

WTMC Committee Meeting - Minutes

Wednesday 3 June 2020 at 5.45pm, Google Hangouts

Present (Y/N)	Name/Role	Initials
Y	Maj-Britt Engelhardt, President	MBE
Y	Tony Stephens, Vice-President	TS
Y	Graeme Hearfield, Treasurer	GH
Y	Matt Conway, Chief Guide	MC
Y	Maarten Ruiter, Assistant Chief Guide	MR
Y	Fiona Millington, Transport Officer	FM
N	Jane Latchem, Membership Officer	JL
Y	Juan Rada-Vilela, Webmaster	JRV
N	Natasha Harris, Newsletter Editor	NH
Y	Marie Henderson, Secretary	MH
Y	Aimee Paterson, Promotions Officer	AP
N	Rasmus Altenkamp, Communications Officer	RA
N	Byron Camp, Social Convener	BC
Y	Brian Goodwin, Lodge Convener	BG
Y	Tracey Avolio, General Committee Member	TA

1. Welcome and apologies – MBE opened. Apologies were received from BC and RC.

2. Minutes of last meeting – Committee approved the May 2020 meeting minutes. Moved by FM and seconded by GH.

3. Matters and actions arising from last minutes

- a. **Replacement van acquisition (GH)** – Ongoing. GH contacted Roger Boland again but not heard anything back. GH proposed progressing if not heard back from Roger by next committee meeting.
- b. **Archiving (MBE)** – Ongoing. MBE has emailed TG who is still interested in assisting with this, but noted it is not a current priority. MBE will progress with TG as time and priorities permit.
- c. **Scholarship applications (MBE)** - Ongoing. No applications have been received this month.
- d. **Resources section for the website (JVE)** – JVE has added the resources page to the WTMC website: <https://wtmc.org.nz/resources/>
- e. **Laptop/projector (JVE)** – Ongoing. JVE has been investigating options relevant to the specifications required.
AP: JVE to provide an indicative price.
- f. **Online talks:**

- i. **Aim to schedule fortnightly (AP & BC)** - AP noted a couple of talks had been held. With the last talk (Katja's talk), the link sent out had been incorrect, but JVE had recorded the talk.
- ii. **Recording and sharing talks (JVE)** – Katja's talk included images that were not owned by the speaker and may be subject to copyright protections. AP advised committee risk was low, and she was comfortable with sharing the talk for a limited time. AP asked if committee would approve publication on the website for a short period of 2 weeks to allow people to view the talk. All agreed.

AP: AP and JVE to post link to talk for a period of 2 weeks.

MBE and JVE raised how to address with future talks. FM asked source of content to be noted in general and GH that if objections were made, the talk could be taken down.

AP: AP and JVE to work up a note to query and advise speakers around the presentations for recording and listing of recordings on the website.

4. Committee priorities for 2020-2021

- a. **COVID-19 response (MBE)** – MBE initiated by breaking in to the areas needing cover.

Snowcraft – MC noted this has been cancelled for 2020 in current form and replaced by less formal training options focused at current members who have completed a course previously. MC noted they are looking to book bunk beds in Lodge for 6 weekends for club trips.

AP: MBE and MC to follow up with NZAC and TTC to see if they are running their alpine courses and encourage members to consider, with option to apply for scholarships.

Lodge - BG noted the Lodge sub-committee are meeting next week lodge and have already agreed to open the lodge at level 1 with an improved cleaning regime and clear messaging (e.g. don't turn up if sick). Lodge leaders are available for all the winter season weekends. If there is a return to level 2, the Lodge will need to close again as restrictions are incurred under current food preparation methods. BG asked GH if refunds would be an issue should bookings not go ahead due to any illness. GH noted ability to increase capacity should it become necessary. MBE noted the need to make it clear to those staying around the cleaning requirements and need to stay home if you are feeling unwell at all. All agreed. Andy is okay to take bookings. BG to advise Lodge Sub-Committee of Committee's views.

Paua Hut – MC noted it is open and functioning with bookings up to end of July 2020.

Trip schedule – MC proposed general club trips without restrictions recommence once level 1 is reached. There were no objections but again agreed to make refunds available if people feel unwell and so can't go. Trip planning to recommence 17th June at TTC hall.

