

WARA Committee Meeting

7pm, Tuesday 28th January 2020

2/103 Campbell St, Belmont

Minutes draft

1. WELCOME AND OPENING OF MEETING

The meeting opened at 7pm

Attendees – Paul Williams, Janice Johnston, Peter Trenaman, Libby Drenen, Sara Culverhouse, Alice Mrazek-Scriven, Emma Plummer

Apologies – Tony Scalzo, Blake Merrit, Andre Morkel, Elena Gherghori, Emma Firth, Ann Smithson, Ben Brun

A quorum was achieved.

2. CONFIRMATION OF THE PREVIOUS MINUTES

The Committee Meeting Minutes 2019-8 were confirmed as true and accurate records.

3. INWARD AND OUTWARD CORRESPONDENCE

The correspondence was noted and forwarded to all committee members prior to the meeting.

4. REPORTS

Reference	Title	Description / Notes / Action	Owner
4.1	President's Report	This was noted.	PT
4.2	Past-President's Report	None received.	PW
4.3	Treasurer's Report	<ul style="list-style-type: none">On track to have the financial audit completed by the AGM.	BB
4.4	Volunteer Coordinator Report	<ul style="list-style-type: none">An email was sent to volunteers for the 8th – 9th February 2020 event, informing them that this was cancelled.Emails were sent to attendees of last year's setter/vetter training,	JJ

		<p>asking them to help with setting or vetting an event.</p> <ul style="list-style-type: none"> • Having setter/vetter training earlier in the year (April) or alongside the rogaining seminar was discussed. • International or out-of-state volunteers were discussed as potential setters. Additional lead time would be required. 	
4.5	Locations Team/Officer Report	See item 5: upcoming events	
4.6	Equipment Team/Officer Report/Update	<ul style="list-style-type: none"> • More volunteers on the equipment team are required, and a call will go out soon. • Libby and Peter said they could continue to help with equipment. <p>ACTION: Janice to organise advertising for equipment team volunteers.</p>	PT
4.7	Publicity Subcommittee Report	None received.	
4.8	Training Officers Report	<ul style="list-style-type: none"> • Ann was investigating holding a WARA paddlegames event, however it was noted that water activities will not be covered by the association's insurance. 	AS
4.9	Event Management Report	Revised checklist sent through prior to the meeting	TS

5. UPCOMING EVENTS

	Removed from public minutes.	

6. BUSINESS ARISING FROM PREVIOUS MINUTES

See item 8.

7. COMMITTEE IN 2020

Reference	Title	Description / Notes / Action	Owner
7.1	Committee positions	<ul style="list-style-type: none">In: Owen Horton, Alice Mrazek-Scriven, Sara Culverhouse, Emma PlummerOut: Ben Brun, Blake Merritt. Tony to relinquish the secretary position and take on event management.	PT
7.2	Notice and agenda of annual general meeting	<ul style="list-style-type: none">The AGM notice and agenda need to go out by COB Thursday.New committee members should send their nomination forms to Peter before the meeting.	PT
7.3	Life member nominations	<ul style="list-style-type: none">Steve Sertis was nominated as a life member <p>ACTION: Janice to write a nomination letter for Steve Sertis for committee to approve at the AGM.</p>	PT

8. ITEMS FOR 2020 COMMITTEE

Reference	Title	Description / Notes / Action	Owner
8.1	Agenda items outstanding	<ul style="list-style-type: none">Equipment teamClothingWebsite update<ul style="list-style-type: none">BudgetTest databaseFirst aid<ul style="list-style-type: none">Replacing out of code items. Defib cartridges to be replaced.Training and qualifications, offers to pay for those that serve	PT

8.2	Items to be considered for 2020	<ul style="list-style-type: none"> • Policies etc as encouraged by DLGSC <ul style="list-style-type: none"> ○ Privacy / information / data policy ○ Mission, vision, direction ○ NEW – Code of Conduct for organisation and members ○ NEW – prepare constitution changes during 2020 for confirmation at 2021 AGM ○ NEW – Harassment policy ○ NEW – transition to a Onedrive file management system • Controls <ul style="list-style-type: none"> ○ Ongoing repairs ○ Time limit on punching policy • Volunteer tag on/off – Need to have safety cards for volunteers? • Online mapping options • Camp safety coordination <ul style="list-style-type: none"> ○ Box of gloves for handling gear ○ Loading / unloading heavy equipment ○ Is it the right equipment to have? • Communication with/to members <ul style="list-style-type: none"> ○ Clarity on problems/job descriptions without being over-bearing ○ Express problems and options to members • ARC23 <ul style="list-style-type: none"> ○ Narrow down potential locations <ul style="list-style-type: none"> ▪ Helena Aurora National Park near Southern Cross ▪ Collie and Wellington Dam • Get a plan together and advertise for an event organisation team • Address issues with the 2016 ARC to ARA <p>ACTION: Libby to address first aid and camp safety coordination items.</p> <p>ACTION: Sara to coordinate association policies (including new policies required), and come up with a process to ensure these stay up-to-date and accessible.</p> <p>ACTION: Alice to address communication with/to members, with a focus on accurate, consistent communications.</p> <p>ACTION: Libby to send through tips on email communication to Peter and Sara.</p>	PT

		ACTION: Peter to address issues with the 2016 ARC to ARA.	
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9. OTHER BUSINESS

Reference	Title	Description / Notes / Action	Owner
9.1	Publications subcommittee	<ul style="list-style-type: none"> To ensure accurate, coordinated communications, it was discussed that Alice should lead the publications subcommittee as she also sits on the general committee. 	AMS

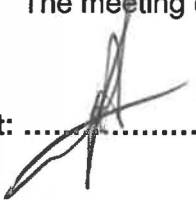
10. DATE OF NEXT MEETING

Annual general meeting: Thursday 20th February 2020, 7pm, 246 Vincent Street, Leederville

Committee meeting: Tuesday, 25th February 2020, 7pm, 2/103 Campbell St, Belmont

11. MEETING CLOSURE

The meeting closed at 8.30pm

President: 

Date: 25/2/20

Secretary: 

Date: 25/2/2020