

## WTMC Committee Meeting Minutes

**Wednesday 1 May 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
✓		Matt Conway, Chief Guide	MC
✓		Maj-Britt Engelhardt, Assistant Chief Guide	MBE
✓		Rene Auer, Transport Officer	RA
✓		Jane Latchem, Membership Officer	JL
✓		Juan Rada-Vilela, Webmaster	JRV
✓		Natasha Harris, Newsletter Editor	NH
✓		Heather Garven, Secretary	HG
✓		Aimee Paterson, Promotions Officer	AP
✓		Sumudu Jayalath, Communications Officer	SJ
✓		Tony Stephens, Social Convenor	TS
	✓	Brian Goodwin, Lodge Convenor	BG
	✓	George Bowman, General Committee Member	GB

- 1 **Welcome and apologies** – Apologies from Brian and George
- 2 **Minutes of last meeting** - Committee approved the 6 March 2019 meeting minutes.
- 3 **2019 Committee** - ES welcomed the new committee and summarized how the club committee works. Salient points: tramping comes first (committee work second); members represent the clubs' best interests; decisions were by 'unanimous consent'; all are encouraged to participate in open discussion; members can call for a vote if they felt it was necessary. Emails to be kept to a minimum and a nil response by a due date means agreement. Committee members can carry out their roles as they see appropriate although any expenses need prior approval. Committee roles are to be kept simple. Committee meetings are to be kept to no more than one hour.
- 4 **Matters and actions arising from last minutes**

Matter/Status/Action	Who				
<b>Archiving</b> - <u>Ongoing</u> . No update this month.	TG				
<b>Thrifty Car and Cross Country Rental Car Accounts</b> – <u>Open</u> . <table border="1"> <tr> <th>Action</th><th>Who</th></tr> <tr> <td>Follow up with the two companies to close out direct invoicing.</td><td>GH</td></tr> </table>	Action	Who	Follow up with the two companies to close out direct invoicing.	GH	GH
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Follow up with the two companies to close out direct invoicing.	GH				
<b>Volunteer roles</b> – <u>Open</u> . No update this month on the second van cleaning role.	All				
<b>Scholarship applications</b> – <u>Ongoing</u> . <p>a) Applications approved by email since the last meeting:</p> <ul style="list-style-type: none"> <li>▪ <i>Stuart Meiklejohn \$500 for Ski Instruction</i></li> <li>▪ <i>Juan Rada-Vilela \$305 for alpine</i></li> <li>▪ <i>Maj-Britt Engelhardt \$305 for alpine</i></li> </ul> <p>b) ES noted scholarships were now closed as funding was pretty much spent. Another film festival was being planned for August. Further funding would be available soon after, at which time the scholarships programme will reopen. ES summarized a few small changes to the management of the scholarships in order to simplify the process. On the process, MBE noted the committee should not need to approve the applications based solely on the panel's recommendations. Following discussion around panel recommendations and committee approvals, it was agreed the panel would approve however the committee reserves the right to veto any recommendation. Vetoes to be discussed with the panel.</p>	ES				
<b>Committee intentions re standing for 2019</b> – <u>Closed</u> . The new committee was approved at the April 2019 AGM.	ES				
<b>Annual Report</b> – <u>Closed</u> . The Annual Report was finalized for the April 2019 AGM. A copy is available on the website and a copy sent to the Companies office.	ES				
<b>Recognition of Swift Water Training Instruction</b> – <u>Closed</u> . Megan informed of the committee's decision to not waiver membership fee for instructors.	ES				
<b>Review of WTMC Committee Structure</b> – <u>Closed</u> . Structure chart to be updated <table border="1"> <tr> <th>Action</th><th>Who</th></tr> <tr> <td>Amend the structure chart (split Paua Hut Bookings and Maintenance into two) and upload to the website</td><td>ES</td></tr> </table>	Action	Who	Amend the structure chart (split Paua Hut Bookings and Maintenance into two) and upload to the website	ES	
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<b>TTC Rental Options</b> – <u>Closed</u> . Megan informed (by RH) of the committee's preferred TTC booking option. ES noted a small increase in the cost.	ES				
<b>2019/20 Lodge Rates</b> – <u>Closed</u> . Lodge Sub-Committee informed of the committee's support of the new rates. New rates are up on the website.	BG				

<b>March Committee Reminders</b> (Open status in March minutes) – <ul style="list-style-type: none"> <li>○ Review and update committee job descriptions and handover notes (ES) – Handovers have been done or are underway. ES asked members to review their job description for any necessary updates. <u>Closed</u>.</li> <li>○ Review and updated monthly Committee Reminders (HG) – <u>Actioned since last meeting. Now closed</u></li> </ul>	All
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## 5 Finances (GH)

Committee approved the March and April 2019 bank reconciliations.

