

WTMC Committee Meeting Minutes

Wed 27 Jan 2016 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
Y		Jo Fink, Membership Officer	JF
Y		Tony Gazley, Newsletter editor	TG
Y		Katy Glenie, Vice President	KG
Y		Richard House, Webmaster	RH
Y		Ilona Keenan, Chief Guide	IK
Y		Richard Lardner, Transport Officer	RL
Y		Megan Sety, Social convenor	MSety
	N	Emily Shrosbree, Communications Officer	ES
	N	Marie Smith, Lodge Convenor	MSmith
		Amanda Wells, President +chair	AWells
Y		Amelia White, Ordinary Member	AWhite
Y		Andre Zubkov, Promotions Officer	AZ

1 Minutes of last meeting (02/12/2015)

Approved by the committee.

2 Matters arising from last minutes (AWells)

Still outstanding:

Action	Who
Progress with the first aid kits	TG
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
Follow up on holding a Paua Hut Key at Club rooms	IK

3 TTC Hall Renovations (RD/MSety)

Ideas are being brainstormed and researched – update next time.

Action	Who
Update next time on hall options during renovations	MSety + RD

4 Trips/gear (IK/KC)

- a) Annual PLB Audit/First Aid Kit Refurbishment
Annual PLB audit and distress contacts check should be done by Emergency contact person.

First aid kit audit should be done by a different person (volunteer each year) with the gear person organising this (under guidance from chief guide if necessary).
We need to add both items to committee reminders list.

b) Bushcraft-River Safety Training, see:

<http://www.outdoortraining.nz/courses/courses.php#wellington>

Suggestions for training we want to participate in should go to IK.

The committee agreed that we should put outdoor NZ courses on our schedule whenever possible.

c) Trip fares

South Island trip fares: It was noted that there were no set trips fares for trips that involved car hire from Christchurch and trip leaders always chose to use the cheapest hire options rather than Thrifty, with which we have a commercial arrangement. RL pointed out that the reason we have the agreement with Thrifty is that we can use the club insurance coverage (which covers driver-fault accidents, which standard rental agreements exclude). Committee discussed whether it would be good to have a trip fare for south island when we fly. MSety to drop RL a list of road ends this situation applies to, and RL to come up with suggested trip fares in consultation with SA.

Committee agreed there was no need to review trip fares other than those for which fly+hire car transport is used.

Action	Who
Add annual PLB audit and first aid kit check to be included on committee reminders list	RD/AWells
Send RL a list of roadends access from Christchurch by car	MSety
Develop trip fares for car-hire based trips from Christchurch.	RL and SA

5 Key projects

- i. **Volunteer capability (RD/KG)**. Item closed. RD still to put volunteer structure on website and write update for newsletter. KG has started volunteer interviews for newsletter. RD and RL to update job descriptions so that van maintenance and FMC mailing become separate roles.
- ii. **Website revision (RH)**. Analysis of website usage has been conducted. RH is developing a proposed new menu structure and layout, whilst keeping all content. Mobile friendly format being considered.

Action	Who
Volunteer structure on website. Update from volunteer survey for newsletter.	RD
Job descriptions: Split Transport role into Transport + Van maintenance. Split secretary role into secretary + FMC/Journal mailing	RL and RD
Develop proposed new menu structure for website	RH

6 Finances (SA)

- a) The Dec Bank Reconciliation was approved by the committee.

New bank account and online two-step approval process working well. AWells and BD are the current second approvers.

From now on, SA will contact people who are paying into old account.

Maybe add a third approver when signatories changed with next committee.

7 Membership (JF)

a) New membership applications:

Elisabet Hesvik (Nick Horrell household)

Richard Manning

Michelle Martin

Rachael Pynenburg

Jade Cincotta

- All were approved by the committee.

100 out of 300 existing members have paid annual subs so far.

Early payment deadline is 1st feb. JF has sent reminder to those who have not paid. JF to put reminder in newsletter.

Action	Who
Reminder in newsletter about subs for those who have not yet paid.	JF

8 Meetup discussion (MSety)

New members night was posted on the Wellington Tramping Group meetup as pre-approved with WTG meetup organisers. However, after discussion with the WTG meetup organisers we have agreed to no longer use the meetup group to advertise our events.

WTG Meetup have agreed to stop using info from our website on their posts etc.

If you see any WTMC photos, material or links on their posts let MSety know.

The committee agreed to think about starting a 'WTMC on meetup' group for our social events.

AZ will ask Meena to look into paying for a facebook ad for new members night.. Andre also to look into 'what's on' website.

Action	Who
Speak to Meena re buying a facebook ad for new members night.	AZ
Look into getting new members night on 'what's on' website	AZ

9 Bullying policy for review (AWells see attached)

Review for next meeting. Send comments to KG. KG to revise and recirculate.

Action	Who
Review bullying policy + send comments to KG	All
Revise bullying policy and recirculate	KG

10 Lodge Matters

a) Report from lodge subcommittee meeting and 10year lodge plan (rolled over from last committee meeting). MSmith not here. AWells to contact MSmith.

b) Option of having a key safe at the lodge (rolled over from last committee meeting).

Action	Who
Follow up on 10yr lodge plan with MSmith	AWells, RD to put

	on next agenda.
Discuss option of key safe at lodge at next committee meeting	RD to put on agenda.

11 General business

- a) 1st notice of AGM provided in newsletter/website. Done. AWells to do another one in Feb.
- b) Committee reminders list.
Add Audit of PLB contacts. Add first aid kit audit review. Add accountability for each item. AWells will add accountabilities. Add update role descriptions+ committee reminders list.
- c) Job description review - remind people to review ahead of the meeting: <http://wtmc.org.nz/committee-job-descriptions> . RD to circulate word documents in google docs or similar and track changes to be used for changes.
- d) Annual report - reminder of 15 Feb deadline
Only two contribution received so far.
Extra things – IK to include trapping summary.
AW will do initial edit and KG will do formatting and final proofing.

Action	Who
Put another AGM reminder in newsletter in Feb	AWells
Review committee reminders list	All
Add accountabilities to committee reminders list + Annual review of job descriptions and committee reminders list	AWells
Upload all Job descriptions to dropbox in word format	RD
Job descriptions review	All

12 2016-2017 Committee year intentions and succession planning

Recruitment for next year's committee underway. MSety is co-ordinating. AWells to send her notes from this meeting.

13 Any other business

Spare 2013 journals – give away at new members night.
Discuss option to scrapping social night door money at next meeting.
Otaki forks trips cancelled due to landslip. KC to clarify this on forum.
Sue Walsh has mentioned to AWells the idea of creating publication for 70th anniversary of club (in 2017). AWells has recommended she put together a proposal that includes budget options.

Action	Who
Spare 2013 journals – give away at new members night.	AZ
Discuss option to scrapping social night door money at next meeting.	RD to put on agenda
Otaki forks trips cancelled due to landslip. KC to clarify this on forum.	KC

NEXT MEETING: 2 March 2016 (Illona Keenan to chair)
6th April final meeting of this committee before AGM on 13th.