

WTMC Committee Meeting Minutes

Wed 4 May 2016 5.45pm, TTC Library

In attendance		Name, Role	Abbreviation
Y	N		
Y		Tony Gazley, President	TG
Y		Katy Glenie, vice president	KG
Y		Graeme Hearfield, Treasurer	GH
Y		Ilona Keenan, Chief Guide	IK
Y		Kevin Cole, Assistant Chief Guide	KC
Y		Bernie Dixon, Transport (logistics)	BD
Y		Jane Latchem, Membership officer	JL
Y		Richard House, webmaster	RH
Y		Kirsty van Reenen, Secretary	KV
	N	Andre Zubkov, Promotions	AZ
Y		Caryl Ramos, Communication	CR
	N	Amelia White, families group & emergency contact coordinator	AW

1. Minutes of last meeting (6/4/2016)

The minutes were approved by the committee.

2. Matters arising from last minutes (AW)

Still outstanding:

Action	Who
Progress first aid kits. Contents sorted. Difficultly 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 suitable trips following on schedule). MSety to schedule in social programme.	AZ (+IK/KC) MSety

3. AGM minutes (13/4/16)

The minutes were 'approved' by the committee for publication on the website

Action	Who
Upload AGM minutes to the website	KV

4. Finances (GH)

- a) Bank Reconciliation (April). These were approved by the committee.
- b) FMC annual subscription invoice was approved by the committee. As new members get FMC subscription the committee agreed that the number of subscriptions paid for would need to allow for new members over the next year.
- c) The committee approved Tony Gazley, Graham Hearfield, Katy Glenie and Kirsty van Reenen as the new bank signatories.

Action	Who
The number of current members plus 75% of new members for the previous year to be sent to GH for FMC subscription invoice.	JL
Find out what the process is for changing bank signatories	GH

5. Membership (JL)

- a) New membership applications:
 - Trevor Mordaunt
 - Frances Robinson
 - Simon Barr
 - Susan Barrett (household)
 - Ewan Delany
 - Emma Fisher
 - Sean Versteegh

All were approved by the committee
- b) The committee discussed the usability of the access database, how offers for volunteer roles by new members should be passed on and a centralised list of volunteers.
- c) The committee agreed that an email should be sent to those members who had not paid their subs stating that their membership had lapsed and that if they wanted to re-join as a member of the club they would need to pay the membership fee.

Action	Who
Discuss how best to pass on offers by new members for volunteer roles to organisers.	IK/JL
Provide assistance to JL on the use of the access database. Consider whether an excel spreadsheet would be more user friendly than the access database. Consider whether a centralised list of volunteers could be included on access/excel. Work out what category those members whose membership has lapsed should be changed to on the access database.	RH/JL
Send email to members who have not paid subs stating their membership has lapsed.	JL
Update leaders and lodge bookings officer of those people whose membership has lapsed.	IK
Send updated members list to committee	JL

6. Social convenor vacancy (TG)

- a) Pete and Sue have agreed to fill in as social convenor over the short term. The committee agreed that the role could be changed to be more manageable e.g. split role, roster system.

Action	Who
Committee to think about how the social convenor role could be structured differently and bring ideas to the next committee meeting.	All
Talk with Megan Sety about who might be willing to take up the role of social convenor and draft an email to 'shoulder tap' this group for the role. Run the email past the committee before sending out.	KG

7. Van charges

- a) Van charges are currently calculated on \$22/pp plus a variable component which is based on 40 weekend trips per year, 8 people per van and \$160km/trip. This means that shorter distance trips pay the same fixed component as longer trips which makes them relatively expensive.
- b) The private car use policy is that those on trips where a private car is used pay the owner what they would have been charged if the van was used for the trip.

Action	Who
Get stats from Steve Kohler on the number of trips where the club van is used and validate the current model for van charges.	RH
Confirm current policy on private car use.	KG

8. Meet and greet

The door person is often unable to spend time with all new members on club nights which results in new members standing on club nights and not receiving an introduction to the club and how to sign up for trips.

Action	Who
Email AZ about reinstating meet and greet roles on club nights and discuss at next committee meeting.	KC

9. Committee priorities for the year ahead

- a) Lodge committee - link/relationship with general committee, lodge needs, 'idealised thinking' and vision for future of lodge.
- b) Website – ongoing

Action	Who
Attend next lodge committee meeting and report back at next general committee meeting	TG/GH
Put 'setting priorities' on the committee agenda for a few months' time once the new committee has settled in.	KV

10. Any other business

- a) KC explained that a leader of a trip scheduled for the coming weekend had dropped out. Is there a possibility of waiving the trip fee for someone who volunteered to lead the trip at the last minute?

Action	Who
Put item on agenda for next meeting	KV

NEXT MEETING: New committee: 1 June 2016, 5.45 TTC Library