

WTMC Committee Meeting Minutes

Wednesday 4 September 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 (CHAIR)	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 ES, BG, GB and SJ
- 2 **Minutes of last meeting** – HG asked if the August meeting discussion on emailing the Backcountry out to our members (in lieu of posting), was an accurate record of the discussion. Committee members present confirmed it was accurate. Committee then approved the 7 August 2019 meeting minutes.
- 3 **Matters and actions arising from last minutes**

Matter/Status/Action	Who
Archiving - Ongoing. Progressing albeit slowly. RA asked if simply handing our archives over to the National Library was an option. TG responded that while it was, we would want any handover in an organised manner as we would want the records available to members and others.	TG

<p>Scholarship applications – Ongoing. ES shared with AP prior to the meeting that we now have more money in the fund thanks to the recent film festival fundraising initiative. Comms alerting members that applications are open again will go out over the next few weeks. Arrangements for the application process are as agreed by the committee back in April/May. The link to the info page published this week on the website is here https://wtmc.org.nz/newsletter/wtmc-scholarship-programme-accepting-applications/ Megan confirmed to AP prior to the meeting that more promotion of the scholarship scheme will be out in the next few weeks.</p>	ES				
<p>Regional Leadership Development Courses (FMC) – Ongoing. TG and MC had agreed with FMC, along with TTC and Parawai Tramping Club, a course will take place in February/March 2020. Publicising the course will be undertaken before Christmas at which time both leaders and students will be sought. Funding will come from FMC. TG would be inviting Palmerston North Tramping Club to also participate.</p>	TG/MC				
<p>Co-sponsoring of the 2019 NZ Mountain Film Festival – Closed. The August film nights were a big success once again. Thanks to all those who bought tickets and helped with the organisation and smooth-running of each evening. Refer to above link to the Newsletter for how the club benefits. Megan confirmed to AP prior to the meeting that \$3,184 had been raised for scholarships. Megan asked for a ‘shout out’ to Juan for being the MC on the night. The committee understands Megan is planning to undertake an intensive 4-day mountaineering avalanche course. TG suggested Megan be encouraged to apply for a scholarship to assist financially given the benefits to the club.</p> <table border="1" data-bbox="370 1062 1292 1205"> <thead> <tr> <th data-bbox="370 1062 1179 1119">Action</th> <th data-bbox="1179 1062 1292 1119">Who</th> </tr> </thead> <tbody> <tr> <td data-bbox="370 1119 1179 1205">AP to invite Megan to apply for a scholarship to assist with the funding of the mountaineering avalanche course.</td> <td data-bbox="1179 1119 1292 1205">AP</td> </tr> </tbody> </table>	Action	Who	AP to invite Megan to apply for a scholarship to assist with the funding of the mountaineering avalanche course.	AP	ES
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AP to invite Megan to apply for a scholarship to assist with the funding of the mountaineering avalanche course.	AP				
<p>Club email issues - Ongoing. Thanks to GH for his efforts in getting WTMC approved as a GST exempt club. We now have free access to Google Suite. A move to Google Suite will offer the club a lot of benefits going forward. Committee members should not see any difference in the use of their emails when migration takes place on Monday 9 September.</p> <table border="1" data-bbox="370 1457 1292 1572"> <thead> <tr> <th data-bbox="370 1457 1179 1514">Action</th> <th data-bbox="1179 1457 1292 1514">Who</th> </tr> </thead> <tbody> <tr> <td data-bbox="370 1514 1179 1572">Migrate WTMC emails from Web base platform to Google Suite</td> <td data-bbox="1179 1514 1292 1572">JVR</td> </tr> </tbody> </table>	Action	Who	Migrate WTMC emails from Web base platform to Google Suite	JVR	All
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<p>Committee priorities for the year ahead - Ongoing. ~ <u>Lodge upgrade</u> TG noted a group would be formed in November for some brainstorming. ~ <u>Wider awareness of how the lodge operates</u> BG is leading this through the Lodge sub-committee. TG suggested this be removed from the agenda going forward. ES to confirm at next meeting. ~ <u>Environmental</u></p>	ALL				

Nil update this month.

~ Maximise the club's volunteer base

JL had reviewed the club membership to see what areas members might wish to assist with were on record, particularly someone with skills who could create a volunteer database. This did not prove particularly successfully and noted that member's interests' areas can change. MBE knew of one member she could follow up on for possible assistance. It was suggested we could consider seeking an update from members on areas they can assist.

Action	Who
Approach the member who may be able to assist with a volunteer database	MBE

~ Vans

GH noted the cost of van maintenance was increasing. GH suggested Peter S attend next month's meeting to share with the committee what useful life the two vans may have for the club and options/timing to replace. Committee agreed the time to replace was likely to be sooner rather than later.

