

## WTMC Committee Meeting Minutes

**Wed 5 April 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
	√	Illona 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
√		Brian Goodwin, Lodge Convenor	BG
√		Matt Conway, Catherine Mills, Rene Auer, Aimee Paterson – nominees for new committee	

- 1. Minutes of last meeting (1 March 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
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
Check job descriptions have been updated if necessary	KvR
IK to include following in Leader Update circulation: - remind leaders that club tents are for Alpine trips only - remind leaders about tactics for dealing with non-responders	IK

**3. Finances (GH via email)**

- a) Bank reconciliation for March 2017 was approved by the committee.

**4. Membership (JL)**

- a) New membership applications:

- Stephanie Chung
- Martin Raudnic
- Cara Daggar
- Simon Cooney
- Elodie Urlacher
- Jessie & Jonathan Hanson
- Hamish Brown
- Cindy Jemmett
- Preeti Pillai
- Elaine Kelleher
- Tina Frew
- Uta Benecke
- Nicci Coffey, Wyatt Page, and two children
- Darryn Stapleton
- Gerald & Gretchen Joe and 2 children
- Emma Hayward

All applications were approved by the committee.

Action	Who
Send out one final reminder to members who have not paid subs prior to the next committee meeting. Bring list of those who have still not paid subs to next meeting.	JL

**5. Lodge trip refunds (TG)**

- a) The club and lodge sub-committee policies regarding trip refunds are inconsistent. Committee agreed that when a trip to the lodge is cancelled and refunds are given the club (not the lodge) would meet the costs.

Action	Who
Update club refunds policy so it is consistent with the lodge policy	BG

**6. Transport policy (TG)**

- a) Clause 4 of the transport policy currently states that where a rental vehicle is hired, the driver and occupants must cover the costs of the hire. The policy needs to be updated so that those in rental vehicles pay the same as everyone else on the trip.

Action	Who
Update transport policy and circulate to committee.	TG

**7. Communicating policy changes to members/leaders (ES)**

- a) Need a consistent approach to informing members about any policy changes made by the committee. The committee agreed that information about any policy changes should be put up on the forum and in the newsletter.

Action	Who
Ensure policy changes are communicated through the forum and newsletter.	TG

**8. Stained glass window (TG)**

- a) TTC have asked if the club would pay for a \$12,000 stained glass window in the refurbished TCC hall. The committee agreed to make a \$1500 contribution towards the cost of the window.

Action	Who
Let TTC know the club would be willing to make a \$1500 contribution to the stained glass window.	TG

**9. Draft Crisis Communications Plan (CR)**

- a) Caryl, Katie and Amanda have prepared a draft communications plan where the club is asked about incidents that occur. Committee agreed to turn the plan into a club policy.

Action	Who
Send link around to draft plan for input from committee	CR
Follow up with Katie about providing media training to members	CR

**10. Any other business**

- a) Van cleaners are stepping down from their role. Matt Cowan and Bernie Dixon to take over role.

NEXT MEETING: 3 May 2017, 5.45pm, TTC clubrooms.