

## WTMC Committee Meeting Minutes

**Wednesday 1 August 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 ES, RH, GH, AP and SJ.

**2. Minutes of last meeting**

The committee approved the 11 July 2018 meeting minutes.

**3. Matters and actions arising from last minutes**

Matter/Status/Action	Who
<b>Archiving - Open.</b> TG still to look at having the club's old photos scanned. See below re Forest and Mountain Trust Grant. TG asked if putting all our material in one place was considered safe. RO offered to look at two providers (e.g. MS and Google) to hold the club's material. AP to pass soft copy of old newsletters to RO.	TG/RO/AP

<b>Thrifty car rental account</b> – <u>Open</u> . GH to finalise arrangement with completion of forms.	GH
<b>Volunteer roles</b> – <u>Ongoing</u> . One person has taken on the role to clean one van (non-committee Matt – thanks to Matt). Someone for the second van is still required. ES will continue to make reference to the need for volunteers in her President’s Message via the website.	All
<b>Wi-Fi for heat pumps</b> – <u>Open</u> . BG to arrange someone to visit the lodge at the same time as the electrician to install the adaptors.	BG
<b>Mountain shelters</b> – <u>Closed</u> . Purchase by Kevin is underway. Comms piece to be completed.	IK
<b>Committee priorities for year ahead</b> – <u>Ongoing</u> . <ul style="list-style-type: none"> <li>• Publicity on the reduction of plastic use – long term initiatives for inclusion in President’s Messages</li> <li>• Maintenance on Paua Hut – ES awaiting list from Kate</li> <li>• Best use of revenue: <ul style="list-style-type: none"> <li>• supporting conservation activities e.g. trapping/A24 rollout – Nil to note as yet</li> <li>• assistance with scholarships and training – in progress (Megan and MC).</li> </ul> </li> </ul>	ES/All
<b>Mountain and Forest Trust grant</b> – <u>Open</u> . TG looking at applying for financial assistance for the journal and getting old photos scanned and archived.	TG
<b>Trustpower bill</b> – <u>Open</u> . Power bill since change of supplier yet to be received.	GH
<b>First Aid training</b> – <u>Open</u> . MC confirmed arrangements had progressed well for training the weekend of 3 and 4 November at Camp Wainui. (The only alternative weekend was just before Christmas.) Paperwork and invoice for the venue have been received. Next step is for MC to meet with the instructor and discuss course content. Thanks to Matt for organizing.	MC
<b>Paua Hut non-member fee increase</b> – <u>Closed</u> . Website and text in the automated email confirmation have been updated.	RH
<b>Privacy statement</b> – <u>Closed</u> . Website has been updated. RO noted the VP role was the club’s Privacy Officer.	RO
<b>Gear person replacement</b> – <u>Closed</u> . Yenfei has taken over the role from Nick. Thanks again to both Nick and Yenfei.	HG
<b>Coordination of scholarships for instruction and training</b> – <u>Closed</u> . ES has informed Megan. Megan has submitted proposal. See Scholarships item below.	ES
<b>New speakers</b> – <u>Open</u> . Investigation into options continues.	TS

#### 4. Finances

Bank reconciliation for July 2018 was approved by the committee.

#### 5. Membership (JL)

The committee approved the following new membership applications:

- Evan Harris (based in Hamilton)
- Kate Lineham, Matthew Shelton and one child

## 6. Scholarships proposal (TG)

Committee expressed their thanks to Megan for her work on proposing an approach on the management of club scholarships to members.

Committee noted the approach had been well thought through. Some considerations were offered. For example: eligibility that satisfies the committee (not just meet the set criteria); similarly, discretion of the committee following active club participation; whether giving back to the club for six months could be longer and/or that participants have at least a year's membership; whether the sums are too generous and/or if instead of a fixed sum, a percentage of the total cost (e.g. 25%, 50%); number of trips participants should lead – before and after the training/instruction; whether reimbursement after successfully completing the training rather than upfront scholarship payment; incremental training supervised by more experienced members.

TG noted the club must consider its' duty of care, and the risk of negligence as the club must not assume people are expert enough to lead particular trips noting that the scholarship options were generally high risk activities.

IK suggested the provision of first aid training should be taken out of the list of scholarship activities given that the club should be actively managing this as part of its duty of care.

