

## WTMC minutes 11<sup>th</sup> November 2011. Karori, Wellington

1. **Present:** Sharron, Helen, Megan, Gareth, Jenny (minutes), Richard, Amanda, Sarah, Sue
2. **Apologies:** Donna, Mika and Steve
3. **Matters arising from last minutes:** Nil

### 4. **Finances:**

Gareth: what is the fund transfer? **Action: Steve** to tell us more at next meeting.

Accounts moved: Sharron

Seconded: Richard

Amanda: is it for  $\frac{3}{4}$  year or projected for full year? Think it's  $\frac{3}{4}$  and not projected.  
(**Action: Steve** to confirm)

Sarah tries to combine FMC bulletins/newsletters etc. to keep postage costs down. What are the costs of posting? **Action: Steve** to work out costs and put a motion together to increase costs of getting hard copy of newsletter.

### 5. **Chief Guide:**

Summer trip schedule is in progress. Good turnout to trip planning and there is a good selection of trips. Now need leaders for these trips.

Transport and income is down – probably because trip numbers are down. Will be interesting to see the trip stats that Steve Kohler. Enforcing the deadline for paying trip fares might help prevent people from dropping out of trips. Amanda will add it into the newsletter. **Action: Amanda** (who will also ask trip leaders to let Amanda know if they are cancelling trips – and she will pass onto Gareth, Kate Cushing and Sarah).

Deadline for trip schedule – 9<sup>th</sup> December to meet the postage of newsletters etc.

Number of schedules. Megan noted that they have run out of schedules on the door so Amanda will add an extra 50 trip schedules to the print run. If run out after that then we can maybe print/photocopy some onto normal paper. **Action: Amanda**

Gareth – can the trip schedule be kept up to date on the website? Amanda noted this would be extra work for either Amanda or Richard so probably not possible. Also Amanda doesn't always know if a trip doesn't go ahead (see note above).

Paua lodge working party was cancelled due to lack of interest. Mike Pratt should put a promo in next newsletter for the next working party. **Action: Mike Pratt [Steve to tell Mike Pratt]**

Back country hut review – we should register as an interested party. Sounds like DoC will stop maintaining some of the backcountry huts. **Action: Amanda (?)**

## 6. Lodge:

The subcommittee have requested money (approx \$5,500) to complete double glazing of the lodge windows – bunk rooms 1 and 2 and the kitchen. There is also some work to be done on the draft that comes out from the vent above the oven and on the squabs in the dining room. (Buttons need to be sowed into the cushions (tried it for 1 lot, v difficult to do but did work) – so will get them done professionally. Moved by Sue. Seconded by Megan.

Summer work party: won't be widely publicised as work is quite specific. This is when above work will be done. Sharron suggested it would be good to combine that weekend with training up some new lodge "openers". (**Action: Sue**)

Amelia has been working hard on a list of "20 things you can do from the lodge in summer".

## 7. Newsletter:

Sarah took a copy of our newsletter into Bivouac for customers to pick up. They'd like about 6 copies each month. They'll be out at the back of the shop near the maps.

DoC might also put our brochures in their visitor centre – Spencer will check. (**Action: Spencer (Megan to coordinate)**) Maybe opportunity to put some at the other work places too.

Sarah will run a competition for a new design for the front page of the newsletter.

## 8. Membership:

New senior member: Debbie Buck. Moved by Helen, seconded by Jenny.

Policies:

A change to two overnight tramping trips to qualify for membership (not instruction, MTB, kayak, lodge).

Associate – can become a full member (couple) after 10 years of membership.

Friend of club – can rejoin as a full member if they've been a full member in the past.

Moved by: Helen

Seconded by: Jenny

Changes need to be made and uploaded to the website. **Action: Jenny** to look in secretary box for word files of policy documents so they can be edited and/or **Action: Sue** to check to see if she has the electronic files. **Action: Helen** to put something in newsletter and in the letter with the invoice. Note if can't locate policy files email Mika. Action Jenny

Subscriptions: These were increased in 2011. **Action: Helen** to mention this in her newsletter piece on membership stuff. Couple membership could go up to \$85 and veteran couple to \$76 to bring our fee structure into line with other clubs. Prompt

payment discount will remain as is. Helen will do as much electronically as possible.  
Moved: Sharron Seconded: Gareth. **Action: Helen**

New membership types: Family groups as suggested are too complicated. Instead it was agreed to change “family” to “child/children” to make the category more clear. Junior category remains unchanged (14 to 18 yr olds who have done their qualifying trips).

