

WTMC Committee Meeting Minutes

Wednesday 4 March 2020 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

1 Welcome and apologies -

2 Minutes of last meeting - Committee approved the January 2020 meeting minutes.

3 Matters and actions arising from last minutes

Matter/Status/Action	Who
Replacement van acquisition - <u>Ongoing</u> . No update.	GH
Archiving - <u>Ongoing</u> . No update.	TG
Scholarship applications - <u>Ongoing</u> . No applications have been received this month. Committee members to encourage members to apply.	ES
Regional Leadership Development Courses (FMC) - <u>Ongoing</u> . The course will be held this weekend for ten participants and four mentors/leaders. Participants	TG/MC

include TTC members. Committee approved approximately \$130 for expenses not covered by FMC for the WTMC participants. Thanks to Matt and all others involved.

Committee priorities for the year ahead - Ongoing.

~ Lodge upgrade - Nil for discussion.

~ Environmental - The first Climate Change sub-committee meeting to be arranged.

~ Maximise the club's volunteer base

Action	Who
Review membership to identify if anyone can assist with this initiative.	MBE

~ Paua Hut -

- Maintenance Officer role - one member has expressed interest in the role.

Action	Who
Follow up with member to offer the role to.	MBE

- Lock issue and broken windows - TG noted there had been five broken windows over the past 12 months. The most recent incident was a non-member breaking the window due to having locked themselves out of the hut. TG suggested we change the lock to one that can only be locked with a key. Thanks to BG agreeing to getting the lock replaced.

Action	Who
Replace the lock on the Paua Hut door	BG

ALL

Resources Section for the Website - Ongoing. A list of resources has been emailed to the Webmaster.

JL suggested a resource that sets out examples of issues that should be disclosed to trip leaders could be beneficial to members.

Action	Who
Resources to be uploaded list of resources provided by MBE.	JRV

MBE/JRV

New Membership Database - Ongoing. Nil update.

All

<table border="1"> <thead> <tr> <th data-bbox="320 275 1153 338">Action</th> <th data-bbox="1153 275 1273 338">Who</th> </tr> </thead> <tbody> <tr> <td data-bbox="320 338 1153 477">Draft questions for possible survey – <u>On hold</u> subject to changes to the database to support a change in how the club manages the distribution of the FMC Backcountry.</td> <td data-bbox="1153 338 1273 477">MBE</td> </tr> </tbody> </table>	Action	Who	Draft questions for possible survey – <u>On hold</u> subject to changes to the database to support a change in how the club manages the distribution of the FMC Backcountry.	MBE	
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<p>Online membership form- <u>Closed</u>. The new form went live 25 February. Thanks to JRV for getting this up and running. Committee agreed the PDF and Word versions of the application form can be removed from the website.</p> <table border="1"> <thead> <tr> <th data-bbox="320 680 1141 743">Action</th> <th data-bbox="1141 680 1273 743">Who</th> </tr> </thead> <tbody> <tr> <td data-bbox="320 743 1141 842">Add the URL for the online membership form to the Trip Schedule.</td> <td data-bbox="1141 743 1273 842">MC</td> </tr> </tbody> </table>	Action	Who	Add the URL for the online membership form to the Trip Schedule.	MC	JRV
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Add the URL for the online membership form to the Trip Schedule.	MC				
<p>Website Content Management role – <u>Closed</u>. TG and discussed the role with NH. The role would be shared between the two.</p>	TG				
<p>Cookbook – <u>Closed</u>. TG provided a sample hardcopy of the cookbook and asked the committee to consider funding an initial print run of 100-150 copies at a cost of \$3,150. Committee agreed. Copies were expected to sell for \$35-\$40 per copy. Profits to go to the WTMC scholarship fund.</p>	TG				
<p>Matters <u>actioned</u> since last meeting –</p> <ul style="list-style-type: none"> • <i>Online Membership Form approved by email and went live 25 February (JRV)</i> • <i>Two payments to Richdales in the November reconciliation confirmed as correct (BG)</i> • <i>Paua Hut Maintenance role advertised in President's January Update (ES)</i> • <i>Second notice of the AGM date issued in President's February Update (ES)</i> • <i>Reminder to update Van Log Sheet issued in President's February Update (ES)</i> • <i>Paua Hut Working Party added to Committee Reminders List (HG)</i> • <i>Life Membership nominations removed from Committee Reminders List (HG)</i> • <i>Copy of database backed-up (JL)</i> 					

4 Finances (GH)

Committee approved the January and February 2020 bank reconciliations.

5 Membership (SJ/JL)

a) New members approved at this meeting were:

- Paul Vickers, Rita Manca, and two children
- Florence Reynolds and GC Ashim
- Marie and Tony Tamatea and four children (previous members rejoining)
- Kevin Dunne
- Emma Langley
- Everard Halbert and Joseph Poata
- Filip Sowa and Tashiana Gungadoo
- Marie Helliwell
- Bethany Paterson
- Rhys Dewar
- Bang Du
- Helen Payn
- Bronwyn Wallace
- John Price
- Anna Vibrandt
- Jon Keyzer
- Travis Wallach
- Anna Tonks and Fiona Rothwell
- Tom Cookson
- Vanessa Kirkham and two children - joining household of Murray Martin
- Two children - joining household of Lee-Ann and Grant Newton
- Rosie Moody - joining household of Ash Davies
- Abby and Theo Hewitt - joining household of Tim Hewitt

b) JL noted 77% of club members had paid their 2020/21 subscription fee. A further email would go out with a late March deadline.

6 February and March Committee Reminders

- Add 2020 committee meetings to website (ES/TG) – Done by ES
- Quarterly inspection of first aid kits (all) – Thanks for Maj-Britt in volunteering to undertake this task.
- Invite potential committee members to March meeting (ES) – Meeting held.

- Send Annual Report and Annual Accounts to all members (ES) – Will be done this week by ES
- Nominations for committee close 31 March – Noted by committee.
- Issue second notice of AGM – Done by ES
- Set dates (avoiding school holidays) and begin planning for AIC/Snowcraft courses (MC) – Done by MC and BG. Henry to be advised of the dates.
- Review and update committee job descriptions and handover notes (All). Those stepping down at the AGM to review and updated their Job Description as required.
- Review and update the Committee Reminders List (ES) – ES will do.
- Confirm if non-Committee volunteers will continue in their roles (ES/HG) HG will do.
- Ruapehu Lodge sub-committee review lodge rates for 2020 winter for general committee approval (BG) – Approved by committee.

7 Any other business

- a) Van Maintenance role – Open. Tony has volunteered to take on the role temporarily until we find someone. Thanks for Tony as this is a crucial role that supports trip transport.

Action	Who
Role to be advertised.	ES

- b) Club night presentation equipment – Open. JRV reported by email the issues being experienced by Club night presenters with the club laptop and recommend the club purchase a replacement laptop and projector.

Action	Who
Committee agreed to costs being sought for both a laptop and projector and presented to the committee by email for approval.	JRV

- c) Snowcraft – ES asked if the committee would support the club financially supporting our snowcraft instructors to be trained so that the WTMC snowcraft graduates can attend NZ Alpine Club course. Committee agreed.

Action	Who
Discuss and progress proposal with Henry	ES

Meeting closed at 1855 hrs

NEXT MEETING: Wednesday 6 May 2020, 5.45pm, TTC clubrooms. The AGM will be held on 1 April at the TTC clubrooms.