

## WTMC Committee Meeting Minutes

**Wednesday 5 December 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**

**2. Minutes of last meeting**

Committee approved the 7 November 2018 meeting minutes.

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

Matter/Status/Action	Who			
<b>Archiving - <u>Ongoing</u>.</b> Await update from MG on his discussion with the National Library.	TG			
<b>Thrifty Car and Cross Country Rental Car Accounts – <u>On-going</u>.</b>	GH			
<table border="1" style="width: 100%;"> <thead> <tr> <th>Action</th> <th>Who</th> </tr> </thead> <tbody> <tr> <td>Follow up with the two companies to close out direct invoicing.</td> <td>GH</td> </tr> </tbody> </table>		Action	Who	Follow up with the two companies to close out direct invoicing.
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<p><b>Volunteer roles – Ongoing.</b> Nil response to the notice on the vacant second van cleaner role.</p> <table border="1" data-bbox="381 289 1302 405"> <thead> <tr> <th data-bbox="381 289 1198 342">Action</th> <th data-bbox="1198 289 1302 342">Who</th> </tr> </thead> <tbody> <tr> <td data-bbox="381 342 1198 405">Upload the van cleaning responsibilities to the website.</td> <td data-bbox="1198 342 1302 405">ES</td> </tr> </tbody> </table>	Action	Who	Upload the van cleaning responsibilities to the website.	ES	All/ES		
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<p><b>Committee priorities for year ahead – Closed.</b></p>							
<p><b>Scholarship applications – Ongoing.</b> Scholarship panel had discussed the application raised with the committee at the October meeting. It was decided club run training could be eligible for scholarship funding.</p> <table border="1" data-bbox="381 646 1302 852"> <thead> <tr> <th data-bbox="381 646 1198 699">Action</th> <th data-bbox="1198 646 1302 699">Who</th> </tr> </thead> <tbody> <tr> <td data-bbox="381 699 1198 762">Scholarships reminder to be included in the next President’s Update.</td> <td data-bbox="1198 699 1302 762">ES</td> </tr> <tr> <td data-bbox="381 762 1198 852">Reference to the availability of scholarship funding be added to applicable sign-up sheets.</td> <td data-bbox="1198 762 1302 852">ES/MC</td> </tr> </tbody> </table>	Action	Who	Scholarships reminder to be included in the next President’s Update.	ES	Reference to the availability of scholarship funding be added to applicable sign-up sheets.	ES/MC	ES
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<p><b>Club night presentations – Closed.</b> Initiative to upload presentations to the website and/or FB would continue to be supported where appropriate and when presenters were happy to provide their presentation material.</p>	ES						
<p><b>Thank you social function – Closed.</b> Committee agreed this will be in January. Likely venue will be the Fork and Brewery and on a Tuesday. IK to confirm details by email.</p>	IK						
<p><b>Quarterly First Aid inspection kits – Closed.</b> Thanks to AP for completing the inspection.</p>							
<p><b>Committee intentions re standing for 2019 – Open.</b> Committee roles Social, Chief Guide, Webmaster and General Committee Member were expected to be vacant for the 2019 year. Committee acknowledged nominations could come in for any roles.</p> <table border="1" data-bbox="381 1335 1302 1482"> <thead> <tr> <th data-bbox="381 1335 1198 1388">Action</th> <th data-bbox="1198 1335 1302 1388">Who</th> </tr> </thead> <tbody> <tr> <td data-bbox="381 1388 1198 1482">A notice regarding Committee roles for 2019 to be included in the next President’s Update.</td> <td data-bbox="1198 1388 1302 1482">ES</td> </tr> </tbody> </table>	Action	Who	A notice regarding Committee roles for 2019 to be included in the next President’s Update.	ES	ES		
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<p><b>Draft Aoraki/Mount Cook National Park Management Plan – Park and Ride Proposal – Open.</b> No update. Deadline for submissions is February 2019.</p> <table border="1" data-bbox="381 1591 1302 1738"> <thead> <tr> <th data-bbox="381 1591 1198 1644">Action</th> <th data-bbox="1198 1591 1302 1644">Who</th> </tr> </thead> <tbody> <tr> <td data-bbox="381 1644 1198 1738">Email Alpine leaders to inform them DOCs management plan is open for consultation.</td> <td data-bbox="1198 1644 1302 1738">ES</td> </tr> </tbody> </table>	Action	Who	Email Alpine leaders to inform them DOCs management plan is open for consultation.	ES	ES		
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<p><b>2018 Journal – Closed.</b> Pre-ordered copies will be available from club night 12 December. Those who had missed the pre-order deadline could still purchase a copy for \$25 (\$5 more than the pre-order price) on 12 December. Journals for posting were environmentally posted (no plastic wrapping) on 12 November. The Journal would be</p>							

available online from February 2019. Thanks to TG on his research and the move to online.					
<p><b>WTMC Ruapehu Lodge 'Safety Video' – Closed.</b> This was also on the Lodge Committee's To Do list. One external expression of interest had been received. Two club members had also been suggested to make the video.</p> <table border="1"> <thead> <tr> <th>Action</th> <th>Who</th> </tr> </thead> <tbody> <tr> <td>Add to March 2019 Committee meeting agenda for further discussion.</td> <td>HG</td> </tr> </tbody> </table>	Action	Who	Add to March 2019 Committee meeting agenda for further discussion.	HG	
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<b>FMC approach to WTMC on Leadership Training – Closed.</b> WTMC would be happy to support small clubs with trip leader training.					
<b>WTMC Vans – Closed.</b> A few minor repairs had recently been undertaken. Committee expressed its thanks to Pete for his ongoing support to the club and the vans.					

**4. Finances (GH)**

Committee approved the November 2018 bank reconciliation.

**5. Membership (JL)**

Nil new members to approve.

**6. November Committee Reminders**

Task	Status/Action	Who
Send out membership invoices	Invoices to be sent out in January	JL
Agree date for AGM in April	3 April 2019	ES
Set Annual Report deadline	End of February	ES
Auditor requires financial records from relevant committee positions	No action. Delete from Committee Reminders list	GH
Consider any Life Membership nominations	Nil this year	All
Discuss committee intentions re standing for 2019	Done. Refer under 3 above.	All

**7. Purchasing of climbing gear**

The committee agreed to support Megan's request for canyoning gear purchases. Committee to be informed of details (items and cost) of additional gear the club needs to enable the kind of trips we are running/want to run. Amount to be approved by

email so purchases can go ahead before the January canyoning trips. Thanks to Megan, David and others keen to build the clubs canyoning expertise.

Action	Who
Add a reminder that committee are happy to consider requests for gear purchases from membership revenue to the next President's Update.	ES

**8. Any other business**

a) Sign-up date for January trips on the website –

Action	Who
Amend sign-up dates on the website for January trips.	RH

b) Lead snowcraft instructor - Committee is looking for a new coordinator(s) for the club snowcraft course. Many thanks to Henry who has done a great job running the course for the past two years. Henry is willing to help out on the snowcraft weekends on the mountain and with providing advice to a new coordinator. The coordinator role can be split into an administrator-type role and a lead instructor.

Action	Who
Follow-up with potential candidates for Lead Instructor.	ES
Follow-up with previous snowcrafters about administrator role.	ES
Update website material to advise of snowcraft sign-up procedure.	ES

Meeting closed at 6.55 pm

NEXT MEETING: Wednesday 13 February 2018, 5.45pm, TTC clubrooms (The first Wednesday is Waitangi Day)