

# WTMC Committee Meeting Minutes

Wed 10 June 2015 6pm, TTC Hall

**1 Apologies** – Jo Fink, Amelia White

**In attendance:** Amanda Wells (Chair), Rebecca Day, Illona Keenan, Kevin Cole, Emily Shrosbree, Richard Lardner, Marie Smith, Andre Zubkov, Megan Sety, Tony Gazley, Richard House, Katy Glenie, Brendan Eckert

**2 Minutes of last meeting**

Illona Keenan proposed to approve the minutes of the last meeting. Megan Sety seconded the motion

**3 Matters arising from last minutes (Amanda).**

- The committee were reminded to update their profiles on the 'About Us' section of website. People with missing photo/words: Megan, Jo, Andre, Marie, Amelia.
- The committee welcomed Kevin to the meeting who has volunteered to become Assistant Chief Guide.
- A new member induction process is being considered by Jo and Emily. This may be discussed more at the WTMC planning day.
- FMC cards have been ordered (... and now delivered to Beccy. Mail shot will be done by Sunday 20<sup>th</sup>)
- The info from Linz has been put in the Newsletter (16/5/15)
- Committee members are following up with the club volunteers in their area that they are happy continuing to do their jobs (gear, emergency contacts, stats, etc, etc....). Illona has a few people to follow up with, but it's noted that Sarah already said she'd continue as Emergency Contact coordinator. Perhaps check with the previous committee member who they have already asked for this info?

Action	Who
Update 'about us' page on website. Contact RH with photo and blurb if you don't know how to update it yourself	Megan Jo Andre Marie Amelia
Mailshot FMC cards	Beccy
Make contact with volunteers for jobs in your area. Check they are happy to continue (if you are sure this has not already been checked)	All

**4 Motion to appoint Kevin Cole as Assistant Chief Guide**

The motion was proposed by Amanda Wells and seconded by Illona Keenan. The rest of the committee were in agreement.

**5 Planning day: Sunday 14<sup>th</sup> June**

- a) Megan and Andrei gave a verbal update on the WTMC planning day

The venue is Mojo @ Waterfront (booked room) Start 9.30am. Show up at 9am if possible.

## 6 Finances (Brendan)

- a) The bank reconciliation for March, April and May were tabled

Megan Sety proposed we approve the bank reconciliation, Richard House seconded the motion.

- b) Treasurer Arrangements

Brendan is standing down as treasurer and Steve Austin is temporarily standing in until a new treasurer can be found.

The committee discussed who could be asked to fill the treasurer role and it was decided that Megan should approach some members who may be qualified to fill the role.

One of the most time consuming jobs for a treasurer is the number of refunds that need to be issued. We have had some volunteers to help with this and Amanda will ask Steve to follow this up.

Amanda will manage communication regarding this matter on the forum and in the newsletter.

Everyone on the committee gave their sincere thanks to Brendan for all his work getting the finances back in good order. The committee discussed the need to get the finances more automated to reduce the workload for the treasurer.

Brendan also noted that the club spends a lot of money each year on insurance for the lodge and suggested that a new treasurer might want to review this expense.

Action	Who
Hand over accounts to Steve.	Brendan
Communication re new treasurer arrangements in newsletter	Amanda
Talk to Steve about ideas to make treasurer role less work including getting people to help out with refunds.	Amanda
Approach potential club members re treasurer role	Megan

## 7 Membership (Jo)

- a) New members

Matt Conway

Kim Manford

Bob Maxwell

Joe Huang

Frances Boyson

Doro Mueller

Heather Wright

Aaron, James, Hannah, Nicole, Katie Power (adding on to Angela Power's Household)

Katelyn, Jonty and Gabby Clark (adding on to Shane Clark's Household)

John Atkinson

Joseph Zuba

Richard Bell

Sarah Hullah

Jenna Cock and Jordan Poste (Household)

Michael Leon  
Sarah Maxey  
Cecile Bergzoll  
Nicholas and Jessica king  
Holger Fiedler  
Roger Campbell

Megan Sety proposed the committee approve the above new members. Emily Shrosbree  
Seconded the motion. The members were voted in unanimously by the committee.

