



Minutes for the National Committee (Natcom) Meeting
The Ulysses Club of New Zealand Inc
Saturday 15th August 2015,
**The View Room, Wellington Airport
Wellington**

- Start:** 9.00am
- Attendance:** Mike Dew (President), Stuart Burns (Treasurer), Nicky Bright (Secretary), Jim Furneaux, Jayne Mansell & Nik Player (Committee members).
- Apologies:** Jim Galt (Vice President)
- Welcome:** Mike opened the meeting and welcomed everyone present.
- Minutes of last meeting:** Circulated. Moved as a true & accurate record Jim F/Mike, All in Favour. Carried.
- Matters Arising:** None

Inwards Correspondence:

- 24.4.15 Receipt from NZ Companies Office for submission of Financial Statement
- 20.5.15 Vero – Liability Insurance renewal
- 6.6.15 Statistics NZ – Energy use survey
- 9.6.15 Australia Ulysses – Advice of price increases
- 10.6.15 Nelson Branch enquiry regarding rider safety training subsidy
- 19.6.15 Nth Otago Branch advice they can't host 2018 National Rally & AGM
- 25.6.15 Graeme Newton – enlisting support for petition to AA regarding their Membership fuel discount offer and how it precludes motorcyclists because of the minimum spend limit required to qualify.
- 28.6.15 Member advising Interislander Group discount code doesn't work for bookings made in 2016.
- 6.7.15 Vero Insurance Policy updated for 2016.
- 8.7.15 Toll Road charges for motorcycles – petition to reduce charges.
- 8.7.15 Complaint from a branch regarding unsolicited "Linked In" invitations.
- 8.7.15 Interislander Sales figures
- 9.7.15 New Interislander discount arrangements
- 4.8.15 Angela McDonnell (ChCh City Council) enquiry regarding Motorcycling events in October 2015. Referred to Canterbury Coordinator for reply.
- 6.8.15 New member complaint regarding not receiving membership pack and confirmation of membership.

- 6.8.15 Apology for delay and confirmation from AU Ulysses that the Riding On magazines will be sent soon.
- 12.8.15 Nelson Branch request for urgent approval of new Branch Logo. Referred to Natcom for consideration as Nat Quartermaster overseas.

Outwards Correspondence:

- 8.6.15 NZ Statistics – Energy use survey completed & returned
- 8.6.15 Vero Insurance Renewal declaration completed and returned to AON.
- 10.6.15 Nelson Branch – information on Rider Training subsidies sent and process for applying
- 10.6.15 Howard Mansell – Letter of appreciation and thanks for developing & supporting our current database system.
- 10.6.15 Nelson Branch Secretary regarding Branch website consistency
- 11.6.15 Shaun Heath – Website design offer – declined
- 11.6.15 Mentor Programme Review team. Feedback from Natcom regarding amendments required to Standards document.
- 12.6.15 Reply to member regarding lobbying ACC for reduction in ACC Levies
- 12.6.15 Marlborough Branch – reply regarding lobbying ACC for reduction in ACC levies
- 12.6.15 Wesley & Paula Morrison – Welcome new owners of Apex Trophies & Awards
- 12.6.15 Wayne & Dale Painter – Thank you & Congratulations on the occasion of their retirement.
- 19.6.15 Reply to Nth Otago acknowledging they can't hold 2018 National Rally & AGM
- 27.6.15 Call to all South Island Branches requesting a host for the 2018 National Rally & AGM
- 29.6.15 Jim F – reply to member & all office holders regarding Interislander rates due to be updated and issued early July
- 29.6.15 To all office holders – re: Petition enlisting support to lobby AA to lower the spend level for motorcycles to order that they qualify for the membership fuel discount.
- 7.7.15 To all office holders and placed on website – Updated Insurance Policy for 2016
- 8.7.15 Petition to reduce high toll road charges for motorcycles on NZ toll roads – referred to all office holders.
- 8.7.15 Request for copy of Remembrance Slide Show to be sent to Canterbury Branch for use at South Island Remembrance service.
- 9.7.15 To all office holders – New Interislander Discounts arrangements released.
- 14.7.15 Reply to Branch complaining about unsolicited emails from “Linked In” – Mark as spam and set to auto delete.
- 15.7.15 Advice to 2017 AGM Organising committee of contact person for Insurance matters
- 15.7.15 To all office holders – 2014 Motorcyclists Crash Statistics
- 15.7.15 To all office holders – Isle of Man TT - 2016
- 23.7.15 To all office holders – September Ulyssian – reminder for cut off is 10th August.

