

WTMC Committee Meeting Minutes

Wed 6 April 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
	N	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
Y		Amanda Wells, President	AWells
Y		Amelia White, Ordinary Member	AWhite
Y		Andre Zubkov, Promotions Officer	AZ
Observers:			
Y		<i>Kirsty Van Reenan (incoming secretary)</i>	<i>KVR</i>
Y		<i>Graeme Harefield (incoming treasurer)</i>	<i>GH</i>
Y		<i>Caryl Ramos (incoming communications officer)</i>	<i>CR</i>
Y		<i>Bernie Dixon (incoming transport officer)</i>	<i>BD</i>
Y		<i>Jane Latchem (incoming membership officer)</i>	<i>JL</i>

1. Minutes of last meeting (03/2015)

The minutes were approved by the committee.

2. Matters arising from last minutes (AW)

Still outstanding:

Action	Who
Progress first aid kits. Contents sorted. Difficulty getting bags. In progress.	TG
Recruit sexual harassment contacts.	New committee
Find out about FMC central region email group (what it means and work involved).	IK
Send RL a list of road-ends access from Christchurch by car – in progress.	MSety
Committee role descriptions: Most are submitted. RD to put in consistent format and upload to website. RD to follow up communications role description with ES.	RD
AZ still to review promotions role description.	AZ
Circulate the emergency instructions notice for the back of the door at Paua Hut to the committee.	IK
Circulate a revised PLB policy making it compulsory to carry a PLB on club trips.	IK
Organise Oct new members night (+ coordinate with trip planners to get	AZ (+IK/KC)

suitable trips following on schedule). MSety to schedule in social programme.	MSety
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Done:

Action	Who
Follow up on holding a Paua Hut Key at Club rooms. A decision has been made not to change the current system.	IK
Finalise and distribute annual report to club membership. Include link to agenda for AGM. Include notification of date of AGM.	KG
Upload bullying policy to the website.	RD
Update 2016 committee nominations on website.	RD
Communicate with Garth re door money.	AZ

3. Finances (SA)

- a) Bank Reconciliation (Feb and March). These were approved by the committee.
- b) At the next committee meeting the committee will need to start work to update the bank signatories. RD and AWells to continue until the new signatories are set up.
- c) Proposal to move the WTMC lodge insurance provider from AIB Group Insurance to the RMCA (Ruapehu Mountain Clubs Association) Group Insurance scheme (see email previously circulated by SA).
The proposal was approved by the committee.

Action	Who
Update bank signatories – item for next committee meeting agenda	
Action the approved change in lodge insurer	SA

4. Door money change

- a) Options for replacing the \$2500 revenue (SA)
The committee discussed the removal of the door charge for social nights which was decided at the March meeting. The motivation for this change was to make the club welcoming to new members and to remove barriers to participation. Options for replacing the \$2500 revenue are:
 - Increase subscription fees in next cycle.
 - Control budget for social nights, new members nights and trip planning nights more tightly. AZ and MSety to propose a budget for approval at the May committee meeting.
 The committee agreed to the above two approaches.
- b) Response to negative feedback and strategy for AGM (AWells)
AWells agreed to respond to the email received and explain the strategy to the concerned individual.

Action	Who
Propose new budgets for social nights and new members nights	AZ and MSety
Respond to negative feedback on removal of social night door fee	AWells

5. Membership (JF)

a) New membership applications:

- Bridget Robinson
- Sasha Brewer
- Jeremy Lanford
- Georgie Fulford
- Iain McKenzie
- Tessa Noakes
- Marie Stuart
- Erik Behrens
- Heather Garven

These were approved by the committee.

The committee were reminded to look at volunteer tick list and follow up new members who are happy to do volunteering work.

6. Lodge Matters (MSmith – unable to attend)

a) Lodge fees for coming season.

The committee understands that the lodge subcommittee is likely to propose a 6.0% increase in lodge fees. However without a proposal to discuss, committee could not set fees at this meeting

The committee agreed that AWells should contact MSmith to communicate the committee's view that a 10 % increase may be more appropriate, and to ask for a proposal so that fees could be discussed and set at the May committee meeting.

b) Comments from Lodge subcommittee re Committee feedback on proposed 10 year plan.

