

WTMC Committee Meeting Minutes

Wednesday 7 November 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 KC, RO AP and RA.

2. Minutes of last meeting

5 October 2018 committee meeting minutes were approved.

3. Matters and actions arising from last minutes

Matter/Status/Action	Who
Archiving - <u>Ongoing</u>. Archiving project continues. <ul style="list-style-type: none"> TG reiterated the main challenge was working out where all the old club records were. 	TG

<ul style="list-style-type: none"> MG would be discussing with the National Library what they already have of club records and what they should have. 							
<p>Thrifty Car and Cross Country Rental Accounts – Open. GH to follow up with the rental car companies to complete the invoicing payment option.</p> <table border="1" data-bbox="337 359 1256 501"> <thead> <tr> <th>Action</th> <th>Who</th> </tr> </thead> <tbody> <tr> <td>GH to follow up with the two rental car companies to close out direct invoicing</td> <td>GH</td> </tr> </tbody> </table>	Action	Who	GH to follow up with the two rental car companies to close out direct invoicing	GH	GH		
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<p>Volunteer roles – Ongoing.</p> <ul style="list-style-type: none"> ES has received the draft notes on the van cleaning responsibilities. These will be uploaded to the volunteer’s role section on the website. The vacant second van cleaner role to be mentioned in the next President’s Update with a link to the now documented responsibilities. Discussion followed the value of FB vs. website. It was noted some clubs use only FB. <table border="1" data-bbox="337 762 1256 963"> <thead> <tr> <th>Action</th> <th>Who</th> </tr> </thead> <tbody> <tr> <td>Advertise in the President’s November Update the need for a second van cleaner</td> <td>ES</td> </tr> <tr> <td>Upload the van cleaning responsibilities to website</td> <td>ES</td> </tr> </tbody> </table>	Action	Who	Advertise in the President’s November Update the need for a second van cleaner	ES	Upload the van cleaning responsibilities to website	ES	All/ES
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<p>Committee priorities for year ahead –</p> <ul style="list-style-type: none"> <u>Closed.</u> Ruahine Whio hui report for the newsletter is in final draft for publishing. <u>Open.</u> Environmental initiatives. Maj-Brit’s slides from her environment talk may be made available for the website. <table border="1" data-bbox="337 1157 1256 1331"> <thead> <tr> <th>Action</th> <th>Who</th> </tr> </thead> <tbody> <tr> <td>Publish the Ruahine Whio hui report to the newsletter</td> <td>IK</td> </tr> <tr> <td>Discuss with Maj-Brit E. use of her presentation slides for the website</td> <td>ES</td> </tr> </tbody> </table>	Action	Who	Publish the Ruahine Whio hui report to the newsletter	IK	Discuss with Maj-Brit E. use of her presentation slides for the website	ES	All IK/ES
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<p>First Aid training – Closed. First aid training by St John was held the previous weekend. This training initiative proved successful although the number of participants was lower than expected. Discussion on advertising the next first aid training course wider followed, including announcing at club night, adding to the President’s Update and adding to FB. Committee agreed this training was valuable and should be repeated, perhaps every two years. Thanks again to Matt for arranging.</p> <table border="1" data-bbox="337 1556 1256 1671"> <thead> <tr> <th>Action</th> <th>Who</th> </tr> </thead> <tbody> <tr> <td>HG to add First Aid Training to Committee Reminders list</td> <td>HG</td> </tr> </tbody> </table>	Action	Who	HG to add First Aid Training to Committee Reminders list	HG	MC		
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<p>Review of Guidelines for Emergency Contact Duty Person – Open.</p> <ul style="list-style-type: none"> <u>Open.</u> Review general guidelines document and add reference on media calls <table border="1" data-bbox="354 1759 1256 1814"> <thead> <tr> <th>Action</th> <th>Who</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>	Action	Who			ES/MP		
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Review the general Guidelines document ¹ on the role of the Emergency Contact Duty Person and add reference to how to deal with any media calls	ES/MP					
<p>Scholarship applications – Ongoing. ES noted there was one application pending which warranted discussion with the committee. Discussion followed around criteria for scholarships for instruction that was not being provided by professional external trainers. It was useful discussion but did merit further consideration and a determination. Committee agreed ES should discuss further with the scholarship panel.</p> <table border="1" data-bbox="337 537 1256 680"> <thead> <tr> <th data-bbox="337 537 1156 590">Action</th> <th data-bbox="1156 537 1256 590">Who</th> </tr> </thead> <tbody> <tr> <td data-bbox="337 590 1156 680">ES to discuss further with the scholarship review panel application currently pending</td> <td data-bbox="1156 590 1256 680">ES</td> </tr> </tbody> </table>		Action	Who	ES to discuss further with the scholarship review panel application currently pending	ES	ES
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<p>Club night presentations – Open. An approach to be discussed with Megan S. on how best to share club night presentations for uploading to the website/Facebook.</p> <table border="1" data-bbox="337 768 1256 890"> <thead> <tr> <th data-bbox="337 768 1156 821">Action</th> <th data-bbox="1156 768 1256 821">Who</th> </tr> </thead> <tbody> <tr> <td data-bbox="337 821 1156 890">ES to discuss with Megan club night presentations for website/FB</td> <td data-bbox="1156 821 1256 890">ES</td> </tr> </tbody> </table>		Action	Who	ES to discuss with Megan club night presentations for website/FB	ES	ES
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<p>FMC Special General Meeting – Closed. HG provided a summary of the FMC SGM she attended on behalf of the club in October. HG noted she had conveyed ES's thanks to the Executive for FMCs ongoing support for outdoor clubs and the work they do. HG noted there had been unanimous support by voting delegates for FMCs 2018 new Rules² (the first significant rule changes since FMC was created in 1931). The significant changes of the 2018 rewrite were:</p> <ol style="list-style-type: none"> 1. Making the Objects to reflect more clearly where FMC is in the 21st century; 2. Creation of a Poll of Club procedure to allow voting on rule changes online by all clubs and not require a general meeting; 3. Addition of Appendices recording what activities FMC promotes, the structure of clubs and subscriptions and roles and responsibilities of the President and Vice-President; 4. Clauses clarifying meeting procedures. <p>The rewrite did not change the size or procedure of nominating or electing the Executive nor the rights of clubs, particularly voting rights.</p>		HG				
<p>FMC Priorities Survey – Closed. HG confirmed the survey had been returned to FMC with the following suggestions that FMC consider taking up:</p> <ul style="list-style-type: none"> • A club membership database solution • Continued advocacy around environmental, conservation and outdoor activities. 		HG				
<p>Whakapapa Customer Network Form – Closed. BG confirmed he had returned the documentation in support of RALs power proposal.</p>		BG				