## 6 Membership (JL)

a) Committee approved the following new members via email since the March meeting:

- *Ana Cox*
- *Fain McGough*
- *Alan Falloon*
- *Amanda Jones*
- *Kristy Udy*
- *Julian Tovey*
- *Caroline Arrowsmith*
- *Melanie and Carey Stoneham and two children*
- *Matthias Zuschlag and Julia Anderson and two children*
- *Anita Verhoeven and James McLaren and two children*

b) New members approved at this meeting:

- *Raquel Prieto Matesanzl*
- *Werner Michiels*
- *James Gilbert-Milne and Kimberley Stott*
- *Pieter IJzerman and Kahlier Hart*
- *Rupert and Siobhon Wakeman*
- *Jaana and Steve Wichman and two children*
- *Josh Holswich*
- *Benjamin Smith*
- *Christina Totina*
- *Tiffany Shih*
- *Meisha Nicholson*
- *Chris Dutil*
- *Miro Bzduch*
- *Lucy Cockill*
- *Jack Wright*
- *Liz Innes and one child*
- *Cate Ryan and Steve Gore-Smith; and*
- *Laressa Robson*

c) Volunteer back-up Membership Officer – Thanks to Sumudu for volunteering to assist with membership during JL's absence late May to early July.

- 7 **Club voting of FMC Vice-President** – ES noted she had included in her April President's Update a notice to the wider club that FMC were electing a new VP and that any member who wished to provide input into how the club voted should contact WTMCs Secretary. HG noted she had so far received no feedback from members. The committee agreed how to use its seven votes (four votes to Owen Cox and three to Tania Seward).

Action	Who
WTMC votes to be returned to FMC	HG

- 8 **Club Database Officer for FMC website** – Thanks to NH for volunteering to be third WTMC contact.

Action	Who
FMC to be notified. <u>Open</u> .	HG

#### 9 April and May Committee Reminders

Action	Who
<b>Lodge insurance</b> renewal – Actioned. <u>Closed</u> .	GH
<b>AGM</b> – Held in April. <u>Closed</u>	ES
Handover(s) to <b>incoming committee members</b> – Actioned or underway. <u>Closed</u>	All
Back-up copy of <b>membership database</b> – <u>Closed</u> . JL to forward a copy to the Webmaster and Secretary email accounts as back-up copies.	JL
Update <b>bank account authorisers</b> – No changes required. <u>Closed</u> .	GH
Update committee role <b>email redirections</b> – Three of the four new committee members had confirmed they were receiving emails via the Committee group email. GB to be added if not already. <u>Open</u> .	JRV
Audit <b>PLB contact details</b> held by RCCNZ – <u>Open</u> . MP to action.	MP
Update committee contacts and upload audited financial report to <b>NZ Companies Office</b> - Actioned. <u>Closed</u> .	GH
May quarterly inspection of <b>first aid kits</b> – Thanks to TG in volunteering to check the kits. <u>Closed</u> .	TG
Brief committee on <b>Incident Management process</b> – ES briefed the committee on the club's Incident Management process as outlined in the guidelines document previously circulated to the committee. A copy of the guidelines is also available to all weekend Emergency Contacts. <u>Closed</u> .	ES

- 10 **WTMC Journal** – Open. TG summarized the points he had previously emailed to the committee regarding the low interest in the 2018 Journal. Only 42 copies were purchased.

49 viewers of the online version. TG suggested the committee ascertain what the wider club membership want in order to decide the future of the Journal. Committee agreed there could be several other options to promote the club trip reports and photography. Committee agreed to discuss further at the next meeting.

- 11 **Trip sign-up sheet process – Open.** ES provided feedback she had received on the current sign-up sheet system. In particular, signing up on the sheets vs. emailing a leader directly. ES suggested it could be left to individual leaders to decide how to manage those who contact them directly and whether this is before sheets go up, after or not at all (i.e. sign-up sheet only). Committee agreed this subject could be discussed further.

## **12 Any other business**

**Suggestions Box** - MBE volunteered to set up a Suggestions Box for the desk at door entry.

Meeting closed at 1900 hrs

NEXT MEETING: Wednesday 5 June 2019, 5.45pm, TTC clubrooms.