

WTMC Committee Minutes

Wed 12 August 2015 6pm, TTC Hall

- 1 **Apologies** – Katy Glenie, Andre Zubkov, Richard House
In attendance: Rebecca Day (minutes), Amanda Wells (chair), Richard Lardner, Steve Austin, Ilona Keenan, Kevin Cole, Tony Gazley, Marie Smith, Amelia White, Megan Sety, Emily Shrosbree, Jo Fink.
- 2 **Minutes of last meeting.** The committee approved the minutes of the last meeting. Proposed by: Amelia seconded by: Kevin.
- 3 **Matters arising from last minutes (Amanda).**
 - Completion of ‘about us’ page on website: Remaining committee members reminded to update details.
 - Bluestar Account – Steve is setting up the account.
 - First aid kits – Tony is progressing the renewal of the first aid kits
 - We need to check that Andre has told the door volunteers to get new members to email their forms to membership@wtmc.org.nz rather than submit paper versions.
 - Everyone needs to contribute alternative ‘bad weather’ trip ideas to google doc Kevin has set up
 - Online trip sign up ideas - discussion deferred to next meeting
 - Email list of leaders is being updated by Ilona.
 - Sexual harassment contacts needed – please let Amanda know of any ideas of suitable people
 - Newsletter deadline is 2 weeks after committee meeting – committee members should put this in their diaries
 - Tony will give an update on the changes to the newsletter in the next newsletter
 - The opportunity to contribute feedback to the conservation management strategy is still open – Katy is publicising this in the newsletter and on forum.

Action	Who
Completion of ‘About Us’ page on website if not already done so.	Committee
Blue star account set up	Steve
First Aid Kit renewal	Tony
Check door people have instructions to get new members to email membership forms	Andre
Contribute alternative ‘bad weather’ trip ideas to Kev’s google doc	Committee
Updating email list of leaders	Ilona
Recruit sexual harassment contacts	Amanda
Put newsletter deadline in diary	Committee
Put update on newsletter changes in newsletter	Tony
Advertise opportunity for feedback on CMS	Katy

4 Key projects

- i. **Volunteer capability:** Beccy circulated a proposed volunteer survey to assess hours contributed by club members and what tasks consume most time. To send out the survey a \$35 survey monkey is required. The survey would be open for two or three weeks. Proposal – that Beccy circulates the survey to all club members.
- Emily and Megan agreed to help Beccy finalise and improve the survey ready for issue to club members.
 - Spending approved for one month subscription to Survey Monkey.
- ii. **New member induction process**
- Emily and Jo have met up to plan a new member induction process
 - Some intro emails have been written
 - o Email 1 = “How to be a good punter”
 - o Email 2 has links to club constitution and policies
 - o Email 3 gives details of how they can help the club
- The committee discussed using the emergency contact information to keep a record of what trips people have been on, but decided to park this work for now.
- iii. **Website revision**
- Richard H and Tony have generated some ideas for refreshing the website and this will be picked up on Richard H’s return from Europe

Action	Who
Get volunteer survey going	Beccy, Megan and Emily
New member induction process	Emily and Jo
Website Revision	Richard H and Tony

5 **Finances (Steve)**

- a) Approval of bank reconciliation for June was agreed by the committee. Proposed by Amanda. Seconded by Illona.
- b) Approval of bank reconciliation for July was agreed by the committee. Proposed by Steve and seconded by Megan.
- c) Steve is seeking committee approval to give Stuart Beban signatory rights to club bank account so that he can have access to refund monies etc. (Steve is offering to help out with end of year accounts and six monthly GST returns till we find a new treasurer). Steve will also follow up on a new member who is a chartered accountant.
- Agreed by the committee. Proposed by Steve and seconded by Megan.
- The committee discussed getting a debit card for an account (that would be kept with a limited amount in it to limit the impact of any fraud). This was approved by the committee as long as an associated procedure was put in place for use of the card. Agreed by the committee. Proposed by Megan and Amanda.

Action	Who
Give Stuart B signatory rights	Steve
Follow up new member who is a chartered accountant	Steve
Write procedure for debit card and get debit card set up	Steve

6 “Wellington Tramping Club” branding issues (Amanda)

Concerns were raised about potential confusion between WTMC and the Wellington Tramping Group (WTG) on Meetup.

- The committee agreed it was important for branding to be clear. Megan would have an informal conversation with WTG about the best way to manage these issues.
- We will put the WTMC logo on our club emails we send out.
- Amanda will reply to the club member who raised these concerns.

Action	Who
Speak to WTG	Megan
Reply to club member who raised concerns re the WTMC being confused with WTG	Amanda

7 Membership (Jo)

a) New members approved:

- Elaine Yelland
- Robert, Trish, Anna and Lara Comeskey
- Susan, Vanessa & Katelyn Sturman and Ashley Hu
- Eleonora Negri, Marco, Elena and Maria Relevant
- Elizabeth Eady
- Sarah, Felix and Madeleine Caylor (were members in 2014)
- Lin Ma and David Moala
- Sophia Cheng + family
- Sophia green
- Libby Davies.

Approved by the Committee. Proposed: Amanda and Illona .

