

WTMC Committee Meeting Minutes

Wed 07 October 2015 5.45pm, TTC Library

1 Apologies – Marie Smith, Amelia White

In attendance: Amanda Wells (chair), Rebecca Day, Tony Gazley, Emily Shrosbree, Katy Glenie, Andre Zubkov, Richard House, Steve Austin, Richard Lardner, Ilona Keenan, Kevin Cole, Megan Sety, Jo Fink

2 Minutes of last meeting (9/9/15 and 30/9/15)

Regarding the minutes of the meeting from 30/9/15: AW proposed that we approve the minutes. KG Seconded the proposal. The minutes were approved by the committee.

Regarding the minutes of the meeting from 9/9/15: AW proposed that we approve the minutes. ES Seconded the proposal. The minutes were approved by the committee.

3 Matters arising from last minutes (Amanda).

Actions

Still outstanding:

- The committee discussed follow up actions regarding the meeting on the 30/09/15.
- TG is progressing renewal of the first aid kits
- The committee still need to submit bad weather trip ideas to KC.
- AW still to find sexual harassment contacts.
- Vacant treasurer role on committee – SA is staying in as a caretaker treasurer until the next AGM, and is looking to find potential volunteers for after that.
- SA still needs to update financial signatories
- JF needs to purchase the new access licence
- A policy on Bullying still needs to be prepared – AW + MS to do that.
- It was confirmed that the trip money audit does need to continue. IK to feed back to SK.
- Revision of trip fares will be discussed at the next meeting - RL

Completed:

- IK has updated the list of leaders
- TG has put an update about the newsletter changes in the newsletter
- RD has updated website to say meetings are on first Wednesday.
- RH has been updating the 'about us' section of the website.
- KC has arranged for Sharron to attend the Nov committee meeting to discuss snowcraft and succession.
- MS has confirmed arrangements for use of library for committee meetings (first wed of month 5.45)
- AW has circulated FMC adventure activities memo
- The Tararua mountain bike track working bees have been advertised to club members

Action	Who
Progress renewal of the first aid kits	TG
The committee still need to submit bad weather trip ideas to KC.	Committee
Find sexual harassment contacts.	A.Wells

Look for potential new treasurer for after AGM	SA
Update financial signatories	SA
Purchase the new access licence	JF
Prepare bullying policy	A.Wells + M.Sety
Confirm with SK that the trip money audit does need to continue	IK
Discuss revision of trip fares at the next meeting	RL

4 **Key projects**

- i. **Volunteer capability:** more than 140 responses have been received so far. The survey will be closing on 18th Oct. RD will prepare the report when it's closed and compile a list of suggested actions.
- ii. **New member induction process** – The emails that have been written for new members have been going out and good feedback has been received.

The committee agreed that its important new members feel welcome at social events, but don't need 'new member specific' social events
Regarding getting new members volunteering, it was suggested that maybe we email new members after a year in the club to suggest they now might like to consider volunteering to help.

- iii. **Website revision** – RH has been progressing this + work is ongoing.

Action	Who
Close volunteer survey and compile report	RD
Progress website revision	RH

5 **Finances (Steve)**

- a) Bank Rec for Sept
SA proposed we approve the bank reconciliation for sept and KG seconded the motion. The committee approved the bank reconciliation for sept.
- b) Banks: The committee discussed switching bank account provider to Westpac for which has an account product that better meets our needs. MS proposed the motion. IK Seconded the motion. The committee approved the proposal in principle and agreed that we'll discuss the process to facilitate this at the next meeting.

Action	Who
Discuss process for moving to new bank account provider at next meeting	SA

6 **Membership (Jo)**

New members to be approved:

- Marijke Neerinx
- Ken Lee
- Catherine Mills
- Alice Golding

MS proposed we approve the applications. IK seconded the motion. The committee agreed to approve the members.

7 Trips (Ilona)

(a) Gear.

- (i) Revisiting alpine rope purchasing – for info only. Alpine members decided that club should not buy any new climbing ropes for AIC. Therefore Ilona will proceed to purchase helmets and crampons.
- (ii) Propose to buy more small flies
MS proposed the motion at we buy some more flies (as many as required). KC seconded the motion and the committee approved the motion. KC to follow up with the gear room as to how many are required.
- (iii) Proposal to purchase avalanche transceivers (Katy). See:
<http://www.mountainsafety.org.nz/Safety-Tips/Avalanche-Awareness.asp>
<http://www.avalanche.net.nz/resources/Trip-Planning/Equipment.asp>
<http://www.bivouac.co.nz/blog/store-and-product-updates/to-take-or-not-to-take-the-avalanche-transceiver/>
The committee discussed subsidised hire of transceivers rather than purchasing transceivers. KG will write a proposal on subsidised rental and training.

- (b) Paua hut key: Committee discussed request for a combination lock and associated issues. IK to follow up with Paua hut custodians possibly holding one key at club rooms
- (c) Snowcraft report + Succession – This will be discussed at the next meeting
- (d) Gear room forms – KC proposed we put the gear room forms on the web so they can be pre filled out (RD – post committee meeting note: they are already on web, on club policies page – perhaps we should move them somewhere more obvious?). Also plan to pass sheets down queue so waiting members can fill them out whilst waiting. KC to follow up.

Action	Who
Purchase of flies	KC
Write proposal on subsidised rental of avalanche transceivers and training	KG
Follow up on holding a Paua hut key at club rooms	IK
Follow up on improved processes for gear room forms	KC

8 General business

(a) Approval of journal printing quotes

Ian H would like approval for Wickliffe to print this year's journal.

Ian got two quotes. Wickliffe's is significantly less than their quote last year and as they are known to have the best print quality in town he strongly recommends we go with them. They also have a quick turnaround and convenient location.

AW proposed we accept IH's recommendation. Seconded by KG. Approved by committee. RD to communicate to IH.

(b) Format of minutes – making them more searchable (RL/RD)

The committee discussed options for making the minutes more searchable. RD confirmed that Microsoft explorer search will search the content of all word files and the secretary can easily search for content of minutes in this way. RD can put the word docs in a dropbox for the committee if that helps.

(c) Tararua Aorangi Huts Committee meeting (Amanda)

In the margins of this meeting, the FMC proposed to IK that someone from the WTMC goes on their central region group. IK will find out exactly what this would mean for us, and what would be expected of us.

Action	Who
Communicate to IH decision re journal printing	RD
Put committee meeting minutes in word doc format in dropbox for committee	RD
Find out what going on FMC central region group actually means in terms of work required	IK

9 2016-2017 Committee year intentions.

AW, JF, RL, RD and MS expressed their definite intention to stand down from the committee at the next AGM (and SA has already expressed his intention)

Note: RD and GG offer to continue doing the FMC bulletin mailing to make role for secretary a little smaller – i.e. this will be a new ‘volunteer role’.

Committee to discuss succession planning at November meeting.

10 Any other business

- RD and AW need to update the document that lists committee jobs by month in readiness to hand over to the next committee.
- The committee discussed having a key safe at the lodge where members can ring to get the code if there was a problem getting the key. This will be discussed further at the next committee meeting.

Action	Who
update the document that lists committee jobs by month in readiness to hand over to the next committee.	A.Wells and RD
Discuss having a key safe at the lodge where members can ring to get the code if there was a problem getting the key - next committee meeting	

NEXT MEETING: Nov 4th 5.45pm TTC library.