## **8 Trips (Ilona)**

### **a) Brief report on learnings from first aid course:**

- St Johns were excellent. We should use them again.
- Probably can find a better venue next time
- Doing it as a WTMC team, with 'mock scenarios' in the out of doors was brilliant team building and great fun

### **b) Trip planning update**

Ilona gave an update on trip planning expenditure:

- Want approval to set up account with Bluestar (topo maps publisher). Beccy to get documentation together so Ilona can set this up.
- Ilona proposed expenditure up to \$1000. This will include:
  - o DOC leaflets - \$40
  - o 119 topo50 for national parks - \$428 (wouldn't need them all right away)
  - o Forest parks maps for example Richmond, Kawekas, Ruahines and Aorangi = 25 maps (\$90)
  - o Books - NI and SI weekend tramps,
  - o Regular internet wifi expenditure estimate \$20 top up each trip planning
  - o The hope is to do the trip planning in the TTC library which will cost and additional approx. \$90 a year in room hire
- Megan Sety proposed the committee approve the \$1000 expenditure on trip planning stuff. This was seconded by Amanda Wells.
- The committee discussed that once the Bluestar account is set up we may be able to do bulk orders for club members using this, but we'd need to find a volunteer to organise that.

### **c) Training ideas for next schedule**

The committee discussed getting river crossing, Nav trips and training, and bush craft on the next schedule. Bush craft is important if a new members night is run.

The committee noted that we have had lots of enquiries about Bush craft.

### **d) Trapping - expenditure and update**

- Club to buy a trap to keep at the club rooms so people can be trained on how to set and empty the traps.
- Reimbursement for gloves, notebooks and pens comes to a total of \$138
- Total kills to date are approx. 23. It was suggested that we put this on the website.
- We put in an application for predator free NZ funds, but unfortunately didn't get allocated

any funds.

- Need a volunteer to sew badges on kit bumbags.

Action	Who
Get Illona documentation she needs to set up Bluestar account	Beccy
Purchase trip planning resources	Illona

## 9 Driving Safety Issues – Richard L

- There have been several issues around driving safety recently
- Richard L will communicate with all club members about driver safety issues through newsletter.
- Members will be encouraged to report to the committee if they have concerns about a driver.
- Richard L will set up a process whereby new drivers sign off the club's driver protocols, and check that copies of these are in the vans and on the website.
- It was noted that removal of any person from the vetted driver's list is at the discretion of the committee.
- Committee also discussed some other leadership safety issues.

Action	Who
Communication with general membership about driver safety issues (including encouraging members to report concerns about drivers)	Richard L
Update driver protocols on web and get new drivers to sign protocols, put in van	Richard L

## 10 Newsletter (Tony)

The committee discussed the newsletter, noting that the blog format is really good and a lot of work has been put into that over the last few years. Tony made the following points and proposals to reduce the editor's workload and more effectively target the readership.

1. The paper copy of the newsletter is only distributed to about 18 people. Tony has stopped sending this out (it takes the newsletter editor around 4 hours per month to prepare the paper version).
2. Very few club members are reading the newsletter online, and 80% of hits come through Google.
3. Tony has set up a new system where a notification is sent to members when there is a new newsletter post.
4. There is an unsubscribe button for those who don't wish to receive these notifications
5. Tony proposed that the monthly Track Talk etc. posts should stay but be combined into a single post and published just whenever there is something to say. These posts at least get as many (or more) people reading them than most of the trip reports do.
6. There have been suggestions for larger photos in the stories – that is easily done.
7. And eventually the front page could be jazzed up a bit.

The committee discussed the above proposals. The following points were made:

- Some people may prefer a weekly or monthly digest format and may be annoyed by notifications upon each newsletter update.
- Richard House may be able to advise on alternative digest formats (weekly/monthly)

- Emily and Tony, as comms and Newsletter person, should team up and come up with solutions.
- Amanda stressed importance of being able to communicate well with members.
- Jo is organising letters to go to all those who receive paper newsletters to inform them of the decision to withdraw these and refund them the extra money they have paid. Beccy will send these letters with the next FMC bulletin which is going out soon,
- Brendan noted that the search tool for the TTC newsletter was very good and suggested that Tony have a look at that.