- 26.7.15 Advice to neighboring branches (Nth Otago & Canterbury) of South Canterbury Branch closure.
- 27.7.15 Formal notification to all branches, Administrator, Webmaster & Kevin Kinghan of Sth Canterbury Branch closure.
- 3.8.15 Otago Branch – Awarded hosting of 2018 National Rally & AGM
- 3.8.15 Canterbury Branch – Thank you for offering to Host 2018 National Rally & AGM.
- 4.8.15 Letter to all Sth Canterbury Branch members advising of Branch closure and requesting them to confirm what Branch they want to be transferred to, Nth Otago or Canterbury.
- 4.8.15 Request to cancel order for replacement Odyssey Medal.
- 4.8.15 Request to Australia Ulysses regarding not receiving “Riding On” magazine.
- 6.8.15 Reply to new member regarding delays in processing new membership form.
- 13.8.15 Reply to Nelson Branch Secretary – New Branch Logo approved by Jim G

Moved that Inwards Correspondence be accepted and Outwards approved. Nicky/Jim F. All in Favour. Carried.

Email Conversations:

- 7.6.15 Pricing of new High Viz vests clarified for online shop – should be \$80 (no postage)
- 22.6.15 Follow up emails regarding setting time for BRM meeting
- 28.6.15 Website requirements – update from Nik.
- 5.7.15 Final report form 2015 AGM (Tauranga) circulated.
- 6.7.15 Mentor Assessment document distributed for comment.
- 7.7.15 Coordinators ring around lists and up to date contact list.
- 13.7.15 Advice regarding donation by Canterbury Branch of a “Growing Old Disgracefully” Book to the Burnham Library. Maybe other branches could look at doing this with their local libraries.
- 24.7.15 Worksafe – Improvements to Health & Safety Reform bill. Matters relating to volunteers remain covered by existing legislation and do not fall under the new Health & Safety Reform proposed legislation.
- 30.7.15 Turner’s – offer of discount to be circulated via all office holders.
- 6.8.15 Follow up with Nat. Administrator and Nth Harbour Branch Coordinator regarding delays with processing of new membership applications.
- 7.8.15 Final Draft of registration form for 2016 National Rally & AGM circulated for approval.
- 10.8.15 AK Coordinator following up why notice of Auckland Rally 2015 is not on website when he requested it to be. Discussed and notice now on website.

Treasurer’s Report:

Stuart presented his Treasurers Report covering the last three months.

- Income reducing as no income coming in at this time of the year. Subs start to roll in later in the year.
- New membership form to be issued in September allowing for the increased membership fees for 2016 year onwards. Suggested we add a tick box for new members to tick if they would like to purchase the “Grow Old Disgracefully” Book. Coordinators could then liaise with the new member if they want to sell a book from their own stocks. If this is to happen then part of the fee would need to be paid to the Branch to cover the Book and the rest sent through with the new membership form to Debby, and then Debby would supply the book from the National Stocks. Nicky to prepare a draft of form for Natcom approval. NB
- Joint membership proposal that was approved at the last Natcom meeting is to be implemented into the new membership form and also the existing renewal form for the 2016 year onwards. Joint membership only available to a couple who are residing at the same address and are both members. Nicky to work on the draft of the new forms and send out to Natcom members for their approval. NB
- Profit from 2015 AGM – half should be returned to the Equalisation fund held by Natcom. Stuart to check and make sure this has been received. SB
- Rider Training subsidies are being well utilized by some branches.

Moved that the Treasurers Report be accepted. Stuart/Nik. All in Favour. Carried.

Quartermaster’s Report:

In the absence of the National Quartermaster he has provided a written report. A summary of points from Jim Galt’s report follows:

- Brief write up on the new “Ulysses” branded High Viz Vest has been sent into the Ulyssian Magazine for the September issue. JG
- Vest can be increased in size by the purchase of a longer cord for the laces up sides.
- Approximately 15 vests have been sold so far.
- Other gear sales are ticking along nicely.
- Debby has order for the Ulysses Braces. These come from Australia so we need to collate sufficient orders for items of gear that come from Australia before the order is placed.
- Still no news on price increases of gear from Ulysses Club Australia.

Moved that Jim Galt’s Quartermasters report be accepted Nicky/Jayne. All in Favour. Carried.

