

WTMC Committee Meeting Minutes

Wed 7 September 2016 5.45pm, TTC Library

In attendance		Name, Role	Abbreviation
Y	N		
Y		Tony Gazley, President	TG
Y		Katy Glenie, vice president	KG
	N	Graeme Hearfield, Treasurer	GH
Y		Ilona Keenan, Chief Guide	IK
	N	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
Y		Richard Manning, Social Convenor	RM
	N	Amelia White, families group & emergency contact coordinator	AW
	N	Dennis Gazley, lodge sub-committee	DG

1. Minutes of last meeting (6/7/2016)

The minutes were approved by the committee.

2. Matters arising from last minutes (AW)

Still outstanding:

Action	Who
Send RL a list of road-ends access from Christchurch by car – in progress.	IK
Bank signatories – Tony to ring kiwibank to confirm he has been added	TG
Send out refunds policy reminder to all members in a few months time	KG to follow up with CR
Check wording in new member's introductory email regarding van driving, update and send around to the committee	KC to discuss with CR
Send email to trip leaders asking them to send out van driving form to fill in and send back when emailing those signed up for trips. Also remind leaders about safe driving and to encourage people to fill out the forms in the vans when on club trips.	IK
Discuss reinstating meet and greet at club nights with Garth.	AZ
Investigate what's required for an accounting review rather than an audit.	GH
Look into setting up corporate accounts with Interislander and Thrifty and a debit card with Kiwibank	GH
Remind leaders about giving a description of their trip at club nights	IK
Promote club trips to the lodge at trip planning night	IK & KC
Update the PLB policy so that: <ul style="list-style-type: none"> - If a PLB is activated outside the policies about 'when to activate a PLB' the injured party can be held responsible for the costs of the activation at the discretion of the committee. 	IK

- It is compulsory to carry a PLB on a club trip unless there is cell phone reception.	
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3. Finances (GH)

- a) Bank Reconciliation for July approved via email on 4 Aug 2016.
- b) Bank reconciliation for August was approved by the committee.

4. Membership (JL)

New membership applications:

- a) Zsuzsanna Sinclair
- b) Josephin Hagele
- c) Jim Stevens
- d) Rodrigo Orquera
- e) Helen Cox
- f) Sumudu Jayalath
- g) Janine Teague, and son Ethan
- h) Trewern household (Damian, Vicky, Brianna, Paige, Oscar)
- i) Faulkner household (Simon, Anne, Isabelle, Elliot)
- j) Hazel Phillips

All applications were approved by the committee.

5. Request for endorsement of application to the FMA for a Simon Bell scholarship

- a) The committee agreed to endorse the application.

Action	Who
Tony to provide a letter to Debbie Buck to include with their application to FMC	TG

6. Committee workloads (TG)

- a) No issues were raised about current workloads for committee members

7. Clubrooms upgrade

Action	Who
Megan to look into temporary venue for Dec – April while club rooms being upgraded.	MS
Richard to provide storage for club gear that isn't used regularly	RM

8. Bare foot tramping

- a) Committee decided to leave this item and put it on the agenda for the next meeting when Kevin is present.

9. Paua Hut bookings

- a) The committee agreed that if someone is interested in this role they can put their name forward at the AGM when nominations for all committee roles are considered.

Action	Who
Ilona to get back to Maarten about the committees decision	IK

10. Private vehicle use policy

Action	Who
Katie to finalise and send around to the Committee	KG

11. Equipment for club vans

- a) Pete Silverwood has requested approval to purchase a foot pump for the vans. This was approved by the committee.

12. Lodge

- b) Committee discussed the document sent through by Dennis Gazley about lodge finance and maintenance. The committee decided that the general committee and lodge sub-committee should have a facilitated discussion about the future of the lodge.
- c) Committee approved the \$35 required to undertake a survey of lodge users. The committee suggested that Amelia talk to Rebecca Day about the survey.

Action	Who
Look into the cost and availability of a facilitator	TG
Research how other clubs who have a lodge are set up in relation to governance and financial authority.	TG

13. Other business

- b) Steve Fortune has asked for a contribution towards his travel costs to get to Wellington and present at club night. Committee agreed to provide Steve with \$50 of Bivouac vouchers.
- c) Katie Glenie will be stepping down as vice president after the October meeting.
- d) Committee discussed ferry bookings for south island trips. The xmas bookings are no longer required. Due to the lack of Sunday evening sailing on Interislander in winter, Bluebridge has been used. A corporate deal with Bluebridge should be looked into.

Action	Who
Tony to get back to Steve regarding financial contribution and Richard to organise the voucher.	TG & RM
Katie to asked if anyone is interested in the vice present role at club night and to also ask Emily.	KG
Cancel xmas ferry bookings. Look into corporate deal with Bluebridge.	BD

NEXT MEETING: New committee: 5 October 2016, 5.45 TTC Library