

WTMC Committee Meeting Minutes

Wednesday 10 July 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 Tony, Matt and Aimee
- 2 Minutes of last meeting** - Committee approved the 5 June 2019 meeting minutes.
- 3 Matters and actions arising from last minutes**

Matter/Status/Action	Who		
Archiving - <u>Ongoing</u> . No update this month.	TG		
Thrifty Rental Car Account – <u>Open</u> . A credit card is needed to complete the setting up of an account with Thrifty.	GH		
<table border="1" style="width: 100%;"> <tr> <td style="width: 70%; text-align: center;">Action</td><td style="width: 30%; text-align: center;">Who</td></tr> </table>	Action	Who	
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RA to provide Thrifty her credit card details.		RA	
Scholarship applications – <u>Ongoing</u> . No update.			ES
Audit PLB contact details for RCCNZ – <u>Closed</u> . MP has actioned.			ES
WTMC Journal – <u>Ongoing</u> . Notification of a possible move to publish the Journal biennially had been included in the June President’s Update. A similar notice to be added to the FB page.			ES/SJ
Action		Who	
Add a notice to the club Facebook page seeking any feedback on moving the publication of the club journal to every two years.		SJ	
Joint club self-insurance for the lodge – <u>Closed</u> . GH noted there had been no further information on this initiative by RMCA. Committee agreed to close this item and re-open for further discussion if we hear more.			ES
Trip Intentions Sheet – <u>Closed</u> . MBE noted the sheet had been updated or was in the process of being updated. An additional field to add the license plate of the vehicle the trip would be using is being added. This provides additional information to SAR should there be a need to ascertain the location of the vehicle used. Committee noted there will be times a license plate number may not be known at the time the sheet is forwarded to the weekend emergency contact e.g. when a hire vehicle is used. It was suggested the rental car company name be entered on the sheet (SAR could then contact the rental car company if required).			MBE
Regional Leadership Development Courses (FMC) – <u>Open</u> . TG confirmed the club had completed FMCs questionnaire and that we had received a response thanking the club for its participation. FMC advised the initiative however may not go ahead due to a lack of responses from other clubs.			TG/MC
Co-sponsoring of the 2019 NZ Mountain Film Festival – <u>Open</u> . Megan updated the committee by email that ticket sales were underway for the festival - https://app.vuwtc.org.nz/nzmff Nearly a third of tickets for each night have been sold so costs have been covered. Committee are asked to help spread the work via Facebook: https://www.facebook.com/events/367633720774550/ Traditionally, Vic Uni coordinates the volunteer ushers and MC's on one night, and we do the other (previously Megan). This year, Megan has asked for a volunteer to coordinate ushers and be the MC to introduce the evening. Thanks to JVR, MBE and AP who have offered to assist Megan on the night and thanks to Megan for once again leading this fundraiser for club scholarship funds.			ES

<p>Club email issues - Ongoing. JVR noted we had three weeks before a decision should be made to make a change in email service provider. He noted we should ideally consolidate our email and the club website. The 'pay as you go' option would work but the downside was that email would not be stored long term. The Google/Gmail option was the alternative which allows us to store in the Cloud and therefore offered a long-term storage. The downside could be the cost at c.US\$60 per month. The Google option might however be free if are tax exempt. GH suggested we hold off deciding until we have the tax exemption certificate from IRD. JVR confirmed it was okay to hold off for another month. The current system is costing us between \$100 and \$200 per annum. (Post meeting – JVR informed the Committee it has until November to decide the best option.)</p> <table border="1" data-bbox="381 632 1302 749"> <thead> <tr> <th>Action</th><th>Who</th></tr> </thead> <tbody> <tr> <td>Seek tax exemption, then discuss further re an application to Google</td><td>GH/JVR</td></tr> </tbody> </table>	Action	Who	Seek tax exemption, then discuss further re an application to Google	GH/JVR	JVR
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<p>Committee priorities for the year ahead - Ongoing.</p> <ul style="list-style-type: none"> • Lodge upgrade • Wider awareness of how the lodge operates • Environmental • Increase the club's volunteer base – Committee agreed to change this to 'maximise' the club's volunteer base • GH suggested Vans be added as a priority for the year ahead. 	ES				
<p>WTMC Cookbook update and printing of copies – Open. The WTMC Cookbook is in the process of being updated. The cookbook is an informal publication that represents the members of our club as Chefs. It has always been published publicly on the WTMC website. The cookbook has been compiled from several sources. The language of the cookbook reflects our members because they have written it.</p> <p>The new 2019 version includes: 20-30 new recipes; new sections on snacks, breakfasts and billy baking; the removal of non-tramping related recipes such as 'bake-off' recipes or those not suitable for other reasons including H&S; checking of each recipe to ensure accuracy; proofed and standardised language in the method of each recipe. The new version will have a new design and layout including an index and photos.</p> <p>Megan and Tony have proposed the committee approve the printing of 200 copies of the new book to be sold via FB and the club website, Bivouac and by visiting other clubs' meetings. Profits of the sales would go to funding more WTMC Scholarships. Tony estimates a minimum surplus of \$12 per copy, all to go to the scholarship fund (or other decided by committee). Once most copies were sold, a copy would be posted on the website. Megan suggested the committee hold off discussing the pricing of the new book once they have seen a copy.</p> <p>Committee acknowledged the current online version had many inaccuracies and agreed a revised edition (updates and corrections), was overdue. It was also noted that the</p>	TG				

