

WTMC Committee Meeting Minutes

Wednesday 2 May 2018 5.45pm, TTC Library

In attendance		Name/Role	Initials
Y	N		
√		Emily Shrosbree, President	ES
√		Tony Gazley, Vice-President	TG
√		Graeme Hearfield, Treasurer	GH
√		Richard House, Chief Guide	RH
√		Matt Conway, Assistant Chief Guide	MC
√		Rene Auer, Transport Office	RA
√		Jane Latchem, Membership Officer	JL
√		Rodrigo Orquera, Webmaster	RO
√		Aimee Paterson, Newsletter Editor	AP
√		Heather Garven, Secretary	HG
	√	Illona Keenan, Promotions Officer	IK
√		Sumudu Jayalath, Communications Officer	SJ
√		Tony Stephens, Social Convenor	TS
√		Brian Goodwin, Lodge Convenor	BG
	√	Kerry Charles, General Committee Member	KC

1. Welcome and how the committee works

ES summarized how the club committee works. Salient points being that decisions were by 'unanimous consent'; all are encouraged to participate in open discussion; members should feel free to speak out and can call for a vote if they felt it was necessary. Emails to be kept to a minimum and a nil response by a due date means agreement. Committee roles are to be kept simple (so that members' time can be spent tramping). Committee meetings are to be kept to no more than one hour.

2. Minutes of last meeting (7 March 2018)

The committee approved the 7 March meeting minutes. (There was no April Committee Meeting.)

3. Matters arising from last minutes

Matter/Status/Action	Lead
Archiving. <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
Projects/expenses. <u>Closed</u> . Presented at 2018 AGM	TG
Transport only trips to lodge. <u>Open</u> . RH to propose amendments to club policies for transport only trips to the lodge.	RH
Projector remote. <u>Open</u> . TS to arrange. RH noted he had spoken with TTC about using their projector however TTC were not keen.	TS
Thrifty Car Rental Account. <u>Open</u> . Thrifty requires a credit card (or potentially a debit card). Some discussion around the committee's appetite to use debit cards particularly around logistics to manage. Insurance – Thrifty allows the club to use its's own insurance (other companies would require the club to use their insurance, although negotiating the same arrangement as with Thrifty is potentially possible). Committee agreed to push forward with Thrifty. RA to check if they can invoice the club before considering the debit card option further.	GH
Van parking. <u>Open</u> . Ongoing investigating options. BG noted the current arrangement is not likely to be available much longer. Some discussion held on using council land (e.g. near a suburban railway station) but it was felt infeasible. HG asked if storage companies had been considered. HG to enquire with Kiwi Self Storage on parking options with them. All to continue to investigate options.	All/HG
Volunteers. <u>Ongoing</u> . Still requiring people to clean the vans. RA noted there were some members who had indicated they could assist. ES suggested a newsletter item seeking volunteers for small jobs such as van cleaning, looking for van parking options, etc. RH suggested a new 'Volunteers Required' category for the website. ES and AP to work up an item for the newsletter in the first instance.	All/ES & AP
FMC card numbers. <u>Pending</u> . Members to be notified (via newsletter) when cards are sent out (June), to keep a record of their FMC card number and if a card is lost to contact FMC directly.	JL
Annual Report – <u>Closed</u> . Finalised and uploaded to website.	ES
Van repairs - <u>Closed</u> . Repairs (gear box and removal of rust) completed.	PS
Website expense - <u>Closed</u> . MS Office and anti-space fees paid.	RO/GH
Lodge rates - <u>Closed</u> . Lodge sub-committee informed of the approved new rates	BG
New bank account approvers - <u>Open</u> . ES to respond to GH to complete paperwork.	GH
Card for Pete Goodwin - <u>Closed</u> . Card sent.	ES

4. Finances

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

5. Membership (JL)

a) New membership applications:

- Sophie Ivory
- David Hodge
- Michelle Howe
- Sun Kim
- Tod and Michelle Cooper and three children
- John Brown and Tanya Baker and three children
- Zoe and Oscar Hearfield (joining Graeme Hearfield's household)
- Phoebe Dunn and Matthew Burgess
- Outi Kolju
- Warren Heatherington

Above applications were approved by the committee.

