

## WTMC Committee Meeting Minutes

**Wed 04 November 2015 5.45pm, TTC Library**

In attendance		Name, Role	Abbreviation
Y	N		
Y		Steve Austin, Treasurer	SA
Y		Kevin Cole, Assistant Chief Guide	KC
Y		Rebecca Day, Secretary	RD
	N	Jo Fink, Membership Officer	JF
	N	Tony Gazley, Newsletter editor	TG
Y		Katy Glenie, Vice President	KG
Y		Richard House, Webmaster	RH
Y		Ilona Keenan, Chief Guide	IK
	N	Richard Lardner, Transport Officer	RL
Y		Megan Sety, Social convenor	MSety
Y		Emily Shrosbree, Communications Officer	ES
Y		Marie Smith, Lodge Convenor	MSmith
Y		Amanda Wells, President +chair	AWells
Y		Amelia White, Ordinary Member	AWhite
Y		Andre Zubkov, Promotions Officer	AZ

### 1 Minutes of last meeting (07/10/2015)

The minutes of the last meeting were passed by the committee –Proposed MSety, Seconded IK

### 2 Matters arising from last minutes (AWells).

#### Still outstanding:

Action	Who
Report on progress with the first aid kits	TG
Sexual harassment/bullying policy	AWells
Recruit sexual Harassment contacts	AWells
Upload minutes in word format to dropbox	RD
Find out about FMC central region email group (what it means and work involved)	IK
Discuss revision of trip fares at the next meeting	RL
Revise the list of committee jobs by month	AWells and RD
Follow up on holding a Paua Hut Key at Club rooms	IK
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
Gear room purchases - flys	KC

### 3 Key projects

- i. **Volunteer capability (RD):** Report and recommendations were reviewed
  - RD will forward details of any respondees who should be followed up to the relevant committee members
  - RD will upload report to website and also write a blurb for the newsletter

- Committee members are to email the three actions they wish to progress to KG before the next committee meeting as well as any 'quick actions'
- Committee members should also review the club 'volunteer structure' RD has drawn up, with a view to this going on the website at some point

ii. **New member induction process (ES)**

- This item is now closed. The committee thanked Emily, Jo and Andre for their work on this.

iii. **Website revision (RH)**

- Plan is to put website on WordPress
- RH requested to buy a WordPress theme, which the committee approved
- RH to involve Sarah Young (helped set up current website)

Action	Who
Forward details of any respondees from volunteer survey who should be followed up to the relevant committee members	RD
Upload volunteer survey report to website and also write a blurb for the newsletter	RD
Email KG with list of the three recommendations you think are most worth auctioning from the volunteer survey report + any 'quick actions'	Committee
Review volunteer structure at end of volunteer survey report and feedback suggestions to RD	Committee
Progress website – buy WordPress theme, involve Sarah Young	RH

**4 Finances (SA)**

a) Bank Rec for Oct

- The October Bank reconciliation was approved by the committee: Proposed IK, Seconded MSety

b) IK to follow up with Sarah Fisher about access details for emergency contact mobile phone account, to make sure the treasurer/CG also has this info.

c) Process for moving to new bank account provider:

Kiwibank / Westpac are both options that provide the improved services we want. SA has researched both and recommends Kiwibank.

The committee approved the proposal to move our accounts to kiwibank (IK proposed, MSety seconded)

Secretary/President/Treasurer + Stuart Beban are going to be account administrators and this was approved by committee

The committee also agreed to move to having one account: i.e. no longer separate accounts for membership/trips/lodge. (As now, there will be other high interest accounts/term deposits for larger sums of money.)

Next steps:

- Get administrators/signatories for new account approved.
- Run accounts in parallel for a year.
- Run an initial testing phase / pilot period
- Aim for roll out of new account in early Dec.
- Communications (SA and AWells to do), bearing in mind following audiences/channels:
  - a. Trip leaders

- b. Club nights
  - c. Website
  - d. Contact external companies that pay us money
  - e. Newsletters/website
  - f. Lodge people – (most payments go through paypal)
- d) Steve is following up re a potential new treasurer

Action	Who
follow up with Sarah Fisher re mobile phone account details	IK
Get administrators/signatories for new bank account approved	Awells+RD
Communication + roll out re new bank account	SA and AWells
Follow up options re replacement treasurer	SA

At this point in the meeting, committee agree to move to making decisions by consensus (rather than nominating/seconding), except on issues where there were contrary views.

## 5 Membership (JF)

- a) New members to be approved:
- o Duncan Hamilton
  - o Garth, Linda and Tash Milton
  - o Charlotte Ebert
  - o Michael Wilson
  - o Todd Eichbaum and Sally Macleod
  - o Karen Fisher
  - o Amy Lewis
  - o Sarah, Zef, Eesha and Estah Fugaz

These new members were approved by consensus.

