

WTMC Committee Minutes

Wed 09 September 2015 6pm, TTC Hall

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

- 2 Minutes of last meeting:** These were approved by the committee. Proposed: Megan Sety, Seconded: Amanda Wells.

- 3 Actions from last minutes:**
 - There are still some committee members who need to complete the 'about us' page on the website – Richard H is following that up
 - Bluestar account is active.
 - Tony G is progressing the renewal of the first aid kits
 - The door people have been informed that all membership applications should now be submitted electronically.
 - The committee still need to submit bad weather trip ideas to Kevin for his database.
 - Ilona is updating the list of leaders
 - Amanda still needs to recruit sexual harassment contacts.
 - Tony still needs to put an update on the newsletter changes in the newsletter
 - Katy has advertised the opportunity to feedback on the CMS.
 - Steve is following up on club members who are chartered accountants and may be able to help with club finances.
 - Megan has spoken to WTG meetup about reports of confusion between WTG and WTMC.
 - Club night time change communication has been done. Effective 7th Oct.
 - The committee meetings will be in the library from now on. The library is available on the first Wednesday of month at 5.45. This means we will change the date to the first rather than the second Wednesday of the month. Beccy will update the website accordingly. Megan will confirm the arrangement with the TTC hall manager (Alan). Ilona follow up on trip planning arrangements, dates and times.
 - Ilona has thanked Mike P for organising the AIC and has spoken to the gear people to ensure that gear can be reserved for AIC.
 - Marie has arranged for a discounted price for Howick Tramping Club at the lodge.
 - The FMC youth scholarship has been promoted in the club.
 - Amanda will circulate the memo that FMC sent around about Adventure activities regulations.
 - Amanda gave feedback on DOC Tararua mountain bike proposal. There will be working bees for track maintenance. Advertise to club members?
 - Amanda and Megan still need to prepare a bullying policy (to encompass sexual harassment policy?)
 - Beccy has replied to member who requested sponsorship
 - Feedback on Jumbo-Holdsworth hut booking proposal has been given.

Action	Who
Get 'about us' page completed on website	Richard H
Progress renewal of first aid kits	Tony G
Give Kevin bad weather trip ideas for database	Committee
Update list of leaders	Ilona
Recruit sexual harassment contacts	Amanda
Put an update in newsletter on newsletter changes	Tony
Follow up on club members who may be able to help with club finances	Steve
Update website to say that committee meetings are now on first wed of month	Beccy
Confirm arrangements for use of library for committee meetings (first wed of month 5.45)	Megan
Circulate FMC adventure activities memo	Amanda
Advertise Tararua mountain bike track working bees to club members	?
Prepare bullying policy	Amanda and Megan

4 Key projects

- i. **Volunteer capability:** Survey pretty much finalised and being sent out this week (newsletter, forum/website, email, word of mouth)
 - Questions about whether newsletter emails go to everyone: Richard H will look into this matter
 - In order to get this survey to everyone we will do a bcc to everyone: Emily will do this from communications@wtmc.org.nz. RD to send to Emily
 - The survey will be open for 1 month
 - Beccy will promote the survey at club night.
 - Additional changes to make to survey:
 - a. For volunteers put role(s) description box in (optional).

- ii. **New member induction process** – update.
 Emily and Jo have written three emails that will be sent to new members (one per month after joining). Ilona and Amanda have reviewed these.
 Emily will manage the process of sending them out and will circulate them to the club committee so they can get an idea what new members are being told.
 The other actions discussed at the planning day were (to follow up at next meeting):
 - i. Special social sessions for new members
 - ii. Actively follow-up things people tick on membership form
 - iii. Re-develop tick box list on membership form to include wider options

- iii. **Website revision** – update.
 Richard is looking into converting the website from droople to wordpress.

Action	Who
Complete volunteer survey and publish for completion by club members. Promote at club nights.	Beccy
Look into whether newsletter emails actually go to all club members	Richard H
Email club members with survey once it is published	Emily
Start sending out induction emails to new members	Emily

Next meeting discuss othe planning day actions re new members: <ul style="list-style-type: none"> i. Special social sessions for new members ii. Actively follow-up things people tick on membership form iii. Re-develop tick box list on membership form to include wider options 	Committee
Look into Website revision	Richard H

5 Finances (Steve)

- a) Bank Reconciliation for August. This was approved by the committee. Proposed: Marie, seconded: Megan
- b) Change of signatories:
 Committee approved the following list of signatories: Amanda Wells (existing), Tony Gazley (existing), Steven Austin (new), Stuart Beban (new).
 Questions about improving procedures for online transactions. Steve will research this matter.
- c) Steve has looked into the option of having a credit or debit card, but this seems to be prohibited if the account needs two signatories. Steve will look into our options.

Action	Who
sort out signatories change - Steve, Tony	Steve, Tony
Look into improving procedures for online transactions	Steve
Research options for credit/debit cards	Steve

6 Membership (Jo)

- a) New members to be approved:
 - Yao Liu (partner of Wei Min Ren)
 - Pat Ford (partner of Doro Mueller)
 - Jacqui Smith
 - Andreas Kaspari

The above membership applications were approved by the committee: Proposed: Amanda, Seconded: Megan.
- b) Jo requested to purchase an Access database license. This was approved by the committee.
- c) Jo requested to purchase 20 extra FMC cards (\$200). This was approved by the committee.

Action	Who
Purchase access license	Jo
Purchase 20 extra FMC cards	Jo

7 Trips (Ilona)

- The AIC feedback report was reviewed by the committee
- The committee approved gear room expenditure of \$2.5K (2 helmets, 3 crampons and 2 ropes). Proposed: Megan, Seconded: Amanda.
 Ropes not for use in the gear store must be clearly labelled: Ilona will get Mike P to follow that up.

- Review whether to purchase avalanche transceivers at the next committee meeting.
- Ilona gave a verbal report on Ruahine Whio protecting.
Ilona also attended a whio protection group meeting and will circulate the minutes.
- Clarity around lodge/Paua booking for scheduled trips.
The committee clarified that the process is for the chief guide to e-mail the lodge/paua bookings person when the schedule is put together. The chief guide should indicate the numbers of beds/places that need to be reserved. Marie will speak to Eric to check this is OK. Ilona will update the handover notes to make this clearer for new chief guides.
- Snowcraft Succession.
We need someone new to lead and organise snowcraft for 2017. Kevin will speak to Sharron to get ideas for suitable candidates and to invite Sharron to our next committee meeting to discuss this.
- Alpine Activity Co-ordination (Training Co-ordinator/Training Team?) and Alpine trip leader vetting
Kevin to Ask Sharron, David and Mike to come to next committee meeting to discuss the above.

Action	Who
Communicate gear room expenditure approval + ensure old ropes are appropriately marked	Ilona
Check with Eric that our understanding of lodge bookings process for club trips is correct	Marie
Update handover notes for chief guide with better info on lodge/paua hut booking	Ilona
Invite Sharron, Mike and David to next committee meeting to discuss snow craft succession and Alpine trip coordination and leader vetting	Kev

8 General business

- Richard L noted that a rental van was accidentally damaged in a reversing manoeuvre. \$500 insurance excess to pay.
- Trip money question – Steve K has been auditing trip money payments. Ilona to follow up with Steve A whether this needs to continue.
- Social question: Megan has invited a presenter (Name?) and would like to donate door takings on that night – This was approved by the committee.

Action	Who
Find out if trip money audit needs to continue	Ilona

9 Any other business

None.

Meeting closed 7.15pm

NEXT MEETING: Oct 7th 5.45 library (note: this is the **FIRST** wed of the month)