



## Triathlon Meeting

### Minutes

**Place:** Lauren & Carl Jones – Spur Grove

**Date:** 10<sup>th</sup> February 2014

**Time:** 7:30pm

**Chair:** Carryn Poki

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

2 **Apologies:** None

3 **Job list review:**

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

#### ***School/Surf club:***

- Sponsorship packs are ready to be copied just need someone to cast their eye over it before giving to the office staff to duplicate. Hoping to have them out on Monday.
- Ngahere are creating posters
- All t-shirts have been sized (wonderful manual chart!).
- Deb and Nicky will be encouraging teacher to talk to the children about the triathlon.
- Kerry has sent out email/notice/School fb regarding request for marshalls, and Carryn to put on fb T/Bay Parents page.
- A blurb will be going out in the newsletter with general information about the tri.
- There are 380 t-shirts required. Deb asked if we could also do extra t-shirts for students who will commence school sometime during the year. She asked if we could have 7 of XS, 2 S, 2 M and 2 L – in each of the school colours. A total of 90 extra.
- Marshalls – Renee has said that she may have approx 30 police recruits. We are also hoping to have some from ASB, Rotary (need to confirm with Elaine) and friends and family of the staff. Teachers will be allocated year groups and once their year group has raced they will be available to help out in other areas.

#### ***Run of the day:***

- There has been a concern that the warratahs and bunting might not be available due to Creekfrest being on the same day. There was talk about where we could get something else that would be suitable to map out the course. Deb will place something similar on the “request for help” notice concerning this. Jo will talk to Bunnings about something along these lines when she asks for prizes. Mitre 10 Mega could also be another place to see if they would lend us something similar.
- Gaby to try and source some “duct” tape.
- Bill Inga has confirm that PCC will remove the stones – Carryn has cell contact in case not done and will follow up.
- Not sure where the vests were. Deb and Nicky to look at school.
- When packing up 2014 – need to have a plan for storage to make locating gear easier.

- Rubbish collection. Zero waste is hoping to have two sets of bins available for rubbish which they will collect at the end of the day. We will be working on waste minimisation at the Tri – Carryn to continue discussion with Zero Waste with PCC. Wendy is also hoping to have two staff members or volunteers or sponsor a group to be available to encourage the correct use of the bins.
- A back up plan could be for a trailer to be placed at the Dawson’s place and someone can then take it to the tip after the tri has finished. Robyn to check out whether this is a possibility or not.
- Robyn to provide rubbish bags for the BBQ area.
- Mike Horne from Te Wananua O Aotearoa has offered x2 tents for weather shelter for the kids – if sunny/not too much wind. – Carryn to pass on contact to Carl.

**Food:**

- Will need to get 2 tables from school and also need to get some planks of wood to keep the tables from sinking in the sand. Robyn to talk to Steve.
- Lucy reviewed the “request for help” notice that Deb was sending out and added parts regarding food help required.
- Deb to talk to Kerry as to whether Ken would be available this year to help with food.
- Ice cream containers – Lauren, Carryn and Robyn to supply.
- BBQ sorted.
- Brumbies sorted.
- Lucy will be unavailable on the day due to sudden work commitments. She will talk to Cheryl and Haidee to see whether they would be willing to take over on the day.

**Prizes:**

- It’s in the process.

**Raffle:**

- Deb/Nicky to place a request out there for someone to run the raffles on the day (this would depend on the prize pool).
- A suggestion was Mike and Scott but that would depend on whether Haidee was going to be helping with the food and whether they had children support.
- There was a 3month city fitness voucher to raffle and \$5 5 day passes for parents to buy on the day or after. If anything comes in that could be raffled let Jo know.

**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) – 9:00am. Letters going out once the money has been received.

**Media:**

- Planning on doing a photo session one fine night after tea. Robyn will email and txt and those who are free come down to Toms Road with their kids in their school coloured t-shirts.
- Mana College will advertise our tri on their new sign. –maybe a week before, but will need email 1-2 weeks before we want it up. Robyn to contact the principal.

**Thank you letters:**

- Gaby advised that she will be sending invites out as soon as possible.

4 **General business:**

- Jo to ask ASB for money scales and bags.

## 5 **Proposed meetings dates:**

- Debrief after the Tri – date to be confirmed.

## **Closing of the Meeting 9:30pm**

### **Action points:**

#### **School/Surf club:**

- Deb and Nicky will be encouraging teacher to talk to the children about the triathlon.
- Need to send out email/notice regarding request for marshalls.
- A blurb will be going out in the newsletter with general information about the tri.

#### **Run of the day:**

- Deb will place something similar on the “request for help” notice regarding warratahs and bunting and flexi fencing.
- Jo will talk to Bunnings and Mitre 10 Mega re warratahs and bunting about when she asks for prizes.
- Gaby to try and source some “duct” tape.
- Vests: Deb and Nicky to look at school. Lauren to look at her house.
- Rubbish collection – Carryn to continue discussions with Wendy and PCC Zero Waste team. Back up plan – Robyn to see if a trailer could be kept at the Dawson’s place for someone to take to the tip afterwards.
- Robyn to provide rubbish bags for the BBQ area.
- Carryn to confirm vegs from Fresh direct
- Carryn to buy pins for numbers and tokens for 1 to \$1 cash exchange.

#### **Food:**

- Will need to get 2 tables from school and also need to get some planks of wood to keep the tables from sinking in the sand. Robyn to talk to Steve.
- Deb to talk to Kerry as to whether Ken would be available this year to help with food.
- Ice cream containers – Lauren, Carryn and Robyn to supply.
- Lucy to arrange float for the day.
- Lucy will be unavailable on the day due to sudden work commitments. She will talk to Cheryl and Haidee to see whether they would be willing to take over on the day.

#### **Raffle:**

- Deb/Nicky to place a request out there for someone to run the raffles on the day (this would depend on the prize pool).
- If anything comes in that could be raffled let Jo know.

#### **Media:**

- Planning on doing a photo session one fine night after tea. Robyn will email and txt and those who are free come down to Toms Road with their kids in their school coloured t-shirts.
- Mana College will advertise our tri on their new sign. Robyn to contact the principal.

#### **General business:**

- Jo to ask ASB for money scales and bags.
- Prizes to be sourced for 1<sup>st</sup> place winners and achievement prizes – Jo
- T-shirts – Carryn to continue managing printing and sorting (week of Tri)
- Renee working on bikes for children who need them
- Carryn to meet with Ana Coffey and Kerry next week re any progress around borrowing some of PCC’s equipment.