

## WTMC Committee Meeting Minutes

**Wed 1 June 2016 5.45pm, TTC Library**

In attendance		Name, Role	Abbreviation
Y	N		
Y		Tony Gazley, President	TG
Y		Katy Glenie, vice president	KG
Y		Graeme Hearfield, Treasurer	GH
Y		Ilna Keenan, Chief Guide	IK
Y		Kevin Cole, Assistant Chief Guide	KC
Y		Bernie Dixon, Transport (logistics)	BD
Y		Jane Latchem, Membership officer	JL
Y		Richard House, webmaster	RH
Y		Kirsty van Reenen, Secretary	KV
Y		Andre Zubkov, Promotions	AZ
	N	Caryl Ramos, Communication	CR
	N	Amelia White, families group & emergency contact coordinator	AW

**1. Minutes of last meeting (4/5/2016)**

The minutes were approved by the committee.

**2. Matters arising from last minutes (AW)**

**Still outstanding:**

Action	Who
Put sexual harassment contacts (president & vice present) and bullying contact (president) on website.	KV
Get club president added to FMC central region email group.	TG
Send RL a list of road-ends access from Christchurch by car – in progress.	MSety
Committee role descriptions: Send word version of promotions role description to AZ for updating.	KV
Circulate a revised PLB policy making it compulsory to carry a PLB on club trips.	IK
Tidy up current private vehicle use policy	KG
Bank signatories – Tony to ring kiwibank to confirm he has been added	TG
Discuss how best to pass on offers by new members for volunteer roles to organisers	IK

**3. Finances (GH)**

- a) Bank Reconciliation (May). These were approved by the committee.

**4. Membership (JL)**

- a) New membership applications:

- Crista Toomey
- Hemant Passi
- Kay Thomson

- Perrine Gilkison
- Juliette Frost
- Momo Kornher
- Belynda Jack
- Rob Stone, Carol Stewart, and Levon and Fraser Stone (household)
- Carla Appel
- Jared and Cheryl Sullivan (household)

**5. Social convenor vacancy**

- a) Richard Manning has volunteered to fill part of the social convenor role.

Action	Who
Meet with Richard Manning to discuss social convenor role	Megan Sety & KG

**6. Vacancy for 'trip monies checker'**

- a) Barbara Keenan has stepped down as trip monies checker so the committee needs to find someone to fill the role.

Action	Who
Check to see if Stuart Beben would like to take up role of trip monies checker	KC
Send out refunds policy reminder to all members in a few months time	CR

**7. Last minute leader dropouts**

- a) KC explained that recently there have been a few last minute trip leader drop outs. The committee discussed whether an incentive could be provided to those who took over as trip leader at the last minute and decided to monitor the situation for the time being.

**8. Van driving**

- a) The committee discussed ideas for ensuring the club has safe van drivers and facilitating feedback on van drivers.

Action	Who
Look at previous newsletter article about van driving, rework and put in newsletter again	TG, CR & BD
Send reminder email to trip leaders about safe driving	IK
Reminder at club night about being able to provide feedback on van driving to any committee member	TG

**9. Van driving sign-up**

- a) The committee discussed how they could get more people to sign up to drive the club vans.

Action	Who
Put driving sign-up sheets in club vans	BD
Check wording in new member's introductory email regarding van driving	KC to discuss with CR
Send email to trip leaders asking them to send out van driving form to fill in and send back when emailing those signed up for trips. Also remind leaders to encourage people to fill out the forms in the vans when on club trips.	IK

Put van familiarisation on summer schedule	IK & KC
Send sign-up sheet to those new members who have volunteered to drive the van	BD
Check whether Pete Gent and Gareth Morton still want to do van cleaning and if not get some new members who have volunteered to do van cleaning to take over the role.	BD

**10. Meet and greet at club nights**

- a) At the previous meeting KC mentioned that the meet and greet system should be reinstated. Garth Ireland has said he is interested in coordinating people to help out with meet and greet at club nights.

Action	Who
Contact Garth about reinstating meet and greet at club nights.	AZ

**11. Publishing of new member names in newsletter**

- a) Becky Day requested that the committee consider stop publishing the names of new members in the newsletter. The committee considered the reasons put forward and agreed that it was unnecessary and raises privacy issues. The committee agreed to stop publishing names of new members in the newsletter.

Action	Who
Look at member's policy and amend so that a list of club members can only be made available at the approval of the committee	KV

**12. Offer from Sydney bush-walking club**

- a) The Sydney bush-walking club have proposed an arrangement whereby any member of our club would be welcome to attend their walks without having to take out a paid membership. In return they are seeking a reciprocal arrangement for their club members. The committee discussed the offer and decided there would be little benefit for our club members.

Action	Who
Respond to Sydney bush walking club on proposed arrangement	TG

**13. Any other business**

- a) TG noted we now have a vacancy for an auditor since Ed Juchnowicz has stood down.  
b) TG explained that the lodge committee have requested approval of \$900 for a heater at the lodge. The committee approved this expense.  
c) IK said she had received a request for approval of \$500 for candle holders for Paua Hut. The committee approved this expense.

Action	Who
TG and GH to investigate whether an accounting review may be permitted rather than an audit.	TG & GH

NEXT MEETING: New committee: 6 July 2016, 5.45 TTC Library