6 Communications Officer – nomination (TG)

- a. The committee approved TG's nomination of Sumudu Jayalath into the vacant role of Communications Officer.

Action	Who
RO to set Sumudu up as a committee member for group emails and add to the website.	RO

7 Donation received (HG)

- a. HG noted the club had received a donation from Ronald Fayle, a long time club member. The donation had been deposited into the club's bank account. Committee noted its gratitude and agreed the club would write to Ronald thanking him for his generous donation and that it would go towards something specific. AP suggested it go towards prizes for the club's annual photo competition. Committee agreed.

Action	Who
HG to send letter of thanks.	HG

8 Tararua Aorangi Rimutaka Huts Committee – Club representative (ES)

- a. TG to attend next meeting. RH also expressed interest and availability to attend meetings and will coordinate with TG. Committee agreed WTMC participation at these committee meetings was valuable so club will continue to have representatives.

Action	Who
ES to circulate last minutes to the committee as content will be of interest to all. ES to inform TARH to keep President, Vice-President and Chief Guide on their distribution list.	ES

9 **2018 NZ Mountain Film Festival** – Club sponsorship (ES)

- a) MS has asked if the club would support the 2018 NZ Mountain Film Festival (July/August). It will be in conjunction with the Victoria University Tramping Club and along similar lines as last year. MS will again organize. Sponsorship means the club carries a small financial risk if ticket sales do not cover costs. Committee noted it was a good fund raiser, the risk was low and that MS did an outstanding job last year. Committee supported the club sponsoring the event again in 2018.

Action	Who
ES to let MS know the club will again support the 2018 NZ Mountain Film Festival along the same approach as last year.	ES

10 **Club dehydrator** (ES)

- a) ES noted the club had been donated a dehydrator from a member who no longer required it. ES suggested it be added to the gear equipment and that we publicise the club now had one for loan. Committee agreed a small loan fee (\$5 perhaps) would be applied as is charged for some of the other gear items.

Action	Who
ES to write up some conditions of use/loan and publicise that one was now available to members.	ES

11 **Lodge Heating** (BG)

- a) BG summarized what had been circulated to the committee by email. The background - a frustrating and lengthy exercise in investigating new heating solutions for the lodge given limited suitable options on the market. The lodge sub-committee's proposal - two heat pumps at c. \$7k each. Committee acknowledged the effort Brian, Jan and Mike had put into investigating options and the due diligence leading to the proposal. Committee agreed it was sensible to move to heat pumps. BG noted there could be some installation costs. Committee agreed BG could progress the proposal and that installation takes place before winter sets in. The installer is known to the lodge sub-committee and has installed heat pumps in two other Whakapapa lodges recently. TG offered to meet with the installer up at the lodge late May.

Action	Who
BG to let TG know when the installer will be visiting the lodge.	BG/TG

12 May Committee Reminders

Task	Status/Action	Who
Update bank authorisers	GH to complete process (see also section 3 above – matters arising from last minutes)	GH
Update Committee role email redirections	RO to arrange for new Comms Officer SJ	RO
Audit PLB contact details by RCCNZ	RH to check with MB that contact details are up to date	RH
Update committee contacts and upload audited financial report to societies.govt.nz	GH to action	GH
Undertake quarterly inspection of first aid kits	KC to action	KC
Brief committee on club's Incident Management Process	Briefing given 2 May. ES will circulate to the draft instructions to the committee.	ES

13 Any Other business

- a) AP noted as Newsletter Editor she occasionally gets requests from the public and companies asking to advertise in our Newsletter and sought advice on how to respond particularly to the profit making entities. Committee agreed it was acceptable to decline such requests.
- b) TG raised discussion if the club should return to having adverts in the club journal e.g. from known outdoor equipment stores. Committee agreed it was a good source of revenue.
- c) HG informed the committee that FMC were seeking feedback on their review of Rules and Policies by 31 May. TG offered to review and look to provide feedback.

Action	Who
TG to consider further seeking advertisements for the Journal	TG
HG to circulate website details for FMC revised Rules and Policies	HG
TG to review FMC revised Rules and Policies and coordinate any committee feedback to FMC	TG

Meeting closed at 6.45 pm.

NEXT MEETING: 6 June 2018, 5.45pm, TTC clubrooms