- b) Exclusion
- Vote on matter discussed at extraordinary committee meeting of 30/9/15: Agreed by consensus.
  - MSety to action this.
  - JF + SA + MSety to organise refund.

- c) Review level of membership subscription:

Annual memberships are due 1 Feb each year. There is a prompt payment discount of \$6 or \$4 depending on the membership type. Current fees are:

Type	Meaning	Cost
Adult	Individual member who is 18 or over	\$62
Household	1-2 adults and all children under 18 who live in the same household	\$100
Junior	Individual member who is under 18 (for instance, a teenager whose parents are not members)	\$38
Veteran	A member for over 20 years	\$52

Type	Meaning	Cost
Veteran Household	1 or 2 adults (one of whom must be a Veteran member) and all children under 18 who live in the same household	\$80
Friend of the club	Members who are not currently active in the club but want to continue their connection. You no longer have access to member benefits, but you stay on our mailing list and receive our <a href="#">Journal</a> every year; and you not have to re-apply when you want to rejoin as a full member.	\$38

The committee agreed to keep the subscription fees the same for 2016.

Action	Who
Action matter following on from extraordinary committee meeting on 30/9/15	MSety
Refund relating to matter 5b above	MSety + JF + SA

## 6 Trips (IK)

### (a) Gear

- i. The committee agreed to trial hiring Avalanche transceivers for Alp 2 and 3 trips (optional, at trip leaders discretion)  
The two options for hire are:
  - bivouac, \$20 per weekend
  - Alpine club (preferred option), whole kit for \$15 per trip.
 KG will investigate training options.  
The committee agreed to cover the cost of hire for Alp2 and Alp3 trips.  
KG will investigate the practicalities of paying for the transceiver hire.  
KG to write something for newsletter.
- ii. Purchases for bushcraft (KC):
  - a) 12 Bushcraft Manuals from MSC. (\$20 each). Purchased and included in cost of course (participants keep the manuals) – Approved.
  - b) 12 off Compasses – To be purchased and included in cost of course (participants keep the compasses). Up to a cost of \$20 each. – Approved.
- iii. Snowcraft report + Succession (KC). The report was reviewed.  
The committee endorsed the actions recommended in the report, with the exception that the committee requested that two weekends are maintained as a complete snowcraft course. This can consist of ‘theory night at club + weekend course + weekend trip’ as long as the weekend trip is facilitated and designed for people with only the weekend snowcraft course experience i.e. It should not be a general Alp 1 trip.

Action	Who
Avalanche transceivers: Investigate training options, investigate payment options for hire, write something for newsletter	KG
Purchases for bushcraft	KC

Communicate with Sharron re snowcraft (as per comments above)	KC
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**7 Report from lodge subcommittee meeting (MSmith)**

This meeting covered:

- Review of year.
- 10 year plan.

A summary will be written up and presented to the committee.

Action	Who
10 year lodge plan to be communicated to committee	MSmith

**8 Thanks for helping out mate BBQ/social event December (AZ).**

The Malthouse – Thursday 3<sup>rd</sup> Dec.

Andre to compile invite list – people to email suggestions to Andre. Circulate before inviting. The invite list should include the lodge subcommittee.

Budget for food – same as last year (RD to look up).

Action	Who
Organise ‘thanks for helping out’ social	AZ
Circulate invite list for ‘thanks for helping out’ social to committee	AZ
Look up last years food budget	RD

**9 New trampers night – need to set date/s (AZ)**

10<sup>th</sup> Feb.

Action	Who
Organise new trampers night – 10 <sup>th</sup> feb	AZ

**10 General business**

a) Mail shots. We need a committee decision on:

- i. If the committee want be to delay sending out the FMC bulletins (due out mid Nov) until the journal is ready (due in early to mid-Dec) and hence save us postage -  
Approved
- ii. If we want to send membership invoices with the journal/bulletins or via email. JF to decide based on option she prefers.

Action	Who
Organise Journal/FMC bulletin mailshot	RD

**11 2016-2017 Committee year intentions and succession planning**

Vacancies indicated so far: President, Secretary, Social Convenor, Transport, Membership, Treasurer, Communications.

MSety + ES to generate targeted list of potential candidates.

<b>Action</b>	<b>Who</b>
Generate list of potential candidates for 2016 committee roles	MSety + ES

**12 Any other business**

- Great walks. – The committee clarified that we will not cover costs for booking great walks in advance; members must do their own booking. IK to communicate this policy as necessary.
- IK needs to update the PLB numbers on intentions sheets, with emergency contact, PLB policy, printed PLB policies.
- IK to publicise need to fill out intentions sheet at club + in newsletter

<b>Action</b>	<b>Who</b>
Communicate policy re Great Walks booking	IK
Update the PLB numbers on intentions sheets, with emergency contact, PLB policy, printed PLB policies.	IK
Publicise need to fill out intentions sheet at club + in newsletter	IK

NEXT MEETING: Dec 2nd 5.45pm TTC library.