

WTMC Committee Meeting Minutes

Wednesday 7 August 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 Heather, Tony, Rene, Natasha
- 2 **Minutes of last meeting** - Committee approved the 10 July 2019 meeting minutes.
- 3 **Matters and actions arising from last minutes**

Matter/Status/Action	Who
Archiving - <u>Ongoing</u> . No update this month. Mike is doing work here, Tony to catch up with Mike. National Archive will take anything and everything.	TG
Thrifty Rental Car Accounts – <u>Open</u> . Done (GH). Can we use them for non-club trips - yes. Speak to Rene to book.	

<table border="1"> <thead> <tr> <th data-bbox="381 222 1198 275">Action</th> <th data-bbox="1198 222 1300 275">Who</th> </tr> </thead> <tbody> <tr> <td data-bbox="381 275 1198 338">Close item</td> <td data-bbox="1198 275 1300 338">HG</td> </tr> </tbody> </table>	Action	Who	Close item	HG	
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<p>Scholarship applications – <u>Ongoing</u>. No update. No money to give. Will shortly have some following NZ Mountain Film Festival.</p>					
<p>WTMC Journal – <u>Ongoing</u>. Message went out with Presidents column re journal. Tony has not received any emails or general messages. Nobody responded to forum message (TG). People did read the FB post (SJ). Do not follow-through this year (ES). Few people have said they will miss looking back in years to come to see what trips took place (TG).</p> <table border="1"> <thead> <tr> <th data-bbox="381 699 1198 751">Action</th> <th data-bbox="1198 699 1300 751">Who</th> </tr> </thead> <tbody> <tr> <td data-bbox="381 751 1198 814">Nothing. Touch base in April to see if anyone will champion task.</td> <td data-bbox="1198 751 1300 814">N/A</td> </tr> </tbody> </table>	Action	Who	Nothing. Touch base in April to see if anyone will champion task.	N/A	ES/SJ
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<p>Regional Leadership Development Courses (FMC) – <u>Open</u>. Ongoing</p> <p>Nothing happening this year, lots of work coming up. Planning required. More help will be required eventually. Tony and Matt can handle initially (TG).</p>	TG/MC				
<p>Co-sponsoring of the 2019 NZ Mountain Film Festival – <u>Open</u>.</p> <p>Currently happening. Promote event as there are some tickets available.</p>	ES				
<p>Club email issues - <u>Ongoing</u>.</p> <p>Good until November with existing system. Waiting for documentation to make switch.</p> <table border="1"> <thead> <tr> <th data-bbox="381 1281 1187 1333">Action</th> <th data-bbox="1187 1281 1300 1333">Who</th> </tr> </thead> <tbody> <tr> <td data-bbox="381 1333 1187 1396">GH to chase form required</td> <td data-bbox="1187 1333 1300 1396">GH</td> </tr> </tbody> </table>	Action	Who	GH to chase form required	GH	JVR
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<p>Committee priorities for the year ahead - <u>Ongoing</u>. Can we add Paua Hut to committee priorities (TG). Yes.</p> <ul style="list-style-type: none"> Lodge upgrade Still doing maintenance, more maintenance to do. Not sure what we will commit to this summer. Not many volunteers, need more (BG). Plenty of members who have said they are willing to help with the lodge (JL). Planning session for lodge will be in November (venue TBC), and invites extended to anyone on committee. To work through what the club plan is for the lodge, what things to prioritise. What is the overall approach - do we continue to try and fill all bunks, do we allow member-only, etc. Objective: an agreed view on where we want to take it. <p>Lots of hours being put into this, there are three helpers. Mike still involved in bookings though. Should we pass this task on to external support (TG).</p>	ES				

Shall we look into other options for lodge booking system (JR-V) - yes.
 People that don't renew membership before April should not get member rates at the lodge [check this] (BG).
 Need to make this clear to new members, what they do and don't get (MB-E).
 Volunteer base - create list of skills base from our members/volunteers that could help out with certain tasks related to the club (e.g. club lodge) (MB-E).

Action	Who
Look into other option for lodge booking system	JR-V
Collate a list of skills base from existing members/volunteers	M-BE

- Wider awareness of how the lodge operates
See above
- Environmental
- Maximise the club's volunteer base
- Vans
- Paua Hut
Need a new maintenance officer. Need a new lock. Need a new window. Needs a big clean. Look for a working party around November. Best time of year for this is before Christmas. Booking officer (Phil) confident he could recruit college boys from his work.

