

WARA Committee Meeting

7pm, Tuesday 25 February 2020

2/103 Campbell St, Belmont

Minutes Final



Western Australian Rogaining Association (Inc.)

PO Box 1201
SUBIACO WA 6904

Publication Version

1. WELCOME AND OPENING OF MEETING

The meeting opened at 7.11pm

Attendees – Paul Williams, Janice Johnston, Peter Trenaman, Sara Culverhouse, Emma Plummer, Tony Scalzo, Owen Horton

Apologies – Libby Drenen, Alice Mrazek-Scriven, Blake Merrit, Andre Morkel, Elena Gherghori, Ann Smithson

A quorum was achieved.

2. CONFIRMATION OF THE PREVIOUS MINUTES

The Committee Meeting Minutes 2020-1 were confirmed as true and accurate records.

3. INWARD AND OUTWARD CORRESPONDENCE

The correspondence was forwarded to all committee members prior to the meeting, though there were some late additions mentioned at the meeting (included with these minutes). Some items were discussed.

Reference	Title	Description / Notes / Action	Owner
3.1	2020-02-25c Rogaine clash with Orienteering State Championship	Orienteering WA (OWA) noted that their Long Distance State Championships on 20 September would clash with WARA's 19 September event (previously organised for the 26 September). It was noted that in the calendar available on the Australian Rogaining Association website that WARA's event was still listed as 26 September, which OWA based their calendar off. The WARA event change not being reflected on the website caused the clash.	PT

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		<p>It was queried why the event was moved to 19 September. Before the date was changed, there were concerns about clashing with the AFL grand final being held on 26 September and that it fell during school holidays.</p> <p>It was decided to move the event to 3 October to ensure the event could be run. EG would need to be contacted about reapplying for location permissions.</p> <p>ACTION: Reschedule 19 September event to 3 October 2020.</p>	
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4. REPORTS

Reference	Title	Description / Notes / Action	Owner
4.1	President's Report	None received.	PT
4.2	Past President's Report	<p>None received. It was asked that this report be removed from the standing agenda, and that a Vice President's report be added.</p> <p>ACTION: SC to remove the Past President's Report from future agendas, and to include the Vice President's Report.</p>	PW
4.3	Treasurer's Report	This report was noted.	EP
4.4	Volunteer Coordinator Report	<p>JJ noted the following:</p> <p>Volunteers for 7 March event:</p> <ul style="list-style-type: none"> • Volunteers had been organised • The gensets had been organised. • The catering will be organised when numbers have been confirmed. <p>New equipment team:</p> <ul style="list-style-type: none"> • Several volunteers had put themselves forward to be on the equipment team. JJ would contact them to confirm. • There was some discussion about how the team would be 	JJ

		defined and organised, including who would lead the team, how the schedule for loading and maintenance would work and checklists for tasks. It was decided the team could discuss these points when formed.	
4.5	Locations Team/Officer Report	<p>EG noted the following in her email report:</p> <ul style="list-style-type: none"> • The first three rogaines have locations, permissions, setters and vetters. • The May rogain is a new site, so there is no map. The map team are hopefully in the process of getting one. Will has the most knowledge and has come up with some options. • There are no location or setters for the August and September rogaines at this stage. Volunteers were asked to contact EG to work out a suitable location, otherwise the locations team will pick a location if no volunteers step forward by the end of March. 	EG
4.6	Equipment Team/Officer Report/Update	None received.	
4.7	Publicity Subcommittee Report	It was noted that the newsletter would be ready for publication on 3 March. A call for volunteers could be included if necessary.	AMS
4.8	Training Officers Report	<p>AS noted the following in her email report:</p> <ul style="list-style-type: none"> • The rogain training seminar has been booked in for 2020. • Volunteers have been recruited for the seminar. • The seminar has been advertised and bookings have commenced. 	AS
4.9	Event Management Report	<p>TS noted that 10 portaloos had been booked for the event on 7 March.</p> <p>PT noted that he would be meeting with a representative from Thrifty in future, and would see if a discount on hire could be organised.</p>	TS
4.10	Safety Officer Report	<p>LD noted the following in her email report:</p> <p>First aid:</p> <ul style="list-style-type: none"> • The first aid kit will be with AS until close of 7 March event. LD will review and replace items after the March event. • LD is sourcing defibrillator child pads. • No suitable people have come forward to be trained as first aider 	LD

