

WTMC Committee Meeting Minutes

Tuesday 11th February 2013 18.00

Upstairs at the Embassy Cinema, Wellington

Present: Amanda Wells (Chair), Megan Sety, Richard Lardner, Rebecca Day, Sue Walsh, Steve Austin, Craig McGregor, Mike Phethean, Brian Goodwin, David Heffernan, Mike Gilbert

1. Apologies: Sharron Came, Debbie Buck, Helen Law, Donna Maher, Pete Gent
2. Matters arising from Dec's Minutes
 - a. Mike Phethean was asked to produce a proposal for the allocation of club funds to subsidise members' attendance at relevant training courses. This proposal should include a list of course types (first aid, mountain leadership etc.) and amount of funds available each year.
 - b. Brian Goodwin reported on lodge maintenance issues. A meeting is required in May/June to discuss large expenditure items (major repairs) required over the next 5 years. A plan for these major repairs should be drawn up. The meeting should be open to the general club membership.
 - c. The new format of the newsletter is very good. The chair expressed thanks to all those who have worked on it.
 - d. Paua hut maintenance was discussed. Craig McGregor reported that \$500 of repairs were required (skylight, vermin control, repair of tap and new gas line). These repairs were approved by the committee. Craig McGregor to report back to Mike Pratt who will arrange the repairs.

Actions:

Action	Person
Produce proposal for allocation of club funds to subsidise training courses	Mike Phethean
Organise meeting in May/June to plan large expenditure lodge repairs required over next 5 years	Brian Goodwin
Instruct Mike Pratt to arrange Paua hut repairs (at \$500)	Craig McGregor

3. Pete Gent resigns as secretary and is replaced by Rebecca Day. Rebecca Day nominated by Megan Sety. Committee all agree.
4. Job descriptions were tabled for the 'promotions officer' committee role and for a new role 'communications officer'. These job descriptions can be found in appendix 1 and 2.
Note: Another role titled 'deputy social convener' was previously discussed at committee meetings, but it was decided that 'promotions officer' was a better title. The 'promotions officer' role includes all the duties that were previously discussed for 'deputy social convener', but has a different focus from the role previously called promotions officer.

The job descriptions were approved by the committee.
Mike Gilbert to upload job descriptions to the website.

Action	Person
Upload new job descriptions to website	Mike Gilbert

5. Nominations for the 2014 committee. So far the following nominations forms have been submitted:

- a. President: Amanda Wells
- b. Vice President: Tony Gazeley
- c. Chief Guide: Mike Phethean
- d. Assistant Chief Guide: Debbie Buck
- e. Gear Custodian: Peter Silverwood
- f. Journal Editor (off committee): Ian Harrison
- g. Membership Officer: Jo Fink
- h. Newsletter Editor (off committee): Megan Sety
- i. Lodge Convener: Brian Goodwin
- j. Treasurer: Brendan Eckert
- k. Secretary: Rebecca Day
- l. Social Convener: Sue Walsh
- m. Transport Officer: Richard Lardner
- n. Promotions Officer: Mike Gilbert
- o. Communications Officer (new role): Katy Glenie
- p. Webmaster (off committee): Richard House

Amanda to scan in nomination forms and save with the club documents

Action	Person
Scan and save nomination forms for 2014 committee	Amanda Wells

Other nominations for non-committee roles are:

- a. Trip Money checker: Barbara Keenan
- b. Banking of door money:
- c. Emergency contact person:

Megan Sety and Amanda Wells will continue the search for a door money banker and an emergency contact person

Action	Person
Look for volunteers for banking of door money and emergency contact person	Megan Sety and Amanda Wells.

6. Financials

The treasurer tabled the financial statements for December and January. These were accepted by the committee.

The treasurer gave a financial report for the 2013 year. In summary it has been a good year with 0 surplus/loss. The report will be circulated.

Action	Person
Circulate annual financial Report	Steve Austin

7. New Members night is approaching on the 19th Feb
 - a. Promotional material will be handed out at the club night on 12/02/14
 - b. The night has been advertised on meet-up
 - c. David Heffernan will put the word out at the club night on 12/02/14
 - d. David Heffernan will also recruit volunteers by e-mail
 - e. Mike Gilbert is giving the key-note talk on the night
 - f. The lodge will have its own table at the new members night (kayaking and cycling to share a table to make space)
 - g. Megan Sety volunteered to make a banner for the lodge table

Action	Person
Distribute promotional material, recruit volunteers for new members night	David Heffernan
Make banner for lodge table	Megan Sety

8. New Members

Three new members were approved by the committee: Emily Stretch, Joe Harbridge, Kirsty Van Reenan.

