

## WTMC Committee Meeting Minutes

Tuesday 12<sup>th</sup> March 2013 18.00

Tararua Tramping Club Hall, Wellington

Present: Sharron Came (Chair), Amanda Wells, Megan Sety, Rebecca Day, Sue Walsh, Steve Austin, Craig McGregor, Mike Phethean, Brian Goodwin, Mike Gilbert, Helen Law, Tony Gazeley, Jo Fink.

1. Apologies: Richard Lardner, Debbie Buck, David Heffernan
2. Welcome to those in attendance ahead of joining 2014 committee.
3. The minutes from the last meeting were tabled and passed by the committee
4. Matters arising from Feb's Minutes
  - a. Mike P tabled two policies:
    - i. Training policy (appendix 1)
    - ii. Refund policy (appendix 2)Both were approved unanimously by the committee (although some clarification re drop-outs due to weather is required for the refund policy). Megan S to put them in the newsletter. Mike G to put them on the website.
  - b. Mike P tabled a job description for the trip money checker (appendix 3). This was unanimously approved by the committee.
  - c. Mike G deferred the proposal about a restructuring of membership categories until the next meeting
  - d. Sharron C deferred the report on correspondence with Pete Goodwin until the next meeting
  - e. Mike G is to hand over the webmaster role to Richard House
  - f. The committee discussed who should update the front page of the website. This is currently the responsibility of the chief guide, social convener etc., however in practice it is done on an ad-hoc basis by others. The committee agreed we need to find someone to do this role.
  - g. The committee agreed the Craig M will continue to be the Paua and Tararua hut contact
  - h. Rat traps for Paua hut were discussed and Craig M will look into the gas canister type (speak to Ilona who is the club pest expert!)

Actions:

Action	Person
Training policy and refund policy to go in Newsletter	Megan S
Training policy and refund policy to go on website	Beccy D
Proposal re. restructuring of membership categories	Mike G
Correspondence with Pete Goodwin	Sharron C
Handover of webmaster role to Richard House	Mike G
Find someone to update front page of website	All
Look into gas canister type of rat trap for Paua hut	Craig M

5. Finances.

- Steve A tabled the bank rec for February. This was accepted by the committee (proposed by Mike G, seconded Mike P)
- Steve A tabled the annual financial report. This was accepted by the committee. The external auditor suggested that some of the money might be invested in government bonds. Steve A to investigate.

Actions:

Action	Person
Look into putting some of the club funds into government bonds	Steve A

6. Membership

- Report from membership officer was tabled (appendix 4)
- Three membership applications were considered by the committee and unanimously passed:
  - o Ian Harvey
  - o Raymond Morgan
  - o Shay Bendall
- The revised membership form was tabled and approved by the committee
- Helen L reported that approx. 2/3 of members have paid their subs. Helen will bring a list of those who still haven't paid and those have resigned, to the next meeting.
- Helen L reported that there are no more FMC cards this year, so new members will have to wait till June for these.

Actions:

Action	Person
Prepare list for next meeting of those who still haven't paid subs and those who have resigned.	Helen L

7. Lodge

- Brian G tabled a report from the lodge subcommittee (appendix 5)
- Brian G also informed the committee that the lodge subcommittee has decided to set the summer rates at half the price of the winter rates, and a lodge pass will also be available to non-members for \$120.

8. AGM (9<sup>th</sup> April 8pm) and annual report

- Annual report is nearly complete (only formatting remains to be done by Sharron C and Megan S)
- Sharron C is to arrange for report to be posted on website and e-mailed out to all members
- Megan S to arrange for a few hard copies of the annual report to be available at the AGM
- The format of the AGM was discussed.
- Beccy D is to arrange hard copies of last year's AGM minutes and this year's Agenda to be available at AGM.

Actions:

Action	Person
Formatting of annual report	Sharron C and Megan S
Arrange for annual report to go up on website and to be sent out as an e-mail to members	Sharron C
Procure hard copies of annual report for AGM	Megan S
Prepare hard copies of AGM agenda and last year's minutes for AGM	Beccy D

9. Report from bush-craft course

- 11 attendees, 4 instructors, 1 amusing tale.
- Very successful, thanks to organisers

10. Communications committee role

- No nominations have been received.
- Communications plan is being written by Sarah Young and Katy Glenie.
- Other committee members will share duties until the position can be filled

11. Training co-ordination

- Ilona and Kevin are helping to co-ordinate training and will report to Mike P

12. FMC AGM

- This is on June 14<sup>th</sup>
- Someone (TBC) will attend from the committee.
- Committee to consider who (if anyone) we might nominate for the executive

13. Donation to Westpac helicopter

- This was discussed
- They have already been given door money from one club night
- No action required for now.

