

WTMC Committee Meeting Minutes

Wed 6 September 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 (2 Aug 2017)**
The minutes were approved by the committee.
- 2. Matters arising from last minutes**

Still outstanding:

Action	Who
Follow up with Natasha Harris (new member with archiving experience) to scope interest in scanning historic club photos.	RO & TG
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

RH & RO to check whether there is an ex members list on the access database or whether information falls off.	RH & RO
New committee members to send a short bio and photo for the website to Rodrigo.	New committee members
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
Put together an incident checklist (1 page or less) to go in the club vans.	RA
Put copies of the flowchart in the incidents policy (1 page or less) in the club vans.	CR
Sue to keep the committee informed on the 70th celebration as plans progress (ongoing)	Sue Walsh
Advertise new members night on Facebook when daylight savings starts	CR

3. Finances (GH)

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

4. Membership (JL)

- a) New membership applications:
- Melissa De Wolff
 - Elaine Yelland
 - Daniela & Michael Nestmann
 - Ana-Maria Mocanu
 - Sam Hughes
 - Nicole Smith
 - Kate Cushing

All applications were approved by the committee.

5. Reserve fund for 75th anniversary (GH)

- a) GH confirmed that there was no longer a reserve fund for club celebrations. Funding for 75th celebrations will be considered after 70th celebrations in November.

6. Ruapehu Lodge report (TG)

- a) The committee notes that the lodge is running well and is making a profit. The committee would like to thank the lodge subcommittee for their work to achieve this.

7. Paua Hut Maintenance (TG)

- a) Minor maintenance work is required at Paua Hut. The maintenance role is currently vacant. The committee discussed a range of ways to recruit someone to the role.

Action	Who
RH to publicise Paua Hut Maintenance position as vacant in leader email.	RH
Follow up with Mike to provide petrol voucher (or similar) for delivering gas bottle to Paua Hut	TG

8. Media Communications Workshop (CR)

- a) Workshop dates are finalized (Wednesday 20th Sept 6-7pm, Saturday 30th Sept 9am-1pm)

Action	Who
Provide gluten free baking as thank you for Katie and Amanda for running Media Communications Workshop	CR

9. Reimbursing drivers of private transport (KC/ES)

- a) Questions had arisen about the rate used to reimburse drivers of private transport when a mix of private and club transport is used for a trip. The committee confirmed that using the jury service rate has been working well and this rate should continue to be used. The WTMC transport rate factors in depreciation and fixed costs of club vans so is not appropriate to use for reimbursing private drivers.

Action	Who
KC to update policies reflect transport reimbursement rates and send finalized policies to RO to upload to website	KC

10. Rimutaka Forest Park Trust Membership (KC)

- a) The committee confirmed that the club's membership of the Rimutaka Forest Park Trust should be renewed. Membership fee is \$45.

Action	Who
Renew membership of Rimutaka Forest Park Trust	GH

11. Funds from NZ Mountain Film Festival

- a) Megan Sety has requested that the committee considers spending the funds raised from hosting the NZ Mountain Film festival (approx. \$2700) on:

- a) Covering the cost of flights for Gavin Lang (guide for Harper, Mannering and Ross Challenge) to give a talk in Wellington hosted by WTMC
 - b) Fund or part fund instruction for club members in canyoning
- b) The committee agreed to fund Gavin's flights, and agreed in principle to funding canyoning instruction – subject to further information about costs.

Action	Who
Respond to Megan to confirm agreement to fund Gavin Lang's flights and to request further information about costs for canyoning instruction.	TG

12. Other business

- a) DOC has contacted the club regarding the co-management agreements the club has for Mountain House Shelter and Maungahuka hut. The Committee agreed that we should revive our contributions to these huts.

Action	Who
Respond to DOC to confirm the club's support to continue the co-management agreements and to request further detail about what is expected	RH

- b) The committee discussed running another outdoor first aid course

Action	Who
IK to investigate WCC and DOC co-funding for an outdoor first aid course	IK

- c) ZIP (Zero Invasive Predators) has requested that a notice be provided to club members about not clearing traps in the Orongorongo valley as a pest control trial is underway.

NEXT MEETING: 4 October 2017, 5.45pm, TTC clubrooms.