

WTMC Committee Meeting Minutes

Wed 1 February 2017 5.45pm, Sustainability Trust

In attendance		Name, Role	Abbreviation
Y	N		
√		Tony Gazley, President	TG
	√	Emily Shrosbree, vice president	ES
√		Graeme Hearfield, Treasurer	GH
√		Ilona Keenan, Chief Guide	IK
√		Kevin Cole, Assistant Chief Guide	KC
√		Bernie Dixon, Transport (logistics)	BD
√		Jane Latchem, Membership officer	JL
√		Richard House, webmaster	RH
√		Kirsty van Reenen, Secretary	KV
√		Andre Zubkov, Promotions	AZ
√		Caryl Ramos, Communication	CR
	√	Richard Manning, Social Convenor	RM
√		Amelia White, emergency contact coordinator	AW
	√	Dennis Gazley, lodge sub-committee	DG
√		Brian Goodwin, lodge convenor	BG

1. Minutes of last meeting (7 December 2016)

The minutes were approved by the committee.

2. Matters arising from last minutes

Still outstanding:

Action	Who
Talk to Brendan to see if he is able to do an accounting review for the club.	GH
Look into setting up corporate accounts with Interislander and Thrifty and a debit card with Kiwibank	GH
IK to speak with Heather about emergency contact coordinator role	IK
Caryl to follow-up with Amanda Wells about putting together a communications strategy for responding to questions during emergency situations.	CR
Kevin to remind members that ideally they should commit to attending a trip before signing up.	KC
Graeme to ask Stuart to send around a list of deposits made to the club bank account once a week to trip leaders so they can check who has paid.	GH

3. Finances (GH)

- a) Bank reconciliation for December 2016 and January 2017 were approved by the committee.

4. Membership (JL)

- a) New membership applications:
 - Lucy Blackburn
 - Evan & Helena Cody

- Victor Kuipers
- Amy Hodgkinson
- Peter Wilson
- Erinna Gilkison
- Ross Wakefield
- Catherine Chong
- Sharlene Grounds
- Tom Georg
- Yeifei Chan

All applications were approved by the committee.

Action	Who
Send reminder to members who haven't paid subs in second week of Feb	JL
Andre to send door roster to Caryl. Caryl to email 2016 new members who volunteered for door duty asking them to help fill roster.	AZ and CR

5. Annual report (TG)

- Reminder to committee to complete bullet points for annual report.

Action	Who
Short contributions to annual report to be sent to Tony and Emily by 15 th February.	All

6. Committee vacancies (TG)

Action	Who
IK to ask Anne and Phil for a list of high users of Paua Hut to approach about filling Paua Hut maintenance vacancy	IK
Bernie to talk to Marieke and Bram about transport officer role	BD
TG to talk to Rachael Pynenburg about committee vacancies	TG
KvR to talk to Matt Conway about committee vacancies	KvR
GH to talk to Amy Lightbourne committee vacancies	GH
IK to talk to Renee about taking up a training coordinator role	IK
KvR to talk to Garth about bulletins and journal mailouts	KvR
IK to talk to Katherine about committee vacancies	IK
Rebecca Day to talk to Amy Patterson about newsletter editor vacancy	RD

7. Waterproofing first aid kits (KC)

- Committee agreed to the purchase of drybags for the first aid kits (approx. \$22 x 9)

8. Refunds and Payments (KC)

- Committee agreed that credits cannot be given to members instead of a trip refund.
- Committee agreed that the process for checking if members have paid trip fees needs to be improved.

Action	Who
GH to talk to Stuart about sending around a list of deposits to the bank account once a week to trip leaders	GH

9. Crampon upgrade (KC)

- a) KC suggested that the crampons that don't have proper adjusters should be replaced.

Action	Who
TG to look into doing an audit of the club crampons	TG

10. PLB battery expiry (KC)

Action	Who
AW to do handover with new emergency contact coordinator. Intentions form needs to be updated to include PLB expiry date.	AW

11. Other business

- a) Lodge bookings – IK explained that a member had recently booked the lodge but did not receive a confirmation email.
- b) Gear storage – IK to check current gear storage area
- c) Committee agreed that there is no need to inform club members about cannabis growing season and informing police of any suspicious behaviour.
- d) Committee to look at job descriptions and update if needed.

Action	Who
Lodge subcommittee to look into lodge booking system issues	BG
IK to talk to Richard Manning about gear storage area	IK
Committee members to check job descriptions and update if necessary	All

NEXT MEETING: 1 March 2017, 5.45pm, Sustainability Trust