



**MINUTES OF THE 29<sup>TH</sup> ANNUAL GENERAL MEETING OF THE ZIMBABWE TRIATHLON  
ASSOCIATION BORROWDALE BROOKE GOLF CLUB BOARDROOM - 2<sup>ND</sup> JULY 2017**

**1. ATTENDANCE REGISTER**

The Attendance Register, duly completed, was handed to Mr Fulton. Apologies were recorded from Shaun Lawler, Tammy Benade, Gideon Benade, Sue Elliott, Trevor Elliott, Mandy de Chassart, Phil de Chassart, Manoussos Dilmitis, Muffin Dilmitis, Katie Dilmitis, Marius Erlank, Dr Austin Jeans, Wayne Davidson, Colin Weston, Colin Colegrave and Audrey Martin (**attached**)

**2. NOTICE OF CONVENING THE MEETING**

The meeting commenced at 1005, Mr Fulton welcomed all in attendance and declared AGM open

**3. MINUTES OF THE PREVIOUS MEETING**

Minutes of the previous meeting were circulated

**4. MATTERS ARISING FROM THE PREVIOUS MINUTES**

No questions or matters arising from the previous minutes were raised.

**5. FINANCIAL REPORT AND APPROVAL OF ACCOUNTS**

Mr Martin presented the Accounts, Financial Statements and Report (**attached**).

The Budget for the 2017/2018 Season was not presented but will be presented along with the Minutes of this meeting as required by SRC and ZOC (**attached**).

Mr Martin advised that the Budget will be based on actual from the 2016/2017 season with particular focus on obtaining additional Pool advertising and sponsorship.

Mr Martin thanked his predecessor Mr Shaun Lawler for his guidance and assistance during the season, and extended thanks to our season, Troutbeck and Pool sponsors and donors, namely Introwise, Ilala Lodge, Homestyle Bricks, Coca-Cola Bonaqua, Schweppes, Hyundai, Bokomo Weetbix, Bon Marche, DHL, Dendairy, KW Blasting, Safeguard Security, Husquavarna, Crystal Spa, Lewisam Motors and HRIB for their continued and generous support.

Participant numbers have increased significantly this season due in the main to the introduction of Aquathlon. We are confident that this new and exciting addition to our calendar of events will grow from strength to strength in the years to come.

Troutbeck proved to be one of the most well organised events and certainly one to be proud of. Unfortunately the event failed to attract significant local entries due to clashes with other events taking place at the same time, however with forward planning this event will be staged over the half term weekend in February 2018 and will include Harare Athletics Club who host their annual Worlds View Run.

Mr Fulton confirmed that Chemicals for Mount Pleasant Pool are the biggest cost and reiterated the fact that if we have no chemicals we have no venue for our local events. He advised that during the 3<sup>rd</sup> Term, an agreement was in place with Schools who use Mount Pleasant Pool to pay City of Harare – these funds should have been shared with us to be re-invested in the cost of chemicals for the pool upkeep – this did not happen in the 2016.. For this coming season we propose to approach all the schools involved and request them to make payment directly to the chemical company and submit copies of invoices and receipts for transparency purposes.

All funding received through pool sponsorship goes towards the costs of chemicals and the upkeep of the pool at Mount Pleasant. Chlorine gas, HTH and Soda Ash have to be used and thanks were extended to Mr Colin Weston who oversees the maintenance and upkeep of the pool.

Proposed Mr Shaun Shelton Seconded Mrs Cath Jennings

#### **6. READING AND ADOPTING THE PRESIDENTS REPORT**

Mr Fulton presented his report (**attached**)

Mr Fulton advised of his impending resignation as President of Triathlon Zimbabwe at the 2018 AGM, and confirmed that he will still be involved in all Triathlon Zimbabwe events in the future.

Mrs Tracey Jacobs extended thanks and congratulations to Mr Fulton on his appointment with the ATU. No matters or questions were raised.

Proposed Mr Christo Jacobs Seconded Mrs Harriet Shelton

#### **7. READING AND ADOPTING THE COACH'S REPORTS**

Mrs Pam Fulton presented the Coaches/Race Reports for the SA Championships held at Aldam Resort in March 2017 and the Africa Championships held in Tunisia in May 2017 (**attached**).

Mrs Fulton reiterated that development of the sport is vital and more coaches are needed.