Hall use - Meetings to recommence at the hall once level 1 is reached. MBE confirmed TTC have re-opened hall subject to conditions such as increased cleaning and compliance with each level's restrictions. Club nights and presentations to recommence from 17th June at TTC Hall. For next committee meeting JVE proposed trialing a mix off online and in-person to cater for those not wanting to attend in-person at the TTC Hall. All agreed. AP noted we should find out in advance who wants to attend at TTC Hall, to make sure there is someone to get in and use laptop.

AP: BC and AP to find a presenter for the 17th June club night.

AP: JVE to cover technology requirements for the next committee meeting to support the mix of online and in-person attendance.

- b. **Climate change response (MBE/TS) sub-committee** – Ongoing. MBE noted TG is interested but without much time available currently. MBE to organise a sub-committee meeting.
- c. **Replacement Van** – Covered above
- d. **Paua Hut (re-opening and maintenance role officer)** – Covered above. MBE or MC advise Ron Canham (Paua hut maintenance) it will be fully open at Level 1.
- e. **New membership database** – On-going. JVE has made updates to the Database but needs requirements to progress further. Deferred to next meeting (given focus on likely change to Level 1 under Covid-19 priorities).

5. Finances (GH)

- a. MBE noted hall expenses had continued to be paid throughout the period the hall could not be used.

AP: MBE and GH to discuss rent reduction with TCC covering the closure period.

- b. GH talked to the financial reconciliations for May, alerting committee the largest expenditure in the coming month would be for the Lodge insurance bill, but this was covered. The bank reconciliations were approved by committee majority (ten for five abstained) following the meeting by email (as it was forgotten to complete this at the meeting).

6. Membership (JL) – MH read the names out in the absence of JL:

- Aoife Broad
- Elaine Yelland (a returning former member)
- Zdenek Princ
- Elena Schubel
- Ed Cook
- Milly Brent
- Marion Dumetz

Approved. Moved by FB and seconded by BG, no objections.

7. May and June Committee Reminders:

Month	Task	Accountable role
May	Update bank account authorisers	Treasurer
	Update committee role email redirections	DONE by Webmaster
	Audit PLB contact details held by RCCNZ	Emergency contacts coordinator
	Update committee contacts and upload audited financial report to Companies Office	Treasurer
	Quarterly inspection of first aid kits	Committee to find volunteers
	Brief committee on Incident management process (Refresher)	President
	Remove people who have not paid membership subs from the membership list	Membership
	Decide whether there will be a journal this year (now biennial subject to stories/editor/readership)	President
June	Set Committee priorities for the year ahead	President

Quarterly reminder to committee members about Incident management	President
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Completions as noted in table. MBE noted will progress first aid kit, GH to update signatories. The Journal will be discussed next meeting.

AP: all to provide any points on journal production for 2020 to MBE or MH.

8. Any other business

- a. MH noted the FMC cards have arrived, and the Backcountry (previous The FMC Bulletin) will be printed this week and sent to MH. Around 360 copies. FM and TA offered help – All reminded to email new address details to JL.
- b. MBE had an update on the cookbook: TG said cookbook has been printed with costs coming in slightly over budget and TG will cover the difference. MBE asked cookbook to be actively promoted. It was agreed if cookbook sales cover the additional printing costs TG to be reimbursed.

AP: GH to follow up with TG on reimbursement of previously agreed to printing cost and the agreed option to reimburse the difference should sales of the cookbook cover it.

- c. FM has organised a community clean up through WCC for Baring Head area. All agreed to include on trip list and promote through club channels.

AP: FM to provide information to MC and to RA for Facebook page.

- d. JVE had advised committee by earlier email of an increase in the club website hosting costs (AWS) from US\$7 to US\$41. Reconfiguring has partially addressed without too much impact to download speeds, however the increase relates to the first year grace period having passed. JVE noted May costs were \$68 – up from \$11, due to the end of the free-time period. Costs going forward will be around \$30 a month and JVE will continue to monitor.

Meeting closed at 18:50.

NEXT MEETING: Wednesday 1 July 2020, 5.45pm, TTC clubrooms and Google hangouts.