

WTMC Committee Meeting Minutes

Wed 5 July 2017 5.45pm, TTC Library

In attendance		Name, Role	Abbreviation
Y	N		
	√	Tony Gazley, President	TG
√		Emily Shrosbree, vice President	ES
√		Graeme Hearfield, Treasurer	GH
√		Richard House, Chief Guide	RH
√		Matt Conway, Assistant Chief Guide	MC
√		Rene Auer, Transport Officer	RA
√		Jane Latchem, Membership Officer	JL
√		Rodrigo Orquera, Webmaster	RO
	√	Aimee Paterson, Newsletter Editor	AP
√		Kirsty van Reenen, Secretary	KV
	√	Illona Keenan, Promotions Officer	IK
√		Caryl Ramos, Communications Officer	CR
√		Catherine Mills, Social Convener	CM
√		Brian Goodwin, Lodge Convener	BG
√		Kerry Charles, General Committee	KC

1. Minutes of last meeting (7 June 2017)

The minutes were approved by the committee.

2. Matters arising from last minutes

Still outstanding:

Action	Who
Investigate whether Archives or the National Library would be interested in the historic photos TG has of the club.	GH
KC to work on updating and formatting the club policy document. KC to email the committee any unresolved issues for discussion/comment before the policy document is finalized.	KC

3. Finances (GH)

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

4. Membership (JL)

- a) New membership applications:

- Janine Maddison
- Magesh Jagadeesan
- Rowena Fry + daughter Erika
- Scott Malpas
- Veronique Blanchet
- Reuben Ferguson
- Jo Matheson, and Rene, Tom, Vincent, and Dan Van Lierop
- Rhiannon Newcombe, and Jim, Albie, and Sylvie Robertson
- Fiona Gray + children Isla, Alex, and Lani
- Tianqui (Sophie) Zhang and Hui Huang
- Juan Martinez Cuenca
- Claire Coustance + daughter Olivia
- Sreejith Sukumaran, Anjali Aravind, and Anamika Sreejith
- Ebby Peter and Deepika Jovy
- Hannah Trembath and Joseph Zuba

All applications were approved by the committee.

5. Refunds Policy (ES)

- a) The Committee discussed the intent of the refunds policy and agreed it is intended to encourage people to get outdoors (except where it is unsafe to do so) and to minimize the work required of volunteers. Trip leaders should have alternative options in case of bad weather and trips should only be cancelled in consultation with those signed up for the trip and the Chief Guide. Committee agreed that the current refunds policy reflects this intent but it needs to be communicated better.

Action	Who
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Put together a list of new leaders and send an email around making it clear they should have an alternative if there is bad weather and that trips can only be cancelled in consultation with the Chief Guide.	RH
Consider sending monthly emails to new trip leaders.	MC/RH
Update the refunds policy so that if a lodge based trip is cancelled and the lodge loses revenue for that weekend, the club will reimburse the lodge.	KC & RH
Update the website to make it clear that when Bruce Road is closed it is likely to be still open for lodge users and that leaders should consult the chief guide regarding driving up Bruce Road if they have questions or concerns.	RH

6. Privacy Act compliance (RH)

- a) Richard outlined the requirements of the Privacy Act and where the club should implement changes.

Action	Who
Update vice president role description to include privacy officer for club.	ES & KC
Add privacy statement to website	RO
Update membership form to include privacy statement.	KV
Remind trip leaders that personal information (such as medical information) should be deleted after each trip.	RH
Inform those who cancel their membership or whose membership lapses that their information will be kept on an ex-members list unless they inform us that they don't want to be on the list.	JL

7. Request for approval of \$52.89 for domain renewal (RO)

- a) Committee approved this expense.

8. Committee bios and photos for club website (RO)

Action	Who
New committee members to send a short bio and photo for the website to Rodrigo.	New committee members

9. Any other business

- a) Items for next trip leaders update. Committee discussed the process for leaders to communicate with the transport officer about transport for their trip and agreed that leaders should be reminded about the process.

Action	Who
In the next leaders update remind trip leaders that they need to let the transport officer know their final numbers by the deadline and that they cannot increase the numbers on their trip past this deadline.	RH

- b) Information to be put in club vans. Committee discussed putting a checklist in the club vans should an incident in the van occur. Committee also agreed that the flowchart from the incident policy should be in the vans.

Action	Who
Put together an incident checklist to go in the club vans.	RA
Put copies of the flowchart in the incidents policy in the club vans.	CR

NEXT MEETING: 2 August 2017, 5.45pm, TTC clubrooms.