

WTMC Committee Meeting Minutes

Wed 1 March 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 (1 February 2017)

The minutes were approved by the committee.

2. Matters arising from last minutes

Still outstanding:

Action	Who
Look into setting up corporate accounts with Interislander and Thrifty and a debit card with Kiwibank	GH
CR/IK to organize best way to ask members to update door roster.	CR/IK

IK to ask Anne and Phil for a list of high users of Paul Hut to approach about filing Paua Hut maintenance vacancy.	IK
ES to follow up with Rebecca Day to talk to Amy Patterson about newsletter editor vacancy	ES
GH to talk to Stuart about sending around a list of deposits to the bank account once a week to trip leaders	GH
TG to look into doing an audit of club crampons	TG
Lodge subcommittee to confirm booking system issues have been resolved	BG
Committee members to check job descriptions and update if necessary	All

3. Finances (GH via email)

- a) Bank reconciliation for February 2017 were approved by the committee.

Action	Who
GH to finalise Financial Statement in preparation for AGM and send to ES to circulate with Annual Report by 15 th March.	GH

4. Membership (JL)

- a) New membership applications:

- Fiona and Malcolm Barber
- Giselle Cohen
- Frances and Peter Misich
- Nick Fagerlund
- Natalie Gunn
- Kathryn Hoyle
- Howard Storey and Jess Wang
- Adam Bedford

All applications were approved by the committee.

5. Confirmation of website plugin \$43.70 (RH)

- a) Richard confirmed this purchase has been made.

6. Renewal of club Microsoft office subscription (RH)

- a) Committee agreed to \$119 annual subscription given ongoing use of MS Office on club laptop for trip planning etc.

7. Proposed lodge rates (BG)

- a) The committee approved the proposed lodge rates for the upcoming year and agreed the impact of lowering rates for children on overall lodge revenue should be assessed when lodge rates are reviewed next year.

8. Submission on Wellington Conservation Management Strategy (IK)

Action	Who
IK to co-ordinate a submission with volunteer help.	IK

9. Other business

- a) Use of club tents – IK to remind leaders that club tents are for Alpine trips only.
- b) Annual report – Thanks to all for their contributions. This will be completed and circulated to members by 15th March in preparation for AGM.
- c) Committee vacancies – We now have volunteers for the majority of roles. IK to ensure nominations forms are signed. Newsletter Editor and Pawa Hut Maintenance still need volunteers.

Action	Who
IK to include following in Leader Update circulation: <ul style="list-style-type: none"> - remind leaders that club tents are for Alpine trips only - remind leaders about tactics for dealing with non-responders 	IK
ES to complete and circulate Annual Report	ES
IK to ensure nominations forms for new committee members are signed.	IK
KvR to invite new committee members to April meeting	KvR

NEXT MEETING: 5 April 2017, 5.45pm, Sustainability Trust. The AGM will follow this meeting.