

WTMC Committee Meeting Minutes

Wed 6 July 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		Ilona 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
Y		Amelia White, families group & emergency contact coordinator	AW
Y		Dennis Gazley, lodge sub-committee	DG

1. **Minutes of last meeting (1/6/2016)**
The minutes were approved by the committee.
2. **Matters arising from last minutes (AW)**

Still outstanding:

Action	Who
Send RL a list of road-ends access from Christchurch by car – in progress.	IK
Committee role descriptions: Send updated promotions role description to KV	AZ
Circulate a revised PLB policy (see below)	IK
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, CR & JL
Meet with Richard Manning and complete paperwork for social convenor role	KG
Send out refunds policy reminder to all members in a few months time	KG to follow up with CR
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 about safe driving and to encourage people to fill out the forms in the vans when on club trips.	IK
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
Discuss reinstating meet and greet at club nights with Garth.	AZ
Investigate what's required for an accounting review rather than an audit.	GH

3. Finances (GH)

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

Action	Who
Look into setting up corporate accounts with Interislander and Thrifty and a debit card with Kiwibank	GH

4. Membership (JL)

- a) New membership applications:
- Rosanne Mulder and Bart Stiggelbout (household).
 - Andy Styles
 - Matt Cowan
 - Tony Stephens
 - Sarah Akers and Peter Hendrick (household)
 - Guillaume Roux
 - Jamie Mitchell
 - Paul & Lynne Green
 - Teall Crossen
 - Rene Auer
 - Rory and Rachael Ferguson (household)

Action	Who
Remind leaders about giving a description of their trip at club nights	IK
Respond to Tony Stephens questions on application form	KG

5. Using club vans for non-club trips to the lodge (TG)

- a) The committee discussed Mike Gilberts request to use the club vans for non-club trips (e.g. advertised on the Meetup group). The committee decided that rental vans should be used for non-club trips to the lodge because the club vans are fully utilised on weekends and difficulties with ensuring club policies are adhered to.

Action	Who
Get back to Mike Gilbert about the committee discussion and decision on the use of club cans for non-club trips.	TG
Promote club trips to the lodge at trip planning night	IK & KC

6. Bank checking role (KC)

- a) Stuart Beben has agreed to take up the role of money checker.

7. PLB policy

- a) The committee discussed whether changes need to be made to the PLB policy.

Action	Who
Update the PLB policy so that: <ul style="list-style-type: none">- If a PLB is activated outside the policies about 'when to activate a PLB' the injured party can be held responsible for the costs of the activation at the discretion of the committee.- It is compulsory to carry a PLB on a club trip unless there is cell phone reception.	IK

8. Policy on private vehicle use

- a) The committee discussed how the private vehicle policy should be applied where the van is full and a car is needed for one extra person.
- b) The rate which is used to calculate costs when a private vehicle is used needs to be discussed.

Action	Who
Put private vehicle use policy on agenda for next meeting	KV

9. Any other business

- a) TG explained that the batteries in the club vans were 7 years old and needed replacing. The committee approved the expense to replace the van batteries (approx. \$1000).
- b) DG provided an update on the club lodge.
 - i. The rest of the heaters will need upgrading over summer.
 - ii. Mike Gilbert will take over organising food if Andrew Trembath's health prohibits him from continuing
 - iii. The general committee and lodge committee need to get together and discuss the future of the lodge and to do a survey of lodge users and users of other lodges.
 - iv. AW is currently comparing our lodge pricing with other lodges.

Action	Who
Put equipment for vans (battery charger, warning signs etc) on agenda for next meeting	KV

NEXT MEETING: New committee: 3 August 2016, 5.45 TTC Library