

## WTMC Committee Meeting Minutes

**Wed 2 March 2016 5.45pm, TTC Library**

In attendance		Name, Role	Abbreviation
Y	N		
	N	Steve Austin, Treasurer	SA
Y		Kevin Cole, Assistant Chief Guide	KC
Y		Rebecca Day, Secretary	RD
Y		Jo Fink, Membership Officer	JF
Y		Tony Gazley, Newsletter editor	TG
	N	Katy Glenie, Vice President	KG
Y		Richard House, Webmaster	RH
Y		Ilona Keenan, Chief Guide (chair of this meeting)	IK
	N	Richard Lardner, Transport Officer	RL
	N	Megan Sety, Social convenor	MSety
	N	Emily Shrosbree, Communications Officer	ES
Y		Marie Smith, Lodge Convenor	MSmith
	N	Amanda Wells, President	AWells
Y		Amelia White, Ordinary Member	AWhite
Y		Andre Zubkov, Promotions Officer	AZ

**1 Minutes of last meeting (27/01/2015) – Approved by the committee.**

**2 Matters arising from last minutes (IK)**

**Still outstanding:**

Action	Who
Progress with the first aid kits	TG
Recruit sexual Harassment contacts	AWells
Upload minutes in word format to dropbox	RD
Find out about FMC central region email group (what it means and work involved)	IK
Follow up on holding a Paua Hut Key at Club rooms –parked indefinitely	IK
Send RL a list of roadends access from Christchurch by car – in progress	MSety
Develop trip fares for car-hire based trips from Christchurch – in progress	RL and SA
Develop proposed new menu structure for website – in progress	RH
Upload all Job descriptions to dropbox in word format – a couple remaining. RD to follow up.	RD

**Done:**

Action	Who
Add annual PLB audit and first aid kit check to be included on committee reminders list	RD/AWells
Volunteer structure on website. Update from volunteer survey for newsletter.	RD
Job descriptions: Split Transport role into Transport + Van maintenance. Split secretary role into secretary + FMC/Journal mailing	RL and RD
Reminder in newsletter about subs for those who have not yet paid.	JF
Speak to Meena re buying a facebook ad for new members night.	AZ

Look into getting new members night on 'what's on' website	AZ
Review bullying policy + send comments to KG	All
Revise bullying policy and recirculate	KG
Put another AGM reminder in newsletter in Feb	AWells
Review committee reminders list	All
Add accountabilities to committee reminders list + Annual review of job descriptions and committee reminders list	AWells
Spare 2013 journals – give away at new members night.	AZ
Otaki forks trips cancelled due to landslip. KC to clarify this on forum.	KC

### 3 Trips/gear (IK/KC)

- a) Paua hut emergency. IK circulated a report on an incident at Paua Hut. IK will circulate the notice she will put on the back of the door at Paua Hut with instructions for emergencies. The committee agreed it was good to have a families group representative on the committee and AWhite agreed to fill this role. Everyone thanked Illona for her work concerning this issue.
- b) PLB policy. IK circulated a revised PLB policy. The committee agreed that we should make it compulsory to take a PLB on club trips and IK agreed to make a revised draft of the policy for review at the next committee meeting.
- c) Youth Duke of Ed enquiries - seems to be a lot of youth enquiries for help with Duke Of Edinburgh Award Activities. The committee agreed that this is not a function of this club and other organisations should fill this role.
- d) The committee discussed holding a new members night in October followed by suitable trips on schedule. This was agreed and AZ will organise and coordinate with trip planning people.

Action	Who
Circulate the emergency instructions notice for the back of the door at Paua Hut.	IK
Circulate a revised PLB policy making it compulsory to carry a PLB on club trips	IK
Organise Oct new members night (+ coordinate with trip planners to get suitable trips following on schedule)	AZ (+IK/KC)

### 4 Finances (SA)

- a) Bank Reconciliation for January. This was approved by the committee.

### 5 Membership (JF)

- a) New membership applications
  - Aimee Paterson
  - Anne de Ferron
  - Kerry Charles

- Nick Johns
- Griffin Madill and Frances Barber
- Jasmine Mnijel
- David Wahl
- Derek Jansen & Erica Mather
- Jon Graham
- Lettie Roach & Patrik Gustafsson
- Antonia Burbidge
- Ella Rogers-Brander
- Marieke and Bram Mulling
- Jacob Ennis
- Andrea Wiechern
- Gina Butson
- Max Wiseman
- Grant Porter
- Jenny Love & Mike Brewer
- Cathyn Wood
- Hew Mitchell

These were approved by the committee.