Action	Who
TG to write up a response with committee suggestions for discussion with Megan	TG

## 7. New members night (IK)

IK noted there had been discussion outside of committee as to whether a new member's night in October was necessary given the good number of new members the club is getting each month. It was felt there was not sufficient return given the amount of work in setting the evening up.

Committee agreed not to have a new member's night in October.

## 8. August committee reminders

Task	Status/Action	Who
Quarterly inspection of first aid kits	KC volunteered to undertake this action once again	KC
Run an incident simulation exercise	TG noted the last one (organized by Amanda and Carol) was well run and worthwhile. TG asked if anyone on the committee might be interested to run the next one. TG then suggested the committee leave this with ES to decide what will be	ES

	appropriate for this year's exercise.	
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## 9. Any other business

### a) Lodge issues

- i. 'Three waters correspondence'. BG explained there are three types of water systems on Ruapehu – sewage, storm water and water supply. The club lodge only uses the sewage system. BG outlined an emerging issue with the sewage treatment for the mountain and that the club (all clubs with lodges on the mountain) could be up for a large cost. BG explained there are issues with the Whakapapa sewage treatment plant and that it needs to be redesigned to cope with the increasing numbers visiting Whakapapa. How sewage is to be disposed of was becoming more contentious and local Iwi were concerned with pollution (if it continued to be dealt with at Whakapapa by an inadequate system). The cost of the right solution may need to be spread across the lodges. RAL are pushing for greater number of tourists which will exacerbate the problem and have flow on cost implications for the clubs with lodges in dealing with sewage. The lodges felt the cost should be borne by RAL given RAL are responsible for the vast majority of people on the mountain. TG noted it was a complex situation and suggested the club attend Ruapehu Mountain Clubs Association next meeting to support RMCA arguments on behalf of clubs with lodges on the mountain.

Action	Who
Consider who might be available to attend the next RMCA meeting as a supportive representative for the club	TG

- ii. RAL Initiatives. BG explained RAL were looking to utilize lodges for more visitors to the mountain. The initiative would include joining up with the online booking systems lodges now had in place. BG also noted RAL had suggested an electricity arrangement where RAL manages billing and lodges pay RAL. RAL would however be expecting 100% participation from the lodges to set measures of these initiatives in place.
- iii. Rust in roof. BG explained the lodge has a rust problem and that more will be known when an inspection is undertaken, currently planned for Oct/Nov. TG noted it could be a problem with internal condensation as its rusting from underneath, rather than from water/snow from the outside. The problem is localized and concentrated. Extent and cause of the problem to be determined.
- iv. Evacuation Plan. BG noted this should perhaps be reviewed following the latest evacuation (morning of 31 July). Advice from the Fire Service should be considered alongside the practicality of an evacuation in some circumstances reflecting the varying numbers and demographics of guests e.g. young children.

### b) Transport policy update (RH)

This item was closed at the July committee meeting however the website yet to be updated. RH will put the updated transport policy into the policy document and publish it once he's back from the UK. He needs to get the latest Word Policy document from KC.

Action	Who
RH to obtain the latest Word Policy document from KC in order to update the Transport Policy on the website	RH

**c) Website material review (HG)**

ES to review website material to ensure it aligns with the updated transport policy.

Action	Who
ES to review website material	ES

**d) From Pete on vans (HG)**

Van registration renewals are underway for August.

**e) Missing FMC cards (HG)**

Original 2018/19 batch of FMC cards went missing while in transit which required us to ask for a second batch from FMC. The original batch has now turned up and was returned to FMC on 1 August. HG noted official club mail should only be sent to the club's PO Box. (The original cards had been addressed to the same private address as to where Back Country bulletins are hand delivered to). HG to ask FMC to ensure FMC cards are only sent to the PO Box.

Action	Who
HG to ask FMC to check their records that all mail goes to the WTMC PO Box. The only exception being the Back Country bulletins if delivery to another address is requested.	HG

**f) Bivouac vouchers for photo competition**

Committee approved TG purchasing five \$20 bivouac vouchers as prizes for the upcoming photo competition.

Action	Who
TG to purchase five \$20 Bivouac vouchers	TG

Meeting closed at 6.45 pm

NEXT MEETING: Wednesday 5 September 2018, 5.45pm, TTC clubrooms