

WTMC Committee Meeting Minutes

Wednesday 5 September 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 RH, MC, KC and TG.

2. Minutes of last meeting

1 August 2018 committee meeting minutes were approved.

3. Matters and actions arising from last minutes

Matter/Status/Action	Who
Archiving - <u>Open</u>. TG is happy to scan old photos for archiving. ES to discuss with TG re timeframe.	TG/ES
Thrifty Car and Cross Country Rental Accounts – <u>Open</u>. GH to finalise arrangements with completion of forms for invoicing payment option.	GH

<p>Volunteer roles – Ongoing. RA has drafted notes on the van cleaning responsibilities. RA to share the draft with Matt Cowan to review and add to where needed. Still looking for second van cleaner. In the meantime, RA to ask MC if he could alternate cleaning the vans i.e. one each month.</p>	RA						
<p>Wi-Fi for heat pumps – Closed. Installation of the adaptors has been scheduled within the next two weeks.</p>	BG						
<p>Committee priorities for year ahead – Ongoing.</p> <ul style="list-style-type: none"> Supporting conservation activities – IK provided an update on a recent hui on the protection of Ruahine Whio. A24 traps we received funding for will be available soon. The club would be looking for volunteers to help put them in. IK noted that Amanda was keen for people to sponsor a trap. The Conservation Management Strategy was in the process of being signed off by the Conservation Authority. IK to write a report for the newsletter on the hui and outcomes. AP enquired on the club’s latest position around reimbursement of petrol costs to those who assisted with trapping trips. Committee discussed options not only for petrol but also bait and gas bottles for the A24s. Committee agreed to spend up to \$1,000 per annum for maintaining the traps. (Rough breakdown being \$360 on fuel (reusable fuel vouchers) for those using a private vehicle for monthly trap maintenance, \$300 on bait and \$340 on gas bottles. Any surplus could go towards additional traps or towards cost of trapping trips. ES noted this funding would come from member subs (covered by the fact we will no longer spend on printed journals). Amanda will manage the vouchers and IK to discuss with Amanda the logistics on bait reimbursement. IK to add reference to contributions in her report for the newsletter. <table border="1" data-bbox="337 1073 1258 1276"> <thead> <tr> <th>Action</th> <th>Who</th> </tr> </thead> <tbody> <tr> <td>Report on the recent Ruahine Whio hui to be written for the newsletter</td> <td>IK</td> </tr> <tr> <td>Determine logistics on reimbursement of costs associated with trapping to club members.</td> <td>IK</td> </tr> </tbody> </table>	Action	Who	Report on the recent Ruahine Whio hui to be written for the newsletter	IK	Determine logistics on reimbursement of costs associated with trapping to club members.	IK	ES/All
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<p>Mountain and Forest Trust grant – Closed.</p>	TG						
<p>Trustpower bill – Closed. Power bill for \$575 was been direct debited in August.</p>	GH						
<p>First Aid training – Open. Training is on the new schedule (3/4 November). Committee agreed the criteria for participation be in line with the criteria for the eligibility instruction scholarships and that trainees contribute \$45 towards the cost. Committee noted thanks to MC for getting this organized.</p>	MC						
<p>Scholarships proposal – Closed. Details supporting the Scholarships initiative has been updated and comms pieces live on the website. See also Scholarships Applications item below.</p>	ES						
<p>New speakers – Closed. Speakers have been purchased. TS to arrange Bluetooth functionality for the laptop via use of a cable or USB. Committee agreed TS to go ahead and purchase the preferred option and seek reimbursement.</p>	TS						
<p>Quarterly inspection of first aid kits – Closed. Kits have been checked. Thanks to KC.</p>	KC						