<p>revision was a big job which took time. (Thanks to Megan, Kate, Illona, Stuart, Kevin, Maj-Britt and Tony on updating the club's cookbook.)</p> <p>GH noted there were no issues with royalties, nor 'surplus' funds supporting the scholarship fund. Surplus funds attracted GST.</p> <p>ES noted there were outstanding questions regarding the revised edition and encouraged committee members to direct the questions to Megan.</p> <p>Committee felt the revised edition should replace the current online version as soon as possible, rather than wait until most printed copies had been sold. This would address the issues and concerns around the inaccuracies of the current online version.</p> <p>On funding, the printing of the revised edition, ES suggested the committee consider a reservation approach whereby those interested in purchasing a copy would reserve a copy in advance.</p> <p>The logistics of getting the revised edition out to members and the public would be further discussed at the next meeting.</p> <p>TG was not present to advise on copyright, ISBN and IP issues. Tony to advise at the next meeting.</p>					
<p>Acknowledge member's donation – Closed. HG noted the club had received another donation this year from Ron Fayle. Committee agreed the donation should go towards the scholarship fund.</p> <table border="1" data-bbox="381 1134 1304 1276"> <thead> <tr> <th>Action</th><th>Who</th></tr> </thead> <tbody> <tr> <td>Write a letter of thanks to Ron noting how the committee plans to use the donation.</td><td>HG</td></tr> </tbody> </table>	Action	Who	Write a letter of thanks to Ron noting how the committee plans to use the donation.	HG	HG
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<p>Minute taker for August committee meeting – Closed. GB volunteered to be minute taker at the next (August) committee meeting.</p> <table border="1" data-bbox="381 1386 1304 1499"> <thead> <tr> <th>Action</th><th>Who</th></tr> </thead> <tbody> <tr> <td>Provide draft agenda and minutes template to GB late July</td><td>HG</td></tr> </tbody> </table>	Action	Who	Provide draft agenda and minutes template to GB late July	HG	HG
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<p>June Committee Reminders (outstanding)</p> <ul style="list-style-type: none"> Unpaid membership subscriptions - <u>Closed</u>. ES noted this had been completed. <table border="1" data-bbox="381 1625 1313 1738"> <thead> <tr> <th>Action</th><th>Who</th></tr> </thead> <tbody> <tr> <td>Move this task from June to May in the Committee Reminders document</td><td>HG</td></tr> </tbody> </table>	Action	Who	Move this task from June to May in the Committee Reminders document	HG	
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4 Finances (GH)

Committee approved the June 2019 bank reconciliation.

5 Membership (SJ/JL)

- a) Committee approved the following new members via email since the June meeting:
- Carlo Reyneke
 - Matthew Batten and Leanne Dilnot
 - Bernie Hanratty
 - Phoebe Fang
 - Cassandra Fowles and Martin Maich
 - Celia Voysey and James Webb
 - Natasha Hulston
 - Megan Kortink
 - Zuzana Pelankova and Lukas Behal
 - Josie Corkery
- b) Thanks again for SJ for covering for JL.
- c) SJ suggested the Committee consider moving to an online membership form e.g. a Google form. Committee, including JL (Membership Officer) agreed. JVR offered to look at implementing it.

Action	Who
Implement an online membership form	JVR

6 July Committee Reminders

Action	Who
<ul style="list-style-type: none">• Discuss timing of next first aid training Last training was November 2018 and the previous three years earlier. ES noted the club did not need to run them annually. ES will seek to gauge interest from club members in the next President's Update	ES
<ul style="list-style-type: none">• Back-up membership data Copy of the database to be emailed to webmaster	JL

7 Any other business

- a. Outstanding distribution of FMC Backcountry and FMC cards. Open. Secretary to send out Backcountry's and FMC cards to new members approved in June, subject to confirmation the respective membership fees have been paid.

Action	Who
<ul style="list-style-type: none">• Confirm to HG if membership fees have been paid for the June approved members	JL

- b. Privacy issue. ES noted a new member had asked that her name be taken off recent minutes that had been published on the website. ES had sent an apology and an explanation. The Club has a Privacy Statement available to all on the website. As part of the membership process, it was suggested new members be told their names will be in the minutes and that if they are particularly uncomfortable with this, they can ask to have their names omitted from the minutes. Constitutionally, the club may be required to publish names. ES will review the constitution.
- c. Lodge and hut booking system issue. Prior to the meeting, Dave, a club member, had asked the President if he could address the Committee. Dave joined the meeting at 1800hrs and shared with the Committee some disappointing experiences when making online bookings for the lodge and Paua Hut recently. Dave explained incidences of when he had seemingly made a booking, provided his payment details, but nothing happened. On one occasion he had missed out as someone else had been allocated the bunks he thought he had booked. Dave wanted the Committee to know there were issues with the current and that the Committee take this into consideration during any review of the lodge and hut online booking systems.

GH noted he was aware of some timing gaps between PayPal and Seekom, the service provider for the bookings and that these gaps could be the cause of a booking being overwritten by another booking. He also noted there had been more lodge booking issues this year. Committee noted this could be reflecting how popular the lodge was becoming. Committee discussion acknowledged there was a problem but not aware of the extent of the problem, e.g. how many members might have experienced similar issues but have not raised them. Several committee members noted they too had experienced some glitches with both the lodge and the Paua hut online booking systems. It was noted the lodge system had been in place for c. seven years; the Paua Hut system only two. The two systems were different.

GH noted the cost of the booking system was not insignificant and that we should be getting the service we're paying for. Committee agreed there may be a need to look at changing the system. JVR offered to discuss with Richard if there might be any updates required on the two booking systems we were using.

Committee thanked Dave for coming in to bring the issues he had experience to its' attention.

Meeting closed at 1900 hrs

NEXT MEETING: Wednesday 7 August 2019, 5.45pm, TTC clubrooms.