

WTMC Committee Meeting Minutes

Wed 8 July 2015 6pm, Wellington Library

- 1 Apologies** – Andrei Zubkov, Megan Sety, Steve Austin, Rebecca Day, Marie Smith
In attendance: Amanda Wells (Chair), Illona Keenan, Kevin Cole, Emily Shrosbree, Richard Lardner, Tony Gazley, Richard House, Katy Glenie, Amelia White, Jo Fink

- 2 Minutes of last meeting**
 - Katy Glenie proposed to approve the minutes of the last meeting.
 - Illona Keenan seconded the motion.

- 3 Matters arising from last minutes (Amanda).**
 - Some committee member profiles on the 'About Us' section of website still need to be updated. People with missing photo/words: Megan, Jo, Andrei, Marie, Amelia, Tony.
 - FMC mailshot has been completed.
 - Committee members have all now followed up with volunteer roles in their areas to check they are happy to continue. This should be part of handover notes for all committee members.
 - The accounts have now been temporarily handed over to Steve. This has been communicated in the newsletter. Amanda still needs to talk to Steve about ideas for efficiencies in treasurer role. Steve is talking to a potential new treasurer.
 - A Bluestar account is in the process of being set up. Illona and Steve now need to complete the documentation to finish the process.
 - Richard has communicated with members about driver safety issues and updated the driver protocols.
 - Letters have gone out to those who have paid to receive paper newsletter. Refunds are in progress.

Action	Who
Update 'about us' page on website. Contact Richard H with photo and blurb if you don't know how to update it yourself.	Megan Jo Andrei Marie Amelia Tony
Include following up with club volunteers in each committee role area to check whether they are happy to continue as part of your handover notes.	All
Complete Bluestar documentation.	Illona Steve

- 4 Planning day: Sunday 14th June**

Each committee meeting will now include an update on:

 - a. Our three key projects:

- i. **Club jobs:** Beccy is working on a volunteer survey and will send it round so the committee can preview it before it gets sent out for completion by club members. The results will be compiled into a report and recommendations made on how the work is shared out and if this could be done better.
 - ii. **Website:** Richard and Tony will have some progress to report on at the next meeting. A new member has web skills. Jo will forward details.
 - iii. **New members:** Emily and Jo will meet with Andrei to progress new members' induction before the next meeting.
- b. Potential quick wins:
- i. Update on 'more social stuff' from Megan and Andrei at the next meeting.
 - ii. Tony has drawn up a list of changes to the first aid kits to align them with recommended contents from St Johns and other outdoor clubs at a cost of up to \$50 per kit to include waterproof bag. Tony will ensure value-for-money by obtaining wholesale or industry discounts where possible.
 - iii. The committee approved a spend of \$50 per kit to upgrade the first aid kits in line with Tony's recommendations. Amanda proposed, Richard L seconded.

Action	Who
Forward details of new member with web skills to Tony and Richard.	Jo
Make progress on new members' induction to capitalise on influx of new members	Emily Jo Andrei
Let Tony know number of first aid kits held by club.	Illona

5 Finances (Steve in absence)

- a) The bank reconciliation for June were tabled. Steve clarified several questions by email and in person after the meeting. We will approve the bank rec at the August meeting now that those questions have been answered.

Action	Who
Remember to include approval of June bank rec on agenda for August meeting	Beccy

6 Membership (Jo)

a) New members

- This list includes those approved by email immediately after the meeting.
 - Kevin and Mary Thomas
 - Nathaniel Thomas (adult son of Kevin and Mary)
 - Eleonora Bello
 - Julia Schacht
 - Michael Hudson-Doyle
 - Simon, Thomas & Oliver Wakeman and Rachel Fleet (Simon is an ex-member)
 - Ailsa Robertson
 - Guillaume Roux
 - Angelique Lefevre
 - Emma Beaton
 - Marti Amengol
 - Elisabeth Jacob
 - Paulo Kokhanenko & Veronika Kokhanenko and Natalia Kabaliuk (household)

- Jo Fink proposed the committee approve the above new members. Amanda Wells seconded the motion. The above members were voted in unanimously by the committee.
- To streamline the membership approval process, all membership forms should now be emailed (either pdf or photo/scan) to the Membership Officer (Jo Fink) directly. Andrei to advise door monitors of the new process.
- b)** Several people have asked if they can offset their membership subs against a lodge fees they paid as a non-member. The committee clarified that individuals only become members at the point the committee approve their application. Until this point individuals are expected to pay non-member fees for lodge and trips.

Action	Who
Advise door volunteers that membership forms should be emailed to membership@wtmc.org.nz by the applicant directly	Andrei

7 Trips (Illona)

a) Trip cancellation avoidance (Kevin):

- The committee discussed ways to give leaders the confidence and tools needed to avoid cancelling trips. For example, choosing an alternative road-end or destination in case of bad weather.
- Kevin will start a list of sheltered trips in the Tararuas and Ruahines as a googledocs, and email others the link so that they can add to it.

b) Online sign-up (Illona):

- Online sign-up was discussed. The committee agreed to socialise the idea with leaders further as a next step.

c) Alpine trips (Illona):

- The committee discussed support for new alpine leaders, and the need for punters on alpine trips to be vetted by experienced alpine leaders.
- Experienced alpine leaders are also needed to check the trips on the new schedule.

d) Trip schedule (Illona):

- Illona thanked those who attended the recent trip planning session and encouraged leaders to sign up to lead trips on the new draft schedule.

e) Leaders (Illona)

- An updated email list of leaders is required. All emails should use Bcc.
- Leader support sessions on a club night were suggested and need to be promoted several weeks in advance.

Action	Who
Start a google doc with Tararua and Ruahine good sheltered trips for bad weather options	Kevin
Socialise online sign-up with leaders via Facebook, Forum and Newsletter	Illona (And Amelia for Facebook)
Ask Mike P and David J for support with alpine trips	Illona
Create up-to-date email list of leaders	Jo Illona

8 Sexual harassment policy (Amanda)

- Male and Female contacts are needed. Contacts should not be on the committee. They need a good understanding of the policy, discretion and what to do if someone approaches them.

Action	Who
Email Amanda with any suggestions for sexual harassment policy contacts. Policy to be updated with named contacts.	All Amanda

9 Communications plan (Emily)

a) Communications plan (Emily)

- No progress on communications plan as yet.

b) Newsletter changes (Tony)

- Readership of newsletter articles following email notifications is good. People tend to read first article in list, with fewer reading all the articles.
- Only one member has unsubscribed.
- Tony is keeping email notifications to a maximum of one per week.
- Deadline for newsletter content from committee is two weeks after each committee meeting. Everyone is to diary this as a deadline.

c) Conservation Management Strategy

- Questionnaire on CMS is now open, prior to the CMS being written. Committee discussed the importance of encouraging members to put in submissions.

Action	Who
Diary note of newsletter deadline two weeks after committee meeting.	All
Put note in newsletter about changes, and include stats on readership.	Tony
Publicise opportunity to contribute to CMS (via questionnaire) or submission via forum and/or newsletter.	Katy

10. General business

a) Approach from Howick Tramping Club (Marie)

- Marie has been in discussions with Howick Tramping Club about potential arrangements for use of the lodge. Nothing more to report at this stage.

11. Any other business

- Illona asked for suggestions to find co-leaders. Existing leaders can be asked to help find co-leaders.

NEXT MEETING: August 12th