BT

		<p>officers for events. Marion Harding is willing to be back up first aid officer should no-one else volunteer, JJ has been advised.</p> <ul style="list-style-type: none">• LD asked for a list of previous first aid officers to ask them about volunteering at events and paying for training.• The Safety Officer will be responsible for first aid while setting and packing up site. <p>Equipment:</p> <ul style="list-style-type: none">• Heavy duty gloves would be purchased for setting up the marques before the 7 March event.• LD will seek quotes for hiring marques for future consideration. This would reduce truck size and licence requirements.	
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5. UPCOMING EVENTS

~~Removed.
NOT FOR PUBLICATION.~~

6. BUSINESS ARISING FROM PREVIOUS MINUTES

Reference	Title	Description / Notes / Action	Owner
6.1	Email protocols	<p>PT spoke to this item on behalf of LD. The committee agreed to trial the following:</p> <ul style="list-style-type: none"> • Use the following terms in email subjects to inform recipients: 'action by', 'follow up' or 'info only'. • Generally, emails sent 'to' a person mean they need to take action. 'Cc' emails can be taken as notice only. 	LD

7. BANK ACCOUNTS AND PAYMENT

Reference	Title	Description / Notes / Action	Owner
7.1	Remove and add signatories on bank account	<p>Given changes to office bearer positions, the bank account signatories need to be updated.</p> <p>Motion: It was moved that Paul Williams, Tony Scalzo and Ben Brun be removed as signatories on the Bank of Queensland bank account.</p> <p>Moved: PT Seconded: PW Vote: Carried</p> <p>Motion: It was moved that Emma Plummer, Sara Culverhouse and Owen Horton be added as signatories to the Bank of Queensland bank account.</p> <p>Moved: PT Seconded: JJ Vote: Carried</p> <p>It was moved that any 2 of the 4 named signatories are able to operate the WA Rogaining bank accounts at BoQ – Peter Trenaman, Emma Plummer, Sara Culverhouse and Owen Horton.</p> <p>Moved: PT Seconded: TS Vote: Carried</p>	EP
7.2	Bank accounts added to the cloud	Item duplicated, see 7.4 (Secretary error).	SC

7.3	Updating PayPal account	PT signed a letter to change the primary authorised user of the PayPal account from James Langford to EP.	EP
7.4	Online accounting options	<p>It was decided that WARA's Quickbooks software licence should be transitioned to Quickbooks online, making it easier to access and hand over financial information in future. This would cost approximately \$500 a year.</p> <p>Motion: It was moved that the accounting software should be transferred to online version, with bank signatories given access.</p> <p>Moved: EP Seconded: PT Vote: Carried</p>	EP

8. AGM DISCUSSION

See 2020 AGM meeting minutes for further context.

Reference	Title	Description / Notes / Action	Owner
8.1	Improving responses to queries	To help speed the process of getting badges to members, JJ agreed to take on the role of Badge Officer. PT would email the supplier's contact details to JJ.	PT
8.2	Recognising volunteer input	<p>To better recognise the efforts of volunteers, the online volunteer Hall of Fame would be updated to show other volunteers (e.g. training event volunteers) and giving volunteers free entry to an event should they meet the criteria.</p> <p>Volunteer free entry:</p> <ul style="list-style-type: none"> • It was discussed that the process for giving some volunteers free entry to an event had been designed in 2019, but had not been implemented yet. This would be done by the 2 May event. • Volunteer data would need to be compiled. Clear communication to members about what volunteering entitles them to, and how to use their free entry was deemed important. 	PT
8.3	Jim Langford's database of event data	<p>This item created a discussion around digitising, acquiring and storing event data.</p> <p>PT noted that he planned to implement an online file storage facility in the near</p>	PT