<p>Incident simulation exercise – Open. ES summarized last year’s exercise led by Amanda and Katy and noted it had helped the club work through what we didn’t have in place. One of the outputs was the Incident Management Guidelines Google Doc. ES suggested an exercise need not be done every year but opened this up for discussion.</p> <p>Discussion focused on how best to communicate to those rostered as Emergency Contact Duty People the importance that media enquiries are to be directed to the club media spokespeople (i.e. Chief Guide, Assistant Chief Guide, President and Vice-President). ES noted the club’s Committee Reminders list includes a brief to returning and new committee members on the Incident Management process (May each year). Discussion identified a potential gap in getting this communication across to the rest of the club who help on the roster.</p> <p>Committee agreed reference on what to do if media call should be added to the email that goes to the Emergency Contact Duty Person each week, along with the link to the Incident Management Guidelines. The general Guidelines document supporting the role of the rostered Emergency Contacts Duty Person should also be reviewed and updated with advice on handling any media enquiries.</p> <table border="1" data-bbox="354 804 1258 1192"> <thead> <tr> <th data-bbox="358 810 1157 856">Action</th> <th data-bbox="1157 810 1253 856">Who</th> </tr> </thead> <tbody> <tr> <td data-bbox="358 856 1157 911">Resend Incident Management Guidelines to committee</td> <td data-bbox="1157 856 1253 911">ES</td> </tr> <tr> <td data-bbox="358 911 1157 1066"> Add to the email that goes to the rostered Emergency Contact Duty Person each week: <ol style="list-style-type: none"> 1. advice on what to do if media call; and 2. the link to the Incident Management Guidelines document¹ </td> <td data-bbox="1157 911 1253 1066">ES/MP</td> </tr> <tr> <td data-bbox="358 1066 1157 1186">Review the general Guidelines document² on the role of the Emergency Contact Duty Person and add reference to how to deal with any media calls.</td> <td data-bbox="1157 1066 1253 1186">ES/MP</td> </tr> </tbody> </table>	Action	Who	Resend Incident Management Guidelines to committee	ES	Add to the email that goes to the rostered Emergency Contact Duty Person each week: <ol style="list-style-type: none"> 1. advice on what to do if media call; and 2. the link to the Incident Management Guidelines document¹ 	ES/MP	Review the general Guidelines document ² on the role of the Emergency Contact Duty Person and add reference to how to deal with any media calls.	ES/MP	ES
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Review the general Guidelines document ² on the role of the Emergency Contact Duty Person and add reference to how to deal with any media calls.	ES/MP								
<p>Club representative at next RMCA meeting – Closed. Mike G attended. BG noted that RAL were looking to put in a gas turbine to power the new gondola and that <u>every</u> lodge would need to support/use the new system if the lodges were to access this power source (replacing the current power via the Lines).</p>	TG								
<p>Transport policy update – Closed. Transport policy has been updated.</p>	RH								
<p>Website material review – Closed. Website material has been reviewed.</p>	ES								

4. Finances

Bank reconciliation for August 2018 was approved by the committee.

1

https://docs.google.com/spreadsheets/d/1IXHRJQoMjCrPTAf4rs29uadDJ95dGbpltV3_JPtoRBo/edit?usp=sharing

2

https://wtmc.org.nz/sites/default/files/GUIDELINESS_Emergency_contact_person%20Updated%2017%20February%202016.pdf

5. Membership (JL)

The committee approved the following new membership applications:

- Courtenay and Neil Gibbard and two children
- Matthew and Geraldine Halverson
- Jacob Stiggelbout
- Sarah McRae and two children
- Claire Pettigrew
- Stephanie Pietromonaco and Patrick Roby
- Sreejith Sukumaran, Anjali Aravind and one child
- Lindsay Zepp
- Elisa Leihikoinen

7. Scholarship Applications (ES)

Comms on the new Scholarship initiative went live the previous week. Two applications had so far been received. ES along with Paul C and Shauna M are reviewing the applications. A summary will likely be prepared and put to the committee by email, providing an opportunity to provide feedback or input into the panel's review of each application. Committee agreed to this proposal process. ES noted the budget for the scholarships comes from funds raised from film fundraising events.

Action	Who
ES to circulate proposed outcomes for scholarship applications to committee for final approval as necessary.	ES

8. River crossing training grant

RH had put forward to the committee a recommendation that the club contribute \$100 for two people to attend river crossing training. Committee agreed.

Action	Who
HG to let RH know committee agreed to his proposal.	HG

9. Film sponsorship fundraiser

Via email, MS asked the committee for support to host another film event but on a lesser scale than the NZ Mountain Film Festival. MS proposed the club sponsor the film 'Dirtbag: The Legend of Fred Beckey'³. The venue will be the Nga Taonga Cinema on the corner of Taranaki and Ghuznee Streets) with a tentative screening date of 13 November 2018. Given MS's experience with the NZMFFs events she had led, and the low risk of not getting the expected

³ <https://youtu.be/05RiYBruHpU>

ticket sales, the committee supported and agreed that the club sponsor the film. Thanks to MS for promoting another fundraiser for the club.

Action	Who
ES to let Megan know the committee supports her proposal to bring the film 'Dirtbag: The Legend of Fred Beckey' to Wellington.	ES

10. Environmental initiatives

ES noted there had been good discussion following the Environmental Issues on Tramping presentation at club night the previous week and sought committee feedback on following up on some of the initiatives. Suggestions included the club having an Environmental Officer and calculating the carbon footprint on club trips. The committee agreed these could be worthy initiatives and acknowledged volunteers would be needed to undertake such initiatives.

Action	Who
ES to approach those who raised the initiatives and gauge their interest in helping the club increase its environmental awareness.	ES

11. September committee reminders

Task	Status/Action	Who
Nil committee reminder tasks for September.	N/A	N/A

12. Any other business

a) Club night presentations

TS suggested that club night presentations be uploaded to the website, subject to the permission of presenters. ES noted there had already been interest in the slides from the recent nutrition presentation and that these were now available on the club's FB page. RO noted there will be file size issues if presentations were uploaded to the website but not the FB page. Suggested process might be to go through the FB page email group with one of the group members then posting to the FB page. Given Megan organizes the presenters, she might be best placed to get permission and slides from presenters.

Action	Who
ES to discuss process for sharing presentations with Megan	ES

Meeting closed at 6.45 pm

NEXT MEETING: Wednesday 3 October 2018, 5.45pm, TTC clubrooms