

WTMC Committee Meeting Minutes

Wed 3 May 2017 5.45pm, TTC Library

In attendance		Name, Role	Abbreviation
Y	N		
√		Tony Gazley, President	TG
√		Emily Shrosbree, vice President	ES
√		Graeme Hearfield, Treasurer	GH
√		Richard House, Chief Guide	RH
√		Matt Conway, Assistant Chief Guide	MC
√		Rene Auer, Transport Officer	RA
√		Jane Latchem, Membership Officer	JL
√		Rodrigo Orquera, Webmaster	RO
√		Aimee Paterson, Newsletter Editor	AP
√		Kirsty van Reenen, Secretary	KV
	√	Illona Keenan, Promotions Officer	IK
√		Caryl Ramos, Communications Officer	CR
√		Catherine Mills, Social Convener	CM
	√	Brian Goodwin, Lodge Convener	BG
√		Kerry Charles, General Committee	KC

1. Minutes of last meeting (5 April 2017)

The minutes were approved by the committee.

2. Matters arising from last minutes

Still outstanding:

Action	Who
Look into setting up corporate accounts with Interislander and Thrifty and a debit card with Kiwibank	GH
RH to ask Anne and Phil for a list of high users of Paul Hut to approach about filing Paua Hut maintenance vacancy.	RH

RH to put together a newsletter item for trip leaders on the process for checking whether people have paid the trip fee.	GH
CR to change introductory emails to make it clear that people don't become club members (and get membership rates) until they have paid their membership fee	CR
TG to do an audit of club crampons	TG
Check job descriptions have been updated if necessary	KvR
IK to include following in Leader Update circulation: <ul style="list-style-type: none"> - remind leaders that club tents are for Alpine trips only - remind leaders about tactics for dealing with non-responders 	IK
Update club refunds policy so it is consistent with the lodge policy. Also update the refunds policy so that trip leaders must talk to the Chief Guide if they are thinking about cancelling a club trip. Circulate updated policy to rest of committee.	TG
Update transport policy so that those in rental vehicles pay the same trip fare as everyone else and circulate to committee.	TG
Ensure policy changes are communicated through the forum and newsletter.	TG

3. Finances (GH)

- a) Bank reconciliation for April 2017 was approved by the committee.

4. Membership (JL)

- a) New membership applications:

- Sophie Aitckison
- Bathany Fiedlen
- Veerle Snilders
- Fons Baars

All applications were approved by the committee.

5. Paua Hut bookings role (TG)

- a) The committee has received nominations for the Paua Hut bookings role from Maarten Ruiters and Anne and Phil Kendon. The committee discussed the nominations and came to a consensus that Anne and Phil have done a good job to date and can continue in the role for the next year.

Action	Who
--------	-----

Let Maarten and Anne and Phil know committees decision on the nominations for the Paua Hut bookings role.	RH
---	----

6. Club policies (TG)

- a) Tony explained that he had been looking through the club policies and noticed some inconsistencies and duplication.

Action	Who
Check consistency across policies and circulate any changes to the committee.	TG

7. Membership non-renewals (RH)

- a) Committee discussed whether those who had not paid their membership fees and were no longer members should be taken off the newsletter mailing list. Committee decided to leave these people on the newsletter mailing list.

8. Fitting out gear cupboards (TG)

- a) Frances Boyson (gear custodian) requested approval from the committee for up to \$125 to fit out the gear cupboards (for brackets, screws etc.). Committee approved the request.

9. Oral submission on Wellington Conservation Management Strategy (ES)

- a) ES explained that the club had been allocated a time to present an oral submission on the Wellington Conservation Management Strategy. Committee agreed that ES and IK could present the clubs submission on the clubs' behalf.

10. Any other business

- a) Van drivers

Action	Who
Put a copy of the drivers vetting form on the new website under the 'get involved' or 'leaders' section.	RH
Look at organising a driver familiarisation session.	RH

- b) Historic club photos. TG has been given a box of historic club photos and asked the committee for ideas of what to do with them.

Action	Who

Investigate whether Archives or the National Library would be interested in the photos.	GH
---	----

c) Club accounts

Action	Who
Investigate whether the club should use Zero for the club accounts	GH

NEXT MEETING: 7 June 2017, 5.45pm, TTC clubrooms.