**WTMC Committee Meeting Minutes**

**Wednesday 29 January 2020[[1]](#footnote-1) at 5.45pm, TTC Meeting Room**

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| **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** – JRV was present for the first 10 minutes as he had to leave early for another commitment.
2. **Minutes of last meeting –** Committee approved the November 2019 meeting minutes by email the week of 18 November 2019. TG suggested the ‘No Flight Policy’ be named ‘Climate Change Policy’.
3. **Matters and actions arising from last minutes**

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| **Matter/Status/Action** | **Who** |
| **Replacement van acquisition** - Ongoing. No update but in progress. | GH |
| **Archiving** - Ongoing. No update but in progress. | TG |
| **Scholarship applications** – Ongoing. No applications have been received since late last year. The scholarship opportunities were recently promoted at last week’s club night. Committee members to encourage members to apply and to consider submitting an application themselves in recognition of the work they do. A reminder was also included in the *President’s November Update*. | ES |
| **Regional Leadership Development Courses (FMC)** – Ongoing. Sign up sheet will be out tonight, and the course will be promoted by MBE prior to tonight’s presentation. Committee agreed if a certain number (yet to be decided how many that might be) did not sign up, then the course for the Wellington region may need to be deferred to another year. Promoting this initiative so far included a Forum post and mention in the *President’s November Update*.   |  |  | | --- | --- | | **Action** | **Who** | | Contact TTC to gauge TTCs level of interest. | MC | | Promote on WTMC Facebook | SJ | | Add a reminder on the club website Forum page | MBE | | TG/MC |
| **Committee priorities for the year ahead -** Ongoing.  ~ Lodge upgrade  A lodge strategy meeting was held on 24 November 2019.  BG noted the lodge would benefit with some more supporters to help oversee its management. HG offered to join the sub-committee.    ~ Environmental  The first Climate Change sub-committee meeting to formulate ideas and next steps is planned for February 2020. (Sub-committee: TG, TS, MBE and AP. Others are welcome to join.)  ~ Maximise the club’s volunteer base  This initiative may potentially be incorporated into the Membership Database agenda item (see next page). JL holds a spreadsheet of members’ areas of interest in where they could help but could do with a review.     |  |  | | --- | --- | | **Action** | **Who** | | Review membership after new members’ night (26 February) to identify if anyone can assist with this initiative. | MBE |   ~ Paua Hut –  Working party was held the previous weekend. Thanks to those who participated (watch out for the video – courtesy of TG).  TG confirmed there was sufficient gas in the three bottles to last for another six months.  TG sought approval to spend $400 on a new kitchen bench for Paua Hut. Committee approved this cost.  ES has a list of frequent Paua Hut users to review and approach someone to fill the Maintenance Officer role for the hut.   |  |  | | --- | --- | | **Action** | **Who** | | Contact the Paua Hut frequent users to see if someone may be interested in taking on the Maintenance Officer role. Add a reminder in the *President’s January Update* that the hut needs support from members. | ES | | Add to Committee Reminders List the need for a Paua Hut Working Bee each February. | HG | | ALL |
| **Resources Section for the Website –** Ongoing. A new page can be easily set up once a list of resources is compiled.   |  |  | | --- | --- | | **Action** | **Who** | | Compile a list of resources and provide to Juan for the new page | MBE | | MBE/JRV |
| **Online membership form**- Ongoing. This is expected to go live before new member’s night (26 February). Thanks for JVR and JL for their work on getting this up and running.   |  |  | | --- | --- | | **Action** | **Who** | | Work with JL to confirm content for the form | JRV | | JRV |
| **Membership Database** (this item was originally titled ‘**FMC bulletin (Backcountry)**’–Ongoing. SJ had had a look at the current MS Access database noting Access was not widely used any more. He had discussed with JVR that a move to another software application might be appropriate, possibly a spreadsheet solution.   |  |  | | --- | --- | | **Action** | **Who** | | Draft questions for possible survey – On hold subject to changes to the database to support a change in how the club manages the distribution of the FMC Backcountry. | MBE | | Progress consideration to a change in the software application housing the club membership database. | SJ/JRV | | All |
| **Matters actioned since November 2019 meeting –**   * New members night set (26 February 2020) and published on website (AP) * Trip leaders reminded to check with JL trip fees have been paid (MC) * ‘Thank You’ Social Function (‘Thanks Mate’) held on 4 December (AP) * Legal Deposits office informed a 2019 Journal was not produced (HG) * Committee roles for 2020/21 included in *President’s November Update* (ES) * Relevant trip leader reminded of the club’s expectation of van use (ES) * Advice on a Climate Change Policy initiative included in *President’s November Update* (ES) * President advised there will be no December committee meeting and that the February meeting will be brought forward one week due to Waitangi Day (ES) * Lodge Strategy Meeting held (BG/TG) |  |

1. **Finances** (GH)

Committee approved the November and December 2019 bank reconciliations subject to clarification of the potential duplicate transaction to Richdale Fire and Security for $127 in the November reconciliation (DD19-202 and 208 refer). ES noted Committee requires reports of lodge refunds during winter season only.