		<p>future. Collecting data in future would be easier, as people could add these files themselves. PT noted this would be a worthwhile project.</p> <p>OH was asked to look into scanning the physical maps in the shed that had not been digitised.</p> <p>ACTION: OH to organise to scan physical maps that had not been digitised.</p>	
8.4	Funds maintained and targets for self-insurance	<p>It was noted that the replacement value on some assets might be too high, as the equipment quality was in excess of what is required, and would not be purchased like for like if broken.</p> <p>It was discussed that it would be useful to assess what equipment may need replacing in future and what we can do without. The replacement value of items could then be determined by getting up to date quotes for the big items.</p> <p>EP was asked to extract the asset list and send to OH to determine new replacement values for equipment.</p> <p>ACTION: EP was asked to extract the asset list and send to OH to determine new replacement values for equipment.</p>	PT
8.5	Changing 6 hour rogaines to badge events	<p>It was decided not to award badges at 6 hour events, due to their role as introductory events for new rogainers.</p>	PT
8.6	Setter and vetter recruitment	<p>It was noted that setter and vetter training had been previously discussed for 2020. PT would follow up with AS to see if this was possible.</p> <p>ACTION: PT to follow up with AS about 2020 setter and vetter training.</p>	PT
8.7	Equipment team recruitment	See 4.4.	PT

9. EMAILS TO COMMITTEE MEMBERS

Item not discussed as it shouldn't have been included on the agenda, secretary error.

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10. WARA LIFE MEMBER NOMINATIONS

None received. It was noted the nomination at the January committee meeting (2020-1) did not get passed at the 2020 AGM, as not enough experienced members confirmed the nomination. The committee would reach out to other life members to get them to assist in the process in future.

11. OTHER BUSINESS

Reference	Title	Description / Notes / Action	Owner
12.1	AGM minutes	In the interim between AGMs, the draft 2020 AGM minutes were recognised as a correct representation.	PT
12.2	Minutes	It was asked that previous minutes be stored with documents relevant to the discussion. Apologies should also be noted on the meeting agenda. After meeting minutes had been confirmed, they should be made available to members via the website (with the upcoming event information removed). ACTION: SC to update archived minutes with relevant documents.	SC
12.3	Announcing new committee members	OH noted that members should be notified of the new committee members, and that information about committee members should be more accessible. He suggested updating the committee members webpage to include a photo and brief description of each committee member. ACTION: OH to organise committee member information to be updated on the website.	OH
12.4	Member Protection Information Officer	It was noted that LD is the current Member Information Protection Officer (MPIO). Going forwards, WARA is required to have both a man and woman serving as MPIOs. It was asked that LD organise a man to serve as the additional MPIO. ACTION: LD to organise a male Member Information Protection Officer.	PT

PT

12.5	Map data	PT noted he had met a representative from SOAR, a map data company. It was noted their data was very accurate and worth trialling. PW would speak to SOAR to learn more. <i>ACTION: PT to forward PW's contact details to SOAR.</i>	PT
12.6	Event for TAFE students	PT noted he would be working with TAFEs to hold rogaining events. He would likely reuse some of the metro rogain events for this.	PT
12.7	Battery report	PT noted that John Rollason tested the batteries, and found that they were at 89% usage by charge. This was still acceptable, but care would need to be taken not to drain the batteries too quickly at events. It was recommended a second charger be purchased to help with this.	PT

12. DATE OF NEXT MEETING

Committee meeting: Tuesday, 21 April 2020, 7pm, 2/103 Campbell St, Belmont

13. MEETING CLOSURE

The meeting closed at 9.48pm

President:

Date: 13/4/20

Secretary: 

Date: 13/4/2020