#### **8. SELECTOR'S REPORT 2016/2017**

Mrs Pam Fulton presented the Selector's Report (**attached**)

No matters or questions were raised

Proposed Mrs Cath Jennings Seconded Mrs Melanie Barnes

#### **9. DEVELOPMENT REPORT 2016/2017**

Mrs Pamela Fulton presented the Development Report (**attached**)

- Mr Dave Ellis asked if perhaps a Regional Aquathlon series could be initiated. Mrs Fulton agreed this is a very good idea and that it will be researched and contacts made in all provinces.
- Mrs Tammy Petersen raised the point that equipment for this sport is very expensive and many people who really want to take up the sport cannot afford to buy new equipment. A suggestion to initiate a Hire scheme whereby members who have second hand bikes could advertise through our website/database/social media and hire the equipment out to anyone interested and that the owner would be responsible for the upkeep and maintenance of the equipment.

- Mrs Colegrave suggested that the user should be responsible for upkeep
- Mr Fulton proposed that a link be created on our website for items For Sale/For Hire

No other matters or questions were raised

Proposed Mrs Harriet Shelton Seconded Mrs Cath Jennings

#### **10. DISSOLUTION OF THE EXISTING MANAGEMENT COMMITTEE (EXECUTIVE BOARD)**

Mr Fulton dissolved the existing Board and left the floor to Mr Shaun Shelton as Presiding Officer

#### **11. ELECTION OF MANAGEMENT COMMITTEE (EXECUTIVE BOARD) FOR 2017/2018**

- President – MR RICK FULTON - nominated and unanimously elected
- Vice President – MR DAVE ELLIS - nominated and unanimously elected
- Treasurer – MR GARY MARTIN – nominated and unanimously elected
- Secretary – MRS CAROL PAKENHAM - nominated and unanimously elected

#### **12. APPOINTED TO THE MANAGEMENT COMMITTEE**

- DEVELOPMENT COMMISSION – MRS PAMELA FULTON
- TECHNICAL COMMISSION – MR SHAUN SHELTON
- SCHOOLS COMMISSION – MR MARIUS ERLANK
- ATHLETES COMMISSION – MR GIDEON BENADE
- Mr Fulton thanked Mr Marius Erlank for the invaluable assistance given to Mrs Fulton in launching the Aquathlon Series within the school system during the 2016-2017 season
- Mr Fulton advised that Athletes Commission representative, Mr Gideon Benade, attended the ZOC Athletes Commission AGM

#### **13. ELECTION OF SUB COMMITTEES (VOTING FOR NOMINEES BY SECRET BALLOT)**

- SELECTION COMMITTEE - Chair and 2 members
  - CHAIR – MRS PAMELA FULTON - nominated and elected
  - MEMBERS – DR AUSTIN JEANS – nominated and elected
  - MEMBER - MRS MELANIE BARNES - nominated and elected

Mr Fulton confirmed that the newly elected Selection Committee are given the mandate by the Executive Board to prepare Criteria for Selection for the new season

It was suggested that the Selectors be present at Selection Events

- TOUR COMMITTEE – Tour Manager, Financial/Fundraising Manager and 2 members
  - TOUR MANAGER – MRS TAMMY BENADE - nominated and elected
  - MANAGER FINANCIAL/FUNDRAISING – MRS TRACEY JACOBS – nominated and elected
  - MEMBER – MRS SUE ELLIOTT – nominated and elected
  - MEMBER - MRS TAMMY PETERSEN – nominated and elected

Mr Fulton and Mr Martin advised that the EB will meet with the new Tour Committee to discuss proposals for the new season

#### **14. APPOINTMENT OF AN AUDITOR**

Mr Martin advised that MR DAVE ROBERTS will be stepping down as Auditor and thanked him for his services, assistance and guidance given over the past 5 years. A replacement Auditor is needed and request made that an appeal be sent to our database for a Chartered Accountant to step in as honorary Auditor on a pro-bono basis if possible. Announcement of the appointment of a new Auditor will be made and before the end of 2017.

Proposed Mr Shelton Seconded Mr Soper

#### **15. ANY OTHER BUSINESS**

##### **15.1 - MOTION 1 – TOUR MANAGEMENT/EXPENSES TO PARENTS OF ATHLETES–MRS TAMMY PETERSEN**

- I strongly request the consideration and support from the members of Triathlon Zimbabwe for the association to carry the all-inclusive expenses of the National Coach for Triathlon Tours, or at least 50% of these expenses. The National Coach is obligated to attend to additional Zimbabwe Triathlon business while attending the various tours with the athletes and it's an unjustified expense to the parents of athletes, this is further cemented by the fact that the athletes up until the time of tour have very little to no interaction with the National Coach

##### **15.2 - MOTION 2 – TOUR MANAGEMENT COSTS AND EXPENSES – MRS TAMMY PETERSON**

- Firstly, I appreciate the time and effort the tour committee puts into organizing and arranging the tour opportunities for our athletes. However I have serious reservations about the way in which the tours are financially managed from a budgeting and expense point of view.
- Money received is not receipted, neither is it channeled through an official account.
- The expense reports generated are not transparently produced, for the tours of 2016/17 all that was received is a brief summary of expenses that are generated according to the Tour Manager with no supporting documentation, and an 'average' refund, if any.
- Flights and accommodation options are left too late, and often at elevated expenses to the parents/athlete or flights have unnecessarily long lay-overs and routings.