Action	Who
Research other digest options rather than just a notification upon every post	Tony/Richard H
Progress newsletter format in context of wider comms strategy	Tony/Emily
Send letters and refund all those who receive paper newsletters	Jo/Beccy

## 11 General business

### a) Training Subsidy for Alpine leaders course

Mike Phethean has asked for a \$60 subsidy for instructors and participants on the alpine leaders course. Mike is instructing and, at present, Henry Fisher is the only attendee. Amanda proposed we approve this, and Illona seconded it.

### b) Report from DOC meeting on Conservation Management Strategy (Illona). Illona presented some notes from the meeting.

Conservation Management Strategy -

<http://doc.govt.nz/get-involved/have-your-say/all-consultations/2015/wellington-cms-consultation/>

More information can be found here:

<http://doc.govt.nz/get-involved/have-your-say/conservation-management-strategies/>

The CMS:

- identifies how to manage places to achieve national conservation outcomes
- aligns with DOC's strategic direction to clarify priorities for managing conservation resources
- guides decision making, eg on applications to undertake commercial activities and for our own purposes
- guides where recreational activity can occur
- describes conservation outcomes to be achieved through milestones and actions
- provides the basis for reporting to conservation boards.

There is a questionnaire to be completed.

This will be discussed at the committee planning day on the 14<sup>th</sup> June.

### c) Upgrade of club first aid kits and approval to spend up to \$300 (Tony)

At the recent first aid course we got some new ideas for useful kit that should be in the first aid kits. Tony asked if we could upgrade the kits spending up to \$300.

Beccy proposed we pass this motion and Katy seconded it.

The committee discussed that ideally the first aid kits should be water proofed and easy to open in an emergency,

### d) Approach from Howick Tramping Club (see text below)

The club discussed the proposal Howick Tramping Club make that they become an affiliated club and hence access discounted rates at the lodge. The committee agreed that they will consider this, but that there are also alternative options such as:

- Their members could simply become WTMC members
- They could buy some sort of annual pass entitling them to lodge discount.

The committee requested Marie look into the options, discussing with the lodge subcommittee as appropriate.

*Hello Amanda*

*Norm and I are members of the WTMC (Norm for the last 55 years). We are now members of the Howick Tramping in Auckland for the last 10 years. (Norm really misses the Tararua's but we do try to get down to them at least once a year)*

*As members of the HTC (along with Kelly Yip who is also a member of the WTMC) we have brought to our new club a wealth of experience. We now have a club that is pushing the boundaries and taking on more and more advance trips. We usually have three trips to the South Island in February every year.*

*We have now ventured into the snow and ice and the members are very excited about this. But we obvious need to train these punters. Allan Higgins has offered to assist us with this training. He is a very good (Old) friend and is assisting with getting our members to a state of training to take them on basic snowcrossing trips were rope work isn't required. Once this training it complete we would like to advance on to Apline 1 training next year. We feel that his and your club knowledge is invaluable as you are keeping up to date with new equipment and techniques.*

*Allan has suggested that I discuss with you (WTMC) of the possibility of becoming affiliated with your club so that we might be able to get a discounted rate for the use of your club facilities at Ruapehu. We are not a ski club and in fact Norm and Kelly are the only skiers in our club and therefore feel that our clubs have a mutual tramping interest.*

*As a club I guess we don't have a lot that we can offer you in return except that we are heavily involved in a Kokako Recovery programme in the Northern Pureora Forest Park in the back of Otorohanga of which we would love to share with your club should they wish to venture that far north for a weekend of rat baiting and tramping.*

*We would appreciate it if you could discuss this with your committee and get back to us in due course. (Please note that we have 13 members booked into the lodge for the first weekend of August.)*

*Many thanks and look forward to hearing from your soon  
Jacqui Whiteside.*

Action	Who
Communicate with Mike re training subsidy for Alpine leaders course	Illona
DOC CMS questionnaire	?
Upgrade first aid kits	Tony
Assess options and liaise with Howick Tramping Club re long term lodge discount	Marie

12 **Any other business**

**Megan thanked everyone for interesting debate.**

NEXT MEETING: July 8<sup>th</sup> (Beccy away again – need substitute secretary – Illona volunteered)