General Business:

1. Renewal letters & reminders
 - Debby had requested approval of the renewal letter process. The first renewal reminder letter to be sent in September and then a follow up

letter if required in November. Process approved by Natcom with the addition of the new renewal form for those who wish to apply for the “Joint Membership” fee to be applied to be sent along with the letters. Nicky to liaise with Debby/William regarding the updates required to the forms and website sales page. Nicky to check with Debby on whether the standard letter templates she uses need to be amended because of the new joint membership fee. If so, then we may need help from Howard with this process.

NB

NB

2. Service Badges – to be supplied by Natcom

- Matter raised by a Branch requesting the reasons why Natcom don’t supply the Service badges free of charge.
 - Service badges are more aptly named anniversary badges as don’t represent “service” to the club but the length of membership.
 - Members are free to purchase their own badges if they wish as not all members are “into” badges.
 - Cost would be unsustainable. We don’t want to look at a membership fee increase for this purpose.
 - Branches have varying local policies on how they will handle the ongoing presentation of “Service badges”. Some branches choose to subsidise them to all members regardless of their participation in branch events. Others only provide them to branch members who actively participate in events. Then there are branches who do nothing and leave it up to the individual members if they wish to purchase their own badge.
 - Only one stipulation is that purchases of badges for members must be passed through Debby first so that she can check they qualify for their badge.
 - There is no limit to the number of service badges a member can purchase for themselves.
- Matter raised regarding how the information about who is entitled to a service badge can be obtained by branches.
 - Branch Coordinator can request a branch members list from Debby which is excel format and can be sorted by the joining date to determine who qualifies for a service badge.
- Nik to report back to his Branch regarding these matters.

NP

3. Accounting/Management package (MYOB) for Club gear

- Currently our gear sales accounting is run through the membership database when there is no need to do this and in fact it creates many issues with our database doing this process.
- We currently use the MYOB (Cloud based) accounting package which can be upgraded to cater for stock control.
Moved that we get the Stock management add on to our current MYOB system, and that Natcom work to ensure a system is in place by 1st January 2016. That Stuart liaise with Debby to ensure that we are able to do this. Mike/Jim F. All in Favour. Carried.

SB

4. Mentoring Programme review team to meet in Wellington to formulate next stage in the redevelopment process.
 - Feedback from the wider review team had been varied and constructive criticism was welcomed. The need for such a document was clarified and can be summarised as follows:
 - Jim outlined the reasons for using the assessment document format that has been used. The process needs to be consistent, transparent and fair.
 - The process has to be at a level where it can be robustly tested.
 - This standard allows the Club to determine who is suitable as a mentor.
 - Once a mentor is accepted they will have a separate guideline document that they can use when working with a member who is wanting to be mentored.

Moved that Natcom fund the assessor group & Nicky (Minute/Note taker) to meet in Wellington to commence the development of the next stage of the Mentor review programme. Funds to cover travel and meeting costs to come from the Rider Safety & Training fund. Jim F/Stuart. All in Favour. Carried.

 - Nik to report back to his Branch regarding these matters. NP
 - Nicky to report back to John - Nelson branch regarding these matters. NB

5. Gmail password integrity – weak passwords being used. Should Natcom set a protocol for passwords?
 - Password integrity – Nik to work in conjunction with William to set a standard for passwords. William to then go back to any coordinators with passwords that need to be changed. NP
 - Gmail – personalisation of Ulysses Gmail accounts. **DO NOT CLICK ON Google+.** NB

Nicky to advise all Ulysses Gmail account holders again that they should never click on Google+. If any account holders have accidentally set up a Google+ account they need to get in touch with Nicky so that we can liaise with them on how to close the account down.

 - For those account holders who regularly receive messages from “Linked In” asking them to add their details, just treat as Spam and block the sender, then delete the message.

6. Closing of Branch – South Canterbury.
 - Contact Sth Canterbury Branch members regarding their Branch closing and what Branch they will now come under (Canterbury or Nth Otago). Nicky to organise this and Debby to collate information for advising the relevant Branch Coordinators of which members they will be accepting from the closed Sth Canterbury Branch. NB
 - Natcom are very disappointed that the decision was made by the members present at the Sth Canterbury Branch AGM to close the branch without coming to Natcom for assistance.
 - Boundary for Sth Canterbury Branch is to remain in place at this stage.

