

## WTMC Committee Meeting Minutes

**Wed 7 March 2018 5.45pm, TTC Library**

In attendance		Name, Role	Initials
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
√		Heather Garven, Observer and minute taker	HG

**1. Minutes of last meeting (7 February 2018)**

The minutes were approved by the committee.

**2. Matters arising from last minutes**

Matter/Status/Action	Who
<b>Archiving.</b> <u>Open</u> . Follow up with Natasha Harris (new member with archiving experience) and Sue Walsh to scope interest in scanning historic club photos.	TG

<b>Accident checklist.</b> <u>Closed.</u> Accident checklist has been emailed to ES and will be in the van shortly.	ES and RA
<b>Paua Hut maintenance.</b> <u>Closed.</u> RH to publicise Paua Hut Maintenance position as vacant in leader email. Kate Cushing has agreed to take on this role.	RH
<b>Journal budget.</b> <u>Closed.</u> Agreed there was no longer a need to do a budget for the journal. Membership rates to be left as they are.	GH/TG
<b>Membership form.</b> <u>Closed.</u> IK has updated the membership form.	IK
<b>Projects/expenses.</b> <u>Open.</u> TG to present at 2018 AGM	TG
<b>Transport only trips to lodge.</b> <u>Pending.</u> RH to propose amendments to club policies for transport only trips to the lodge.	RH
<b>Projector remote.</b> <u>Open.</u> CM to arrange before leaving Social Convenor role.	CM
<b>Vehicle cost analysis</b> <u>Closed.</u> High level costings confirmed buying is more profitable than renting (even with factoring in maintenance and parking).	GH
<b>Thrifty Car Rental Account.</b> <u>Open.</u> Account with Thrifty still to be set up. Cross Country Rentals also keen for the club to have an account. RA to obtain clarity around WTMCs insurance cover with rentals.	RA
<b>First Aid Kits.</b> <u>Closed.</u> First aid kits checked and replenished. (TG acknowledged IKs efforts on arranging this.) Reminders in place for the committee (reminder list) and reminder sent out to members via the newsletter.	IK/ES
<b>Van parking.</b> <u>Open.</u> Ongoing investigating options. TG to enquire with Crofton Downs service station. All to continue to investigate any arising options.	TG/All
<b>Warning triangles.</b> <u>Closed.</u> Two have been purchased. One under the back seat of each van.	IK
<b>Paua Hut maintenance.</b> <u>Closed.</u> Kate Cushing has agreed to take on this role.	ES
<b>Volunteers.</b> <u>Ongoing.</u> Notice placed on the website forum seeking interest. Most roles filled. Still requiring people to clean the vans, Communications role and social convenor. TG agreed to be VP and IK agreed to continue as Promotions. Megan Sety had received some interest from Canyoning enquiries. Door roster is up and running.	All
<b>Notice of AGM.</b> <u>Closed.</u> Notification issued on the website (newsletter/events).	TG
<b>Canyoning proposal</b> approved. <u>Closed.</u>	ES
<b>Vehicle rust.</b> <u>Closed.</u> Vans booked in to have rust removed in April	PS
<b>Non-committee volunteer roles.</b> <u>Open.</u> Check volunteer roles that committee roles are responsible for and confirm who wants to continue post April 2018.	All

### 3. Finances

- a) Bank reconciliation for February 2018 was approved by the committee.

### 4. Membership (JL)

- a) New membership applications:
- Holly Trowland
  - James Wratt
  - George Bowman
  - Sasha Hartmann-Hughes
  - Thomas Fearn
  - Tom Caiger and Greta Borren
  - Robert and Joanna Pearce

Above applications were approved by the committee.

- b) JL noted 30 households were not renewing. 20 were individuals. Reasons were varied including those moving overseas. TG noted churn in a club of this size was inevitable. There was however a good numbers of new members.
- c) Non-paying members will now be suspended and no longer be entitled to member benefits such as member trip fees.
- d) JL noted there had been incidences of lost FMC cards with members wanting to know their FMC card number. It was agreed the club would not keep a record of FMC card numbers given the intensive work that would needed to do so against the benefit. Cards had been obtained for new members.

