

WTMC Committee Meeting Minutes

Wednesday 2 October 2019 at 5.45pm, TTC Meeting Room

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 JRV, MBE, and GB.
- 2 **Minutes of last meeting** – Committee approved the 4 September 2019 meeting minutes.
- 3 **Vans** – Peter Silverwood (the club's Van Maintenance Officer) was invited to this meeting to discuss with the committee options regarding the vans and possible replacement or disposal.

The vans are 2006 and 2008 models. They were two or three years old when we bought them. The club has owned them for about 10 years and has put on 150,000 kms on each. They have now done 245kms (DPY) and 205kms (WTMC) respectively. From Peter's point of view, they are running fine with no obvious mechanical issues. He noted however the last time he came to discuss the vans with the committee (March 2018), he pretty much said the same thing – no obvious looming issues. Within a week, WTMC needed a new gearbox rebuild, clutch and rear brakes at \$9,500. So, there was no way to forecast mechanical failure with confidence. The bigger threat was rust and in the last 18 months we have spent: \$1,500 x 2 on roof rust + \$1,400 on DPY wheel arches + the \$9,500 on WTMC's gearbox.

The committee then discussed replacing the vans. Peter agreed it was perhaps time to do so as we are likely going to be 'chasing rust'. The option of going electric was discussed but it was felt a fully electric van would not meet our needs and even a plug-in hybrid would not probably be suitable. Whether we replace one or two vans was also discussed including whether we switch to renting vehicles more. RA noted it was only around one weekend a month that both vans were out so we could consider reducing to one van. Cross Country were currently providing a very good service and cost efficient compared to others. GH noted however it was cheaper to purchase for the long term adding that the two vans were fully depreciated. ES asked if there could be safety issues. Peter considered the safety side of the vans was okay, adding that he has been scheduling the annual servicing and WOF six months apart which meant that Ford were able to pick up issues early (six monthly).

The discussion progressed to the point that we should perhaps look at replacing one (DPY) in the first instance and either run WTMC to its end of life and move to having only one owned van and hiring a second when needed. GH noted a club member (Roger) was happy to assist in the research. (Roger had previously assisted in the purchase of the current vans.) It was thought we would be looking at \$50-\$70k for an ex-rental as a replacement van. Peter recommended we stay with Ford Transit. It was agreed we would look at the replacement van having automatic transmission. Turners Car Auctions were probably the best option for disposing of DPY.

Committee agreed to take the discussion to replace one of the vans forward and that GH discuss with Roger.

Action	Who
Discuss with Roger our requirements (Transit, 12-seater plus packs, automatic etc.) and ask that he search what's currently on the market.	GH

4 Matters and actions arising from last minutes

Matter/Status/Action	Who
Archiving - <u>Ongoing</u> . In progress.	TG
Scholarship applications – <u>Ongoing</u> . One application had been received by the panel this month. The committee endorsed \$500 to Megan Sety for a mountaineering avalanche course. ES reminded the committee that they too were eligible to apply for scholarship funding.	ES
Regional Leadership Development Courses (FMC) – <u>Ongoing</u> . TG confirmed a course was still planned for February 2020. TG and MC would let the committee know if/when support with this initiative might be needed.	TG/MC
Club email issues - <u>Closed</u> . Thanks to JVR for the success migration of WTMC emails to Google Suite.	JVR
Committee priorities for the year ahead - <u>Ongoing</u> . ~ <u>Lodge upgrade</u>	ALL