Action	Who
Invite Peter S to next committee meeting to discuss options with the committee	TG

~ Paua Hut

Current Paua Hut Maintenance Officer has resigned, so role is vacant. A lot of maintenance is due on the hut. TG and MC arranging a working bee in late January 2020.

Action	Who
Organise working bee party for late January	TG/MC

WTMC Cookbook – Ongoing

The updated/corrected/improved cookbook will be finalized by Christmas.

TG

Online membership form- Ongoing

Draft version had recently been emailed to the committee for testing and comment. JVR also sought feedback on what else we might like in the form. MBE gave the example of a tick box opting out of a hardcopy FMC Backcountry.

AI

Action	Who
Committee to provide feedback on the draft online form to JVR by 19 September	All

<p>Lodge and hut online booking systems - <u>Ongoing</u> TG noted that the Lodge sub-committee would be reviewing the Lodge booking system as the workload was getting unmanageable for the current three volunteers. TG therefore suggested we focus on the Paua Hut booking system. JVR noted it should be straightforward and offered to review alternative options.</p> <table border="1" data-bbox="370 422 1292 564"> <thead> <tr> <th data-bbox="370 422 1179 478">Action</th> <th data-bbox="1179 422 1292 478">Who</th> </tr> </thead> <tbody> <tr> <td data-bbox="370 478 1179 564">Look into possible alternative options to replace the current online booking system for Paua Hut only</td> <td data-bbox="1179 478 1292 564">JRV</td> </tr> </tbody> </table>	Action	Who	Look into possible alternative options to replace the current online booking system for Paua Hut only	JRV	All
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<p>Quarterly inspection of first aid kits - <u>Closed</u></p> <table border="1" data-bbox="370 674 1292 816"> <thead> <tr> <th data-bbox="370 674 1179 730">Action</th> <th data-bbox="1179 674 1292 730">Who</th> </tr> </thead> <tbody> <tr> <td data-bbox="370 730 1179 816">Progressing okay although two kits have been out in circulation for three weeks.</td> <td data-bbox="1179 730 1292 816">AP</td> </tr> </tbody> </table>	Action	Who	Progressing okay although two kits have been out in circulation for three weeks.	AP	AP
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<p>Incident simulation exercise - <u>Ongoing</u></p> <p>The aim of this exercise is to test how our incident procedures work and give people the opportunity to experience what may be asked of them and how best to respond should a situation arise. It will about approximately three hours. The Club will be able to review and/update its' incident procedures based on what is learnt from this exercise. ES will lead on the organization and is in the process of seeking help/advice from Amanda and others who ran the one we did two years ago. Committee supported that the exercise be run on the weekend of 12/13th October.</p> <p>On a venue, TG suggested a café with meeting rooms on the waterfront could be hired as has been used for a previous event.</p> <table border="1" data-bbox="370 1295 1292 1438"> <thead> <tr> <th data-bbox="370 1295 1179 1352">Action</th> <th data-bbox="1179 1295 1292 1352">Who</th> </tr> </thead> <tbody> <tr> <td data-bbox="370 1352 1179 1438">Let ES know committee support the exercise being held on 12/13 October.</td> <td data-bbox="1179 1352 1292 1438">AP</td> </tr> </tbody> </table>	Action	Who	Let ES know committee support the exercise being held on 12/13 October.	AP	All
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<p>Emailing of FMC bulletin (Backcountry) - <u>Ongoing</u> Committee discussed the FMC Backcountry for our members with a focus on the environment, cost, volunteers' time and what members want. Options include members potentially opting:</p> <ul style="list-style-type: none"> ~ to cease receiving a hardcopy of the Backcountry ~ to uplift their copy at a club night ~ to receive from the club the Backcountry via an emailed link; or ~ the status quo (the club mailing the Backcountry out to them). <p>Committee agreed we should survey members to gauge where current thinking/preference might be. Committee also agreed that in the first instance, we ascertain if FMC would be prepared to reduce the number of copies provided to the club each quarter.</p>	All				

Action	Who
Seek FMC advice on a club opting to receive a reduced number of Backcountry's	HG
Draft questions for possible survey	MBE

4 Finances (GH)

Committee approved the August 2019 bank reconciliation.

5 Membership (SJ/JL)

a) New members approved at this meeting were:

- Dean Manson
- Nina Ghielmetti
- Danny Rey-Conde
- Roz Cox
- Erin Zimmerman

6 September Committee Reminders

Nil for this month

7 Any other business

Nil for this month

Meeting closed at 1850 hrs. NEXT MEETING: Wednesday 2 October 2019, 5.45pm, TTC clubrooms.