7. Insurance Cover – Is our Public Liability Cover high enough? (Nelson Branch)
 - Insurance Policies are available via the Club website - links page
 - We currently have \$2,000,000 Public Liability cover, \$500,000 Statutory Liability cover & \$100,000 Sport Lawsafe cover.
 - This is reviewed annually.
 - Natcom consider we have enough cover in place.
 - After the new Health & Safety Reform Bill is passed, we will review our policies to ensure we are still well covered.
 - Nicky to reply to Nelson Branch who raised the query.NB
8. Photos, Runs & Rallies & items for the Club website
 - Needs to be regularly updated (at least two monthly).
 - Jayne is working with different Branches and building up a network of contacts she can go to for photos suitable for the website.
 - Any photos for the website should also be considered for the Ulyssian.
 - When Jayne is contacting branches she will deal with the Coordinator in the first instance.
 - Branches are requested to send Jayne (com.1@ulysses.org.nz) the dates for Runs and Rallies so they can go on to the Club website.JM
9. Raffle updates.
 - Jayne updated the committee on the progress with organising the 2016 Bike Raffle.
 - Department of Internal Affairs documentation in hand. Jayne to finalise.
 - Jayne has made initial contact with suppliers of the bikes that could be put up as prizes for the raffle and had a positive response.JM
10. October Coordinators and Natcom workshop & meeting
 - Workshop to be held on Saturday morning. A guest speaker (Carey Griffiths) from NZTA will be coming along to address the Coordinators & Natcom. Carey is the ex- Road Policing Superintendent and the current Chair of the NZTA Motorcycle Safety Group.
 - Presentation on the Gmail system to be made by Nik. We need to check if the venue has a large TV or screen that we can project onto. Jim F to check on what's available at the venue.
 - Mike to organise the Agenda for the workshop (Saturday morning)
 - Coordinators and Natcom meeting in the afternoon – Nicky to prepare Agenda and organise a minute taker for the meeting.
 - Friday evening social gathering and BBQ. (BBQ – Wellington Branch) Nicky to invite Debby and her husband along to join in on the social time. This is a social invitation and not to be paid time for Debby.
 - Natcom meeting on Friday 16th October to start at 1pm. Natcom members to ensure they are present for this meeting. Meeting to be held at the Top 10 motor camp in Nicky Bright's motel room.NB
NP
JF
MD
NB
NB
11. Update on Club website upgrade
12. Update on Club Database upgrade

- Nik presented the results from his requests from interest parties to quoting for the upgrade of our website.
- A sample template had been received from both parties.
- Different levels of log in could be made, i.e. Administrators (able to update & edit membership information), Coordinators, and ordinary members.
- Nik to go back to interested parties & seek clarification as follows:
 - Back up plan in the event of the website domain manager and hosting agent going out of business. We need to ensure we are the owners of the information.
 - Confirm pricing – Monthly ongoing Maintenance costs are inclusive of hosting costs or not.
- Natcom will review both proposals and seek further information with a view to having a decision to present at the Coordinators meeting.

NP

All

13. Update on contract with BRM for publishing the Ulyssian

- Mike & Stuart met with BRM (Kev) on the 5th August.
- Issue has arisen in that we have lost a major advertiser and it is now costing BRM to produce the magazine on our behalf. Previously advertising covered the cost of production so we essentially got the magazine for free. (Club pays for the postage).
- Next two issues will continue in the same format, i.e. September & December magazines.
- BRM is still happy to lay out the magazine and arrange printing (at our cost), but now want the Club to organise / find the advertising. The advertising (income) would then be used to off-set any costs incurred by the Club for BRM to produce the Ulyssian magazine.
- Natcom have agreed at this stage to the possibility that we pay for any shortfall from the advertising to cover the cost of production of the September & December magazines.
- As a go forward we need to have a discussion around an electronic format for the Ulyssian.
- Stuart is to go back to BRM and confirm costs for the go forward. This will be presented at the Coordinators and Natcom meeting for discussion and to decide on the way forward.

SB

14. Update on 2016 National Rally & AGM

- Registration form approved and sent to BRM for printing in the September Ulyssian.
- Natcom have reviewed the budget and are happy with the costings set by the Buller Branch. Budget has been approved.
- 2017 National Rally & AGM – Wairarapa
 - Branch has queried whether the venue needs to be viewed by Natcom.
This is not necessary.
Mike is working with the organising committee and is very happy with their progress so far.

- 2018 National Rally & AGM
 - Initially Nth Otago offered to host this event
 - The Branch Coordinator subsequently advised that a lack of enthusiasm in the Branch meant he was no longer able to commit to hosting the event. He had also advised there were queries surrounding the venue (Race course) being available.