WTMC Cookbook update and printing of copies – Ongoing

TG

Some edits to be made, then upload to website soon (TG).

Note of thanks to everyone involved who has done work on the cookbook so far (GB).

Online membership form- Ongoing

Moving in a positive direction (JR-V). Using Google forms. Will replace paper forms.

Action	Who
Share online membership form with committee before next meeting	JR-V

First Aid Training Course - Ongoing

ES put something in recent newsletter saying for people to let Matt know if they are interested. Matt has not heard anything. Leave it to earlier next year around March - best to do it in summer.					
<p>Privacy Issue - <u>Closed</u></p> <p>No issue with publishing member names (ES). One of the questions within the new membership form has a tick-box allowing people to opt out of full names appearing in the committee minutes, so this will address this issue going forward (JR-V).</p>					
<p>Lodge and hut online booking system - <u>Ongoing</u></p> <p>Refer to committee priorities above for more information on this matter.</p> <table border="1" data-bbox="381 703 1302 821"> <thead> <tr> <th>Action</th> <th>Who</th> </tr> </thead> <tbody> <tr> <td>Research into online booking system</td> <td>JR-V</td> </tr> </tbody> </table>	Action	Who	Research into online booking system	JR-V	
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4 NZ Geographic Board application

Warwick Smith's request for WTMC support for his application to have Lancaster become a recognised geographic name. His letter of 16 July 2019 refers.

No connection to WTMC. It is not changing the name, it is making it an official name. Committee do not have much interest in the matter. Need to make sure whether there is a Maori name for it. Committee hope the iwi have been contacted by Warwick regarding this.

Generally, committee do not have a view.

5 Finances (GH)

Committee approved the July 2019 bank reconciliation.

6 Membership (SJ/JL)

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

- Shannan Courtenay and Liz Paipay
- Caroline and Benoit Drury-Petit + 2 kids
- Isaac Hollis and Isabelle Hermes
- Craig McGregor
- Jim Robertson and Rhiannon Newcombe + 2 kids (previous members reapplying)
- Alison Winn

b) New members approved at this meeting were:

- Frances Boyson, Erik Behrens, and Felix Boyson
- Sreejith Sukumaran, Anjali Aravind, and Anamika Sreejith (already a member)
- Adam Bedford
The above are former members rejoining.
- Otto Pienaar

- Elizabeth Baylis
- Daniel Frost
- Amy Tang
- Leitisha Stubbs
- Paul McCredie
- John Harrison
- Michele Bryant & Jonathan Brough
- Rob Pethybridge, Mary McCarthy, and 2 children
- Carolyn & Jason Blair, and 3 children
- Tanja Schubert-McArthur, Ryan McArthur, and 2 children

7 August Committee Reminders

- a. Undertake quarterly inspection of first aid kits

Action	Who
Aimee will undertake the inspection	AP

- b. Run an incident simulation exercise

This is a reminder to see if we would like to do this again. Is it something that would be necessary? (ES). Yes (TG).

Action	Who
Check with Amanda to see if she would be happy to help again	ES

8 Any other business

- a. Member suggestions

Maj-Britt discussed the following member suggestions:

1. Making it more explicit on membership form membership is only until Feb no matter when joined
2. Option of FMC bulletin emailed to those who don't want a hard copy
3. Summary of key info for new trampers, help learning, e.g. points on hydration
4. Presentation by shop such as Bivouac or Cactus

Committee responses:

1. It is explicit on the form
2. We let FMC know how many bulletins we need. The issue is it can be complicated who we work out who we mail and who we don't. Heather has taken over the mailing role, so we need to discuss with her. If after collating volunteer skills that someone can look into creating a good system, then we will pursue this.
3. Speak to person who desires this info, and see if they will put this together
4. We have had Bivouac in before. Megan organises this so speak to her.

Action	Who
Collate list of volunteer skills base who could create a database system and assist with other related initiatives (e.g. putting together key info for new trampers.	M-BE

b. President absent from next committee meeting

Action	Who
Aimee to chair next committee meeting	AP

Meeting closed at 1845 hrs

NEXT MEETING: Wednesday 4 September 2019, 5.45pm, TTC clubrooms.