

## WTMC Committee Meeting Minutes

**Wed 7 February 2018 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
√		Pete Silverwood, van maintenance	PS
√		Nick King, Gear custodian	NK

- 1. Minutes of last meeting (6 December 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) and Sue Walsh to scope interest in scanning historic club photos.	TG

Follow up on accident checklist to go in the club vans.	RA & ES
RH to publicise Paua Hut Maintenance position as vacant in leader email.	RH
Prepare a budget taking into account \$17/pp current cost for the journal, increase in hall hire costs, and Indesign subscription.	GH/TG
Send word version of membership form to IK	KV
Put together list of projects/expenses which journal savings will be sent on for presentation at 2018 AGM	All
RH to propose amendments to club policies for transport only trips to the lodge.	RH
Look into the cost of getting a remote for the WTMC projector	CM
GH to run stats for cost of new vans, maintenance and parking vs renting	GH
Set up club account with Thrifty	GH

### 3. Finances

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

### 4. Membership (JL)

- a) New membership applications:
- Byron Camp
  - Maj-Britt Engelhardt
  - Juan Rada-Vilela
  - Mark Frampton, Yoko Masaoko, and 3 children
  - Ed Churchouse
  - Kasey Oomen
  - Sai Vea
  - Oliver House
  - Leigh Sutherland
  - Peter & Kate Ashby + 4 kids
  - Jaleel Mesbah
  - Jenny House is becoming a household member (with Richard)
  - Ethan & Jasmine Austin (kids) are being added to their parents' household (Jenny Beaumont & Steve Austin)
  - Neville Garven is becoming a household member (with Heather).

- Daniel Aitken (add to household)
- Abby Kepler & Gareth Griffiths plus 2 children
- Paul and Andrea Curd plus 3 children
- Dabiel Baker

All applications were approved by the committee.

**5. First aid kits (NK)**

- NK explained that it has been brought to his attention that one of the first aid kits taken on a trip had a broken seal, and several items in the kit had either been used or were long since expired.
- Committee discussed maintaining the first aid kits vs buying new ones. It was agreed that supplies for the kits could be kept in the gear lockers and a quarterly check would be undertaken.

Action	Who
Go through/find people to go through first aid kits and identify any missing and expired items. Source the contents for the kits to be stored in the club rooms. Include inventory and pen in each kit.	IK
Put quarterly inspection of the first aid kits on committee reminder list.	KV
ES to include item in newsletter <ul style="list-style-type: none"> <li>- Remind people to check the kits before their trip</li> <li>- Let the gear custodian know if something has been used</li> </ul>	ES

**6. Van parking (ES)**

- ES reminded the Committee to fill in the spreadsheet for van parking options and follow-up details.

Action	Who
Investigate options for van parking and update spreadsheet.	All

**7. Emergency contact form (RH)**

- RH explained that Rowena had offered to provide advice on changes to the emergency contact form. Committee agreed that an expected time out and alert time should be added to the form.

Action	Who
Update emergency contacts form with 'expected time out' and 'alert time'	RH

**8. Equipment suggestions (RH)**

- a) RH explained that he had received a suggestion that the club should purchase bothy bags for alpine trips and warning triangles for vans.
- b) Committee agreed that tents can be used as emergency shelter on alpine trips (and must be carried). Committee agreed to the purchase of warning triangles for the vans.

Action	Who
Follow up on the purchase of warning triangles for the club vans	RH

**9. Paua hut maintenance person (ES)**

- a) ES mentioned that the club is still looking for a maintenance person for Paua Hut.

Action	Who
Put an item in the newsletter seeking volunteer for Paua Hut maintenance person. Arrange for notice to be put in Paua Hut seeking maintenance person. Send message to families group asking if anyone interested in being maintenance person for Paua Hut.	ES
Find out drive in dates for Orongorongo Valley so that gas bottles can be taken in	IK

**10. Committee members for 2018 (ES)**

Action	Who
Look at volunteer roles and confirm who wants to continue post April 2018.	All
Put item in newsletter asking for volunteers for committee	ES

**11. First notification of AGM date to newsletter and forum (ES)**

Action	Who
Send draft agenda to ES and put on website.	KV

Put notification of AGM date in newsletter and on forum	ES
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**12. Other business**

- a) Committee discussed Megan Sety's proposal for canyoning equipment and training. Committee approved the proposal.
- b) PS explained that the rust on the van roofs needs to be addressed and provided 3 quotes for the work. Committee agreed to the repair of the rust by Just Rust at an approximate cost of \$2369 per van.
- c) Unpaid subs – JL explained that there are a lot of people who have still not paid their subs.

Action	Who
Let Megan Sety know that committee has approved canyoning proposal	ES
Arrange for rust on vans to be repaired	PS
Make announcement at club night reminding people that if they don't pay their subs they will be taking off the membership list.	IK

NEXT MEETING: 7 March 2018, 5.45pm, TTC clubrooms.