

WTMC Committee Meeting Minutes

Wed 7 December 2016 5.45pm, TCC library

In attendance		Name, Role	Abbreviation
Y	N		
√		Tony Gazley, President	TG
√		Emily Shrosbree, vice president	ES
√		Graeme Hearfield, Treasurer	GH
√		Ilona Keenan, Chief Guide	IK
√		Kevin Cole, Assistant Chief Guide	KC
√		Bernie Dixon, Transport (logistics)	BD
√		Jane Latchem, Membership officer	JL
	√	Richard House, webmaster	RH
√		Kirsty van Reenen, Secretary	KV
√		Andre Zubkov, Promotions	AZ
√		Caryl Ramos, Communication	CR
	√	Richard Manning, Social Convenor	RM
√		Amelia White, emergency contact coordinator	AW
√		Dennis Gazley, lodge sub-committee	DG
√		Brian Goodwin, lodge convenor	BG

1. Minutes of last meeting (9/11/2016)

The minutes were approved by the committee.

2. Matters arising from last minutes

Still outstanding:

Action	Who
Tony and Emily to go to Kiwibank branch and get set up as bank signatories	TG & ES
Check revised new member's introductory email and get back to Caryl with any changes	TG and IK
Talk to Brendan to see if he is able to do an accounting review for the club.	GH
Look into setting up corporate accounts with Interislander and Thrifty and a debit card with Kiwibank	GH
Circulate updated PLB policy to the committee for review.	TG
Amelia to put a message on Facebook asking for volunteers to manage the club's page. Also look at latest membership list for volunteers.	AW
Update membership form and website in December with increased subs	KV

3. Finances (GH)

- a) Bank reconciliation for November was approved by the committee.

4. Membership (JL)

- a) New membership applications:

- Aaron Beamsley
- Rohan Parti

All applications were approved by the committee.

5. Emergency contact coordinator (AW & KV)

- Amelia has contacted emergency contact volunteers and has received two responses from people who may be interested in taking over the role of emergency contact coordinator.

Action	Who
Amelia to follow-up on new emergency contact coordinator with those who responded to her email.	AW

6. Communications strategy for replying to social media queries in regard to trip issues (CR)

Action	Who
Caryl to follow-up with Amanda Wells about putting together a communications strategy for responding to questions during emergency situations.	CR

7. AGM date (TG)

- a) Committee agreed that the AGM will be on the 5th April 2017.

8. Transportation of firearms (KC)

- a) Committee agreed that the transportation of firearms was already addressed by the existing policy which requires approval from the chief guide.

9. Annual report proposed changes (TG)

- a) Committee agreed to keep the annual report as simple and short as possible.

10. Committee positions (TG)

- a) Ilona, Kevin, Bernie and Amelia are likely to be stepping down from the committee.

11. Trip fee payment options

- a) Committee discussed ideas to reduce the number of people dropping out of trips after signing up.

Action	Who
Kevin to remind members that ideally they should commit to attending a trip before signing up.	KC
Graeme to ask Stuart to send around a list of deposits made to the club bank account once a week to trip leaders so they can check who has paid.	GH

12. Other business

- a) Lack of leaders for the new schedule.

Action	Who
Look at sending out the schedule half way through the quarter to ask for more leaders	IK

- b) No lodge cover for the open lodge period between xmas and new years.
- c) The lodge sub-committee have a proposal to change the bunk configuration to add 4 more single beds and a custodian's room. This was approved by the general committee.

Action	Who
Put something in the club newsletter and talk to Mike Gilbert about putting something on the club Facebook page to see if anyone is interested in providing lodge cover between xmas and new year.	BG

NEXT MEETING: 1 February 2017, 5.45pm, Sustainability Trust