

WTMC Committee Meeting Minutes

Wednesday 6 March 2019 at 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 13 February 2019 meeting minutes.

3 Matters and actions arising from last minutes

Matter/Status/Action	Who				
Archiving - <u>Ongoing</u> . No update.	TG				
Thrifty Car and Cross Country Rental Car Accounts – <u>Ongoing</u> .	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.	GH	
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<p>Volunteer roles – <u>Ongoing</u>. One of the new members had indicated in their application they could be interested to assist with this role.</p> <table border="1"> <thead> <tr> <th>Action</th> <th>Who</th> </tr> </thead> <tbody> <tr> <td>Discuss with Pete S providing a key to someone.</td> <td>TG</td> </tr> </tbody> </table>	Action	Who	Discuss with Pete S providing a key to someone.	TG	All
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Discuss with Pete S providing a key to someone.	TG				
<p>Scholarship applications – <u>Ongoing</u>. The panel intends to propose some small changes to how the scheme is run.</p>	ES				
<p>Committee intentions re standing for 2019 – <u>Open</u>. Nominations have been received (and accepted) for President, Vice-President, Secretary, Chief Guide, Assistant Chief Guide, Membership Officer, Promotions Officer, Webmaster, Social Convenor, and Communications Officer. Remaining nominations (Lodge Convenor, Newsletter Editor and General Committee Member) and/or acceptances (Transport Officer) to be emailed to the Secretary by 31 March 2019.</p>	ES				
<p>Annual Report – <u>Open</u>. The Annual Report is nearly complete. Thanks to all those for their contributions.</p> <table border="1"> <thead> <tr> <th>Action</th> <th>Who</th> </tr> </thead> <tbody> <tr> <td>Circulate draft Annual Report.</td> <td>ES</td> </tr> </tbody> </table>	Action	Who	Circulate draft Annual Report.	ES	ES
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Circulate draft Annual Report.	ES				
<p>Next six months of meetings – <u>Closed</u>. Website had been updated.</p>	ES				
<p>February quarterly inspection of first aid kits – <u>Closed</u>. Thanks to TG for undertaking this task.</p>	TG				
<p>Flux at Wellington Museum (VUWTC Tararua exhibition) – <u>Closed</u>. Sue W had been told the committee was pleased to accept her offer to coordinate WTMCs input.</p>	RH				

4 Finances (GH)

Committee approved the February 2019 bank reconciliation.

5 Membership (JL)

a) 76% of members have paid their 2019 membership subscription. A third and final reminder to be issued to those outstanding shortly.

b) Committee approved the following new members:

- *Orion Johnson and Aaren Wiese*
- *Kelly Knight and Jason Brookes + 2 children*
- *Renee Brown*
- *Julie Carr*
- *Chris Garnier and Kirby Draper*
- *Eric and Jason Barclay + 3 children*

- *Katie Anderson*
- *Anna Gunnell*
- *James Johnston and Katie Matera*
- *Reuben Horne*
- *Connor Fry*
- *Tim Trengrove*
- *Mark Lee*

c) BG raised discussion around non-members use of the lodge when there was no club lodge manager staying. TG suggested this was best for the Lodge Sub-committee to work through.

6 March Committee Reminders

Action	Who
Nominations for committee to close 31 March – <u>Open</u> .	HG
Issue second notice of AGM – <u>Open</u> .	ES
Set dates and begin planning for AIC/Snow craft course – Done. <u>Closed</u> .	
Move Invitation to potential committee members to next meeting to February Committee Reminders – <u>Closed</u> .	HG
Review and update committee job descriptions and handover notes – <u>Open</u> .	ES
Review and update monthly Committee Reminders – <u>Open</u> .	ES

7 **Recognition of swift water training instruction** – Open. Committee discussed and agreed that club membership fees should not be waived in recognition of providing instruction.

Action	Who
Update Megan on committee views on waiving of membership fees.	ES

8 **Review of WTMC Committee Structure** – Open.

Action	Who
Review the Committee Structure chart on the website and advise any suggested updates to the Secretary.	All

9 **TTC Hall Rental options** – Open. Committee agreed the preferred Wednesday evening booking option is for the hall from 5.30 pm to 8.30 pm (with yoga using and paying for one hour from 5.45 pm to 6.45 pm) at a cost of \$105 less payment of \$35 from yoga; and the meeting room from 5.45 pm to 7.45 pm at a cost of \$76. Total \$146 (committee understood this was weekly). Hall booking to include the use of the kitchen.

Action	Who
Provide an update to Megan S.	RH

- 10 Lodge 2019/20 Rates – Open.** Committee supported the Lodge Sub-committee’s revised lodge rates for 2019/2020 year as set out in BGs email of 4 March 2019. Winter rates to be increased by \$2 per adult with no change for babies. Summer rates to be increased by \$1 per adult with no change for babies.

Action	Who
Convey to the Lodge Sub-Committee support to increase the Lodge rates for 2019/20.	BG

11 Any other business

Nil

Meeting closed at 1850 hrs

NEXT MEETING: Wednesday 1 May 2019, 5.45pm, TTC clubrooms. (AGM is Wednesday 3 April 2019)