9. Financial Assistance for membership subs.
 - a. The committee agreed that financial assistance for membership subs could be provided if a written application was submitted to the president (e-mail is sufficient). Financial assistance is at president's discretion taking into account circumstances and contribution of member to the club.
 - b. Mike Gilbert will submit a proposal for a new pricing structure for family membership subs. This will better account for the fact that family members do not benefit as much from some of the club facilities such as the vans.

Action	Person
Draw up proposal for new pricing structure for family membership subs.	Mike Gilbert

10. Annual Report

All sections from committee members have been submitted.

A draft for the full report will be finalised this week (10/02/14-14/02/14)

A volunteer is required to do the formatting of the report (Megan Sety to ask Sarah Young)

Steve is submitting the financial section

Action	Person
Complete annual Report	Sharron Came
Find Volunteer to format annual report	Megan Sety

Submit annual financial report	Steve Austin
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11. Lodge update:

- a. There will be a lodge sub-committee meeting soon to set 2014 rates. Sue Walsh and Steve Austin will attend the sub-committee meeting
- b. Correspondence from P Goodwin.
The lodge sub committee will review list of actions suggested by P Goodwin regarding lodge maintenance. Sharron Came to correspond with Brian Goodwin and P Goodwin regarding this matter.

Action	Person
Attend lodge sub-committee meeting to set 2014 rates	Sue Walsh and Steve Austin
Correspond with Brian and P Goodwin.	Sharron Came

12. General Business

- a. Mike P will circulate a proposal for a trip refunds policy at the next meeting.
- b. Megan Sety has e-mailed the committee members with details of committee log-ins for new newsletter. Megan will send out more instructions on how committee members can use this to submit a post for the newsletter. All committee members will still be able to e-mail posts to Megan if they prefer.
- c. Sue is working on the schedule for Wednesday night talks and would like to know of any volunteers.
- d. The club van was broken into this weekend. Relevant committee members will remind members not to leave valuables in the vans.

Action	Person
Write trip refund policy	Mike Phethean
E-mail committee instructions for use of newsletter log-ins	Megan Sety
Recruit volunteers to speak at club nights	All

NEXT MEETING ON: Wed 12th March, TTC hall, 6pm.

All nominees for 2014 committee positions to attend as well as out-going committee.

Appendix 1

Job Description: **Promotions officer**

Revised Jan 2014

Responsible to: General Committee

Responsible For:

1. Creating a welcoming atmosphere at club nights that helps attract and keep new comers. This includes maintaining a roster of door greeters.
2. Organising new members promotional nights on a regular basis, and working with Social Convenor to support other one-off events (such as photo competition, bake-off, etc).
3. Revising/reprinting club promotional material as needed.
4. Maintaining up-to-date promotional information on the club website and facebook, including advice of upcoming club night presentations.
5. Promoting the club lodge at Ruapehu, including forming a small group to assist with this task.
6. Other promotional activities in line with the Club's agreed Communications Plan.

Liaison

The Promotions Officer will maintain adequate liaison with:

1. The Social Convenor in relation to club night activities
2. The Communications officer in terms of providing input into the Communication plan and assisting with its implementation.

Financial Authority

The Promotions Officer can purchase necessary items for new members nights and arrangement for the printing of publications as agreed by General Committee.

Appendix 2

Job Description: **Communications officer**

Created Jan 2014

Responsible to: General Committee

Responsible For:

1. Developing [annually revising] a communications plan that sets the strategic direction for the club's communication – all relevant audiences, including members and prospective members.
2. In the development [revision] of this plan, consulting widely with club members so that the plan has wide buy in.
3. Working with the committee, particularly the Promotions officer, to coordinate implementation of this plan. (The plan may also involve the creation of new volunteer roles on an on-going or project basis that carry specific responsibilities in terms of implementation, or assigning specific responsibilities to existing committee members.)

Liaison

The Communications Officer will maintain adequate liaison with:

1. The Promotions officer, when developing the plan and determining how implementation tasks will be allocated.

Financial Authority

The Communications Officer has no authority for expenditure on Club business without prior approval by General Committee.