At the last meeting the general committee asked MSmith if the lodge sub-committee could provide more detail on the justification for the items in the lodge 10 year plan. With MSmith unable to attend this meeting, and no more information provided, it was difficult to discuss the matter. The committee discussed commissioning some independent advice from a registered building professional, as well as the need for a business case for larger pieces of expenditure.

c) Pump upgrade proposal

No proposal for the upgrade of the pump or pump control system has been received. Committee is supportive of this work going ahead as recommended by the lodge subcommittee and if a proposal can be circulated before the next committee meeting, it could be approved by email in the interim.

Action	Who
Contact MSmith to ask for fees proposal, potentially 10 %, to consider and set at next committee meeting	AWells
Contact MSmith and/or lodge subcommittee regarding the pump/control system upgrade proposal with a view committee approval of the expenditure via email	AWells

7. AGM and transition to new committee (AW)

a) Remaining vacancies: Social convenor.

MSety has arranged someone to temporarily cover the social convenor role, but the committee still need to organise someone to take over in the long run. AWells will write something for newsletter.

- b) AGM agenda. This has been uploaded to the website.
- c) Transition to new committee.

The following roles need to arrange training/handover of their roles: president, treasurer, transport officer (x2), membership, secretary, communications.

RHouse will manage changeover of the committee email list and will also arrange website logons for incoming members of the committee.

- d) Clearing the WTMC PO Box

There are two keys to the WTMC PO Box. These are currently held by SA (RL has been emptying the box as it has never been convenient for RD).

KVR agreed to empty the PO Box when she takes over as secretary or delegate this task as necessary.

SA to pass keys on to KVR. SA emphasized the importance of emptying it on a regular basis as invoices are sometimes sent to the PO Box. The new committee will need to decide who will hold the second key.

Action	Who
Write something for newsletter to recruit new social convenor	AWells
Handover of committee roles	AWells, SA, RL, JF, RD, ES
Manage changeover of committee emails and website logins	RH
Handover of PO Box key to KVR (new committee need to decide who will hold second key at next meeting)	SA/KVR

8. TTC Hall Renovations and usage for yoga classes (MSety)

The TTC Hall renovations are being scheduled for October. The renovations will be done in a staged manner.

MSety offered to carry on looking at options for alternative halls (a few options have already been identified). The committee will need to contact MSety when this is time pertinent.

Usage of the hall for Yoga classes was not discussed.

9. Key projects

- a) Website revision (RH)

Work on renewal of the website is ongoing. The committee received an enquiry regarding the member's area of website. The members area of the website is not used much (hardly at all) and doesn't provide any useful functionality, and carries some security/privacy risks so the committee agreed to remove the member's area. RH clarified that the committee log-ins for editing the website will still function.

Action	Who
Remove member's area of website	RH

10. General business

- a) FMC executive nominations close on the 8th April. No one from the WTMC committee expressed an interest in standing. The opportunity has been advertised on the forum.
- b) PLB/ Emergency contact stuff (AWhite)
 - i. Expiring Beacon - Beacon C is due to expire in December. This will need to be replaced. Just raising this as a cost awareness note for the committee.
 - ii. Confirming the backup contacts for the emergency phone (registered against the beacons) - these are still all over the place, it would be great to have one set of backup contacts for all beacons and a clear process in place for the people who are on that list to follow.
The committee agreed that AWhite should sort this out however she felt was best.
 - iii. Confirming the club policy on trip leaders membership status requirement, and does this requirement hold for the families group too? If it currently does not, should it?
IK agreed to liaise with the families group about this matter.
- c) Overseas mailing supplement (RD)

Friends of the club pay \$38 subs. The journal costs \$15.50 in itself to produce. If they live overseas a journal+fmc bulletin costs around \$15 to send (Australia) or around \$27 (Europe/USA). For overseas members the same extra cost in postage applies. Overseas members also receive three other FMC bulletins per year.

It seems unfair that the rest of the club are subsidising these few members to receive the journals overseas by such a large amount.

RD proposed an overseas postage supplement be applied to all new overseas members/friends from now on, and be applied to all renewing overseas friends/members next year when the subscriptions are paid.

The overseas postage supplement would be:

- \$15 for Australia
- \$30 for other international locations.

RD to communicate this to JF who will need to update the membership form and website.

Action	Who
Sort out backup contacts for emergency phone	AWhite
Liaise with families group re membership status of leaders	IK
Implement overseas postage supplement (communicate with JF)	RD

11. Any other business

The outgoing committee were thanked for their hard work and dedication over the year.

NEXT MEETING: New committee: 4th May 2016, 5.45 TTC Library