It should be noted that the running of the National Rally & AGM is **voluntary**. The guidelines issued to assist any hosting branch are just that – guidelines. There are some aspects of the formal part of the meeting that must be followed but after that it is up to the hosting branch how they want to run the event. If any Branch is contemplating putting their name forward to host an event we suggested they talk to another similar size branch who had previously hosted the event about how it went and glean any information they can from them.

15. ACC Motorcycle Safety fee on motorcycle registration, what's happening to the \$30 from each registration

- This fee is primarily used for research projects looking at improving safety outcomes for motorcyclists.
- It was noted that there had been little feedback from MSAC (Motorcycle Safety Advisory Council) and in fact their website had not been updated for some months. Nicky to write to MSAC and ask what's been happening of late and how they are spending our money. Stating that the information is required to present to our Coordinators & Natcom meeting in October.

NB

16. Health & Safety Law Reform – update.

- We are now subscribed to Worksafe and receive their regular press releases.
- Recent updates have been circulated.
- Waiting on the outcome of the updates before we consider what action (if any) is needed.

17. Feedback from Coordinators ring around

- Generally all coordinators contacted advised things were quiet due to the time of the year. Any issues raised are summarised below:
 - Term Branch "President" instead of Branch "Coordinator". Considered to be confusing by some as it is inconsistent across our Club. Natcom will place an item on the Agenda for discussion at the Coordinators meeting to get the general consensus of all Branch Coordinators (Presidents). We intend to take a vote of this matter and if required a remit will be drafted to change the rules at the next AGM.
 - Remembrance Service. Possibly change the timing to a warmer time of year to encourage more participation. Natcom to defer this discussion to the Coordinators meeting.

- Members re-joining wanting their old number back. In fact the old number is still theirs and they are free to use it if they wish. They will however have a new number issued at the time of re-joining. The # a member chooses to display should not be considered an indication of length of membership. Natcom will possibly review this matter when the database upgrade is done.
- Reminder that branch membership lists are only available to Coordinators.
- Some Natcom members are still to make contact with Branch Coordinators and are to do so within 4 weeks.

JM,NP
SB

18. Use of rockers above/below large Ulysses Logo worn as a back patch – concerns regarding association with gang patches.

- In 2006 this matter was raised and a decision made that the large logo should be removed from the gear range.
- In 2012 the matter was raised again and the large logo was brought back into the gear range.
- Concern is that we have worked very hard to gain the communities respect as a social club and not a motorcycle club or motorcycle gang. We don't want to undo any of this hard work.
- Natcom will defer discussion on this matter to the Coordinators and Natcom meeting with a view to making a decision on the wearing of the large logo on the back of motorcycle jackets/vest (on the road) especially with rockers attached.

19. Turners Offer – Jayne

- Jayne to circulate to all office holders the offer she has received from Turners for discounts to members.

JM

20. Remembrance Service – North Island

- Stuart confirmed he attended the service as the official Natcom representative.

Updates:

1. Mentoring/Training – see item in General Business

2. Discounts

- Nothing new.
- Jim F advised he has seen an item which may be a good addition to the gear range. It's a small digital tyre pressure gauge. Jim F to follow up regarding the feasibility of adding to our gear range.

JF

3. Raffle – see item in General Business

4. Database – see item in General Business

5. Strategic Planning

- All agreed the session we had held at the 2014 Coordinators meeting was good.
- The session had confirmed what we all knew about where our Club needs to be heading for the future.
- Considered that we don't need another session at this stage.

6. International

- Jim G has provided a written report that he is currently travelling in Europe and enjoying social time with Ulysses Germany and hopes to also meet up with Ulysses UK.

7. Administration

- Debby has ongoing issues with a temperamental database system and laptop. Agreed to provide ongoing support to Debby allowing her to baby sit the current system until the new database is set up.

Projects:

1. Job Descriptions: Jim F

- Jim confirmed he had now received all the information and just needed to collate the updated information into the existing documents.

JF

2. Archiving Club Information: Nicky

- Nicky to look at setting up a Google Drive folder with assistance from Nik.
- Once Google Drive folder set up it is to be shared to all Natcom members so that any records held can be scanned and saved to this folder which is accessible by all Natcom members.

NB

Mike thanked everyone for attending and their cooperation in achieving a lot today.

Meeting closed 4.10pm.

Signed: _____ Date: _____