<p>BG reiterated the lodge required ongoing maintenance. The meeting planned for the afternoon of 24 November would focus more on the running of the lodge. Committee members were welcome to attend. TG noted more information on this would come.</p> <p>~ <u>Wider awareness of how the lodge operates</u> ES agreed this item can come under the above 'Lodge upgrade' item so will be removed as a committee priority going forward.</p> <p>~ <u>Environmental</u> The committee discussed earlier the option of replacing the diesel vans with electric models.</p> <p>~ <u>Maximise the club's volunteer base</u> Nil update but refer below regarding the club's membership database.</p> <p>~ <u>Vans</u> See item 3 above.</p> <p>~ <u>Paua Hut</u> Nil update since last meeting. Still needing a new Maintenance Officer. Working bee still scheduled for late January 2020.</p> <table border="1" data-bbox="370 961 1258 1104"> <thead> <tr> <th>Action</th> <th>Who</th> </tr> </thead> <tbody> <tr> <td>Ask the Kendon's if they know anyone who might be interested in taking over the Maintenance Officer role.</td> <td>ES</td> </tr> </tbody> </table>	Action	Who	Ask the Kendon's if they know anyone who might be interested in taking over the Maintenance Officer role.	ES	
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<p>WTMC Cookbook – <u>Ongoing</u>. Nil update.</p>	TG				
<p>Online membership form- <u>Ongoing</u>. Nil update.</p>	JRV				
<p>Lodge and hut online booking systems – <u>Ongoing</u>. Nil update</p> <table border="1" data-bbox="370 1318 1258 1528"> <thead> <tr> <th>Action</th> <th>Who</th> </tr> </thead> <tbody> <tr> <td>Look into possible alternative options to replace the current online booking system for Paua Hut only. (The lodge system would be looked at separately and led by the lodge sub-committee.)</td> <td>JRV</td> </tr> </tbody> </table>	Action	Who	Look into possible alternative options to replace the current online booking system for Paua Hut only. (The lodge system would be looked at separately and led by the lodge sub-committee.)	JRV	JRV
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<p>Incident simulation exercise – <u>Ongoing</u>. ES outlined what was planned and encouraged committee to participate. The exercise is scheduled for Saturday 12 October. ES sought committee approval for the cost of the use of a meeting room for the debrief (\$300 for three hours). Committee agreed to this cost.</p> <table border="1" data-bbox="370 1709 1258 1852"> <thead> <tr> <th>Action</th> <th>Who</th> </tr> </thead> <tbody> <tr> <td>Committee members to let ES if they are available to participate in the exercise Saturday morning 12 October.</td> <td>ALL</td> </tr> </tbody> </table>	Action	Who	Committee members to let ES if they are available to participate in the exercise Saturday morning 12 October.	ALL	All
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<p>Membership Database (this item was previously titled 'FMC bulletin (Backcountry)' – <u>Ongoing</u>. Discussion continued from the previous month's meeting around the future of the club distributing the FMC Backcountry to members, noting a focus on the environment, cost, volunteers' time and what members want. Committee reconfirmed that we should probably move to surveying members if they want to receive a copy or not.</p> <p>As an action from the previous month, HG noted she had sought FMCs advice on the club option to receive a reduced number of Backcountry's noting she had shared FMCs response with the committee by email. To recap, FMC advise that WTMC can change the number of Backcountry's it receives at any time by requesting more or less. FMC reiterated however they were proud of the magazine and see it as an important way they communicate with members of FMC clubs.</p> <p>Committee agreed we should look at whether a change to the membership database might first be needed in order to accommodate a change to how we manage the Backcountry's. HG noted we should know how many Backcountry's were needed before changing the number we receive from FMC.</p> <p>ES suggested we revisit the Backcountry distribution (quantity as well as process) when we have a suitable system in place to manage any change, which could be disruptive. HG confirmed the current process of distributing the Backcountry's was manageable until a new system was in place to support a change.</p> <table border="1" data-bbox="370 1016 1256 1188"> <thead> <tr> <th data-bbox="370 1016 1146 1073">Action</th> <th data-bbox="1146 1016 1256 1073">Who</th> </tr> </thead> <tbody> <tr> <td data-bbox="370 1073 1146 1129">Draft questions for possible survey</td> <td data-bbox="1146 1073 1256 1129">MBE</td> </tr> <tr> <td data-bbox="370 1129 1146 1188">SJ offered to liaise with JL and have a look at the database.</td> <td data-bbox="1146 1129 1256 1188">SJ</td> </tr> </tbody> </table>	Action	Who	Draft questions for possible survey	MBE	SJ offered to liaise with JL and have a look at the database.	SJ	All
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5 Finances (GH)

Committee approved the September 2019 bank reconciliation.

ES suggested that the committee also receive a summary each month of the lodge booking refunds for added visibility and to provide protection to those managing the refunds. Committee agreed this was a good idea. GH noted it would not be onerous to put in place.

Action	Who
Commence providing the committee a reconciliation report on lodge booking refunds	GH

6 Membership (SJ/JL)

a) New members approved at this meeting were:

- Paul Duignan and two children
- Julian and Carmen Heister and two children

7 October Committee Reminders

- a) Set cost of membership subscriptions for coming year

Action	Who
Provide a proposal to the committee for the 2020 membership subscriptions	JL

- b) Confirm date for new members night in February

Action	Who
Propose to the committee a suitable date in February	AP

- c) Back up membership database

Action	Who
Forward copy of the database to the webmaster and secretary	JL

8 Snowcraft data

TG noted the current timing of holding the annual snowcraft course (July) was disruptive for families as it fell in the school holidays. He proposed we consider moving the course dates later to August. BG noted this would be more suitable given there is typically more snow in August. Committee agreed that a later timing should be considered next year but that this would need to be discussed with Henry.

Action	Who
Note in the committee reminders list to discuss with the snowcraft leader a preference to avoid school holidays	HG

9 Any other business

- a) Member's suggestion – Request for a 'Canyoning Course Introduction'. Closed

Action	Who
Caryl Ramos to present 'Canyoning 101' on Wednesday 16 October	MBE

- b) Member's suggestion – Request for a presentation by a gear shop. Closed

Action	Who
Megan Sety to note for the Wednesday club night events schedule	MBE

c) Some leaders not submitting Intentions Sheets. Closed

Action	Who
Add a reminder in the next President's Update	ES

Meeting closed at 1900 hrs. NEXT MEETING: Wednesday 6 November 2019, 5.45pm, TTC clubrooms.