

WTMC Committee Meeting Minutes

Wednesday 6 November 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 –

- 2 **Minutes of last meeting** – Committee approved the 2 October 2019 meeting minutes. TG noted one small correction regarding the Cookbook.

3 Matters and actions arising from last minutes

Matter/Status/Action	Who
Archiving - <u>Ongoing</u> . In progress.	TG
Scholarship applications – <u>Ongoing</u> . Nil applications received during October. ES reminded the committee of their eligibility to apply, and any members they know who may be interested.	ES
Regional Leadership Development Courses (FMC) – <u>Ongoing</u> . Comms had gone out on the website Forum seeking interest from participants. Several committee	TG/MC

members during the meeting expressed interest in assisting/participating.

Committee priorities for the year ahead - Ongoing.

ALL

~ Lodge upgrade

A lodge strategy meeting is scheduled for the afternoon of 24 November. General committee are welcome to attend. There may be outcomes from the meeting to be discussed by the general committee meeting in December.

~ Environmental

Prior to the meeting, a 'No flight' policy was proposed by email by TS. There was good discussion and the committee thanked TS for proposing this initiative. Committee noted it should extend beyond flights e.g. with ferry trips too (noting the latter had a greater impact on the environment than air travel.) Discussion included initiatives to counterbalance the club's footprint e.g. planting of trees, more trapping trips, increase in trip fees so the club could donate to an environmental project. Some committee members felt the club should be doing these things anyway and not only taking an 'off-setting' approach. It was noted committee may need to canvass the wider club membership. Committee agreed the proposal merited serious consideration and that a small sub-committee should be set up to pursue it. Committee thanked TS for raising the proposal.

Action	Who
Get together a small group to progress and formulate ideas and next steps re a club 'no flight policy' proposal.	TG
Post meeting (19 Nov 2019 by email): TG proposed the committee rename 'No Flight Policy' to 'Climate Change Policy' noting the issues relevant to the club are wider than just no flights and the discussion at the meeting and the potential scope of the sub-committee reflect this. (Sub-committee so far: TG, TS, GB, MBE and AP.)	
Include reference to the proposal in the next President's Update	ES

MBE noted it was not easy to find some resources on the club website and suggested we have a 'Resource's section. Committee supported this suggestion noting there should be no need for duplication of resources, just different navigation ways to get to where they sit within the website.

Action	Who
Discuss with Juan and Richard about getting a 'Resources' tab set up on the website.	MBE

~ Maximise the club's volunteer base

Action	Who

<table border="1"> <tr> <td>Contact member who indicated they might be able to assist.</td> <td>MBE</td> </tr> </table>	Contact member who indicated they might be able to assist.	MBE						
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<p>~ <u>Vans</u> - Nil update from Roger re acquisition of a replacement van.</p>								
<p>~ <u>Paua Hut</u> - working party weekend scheduled for February 2020. The Kendon's have provided ES a list of frequent Paua Hut users. Three gas bottles had been delivered recently by the Moa group. Next gas bottle delivery is expected to be April 2020.</p>								
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<p>WTMC Cookbook – <u>Closed</u>. TG suggested we remove this item. ES agreed.</p>		TG						
<p>Online membership form- <u>Ongoing</u>. Nil update</p>		JRV						
<p>Paua hut online booking systems – <u>Closed</u>. Pending a new lodge booking system.</p>		JRV						
<p>Incident simulation exercise – <u>Closed</u>. The exercise was carried on 12 October. ES thanked those who participated. ES will write up a report for the Newsletter and noted the systems in place worked well but does rely on the Intentions Sheet being submitted to the weekend Emergency Contact by trip leaders. ES also noted how quickly the weekend Emergency Contact person might get overwhelmed with calls and asked that committee assist this person in an actual event. This item can be closed providing it is included on the Committee Reminders list.</p>		All						
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<p>Membership Database (this item was previously titled 'FMC bulletin (Backcountry)' – <u>Ongoing</u>.</p>		All						
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<p>Membership subscription for 2020 – <u>Closed</u>. JL presented a proposal to increase membership subscriptions of \$1 - \$3 for the 2020 membership year. Committee approved the proposed increases.</p>								
<p>Discussion followed regarding a request the club allow a half year rate (for</p>								

<p>members who join part way through the year). While Committee agreed it would be good to have, it noted this has been raised and discussed in the past and that due to the additional administration work involved it was not a viable option. It would however be reconsidered if we got an improved database with a more automated invoicing system. GH noted the NZAC had a system in place that the year began at the joining date.</p> <p>JL noted that on occasion a non-member has paid the member rate for a trip.</p>	
Action	Who
A reminder to go to trip leaders that they should check with JL as to who on their trips have paid (including at the correct member or non-member rate).	MC
February date for new members night	
Action	Who
Post a notice on the website advertising the 2020 new members night.	AP

4 Finances (GH)

Committee approved the October 2019 bank reconciliation. GH provided the committee with the October report of lodge refunds.

5 Membership (SJ/JL)

- a) New members approved at this meeting were:
 - o Katie Hay
 - o Joseph McGowan

6 November Committee Reminders

- a) Venue and budget for December “Thank You” social function - AP has booked Mockingbird’s upstairs rooftop function space on Wednesday 4 December from 5.30 until 7.30 pm. Snacks will be provided. Attendees buy their own drinks. Committee approved a budget of \$250. This is consistent with previous years’ budget. Committee noted the booking falls on the December committee night. ES would let Committee know if a December committee meeting will be held.

Post meeting (17 Nov 2019 by email): ES informed Committee there will be no December committee meeting and that committee members were all invited to attend the Thank You social function on 4 December. The next general committee meeting was scheduled for Wednesday 5 February however that was on the eve of Waitangi Day and the opportunity to take an extended tramping weekend. ES suggested the February meeting be brought forward one week to Wednesday 29 January.

Action	Who
Inform committee if a December committee meeting will be held.	ES

- b) Quarterly inspection of first aid kits - As the last inspection had only recently been completed, it was suggested we miss this one. Next inspection of the first aid kits is February 2020. None of the contents were due to expire before mid-2020.
- c) Invites to the 'Thank You' social function extended to sub-committees and other members who have helped out

Action	Who
Committee to let AP know of 'others' who help behind the scenes and should be invited.	AP
Send out invites to the Thank You social function	AP

- d) Send a copy of journal to Legal Deposits (National Library)

Action	Who
Provide the National Library with a copy of the 2018 Journal and advise that the club did not produce a 2019 Journal	HG

- e) Member intentions re standing again next year - The current incumbents in the roles of President, Vice President, Secretary and Transport Officer will step down at the AGM in April 2020. ES noted all positions are essentially available.

Action	Who
Include in next President's Update opportunity for members to be nominated for, or step forward for, committee roles in the 2020/21 year.	ES

7 Any other business

- a) Lodge Strategy Meeting – cost of room hire. Committee approved the expenditure of \$100 for the cost to hire the Mojo meeting room.
- b) Use of club vans – Following a matter raised with the Transport Officer, ES reiterated that the club vans were for club use only. It was also important to return the van to where they are parked in Newlands on the Sunday evening or first thing Monday

morning. Should a leader not be able to return the van by Monday morning, then they should ask another person on the trip to return the van on their behalf.

Action	Who
Discuss with the relevant trip leader the club's expectations of van use	ES

Meeting closed at 1855 hrs. NEXT MEETING TBC: Wednesday 4 December 2019, 5.45pm, TTC clubrooms.