Confirmed the race order: Yr 3, Yr 2, Yr 1, NE, open junior, Yr 4, Yr 5, Yr 6, open senior, pre-schoolers.
- ? Approx. 20 police officers in training could marshal – Renee Perkins (parent) sorting with Carryn.
- Eftpos is confirmed – Carryn to get a copy of a bank slip for Jarod (parent) from Sarah C

Food:

- Lucy, Cheryl and Rachel will meet early January to work through the job list
- Lucy brought the committee up to speed with the drinks.. It was agreed that we will not sell Jolly Drinks at the 2014 tri. However we will sell coke zero and sprite zero. A group of parents have requested the change and will run a soda stream/juice /H2O table with the food team.
- Lucy had a request for help notice to send out. Deb advised there was something similar in Tanya's pack. Lucy to email the request for help notice that Rachel had drafted to Deb. They can then decide whether we advertise via the newsletter or via a notice going home to parents.
- Lucy is to talk to the parent who had access to the Preston's BBQ before the end of the term.
- Lucy will touch base with either Kerry or Tanya re Phil Wright.
- Lucy to contact Kerry regarding sausages.
- Matt from McDonalds – might be able to donate water. Jo to ask as she has contacted him for vouchers. – don't want to go to him twice.
- Carryn has contacted Annie regarding vegetables. Will contact early in the New Year but did suggest that we try some of the other green grocers as well.

Prizes:

- Jo has sent out 12 letters so far and is about to send another lot. Jo to send them to Deb this week for printing.
- Only 2 cups to go (Deb will donate the Unity cup). There are couple of potential donors that might come forward.
- Jo to give Robyn the Zone letter to hand to Kylie.
- Jo to ask Blue Bridge for a donation – need to go online and fill in their sponsorship form (we haven't had anything from them for 2 years).
- When Jo contacts ASB re prizes can she also ask about volunteers for the day and the availability of their.

Raffle:

- We will wait to see what sort of prizes we get before we go down the raffle track.

Medals:

- We have approximately 140 medals left from last year. Lauren is in discussion with the surf club to see if they would like to purchase them. We will need about 30 extras for the open races (including preschool).

Prize giving assembly:

Set for Friday 14 March (or if the tri is postponed to 22 March the prize giving will be on Friday 28 March)

Media:

- Robyn talked about having a staged photo to go with the news article promoting the tri. She will email the details to those who are around sometime mid-January.
- Mana College will advertise our tri on their new sign. – Carryn has the email contact when required by Miranda or Robyn– maybe a week before, but will need email 1-2 weeks before we want it up.

Thank you letters:

- Gaby advised that she will send an email out requesting names of people who require thank you letters. She will give us 5 days to respond. Also she reminded us that all information needs to be correct and in the email (name, company, email etc.). Email is her preferred option but happy to mail if need be.
- If someone donates something after that timeframe please forward her the information asap.
- In your email note whether this person should get an invitation to the prize giving.

4 **General business:**

Carl suggested to that we look at promoting our business sponsors better this year. He suggested that we get a sign printed with the local businesses that have sponsored us printed on it with their logo? Carl to talk with a contact about how this could be done.

5 **Closing of the Meeting 9:00pm**

6 **Proposed meetings dates:**

13th February 2014