

WTMC Committee Meeting Minutes

Wednesday 11 July 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 Officer	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 apologies

Apologies received from SJ and KC.

2. Minutes of last meeting

The committee approved the 6 June 2018 meeting minutes.

3. Matters and actions arising from last minutes

Matter/Status/Action	Who
Archiving - Open. Committee members holding archival material/important documents were reminded to pass to RO for uploading to the club's webmaster account. AP to pass on old newsletters and TG to scan old hard copy photos and send to RO. HG to add to the Committee reminders checklist that membership data be backed up quarterly.	All

Transport only trips to lodge - <u>Closed</u> . Update to the WTMC Transport Policy will be published to the website in August 2018. ES noted it aligns well to FMC guidelines.	ES
Thrifty Car Rental Account – <u>Open</u> . GH confirmed Thrifty will invoice the club. Finalisation of the arrangement with completion of forms is underway.	GH
Van parking - <u>Closed</u> . No further feedback had been received on the new location of the vans. Committee therefore agreed to continue with the new location unless an alternative option is agreed. HG noted 14 days’ notice is required to terminate our agreement.	All
Volunteer roles - <u>Ongoing</u> . RA noted a member had approached her to help with van cleaning. RA to discuss with PS cleaning requirements. ES to plug for volunteers in next President’s message on the website.	RA/ES
FMC card numbers - <u>Closed</u> . An email to members asking that they keep a separate record of their FMC number has been sent out. JL holds 60 cards for new members.	JL
Donation correspondence - <u>Closed</u> . Letter has been sent to R Fayle letting him know the journal will still be produced but online although he will be sent a complimentary copy given his ongoing support to the club.	HG
Club dehydrator - <u>Closed</u> . Thanks to AP for offering to manage the recently donated club dehydrator and to write up/publicise conditions of use.	AP
Wi-Fi for heat pumps - <u>Open</u> . Committee agreed that TG proceed and arrange to have the Wi-Fi adaptors installed by the installer of the heat pumps at a cost of \$500.	TG
Audit PLB contact details held by RCCNZ - <u>Closed</u> . Details have been updated.	RH
First aid kit inspection - <u>Closed</u> . Thanks for KC for undertaking the quarterly inspection. A number of additional kits have also been made up.	KC
New lodge room costs - <u>Closed</u> . Reimbursements have been made to BG	GH
Mountain shelters - <u>Open</u> . Committee awaits advice up to three Bothy Bags have been purchase. KC to write up comms piece on guidelines/conditions of use.	IK
Alpine Leaders Training Grant - <u>Closed</u> . RH has informed MP a \$50 per person grant had been approved.	RH
Spare 2017 Journals - <u>Closed</u> . A few had been distributed. The rest will find their way to huts in coming weeks.	TS
Committee priorities for year ahead - <u>Open</u> . Committee agreed to proceed with priorities as below. ES to draft an Action Plan to take them forward. <ul style="list-style-type: none"> • Publicity on how to reduce the use of plastic • Maintenance on Paua Hut • Best use of revenue, such as: <ul style="list-style-type: none"> • supporting conservation activities e.g. trapping/A24 rollout • assistance with scholarships and training e.g. first aid training 	ES/All
Mountain and Forest Trust Grant - <u>Open</u> . TG shared discussion he had had with FMC around the sort of applications that were typically approved (focus being on the publication of books). Committee agreed possible grant applications could include paying an archivist to scan our old photos and financial assistance towards the	TG

publication of the WTMC Journal. TG to progress consideration for a suitable application.	
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4. Finances

- a) Bank reconciliation for June 2018 was approved by the committee.
- b) BG noted the club had not had a power bill since February. GH and HG noted the supplier had changed from King Country to Trustpower and the disruption on billing may be due to the transition in suppliers.

Action	Who
GH and HG to review recent correspondence. GH to follow up with Trustpower.	GH

- a) BG enquired about the club's power company shares. GH responded the club was required to relinquish them when the power company change occurred (mentioned above). The amount received was not readily available at the meeting.

5. Membership (JL)

The committee approved the following new membership applications:

- Kelly Knight, Jason Brookes and two children
- Tereza Bublikova
- Belinda Connell
- Tatiana and Roman Kudiyarov and two children
- Bob Maxwell
- Kristie Marks
- Rachael Setter and Brenden Kristensen
- Kate and Blair Scott and three children
- Paula Wilson, Karl Strode-Penny and two children
- Daniel Young
- Shelley Rutten
- Scott Quinlan
- Lincoln North and Nancy Gibson
- Chanuka Da Silva (joining Tessa Noakes' household)

6. First Aid Training (MC)

MC outlined two options for first aid training open to club members. Peak Safety Ltd and St John. Committee discussed both options noting both were reputable and would meet the club's needs. Committee however decided on the St John option due to the two day duration. Discussion included a possible cost contribution from participants. It was agreed to charge a minimum of \$40 per participant. MC agreed to take the initiative forward and look to arrange the training to take place when it's warmer given the time spent on practical components of the training outside. It was decided a weekend after Labour Weekend would be best.

Action	Who
MC to progress the logistics in arranging first aid training from late Spring.	MC

7. Paua Hut Non-Member Fee Increase (RH)

RH noted the non-member fee had been \$7.50 per person for a long time. With online bookings now available, there had been an increase in bookings from non-members. Committee agreed it appropriate to review the fee and supported the proposed increase of \$10 per adult per night and \$5 per child under 18 per night.

Action	Who
RH to update the website and text in the automated email confirmation.	RH

8. Privacy Statement (RO)

Following discussion with the Lodge Booking Officer, RO noted lodge bookings were being managed like trips in that personal details were being collected by the club. RO proposed that the club's Privacy Statement be updated to include reference to lodge stays. Committee agreed. Two other small changes to be made – reference to dietary requirements and that personal details are shared with trip leaders.

Action	Who
RO to update Privacy Statement on the website.	RO
ES to review website material to ensure it aligns with updated transport policy.	ES

9. Gear Person Replacement (RH)

RH noted that Nick, the club's current Gear Person, was moving on and will be leaving NZ in a couple of months. Committee noted how well Nick had undertaken the role and thanked him for his contribution. The regular back-ups had been asked if they might like to take over the role. HG would continue to provide assistance as a back-up. RH/HG to ask YC if she might like to step up from back-up to Gear Person. TG also offered to approach a new member who had indicated an interest to take on a role should YC not be available.

Action	Who
HG/RH to talk with YC re her taking on the role in the first instance.	HG/RH/TG

10. Coordination of Scholarships for Instruction and Training (ES)

ES shared with the committee that Megan Sety has volunteered to run a more structured approach to club scholarships for activities and training. The committee welcomed Megan's offer of help and look forward to seeing a proposal for her approach when she's ready to share this.

Status/Action	Who
ES to let Megan know	ES

11. July Committee Reminders

Task	Status/Action	Who
Nil tasks for July	n/a	n/a

12. Any Other business

- c) ES shared on behalf of PS that the vans were 'all good' although flagged some minor servicing with wheel alignment would need to be scheduled.
- d) TS asked if he could buy some club speakers for Wednesday night talks. Currently others were bringing sets in. Committee agreed but noting approval did not extend to high quality/high cost speakers (such as Bose).

Action	Who
TS to purchase club speakers for Wednesday club night talks	TS

Meeting closed at 6.45 pm

NEXT MEETING: Wednesday 1 August 2018, 5.45pm, TTC clubrooms