8 Social (Megan)

a) Megan requested the following:

Budget for quiz night: \$100

Budget for Masterchef night: \$100

Approved by the committee.

b) Megan proposed we change the start time of social nights so they open at 7pm and start at 7.30pm effective from 1st Oct.

Megan will list all the places we need to change our info (e.g. website etc.) and will communicate the change to our membership.

Megan will follow up any logistical changes needed, including following up on rental of TTC hall. She will also ask the TTC about the possibility of using the library for committee meetings.

The committee supported the change subject to the necessary logistics changes being possible. Proposed by Marie and seconded by Amanda .

Action	Who
Communicate change in club night time from 1 st Oct (all going well)	Megan
Follow up with TTC about possibility of changing TTC Hall rental prior and use of library for meetings	Megan

9 Feedback from AIC (Emily) + Snowcraft.

- AIC was an excellent course. 4 people went. Instructor was great. We should consider repeating.
- Mike P did a worthwhile lesson in rock techniques beforehand – very useful.
- The committee wished to express their thanks to Mike for organising. Illona will communicate this to Mike.
- The Alpine Club’s Summer Rock course is being promoted at club.
- Emily will promote AIC at club
- Emily noted that club members weren’t able to reserve gear for AIC. The committee agreed you should be able to reserve gear for AIC. Illona will communicate this to Pete S.
- Illona will get some feedback on snowcraft.

Action	Who
Thank Mike P for organising AIC	Illona
Promote AIC at club	Emily
Speak to Pete S about making sure members can reserve gear for AIC	Illona
Get some feedback on snowcraft	Illona

10 Sexual harassment policy - need suggestions for people to be male and female contact. Amanda to follow up some suggestions.

11 Lodge (Marie)

- a) Action taken re approach from Howick Tramping Club’s request for affiliation.
- Marie has consulted with Howick Tramping Club, the lodge subcommittee and looked in the constitution.
 - Affiliation is not an option currently available in the constitution.
 - Marie proposed that we give Howick Tramping Club discounted lodge access in October while the Lodge subcommittee consider long term options.
 - The committee approved the plan. Proposed by Amanda and seconded by Megan.

Action	Who
Follow up Howick tramping club options for discounted lodge use with lodge subcommittee	Marie

12 General business

- a) Feedback from FMC AGM (Beccy)
- FMC have made a constitutional change and will not be doing physical AGMs in future. Next year election of executive members will be by email vote.

- The FMC would like to see an increase in applications for the youth scholarship scheme. The committee agreed to promote this opportunity. Tony will put something in the newsletter. Amelia will get something put on Facebook. Megan will contact the FMC regarding getting a previous recipient to give a club talk
- Health and safety law reform concerns were discussed. No follow up actions.
- There was a memo about the Adventure Activities Legislation and club instruction courses. Amanda will communicate this to the committee and club members as appropriate.
- The FMC are awaiting confirmation from DOC as to whether their application to the second round of funding of the community conservation partnerships fund has been successful. This funds voluntary work for hut and track maintenance.
- FMC communication continues through:
 - Mail outs
 - The FMC bulletin
 - Facebook
 - Monthly newsletters (on website)

b) Any feedback on DOC Tararua MTB proposal ? (Amanda)

- DOC was recently approached by a wide ranging group of community representatives with regards to mountain biking in the Wairarapa and in particular the Tararua Forest Park.
- Recently DOC met with the group in order to discuss their point of view.
- It has been recognised that there are currently very limited opportunities for recreational mountain bikers to enjoy the Tararua, unlike most other DOC managed areas throughout the country.
- DOC proposes to allow mountain bikers access to an existing track on a trial basis in order to assess usage levels and any unforeseen issues.
- The track DOC has proposed for dual use on a trial basis is;
 - The Rimutaka Summit, Frith/ Pylon Track to Bucks Road for 12 months starting on the 1st of October
- The committee agreed that we support the proposal and will feed this back to DOC. Proposed by Amanda and Seconded by Tony.

Action	Who
Promote FMC youth scholarship opportunities in newsletter, Facebook and through club talks	Tony, Amelia, Megan
Circulate info re adventure activities regulations	Amanda
Feedback to DOC re Tararua MTB proposal	Amanda

13 **Any other business**

- The committee agreed in principle to develop a policy about bullying (including cyber bullying). Amanda and Megan will bring a draft to the next meeting.

- The committee discussed a request for sponsorship for a project in the form of use of the one of the club facilities. This was approved by the committee subject to some conditions. Beccy will communicate with the member.
- The committee discussed the DOC Jumbo Holdsworth report (DOC propose to make Jumbo, Powell and Atiwhakatu huts bookable year round). Amanda will feedback to DOC that we are resigned to their decision, but we request signage in the huts stating that trampers who need unexpectedly change their plans for safety reason be allowed to sleep on the hut floor unhindered.

Action	Who
Work on Bully Policy	Amanda and Megan
Reply to club member re sponsorship application	Beccy
Feedback to DOC re Jumbo Holdsworth report	Amanda

Meeting closed: 7.20pm.

NEXT MEETING: September 9th 2015. 6pm TTC Hall.