## **6 Lodge Matters (MSmith)**

a) It was noted that there 3 new members on the lodge subcommittee.

b) Lodge 10year lodge plan.

The lodge 10 year plan was circulated along with drawings for renovation works.

The committee reviewed the plan. It was noted that each item on the plan would be separately approved by the committee and, at that stage; the subcommittee should provide the information and supporting documents required for the committee to make informed decisions. For the larger renovation works a business case would likely be required prior to approval.

The committee agreed they wanted to know more about the long term strategy for management of the lodge, and to know how each of the items on the plan fitted with the strategy.

MSmith to communicate the above to the lodge subcommittee.

c) Option of having a key safe at the lodge (rolled over from last committee meeting).

MSmith reported that this has been discussed by the lodge subcommittee, but there are more comprehensive plans for a door security system in the lodge plans. MSmith will keep the committee up to date on proposals.

d) Ski trips on schedule

There is the intention of getting some ski trips at the lodge on the winter schedule.

e) Lodge fees.

The lodge subcommittee are proposing a 6.0% increase in lodge fees. This would bring the fees in line with other huts nearby.

This needs to be approved at the April WTMC committee meeting. It would be helpful if the lodge committee could provide some analysis of their costings in relations to the other lodges and their facilities – to support the price setting process.

Msmith will work with the lodge subcommittee and SA prior to the April committee meeting to give an indication of whether this increase is likely to make the lodge break even financially.

- f) Pump upgrade proposal. Marie will send details via email so the committee can approve this expenditure

Action	Who
Communication with Lodge subcommittee re 10 year plan	MSmith
Keep general committee up to date on plans for door security systems at lodge	MSmith
Provide information on whether 6.0% lodge fees increase is likely to make the lodge break even financially.	Msmith
Put lodge fees on agenda for April committee meeting	RD
Provide information on Pump Upgrade proposal for approval	MSmith

**7 TTC Hall Renovations (RD/MSety)**

The TTC have confirmed that the hall renovations will not start before September. MSety and RD have made a list of alternative venues and have started enquiries with these venues. This work has now been put on hold in light of the revised timeframes.

**8 Annual Report (KG)**

The annual report was approved. KG will circulate to the membership along with the agenda for the AGM.

Action	Who
Finalise and distribute annual report to club membership. Include link to agenda for AGM. Include notification of date of AGM.	KG

**9 Key projects**

- a) Website revision (RH).  
RH continuing development and has circulated a test site for committee members to view.

**10 Bullying policy**

A proposed bullying policy was circulated.  
This was approved by the committee  
RD to add to website.  
RD to write a newsletter update.

Action	Who
Upload bullying policy to the website	RD
Put a notification about the bullying policy in the newsletter	RD

**11 General business (IK)**

- a) AGM – need to give another notification of date when annual report is emailed out/put on website – KG to sort this out (see action under item 8)  
b) Committee reminders list  
This list was circulated.  
Please let RD know of any final updates.

c) Job description review

The committee has been reviewing their role descriptions. Most are now complete, but we are missing Vice President, Promotions, Communications (ES is away). The committee should write role descriptions for volunteer roles where appropriate. AWells needs to review the revised role descriptions before RD uploads them to the web.

Action	Who
Revise role description still outstanding:	KG AZ ES (is away)
Review revised role descriptions	AWells

**12 2016-2017 Committee year intentions and succession planning**

RD to update website with nominations.

Action	Who
Update 2016 committee nominations on website	RD

**13 Any other business**

- a) A report from a meeting of AWells with the TTC president was submitted to the committee.
- b) Door money.

AZ made a proposal to scrap the door money collection for club nights based on a desire to make the club welcoming and removing barriers to entry. The committee discussed the financial implications of this noting that compliance is low (quite a lot of people are not paying as they don't carry cash any more), and that the money collected does not completely cover hall rental. The door money raises around \$2500 per year. The possibility of raising club subs next year to cover the costs of hall hire was discussed.

The committee agreed to scrapping the door money. AZ will communicate with Garth and will put something in the newsletter.

Action	Who
Communications re door money with Garth	AZ

NEXT MEETING: 6<sup>th</sup> April (invite incoming nominated new committee where possible)