1

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

2 <https://www.fmc.org.nz/wp-content/uploads/2011/05/DraftRules20180701.pdf>

4. Finances

- a) GH responded to three questions regarding the October 2018 bank reconciliation to the satisfaction of the committee.
- b) Bank reconciliation for October 2018 was approved by the committee.

5. Membership (JL)

- a) The committee approved the following new membership applications:
 - Tom Wollerman
 - Meredith Ackrill
 - Julian Dunster
 - Jamie Elder
- b) Committee approved the increases to membership subscriptions of \$1 - \$3 for the 2019 membership year.
- c) Membership application will require updating with the new subscriptions with publishing in January. IK to find the Word version of the membership application and provide to JL and HG.
- d) JL noted invoicing to be done early January. Committee was happy for JL to decide exact timing considering holiday plans. RH offered to help JL with the process.

6. November Committee Reminders

Task	Status/Action	Who
Agree venue and budget for the December "Thank you" social function.	ES/IK to discuss further possible venue. Committee agreed a similar budget as previous (\$200 TBC) was appropriate.	ES/IK
Invites to social functions extended to sub-committees and other members who regularly help.	IK asked that committee email her names and email addresses of those outside of committee to receive an invite.	IK
Quarterly inspection of first aid kits (volunteer needed).	AP has volunteered to undertake the next check. Thanks to AP. TG noted we may need a small budget to supplement the kits following advice received from the weekend's first aid training. Committee agreed. HG to provide Aimee with the list of contents and use by dates.	AP/HG
Discuss committee intentions re standing for 2019.	IK to step down from the Promotions role and RH to step down as Chief Guide. Committee	All

	acknowledged both for their support in their roles. ES suggested others could let her know by email if they were also looking to step down from their roles.	
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7. Draft Aoraki/Mount Cook National Park Management Plan (RH)

RH informed the committee DOC had released a management plan for consultation. Of interest to the club was the proposed Park and Ride scheme to the park's village. It would mean some restrictions for alpine access. Input could be provided from the club or members as individuals. Deadline for submissions is February 2019. IK suggested a mention in the next Presidents monthly update. ES to also email the Alpine leader's group as they may be particularly interested. Thanks for RH for bringing the plan to the committee's attention. Add to December agenda.

Action	Who
Email Alpine Leaders group to inform them DOCs management plan if open for consultation	ES
Add the Park and Ride proposal to the December agenda for further discussion	HG

8. Any other business -

- a) **Club representation and fuel contribution** - ES suggested club/committee members who attend meetings as representatives of the club could claim for a contribution towards travel expense (e.g. fuel contribution to the recent Tararua Aorangi Ruahine Huts Committee and FMCs Special General Meeting). Committee would confirm support in advance of a member's attendance.
- b) **Tararua Aorangi Ruahine Hut Committee** - RH noted he had recently attended the TARH Committee. The main agenda item was the rebuild of Powell Hut. The TARH Committee meets every six months.
- c) **2018 Journal** – TG sought committee approval for the printing of 200 copies of the Journal. A proportion would be purchased by members, some sold in Bivouac and others placed in selected huts. Committee approved the sum of \$3,180 for the printing. ES to add the advice that orders should be submitted by 30 November on the website along with a club email. SJ to post advice on FB.

Action	Who
Arrange printing of 200 Journals	TG
ES to post notice on website and arrange club email on deadline for orders	ES

Post advice re deadline for orders to FB	SJ
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- d) **WTMC Ruapehu Lodge 'Safety Video'** – TG suggested a video played on a screen up at the lodge could replace the current system of the duty lodge manager announcing the safety requirements of the lodge. The current system could not guarantee everyone received the information as visitors arrive at different times and the duty manager might not always be around. A video was perhaps a more effective way to capture all visitors receiving the briefing as it could be played for all as and when they arrive. Committee to let TG know any ideas of how/who might be able to make a short video – ideally someone who could oversee all aspects of the video.
- e) **Club email access** - HG asked about the ability to send Secretary/club related emails from the Secretary@wtmc.org.nz account rather than her own Gmail account. RH advised this was possible and noted that some of the other committee members already do. The best option was to do so via the website. RH to provide HG instructions.
- f) **FMC approach to WTMC on Leadership Training** - ES shared that FMC had contacted her and asked to discuss how WTMC manages leadership training. ES would report back in December.

Key decisions approved by the Committee this month

- Committee approved the increases to membership subscriptions of \$1 - \$3 for the 2019 membership year
- Committee approved the sum of \$3,180 for printing costs of 200 2018 Journals

Meeting closed at 6.55 pm

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