

## WTMC Committee Meeting Minutes

**Wed 02 December 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
y		Tony Gazley, Newsletter editor	TG
y		Katy Glenie, Vice President	KG
	n	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
	n	Marie Smith, Lodge Convenor	MSmith
y		Amanda Wells, President +chair	AWells
	n	Amelia White, Ordinary Member	AWhite
y		Andre Zubkov, Promotions Officer	AZ
y		Pete Silverwood + Marilyn, Gear Officers	PS

**1 Minutes of last meeting (04/11/2015)**

Approved by the committee.

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

**Still outstanding:**

Action	Who
Progress with the first aid kits	TG
Sexual harassment/bullying policy has been drafted by AWells and MSety. AZ has agreed to review it for the next meeting.	AZ
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
A Wells has revised the list of committee jobs by month and will circulate to the committee for any additions that are needed.	AWells
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 (RD to put on agenda)
Gear room purchases - flys	KC
Find out mobile phone account details and change mobile phone direct debit to new account.	IK and SA
Avalanche transceivers	KG

Discuss 10yr lodge plan at next meeting	MSmith
Budget for 'thanks for helping' social night is set at \$252	AZ
Communicate policy re great walk bookings	IK
PLB numbers need to be updated on PLB policy etc....	IK

### 3 TTC Hall Renovations (AWhite/PS)

The committee reviewed the notes on the meeting from Amelia and Pete, and also the official minutes and drawings.

- The renovations are needed for earthquake strengthening, new disabled access + facilities, new fire systems and layout changes.
- Exact timeline won't be clear until Queens birthday weekend 2016
- We will need to find somewhere else to meet for at least 3 months (maybe more) and we will not have access to the gear cupboard for at least some time.
- The committee discussed how to deal with the matter and noted that:
  - Pete and Marylin are doing their last night in gear room on 26<sup>th</sup> Jan, so we are also looking for new gear people
  - The Quakers hall is too small for our needs
  - MSety and RD agreed come up with some proposals to deal with this issue: The brief is to find somewhere for the club to meet, somewhere for the gear to go, and somewhere for committee meetings.
  - Thoughts – school across road, other Wellington halls, if worst comes to worst we could use a lockup for gear.
  - It was suggested that this might be a good time to do a gear room kit review.

Action	Who
Start working on plan for alternative meeting place, gear room and committee meeting facility during TTC hall closure	M Sety and RD

### 4 Annual report

- Aim to publish before March
- Deadline for each committee members section is 15<sup>th</sup> Feb
- Please keep as brief as possible.
- Please see last year's report [here](#) for ideas

Action	Who
Annual report sections to Amanda by 15 <sup>th</sup> feb as below:	
President's comments	A Wells
Financial Report	SA
Trips report	IK
Ruapehu Lodge	MS
Paua Hut	IK (to ask Paua hut custodians)
Club Vans	RL
Membership	JF

Communciations – including: Publications Club nights New Trampers Nights	ES TG MS/AZ AZ
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**5 Trips (IK)**

(a) Gear – PLB loans

KC proposed that we change the PLB policy so that PLBs are available for club trips only. The number of requests for loan of PLBs for personal use is approx. 1 year. The reason for the change is the extra work this requires of the volunteer emergency contacts system and CG/ACG. It was noted that Bivouac hired PLBs for a small cost.

Committee was supportive and agreed that IK and KC will revise the policy and present it for approval at the next committee meeting.

We will allow the current request for a loan.

Action	Who
Draft revised wording for PLB policy	IK and KC

**6 Key projects**

i. **Volunteer capability (RD/KG):**

The committee reviewed the recommendations from the volunteer survey and decided to actions below

Action	Who
Put club volunteer structure on website	RD
FMC Bulletins and journal mailing to become separate from secretary role	RD
Transport role to be split into transport (committee) and vehicle maintenance (non-committee volunteer)	RL
Everyone will look at the committee job descriptions prior to the next meeting to check they are still accurate	All
Write update on these actions in newsletter	RD
Discuss scrapping social night door money at Feb committee meeting	RD (put on agenda)

The committee also agreed that

- Membership database (online, secure, all committee members can log in) – new membership officer to look into next year.
- Volunteer co-ordinator role. Park this idea. Hard enough to find people for other roles. Vice President could take responsibility in this area.
- Regular newsletter article profiling committee members and volunteers, and about what's going behind the scenes. KG volunteered to do this, but the committee debated whether we should give people extra work.

ii. **Website revision (RH) – no update**

**7 Finances (SA)**

- a) The November Bank Reconciliation was passed by the committee.
- b) Process for moving to new bank account provider:

The new Kiwibank account is open. SA + AW + RD are the signatories.  
 SA and AW to communicate to club  
 SA has recruited potential new treasurer

Action	Who
Communicate with club members regarding new bank account	SA and AWells

**8 Membership (JF)**

- a) New membership applications: Elaina Hamilton. This was Approved by the committee.
- b) Just an FYI to the committee that this year we have 7 members you have now been WTMC-ers for 20 years. They will become Veteran members in 2016:
  - Lynley Goodwin
  - Patricia Juchnowicz
  - Lorna de Leeuwe
  - Robyn Darcey
  - Jon Parker
  - Mark Loveard
  - Malinda Matthewson

AWells to check with Sue regarding whether any of these people are eligible for nomination as life members

Action	Who
Check with SW whether there should be any life member nominations this year	AWells

**9 General business**

- a) Journal/FMC bulletin/Subs letters – Date for envelope stuffing is the 6<sup>th</sup> Dec.
- b) The families group have produced a kids trip book  
 This has been approved to be put on website  
 The committee really support this. Will suggest that Beth put some info about it on forum and put an article in the newsletter.

Action	Who
Communicate with families group re kids trip book – also get something on forum and in newsletter about this	AWells

**10 2016-2017 Committee year intentions and succession planning**

- Vacancies indicated so far: President, Secretary, Social Convenor, Transport, Membership, Treasurer (Have hopefully found someone to stand for this), Communications.
- We have also had vacancies indicated for the following volunteer roles: Journal, emergency contact co-ordinator, gear custodian.
- MSety and JF will review the volunteer ticks on membership forms.
- ES to distribute list of people to shoulder tap

Action	Who
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Review the volunteer ticks on membership forms for ideas for recruitment to committee/volunteer roles	MSety + JF
Distribute list of people to shoulder tap	ES

**11 Any other business**

- The AGM date was set as 13<sup>th</sup> April
- Avalanche transceiver training – Options are weekend away for training, or wellington based training on the beach. KG to find out who is interested in training

Action	Who
Contact WTMC Alpine members and see who is interested in Avalanche transceiver training	KG

**NEXT MEETING: 27<sup>th</sup> Jan (not 3 Feb as per normal cycle)**

Action	Who
Find out if we can have the TTC meeting room for our next meeting on 27 <sup>th</sup> Jan.	SA