##### **15.3 - MOTION 3 – TOUR POLICY – MRS TAMMY PETERSEN**

- The existing tour policy is not available on the website for general viewing, and I had to request it from the secretary. Main areas of focus surround the conduct of the athlete and involvement by parents / external coaches. It does not serve to formalize the inclusion of expenses, payments of such expenses associated to the Tour Policy in line with the ethos and objectives of the Triathlon Zimbabwe Association. I would like to request that this be reviewed in line with the athletes' best interests in terms of affordability and transparency.

#### **RESPONSES –**

- Mr Christo Jacobs asked if these motions will go forward to the incoming Tour Committee as action needs to be taken and machinery put in place to resolve these issues
- Similar issues have occurred in the past and what is being done or going to be done about it
- Mrs Tracey Jacobs advised that 2016-2017 reports have not been presented or submitted and has requested a full breakdown to this effect

- Mrs Leanne Williams advised that in the past and under previous Tour Managers, full breakdowns were always given and were transparent and meticulous – we need to revert back to that system
- Mr Martin advised that he will request this information from Mrs Tammy Benade as a matter of urgency and will revert with relevant report as soon as possible
- Mr Fulton and Mr Martin confirmed that with immediate effect the incoming Tour Committee will be required to meet with the Executive Board, the Tour Manager will be required to report to the EB and going forward, full reports and complete packages of Financials for Tours during the new season are to be submitted timeously.
- Mr Fulton advised that the existing Tour Policy should be extended to include Financial Statements which are to be submitted to the Treasurer for inclusion in Audit reports

Proposed Mrs Tammy Petersen Seconded Mrs Tracey Jacobs

#### **15.4 - MOTION 4 – SELECTION CRITERIA – MR ANDY HOLDERNESS**

- That the current Selection Criteria be amended as per the suggested supporting documentation to a time based criteria.

#### **RESPONSES –**

- Mr Drew Williams queried why the Selection Criteria was taken off a Time Based criteria
- Mr Fulton advised that the incoming Selection Committee have a mandate to prepare the Criteria for Selection for SA Champs and Africa Champs and revert with same in due course
- Mr Fulton advised that all races are different and no 2 courses are the same. The ITU use a points based criteria system and Triathlon Zimbabwe decided to follow this system
- In past experiences it was found that athletes who had fantastic times in November often had blown out by March and by having a points system, an athlete can maintain their standards
- Time based and points based criteria both have pros and cons and does need to be looked into

Proposed Mr Shelton Seconded Mr Soper

#### **15.5 - MOTION 5 - CONSTITUTIONAL AMENDMENT 2017-18 – MR RICK FULTON**

- That the post of Secretary is replaced by a Secretary-General and that this post on the Executive Board is non-voting and appointed to, via an application process, and by, the EB.
- A remuneration package for the Secretary-General be considered and budgeted for.
- The post of Secretary is replaced in the EB by an elected Board Member to maintain an EB consisting of 4 elected members by the General Assembly.

#### **RESPONSES –**

- Mr Paul Denslow congratulated Mr Fulton on proposing this motion and requested this be actioned immediately and to be in place by the start of the 2017-2018 season in September
- Mrs Tammy Petersen requested that an Extra-Ordinary Meeting be called to go forward with this motion
- Mr Shaun Shelton proposed the election of a 4<sup>th</sup> Executive Board Member
- Mr Fulton advised that the Constitution will be amended and forwarded to the SRC for approval

- Mr Fulton advised that there is a 21 day notice period time frame in which to call an Extra-Ordinary Meeting
- Mr Fulton advised that a Notice to this effect will be published to coincide with the start of the new season.

Proposed Mr Paul Denslow Seconded Mr Christo Jacobs

There being no further business Mr Fulton once again thanked all in attendance and thereafter the meeting closed at 12.15pm

**SIGNED: PRESIDENT TRIATHLON ZIMBABWE, 2<sup>nd</sup> JULY 2017**

A handwritten signature in black ink, appearing to read 'Rick Fulton', written in a cursive style.

**RICK FULTON**