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| **Action** | **Who** |
| Check the two Richdale transactions in the November reconciliation | BG |

1. **Membership** (SJ/JL)
   1. New members approved at this meeting were:
      1. Callum Dickson
      2. Thorsten Ganther and Brierly McGee
      3. Rasmus Altenkamp
   2. JL noted 39% of 2020 subscriptions had so far been received to date. Deadline to take advantage of the early payment discount ends 5 February 2020.
2. **December and January Committee Reminders**
   1. Agree Annual Report deadline (usually early February) and remind relevant committee members for input (ES) -

ES noted the date for the Annual Report had been emailed in December to those asked to provide contributions.

* 1. Consider whether any Life Membership nominations should be looked at (ES) -

Committee agreed this was probably a think of the past and that the policy was no longer in place. However, Committee agreed flexibility for a member to nominate another member for Life Membership should circumstances arise would remain.

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| **Action** | **Who** |
| Remove from Committee Reminders List | HG |

* 1. Discuss recruitment for 2020/21 committee positions becoming vacant (ES) - The current incumbents in the roles of President, Vice President, Secretary, Transport Officer and Social Convenor will step down at the AGM in April 2020. ES noted all positions are essentially available. TS offered to remain on Committee. ES invited TS to consider one of the other positions. MBE noted a member had expressed interest in joining the committee. HG noted she was happy to start receiving nominations.

TS suggested we should relook at a rostering system for the Club night Social Convenor role due to the level of commitment this task carries. Committee agreed.

* 1. Add new subscription rates to the Membership Application form (JL)

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| **Action** | **Who** |
| Include new rates in the new Online Application Form | JL/JRV |

* 1. Send out 2020 Subscription Invoices (JL) –

Invoices were issued early January 2020. JL acknowledged JRVs assistance with this task despite JRV being away on holiday.

* 1. Backup membership data (JL) -

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| **Action** | **Who** |
| Email a copy of the database to the Secretary and Webmaster | JL |

* 1. First notice of 2020 AGM provided in newsletter/website (ES) -

The date of Wednesday 1 April 2020 for the 2020 AGM was included in the *President’s November Update*.

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| **Action** | **Who** |
| Second notice to be included in *President’s January Update* | ES |

1. **Any other business**
   1. Website Content Management role –

JRV raised with the Committee by email prior to the meeting the need for a Website Content Management role. The Content manager would handle requests to update content on the website and filter email requests. Most of this work was previously handled by Richard. In contrast, the Webmaster’s responsibilities were better focused on the technical infrastructure of the website and management of the wtmc.org.nz emails. TG suggested the role could be picked up by the existing Newsletter Editor role. NH offered (via email) to give the content work a go. During the meeting TG also offered to undertake this work. Committee thanks TG for his offer to take this on.

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| **Action** | **Who** |
| Liaise with the Webmaster to transfer this work over to TG. | TG/JRV |

* 1. General Committee Member resignation –

Committee noted GBs resignation. One task that would need to be picked up was the purchasing of petrol vouchers for private trapping trips. A Committee Member volunteer will be required when the next batch of petrol vouchers are required.

* 1. Van Log Sheets –

TG noted the van log sheets had not been completed since late last year.

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| **Action** | **Who** |
| Include in the *President’s January Update* a reminder that club van drivers must enter van use details into the log sheets that are held in the van. | ES |

* 1. Cookbook –

TG noted that he, IK and MS were nearing completion of the Cookbook and planned to publish it themselves. The new Cookbook would have all references to the club removed from it and proceeds would go to TG, IK and MS. TG asked the Committee if we thought there would be any Copyright issue. While discussion ensued including acknowledgement of the work TG, IK and MS had undertaken on the revised cookbook, Committee members present concluded none of them had the legal background to advise on the Copyright question. Some did feel there could however be an issue with individuals (regardless of them being members or not) using content originally submitted by members for the use by the club and added to the Website as a resource (including for the public). ES noted the Committee may need to reopen this Agenda item. (The ‘WTMC Cookbook’ agenda item had been removed at a previous Committee Meeting.) Committee agreed this subject should be discussed further at the next Committee meeting (March 2020).

Meeting closed at 1855 hrs

NEXT MEETING TBC: Wednesday 4 March 2020, 5.45pm, TTC clubrooms.

1. Normally held on the first Wednesday of each month; February meeting brought forward one week due to Waitangi Day [↑](#footnote-ref-1)