Action	Who
Members to be advised (via newsletter post when new FMC cards ready to be distributed) to keep a record of their FMC card number and if a card was lost they could contact FMC directly.	JL

## 5 Annual Report (ES)

- a) ES noted the Annual Report was nearly completed. Awaiting the input from the transport officer and lodge convener.

Action	Who
Lodge and transport input to be provided to ES.	BG/RA
Annual Report to be completed then put up on the website.	ES

## 6 Van repair costs and parking (TG)

- a) Committee discussed condition of the vans, current repairs and when the club might replace them. Both vans fully depreciated. One van has a gear box issue (noise rather than operational) that will need addressing. The engine was fine. Discussion concluded we'd want to fix the gear box issue regardless of whether we decide to sell. Estimated cost was \$3-4k to fix. In addition to that cost, the rust on both vans would soon be fixed. Both booked into the panel beaters next month. The rust cost was around \$2,500.
- b) Committee agreed to address both the gear box and rust. Total estimated cost around \$6,500, a cost the club can afford. PS confirmed the rust work was scheduled for next month. Drivers to deliver and pick up the vans would be required.

Action	Who
Ask for a volunteer to take the vans to/from the panel beaters in April	PS
Arrange for the gear box of van to be fixed.	PS
Once the gear box and rust work are addressed, committee to discuss further the future of the current vans.	TG

## 7 Facebook Page (CR)

- a) CR noted the FB Page was going well and suggested a FB Group to allow members to post content and help create community. Posting on the FB page and on the website forum was discussed. Both options were open to people. CR agreed to set up act as admin for a members-only FB Group, but will stand down from Comms Officer role. A Comms role would still to be filled and an announcement at club night should be made.

Action	Who
Announcement to be made on club night for a Comms person.	IK

## 8 2018 committee unfilled positions (TG)

- a. Discussed earlier in the evening (section 2 above under matters from last meeting refers). Most roles now filled. Still requiring people for the Communications and Social convener roles. TG agreed to be VP. IK agreed to continue as Promotions.

Action	Who
Ongoing canvassing for the remaining unfilled roles.	All

## 9 Website expenses (RO)

- a. Committee agreed to approve the two website expenses. \$119 annual MS Office fee and \$59 for the Akismet Website Anti-Spam System fee. RO noted the anti-spam software was working very well.

Action	Who
RO to arrange payment of above approved fees	RO

#### 10 Lodge van trips (BG)

- a) TG confirmed RH and MG were managing this and would present a draft policy to the committee for approval at a future meeting. TG acknowledged MGs good work on this. The Committee noted we need to have the necessary policy in place to ensure transport-only trips to the lodge can continue. For further discussion next month.

#### 11 Lodge rates for approval (BG)

- a) Lodge rate increase was approved. It was small and there had been a good increase in usage this summer reflecting a good job by the lodge committee.

Action	Who
BG to let lodge sub-committee know lodge rates approved	BG

#### 12 Other business

- a) TG expressed thanks to the work the outgoing committee members had done. Catherine (Social Convener), Caryl (Communications) and Kirsty (Secretary).
- b) GH noted the club will need to replace the bank account approvers and suggested another be added. It was suggested RH (Chief Guide) could be another approver.
- c) BG informed the committee Pete Goodwin (a longstanding club member) was unwell.

Action	Who
New bank approvers arranged post-AGM	GH
Club to send a card to Pete Goodwin	ES

Meeting closed at 7 pm.

NEXT MEETING: There will be no Committee meeting in April due to the AGM on Wednesday 4 April 2018 at 7.30 to 7.45pm in the TTC clubrooms. Next meeting Wednesday 2<sup>nd</sup> May.