Moved: Amanda. Seconded: Sarah. **Action: Helen**

## 9. Website:

Re-writing of the website content is in first draft. This has been sent out to committee and a few others to review/edit/check facts. Will be straight-forward to add this content to the new CMS (Content Management System). **Action: Sarah**

Lodge pages are currently in a separate document.

The website team/lodge bookings officer are looking into an electronic booking system for the lodge. Steve K and Mike G met with Seek.com to see a demo of how their booking system works. Mike (and Steve/Sharron) will write a business case for this. Brian is really keen for this to be implemented. Eric will be taking over bookings from Brain soon.

Under the electronic system, bookings will be mostly taken (and paid) by credit card. Payment will be made upon booking. Child rates may need to be simplified – maybe from 3 categories to 1? Currently categories are based on bunk space and food consumption. Lodge sub committee to view and comment on business case as well. Ideally they'd like to change the child categories and rates for this coming summer if it's going to be implemented soon.

Booking system would have a cost so there's a possibility it might end up costing us money in the summer when the lodge isn't very busy. **Action: Mike, Steve, Sharron**

## 10. Journal update:

Sarah has been in touch. Tony doesn't have enough articles for the journal yet. He needs good photos too. Can we confirm final budget and does that include postage? Sharron confirms that it does include postage but this cost will be reduced by getting overseas members to pay for their postage. Any sponsorship will be on top of the budget.

Number of journals to be printed should be the number of members plus 20 extra to be sold. We'd like quotes in time for the December meeting (**Action: Tony**) The budget is approx 8k – **Action: Steve** to confirm, and supply motion for December meeting. **Action: Sarah** to advise Tony of answers to his queries (confirm budget, deadline, number of journal copies, postage is included in budget but sponsorship is additional).

Deadline for journal articles: Tony needs 5 weeks before publication (posting date). Posting date: 31<sup>st</sup> March – so deadline for articles to Tony is the 25<sup>th</sup> February 2011.

How should we charge overseas postage rates? And how? Maybe get overseas members to provide an NZ address that we can post to – or give us an extra \$\$s to cover postage. **Action: Helen** to look into cost and the number of journals for Tony's spec for quotes. **Action: Helen/Steve** to report back to Dec meeting on options for charging overseas members for journal postage.

#### **11. Social:**

Door charge needs to go up. We're not covering the cost of the hire of the hall. We need to make sure everyone who comes into the hall on a Wednesday evening pays their money. Sharron to explain room cost increases to club at Wednesday night meetings. Door charge will be changed to \$2. First timers will still be free. The sign on the table at the door needs changing. **Action: Megan** to change sign. **Action: Sharron** to tell the members on a Wednesday night.

Will have a date for photo competition at the December meeting **Action: Jenny/Donna**.

We need more help to run the Wednesday nights to take the pressure off. Jenny (and Donna) are happy to take responsibility for organising speakers etc. but we need help manning the kitchen/chairing the meetings. **Action: Jenny** to rope in some more people to help with Wednesday nights.

#### **12. Transport:**

TTC may be interested in using our vans but only approximately once per month. This would not be worth our while to organise.

Transport stats: Over the last 82 weekends - no vans were used for 13 weekends, one van was used on 32 weekends and both vans were used on 37 weekends. This is not too bad but at least one van is sat doing nothing quite often.

Day trips often do not use van. Question – is it worth us having 2 vans or should we sell one? Transport costs would go up if we had to hire more. It would cost a lot to replace one of the vans if we decided we did need two after all. Transport costs at the moment are pretty well matched. It's depreciation that is making the figures look bad. Hiring the vans out would increase the workload for the transport officer a lot. Insurance costs would go up enormously too.

We decided to change “trip fare” to “transport cost” so that it is obvious what you're paying for. Might encourage day-trippers to use the vans more often as they won't complain about having to pay the weekend rate.

#### **13. Promotion:**

Tatiana has done lots of work on the posters. Megan will email them around to committee for comment when she has them. **Action: Megan**

Date for new members night: 22<sup>nd</sup> February. **Action: Megan**

#### **14. AOB**

Helen will email relevant committee people with names of new members who have volunteered to help out (by checking boxes on their membership form) **Action: Helen**

Christmas pot luck: Agreed that we should have a separate event rather than combine with a committee meeting.

Date and venue: Jan 17<sup>th</sup> January at Sharron's place in Hataitai. Invited: Committee, lodge subcommittee, website subcommittee, Pete Gent, Tony Gazley. Partners and kids welcome too.

Meeting ended 2110 Next meeting: December 13<sup>th</sup> at Kate's place on Willis Street.