NEXT MEETING ON: Wed 9<sup>th</sup> April, TTC hall, 6pm (prior to AGM)

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

## **Appendix 1**

### **Training Policy**

- 1) The committee will allocate the chief guide a budget for the use of assisting members to attend courses which will benefit the club.
- 2) The club will pay up half the course fees. The club will not pay travel or food expenses.
- 3) To utilize this assistance the person attending must have been a club member for six months and intend to use the training course for the benefit of the club..
- 4) Any member wishing to use this assistance must obtain the written (including e mail) agreement of the chief guide.
- 5) The list of courses which the club will assist with are, first aid training, river crossings, navigation, avalanche training and instructing snow craft training.
- 6) If other courses require assistance this will be referred to the committee before agreement is given.

## **Appendix 2**

### **Refund Policy.**

- 1) If a person withdraws from a trip before the payment cut off date, (2.5 weeks for south island trips and 1.5 weeks for the north island,) then they will receive a full refund.
- 2) After the payment cut off date all refunds will only be given with the agreement of the chief guide.
- 3) Refunds will be given if the trip leader cancels due to adverse weather or no transport being available.
- 4) The chief guide will recommend other requests for refunds at his or her discretion to the committee, by email. The committee will decide as to the refunds merit
- 5) The chief guide will not normally agree to a refund fares if the cause of cancellation is short term illness.
- 6) If a refund is agreed then the trip leader must collect the bank account details of all those on their trip and forward in one e mail to the treasurer with amounts to be refunded.

### **Appendix 3**

#### **Job outline: Trip Money Checker**

Trip Money has to be paid two Wednesday's before a North island trip and three Wednesday's before a South Island trip. (This allows for ferries to be paid.)

The Trip Money Person should check the club bank account the Friday after which ever Wednesday applies. So one week before a North Island trip and 2 weeks before a South Island trip.

The trip money person e mails each trip leader with a list of the people who have paid and how much they have paid. (A good source of e mails can be, the club website, the chief guide or the emergency contact person.)

The trip leader is responsible for chasing their people to pay and may ask again on an ad hoc basis if people have paid. The trip money person does not need to decide if someone should no longer go on the trip, this is the trip leader's responsibility.

If the trip money person can not do the job for a week or the email is delayed by a few days this is not critical.

The payment reference system can be found here:

<http://www.wtmc.org.nz/trip-costs-and-how-to-pay>

## Appendix 4

### Membership officer's report

1. Thank you Jo Fink who is going to take over the membership officer role. Need to organise a handover session and add her email address to the committee group
2. 2x senior membership applications to approve - **Shay Bendall** and **Ian Harvey**
3. Up until end of February, around 200 out of 290 households have renewed their subs. I have sent an email to remind those who haven't paid and they will have until end of March to pay.
4. I have made a couple of changes to the membership form – 1. deleted the section about paying extra money to get printed newsletters and 2. “for club use” checklist added at the end of the form (as I find it useful)

## **Appendix 5**

### Report from Lodge Subcommittee

1. The lodge is doing fairly well considering the sudden ending to last years ski season.
2. We decided on a small increase in line with the CPI of 1.6% which I estimate will mean an increase of \$1 per night. This needs to be verified by Eric when he does his adjustments. \$1 per night would give an increased revenue of \$1700 equalling the number of estimated bed nights
3. We decided to trial a lodge pass for non-members this ski season which will enable them to stay at members rates after paying a fee being the difference between member and non-member accommodation rates for five nights.
4. We also decided to continue / promote running trips to the lodge using the van(s) with an incentive for a driver to do the driving and run the lodge in a similar manner as club reps do. Last years efforts by Mike Gilbert to make this work was a success.

Also discussed was future improvements to the lodge which requires some forethought and planning pricing etc.

Barry Noyce explained that while he was the club rep for a school group an auditor for the lines company was at the lodge to give us ideas of how we can reduce the lines company charges. Steve Austin also sent out a notice before the meeting that the lines company was increasing their charges by 8%. Not very good news and not much we can do about it