

## WTMC Ruapehu Lodge Committee Meeting Minutes

**Wednesday 31 July 2019, 5:35pm, TTC Gear Room**

| In attendance |   | Name/Role                           | Initials |
|---------------|---|-------------------------------------|----------|
| Y             | N |                                     |          |
| √             |   | Tony Gazley, WTMC Vice-President    | TG       |
| √             |   | Brian Goodwin, Lodge Convener       | BG       |
| √             |   | Andy Styles, Lodge Bookings         | AS       |
| √             |   | Amelia White, Food                  | AW       |
|               | √ | Cecilia de Souza, Promotions        | CdS      |
|               | √ | Ian Bunkenburg, Committee Member    | IB       |
|               | √ | Miles Davison, Committee Member     | MD       |
| √             |   | Sue Walsh, Committee Member (Chair) | SW       |

### 1. Welcome and apologies

Sue opened meeting. Apology received from Cecilia.

### 2. Minutes of last meeting

Last meeting minutes were approved.

### 3. Actions arising from last minutes and agenda items

| Matter/Status/Action   | Who            |
|--|----------------|
| <b>Langrish issue</b> – <u>Closed</u> . Issue has been resolved.   |                |
| <b>Booking system</b> – <u>Open and ongoing</u> . AS noted that the existing booking system can be altered and improved to avoid some of the current problems and complaints. These can likely be implemented for next year.                                     | AS             |
| <b>Lodge Leaders Manual</b> – <u>Open and ongoing long term</u> . BG and CdS to complete editing of Leaders Manual. In the meantime we continue to use the existing manual.  | BG, IB,<br>CdS |
| <b>VDU and 'Air NZ' Style Briefing</b> – <u>Open</u> . TG to get this underway again.  | TG             |
| <b>Food</b> – <u>Open</u> . AW requested that menus be simplified to avoid the escalation of special requests for odd dietary requirements. Agreed that club need not pander to unrealistic special needs. AW to get wording on website altered to reflect this. | AW             |
| <b>PayPal</b> – <u>Open</u> . Need to discuss with treasurer the PayPal problems.  | AS, MG,<br>GH  |
| <b>Booking as club member</b> – <u>Open</u> . Given the number of people booking the lodge as  |                |

|   |                                  |
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| members when actually not it was agreed that from next year for the purpose of claiming club membership when booking one had to be an approved and paid member before the end of April of that year. This means that it will not be possible for a person to claim to join after end April and book at the lodge as a member. Members joining after end April must book as non-members. This will avoid the current practice of claiming to join (and booking as members) but not actually doing so. Booking team to be instructed for next year. | Booking and update relevant docs |
| <b>Job descriptions</b> – <u>Open</u> . Committee members slack in returning updated descriptions to Cecilia. Not good enough – all to do before next meeting.  | All                              |
| <b>Lodge strategy meeting</b> – <u>Open</u> . Early November suggested as suitable time. Committee members to let TG know if acceptable.  | All                              |
| <b>Summer bookings</b> – <u>Open</u> . AW to draft flyer for website to publicize lodge as summer accommodation for group bookings. Agreed to give it a try to get summer non-member bookings.  | AW                               |
| <b>Friday night bookings</b> – <u>Open</u> . Not fully resolved. AS to review.  | AS                               |
| <b>Block bookings</b> – <u>Open</u> . Suggested that bookings be initially in blocks rather than individual days. To be considered for next year.   | AS, BG                           |
| <b>Lodge leaders</b> – <u>Open</u> . Discussed need to keep training more lodge leaders. BG to continue training sessions.  | BG                               |
| <b>Lodge occupant numbers</b> – <u>Open</u> . Discussed need to have a minimum number of occupants booked in lodge at any time. Suggested to reintroduce minimum of 6 in winter and 4 in summer to avoid costs exceeding revenue.   | AS, BG                           |

#### 4. Other business

- TG suggested lodge bookings be given to third party and club pay for the work to relieve volunteers from excessive hours of work. TG to ask around if anyone or any organization could do this and at what cost.
- AW to chair next meeting.

Meeting closed at 6:40 pm.

NEXT MEETING: Wednesday 28 August 2019, 5.35pm, TTC clubrooms.

TG.