

WARA Committee Meeting

7pm, Tuesday 12 May 2020

Online Zoom meeting

Minutes



Western Australian Rogaining Association (Inc.)

PO Box 1201
SUBIACO WA 6904

1. WELCOME AND OPENING OF MEETING

The meeting opened at 7.05pm

Attendees – Ann Smithson, Elena Gherghori, Emma Plummer, Owen Horton, Peter Trenaman, Sara Culverhouse, Tony Scalzo, Paul Williams

A quorum was achieved.

2. APOLOGIES

None.

3. CONFIRMATION OF MEETING MINUTES 7 APRIL 2020

Motion: The Committee Meeting Minutes 2020-3 were confirmed as true and accurate records.

Moved: PT **Seconded:** OH **Vote:** Carried

4. CONFLICT OF INTEREST

This question was not asked at this meeting.

5. INWARD AND OUTWARD CORRESPONDENCE

The correspondence was noted and forwarded to all committee members prior to the meeting. There was no correspondence requiring action.

6. REPORTS

Item	Title	Description / Notes / Action	Owner
6.1	President's Report	Not presented.	PT
6.2	Vice President's Report	<p>OH reminded committee members to submit profiles to be published on the website. SC noted that the email links on the committee page don't work correctly. PT said he would look into this.</p> <p>OH reminded the committee to respond to his email about loading historical event locations into Google Earth. He would resend the email for convenience.</p> <p>OH and AS had worked on updating the setter and vettors manual. He asked for some clarification on the Locations Officer and Technical Officer roles. The Locations Officer currently looks after events in the Perth region, and will assist with events outside Perth. The Technical Officer previously supplied maps to setters, but it was noted that many maps now get reused. PT noted he would be pursuing an agreement with the Shared Location Information Platform</p>	OH

		<p>(SLIP) to allow setters to generate their own maps. It was noted it would be good to have somebody allocated to look after maps. OH was asked to tidy up the setter and vetters manual and send to the committee for comment.</p> <p>Action: Committee members to send profiles to OH for publication on the website.</p> <p>Action: Committee members to comment on OH's proposal to load historical event locations into Google Earth.</p> <p>Action: AS and OH to finalise changes to the setters and vetters manual, and circulate to the committee for comment.</p>	
6.3	Treasurer's Report	<p>Due to the lack of events, there had not been many transactions to process.</p> <p>EP noted the Paypal details had been successfully changed over. She would make sure this would go into the Treasurer handover notes.</p>	EP
6.4	Secretary's Report	<p>SC noted that the PO Box's authority to collect had been updated to the current office holders. She also noted that the secretary now receives email notifications when mail needed to be collected.</p>	SC
6.5	Volunteer Coordinator Report	<p>None received.</p>	JJ
6.6	Locations Team/Officer Report	<p>See item 5: upcoming events.</p>	EG

6.7	Equipment Team /Officer Report	None received.	TBA
6.8	Publicity Subcommittee Report	None received.	
6.9	Training Officers Report	<p>AS noted that some people had been asking for a training event. The committee discussed whether online training should be conducted, or if we should do this face-to-face in line with restrictions. Online offers some advantages in terms of reaching more people, but lacks the practical elements of training in the bush. It was noted that a blend of online and face-to-face training might be useful.</p> <p>AS will look at how we can offer a 20-person (including volunteers) training session based in the Perth Hills.</p> <p>Action: AS to investigate running a 20-person training session.</p>	AS
6.9	Event Management Report	No activity.	TS

7. UPCOMING EVENTS

Removed from public minutes.

8. BUSINESS ARISING FROM PREVIOUS MINUTES

This subject was not raised during the meeting. For completeness, a summary of the action items from the previous meeting are included.

Item	Title	Description / Notes / Action
8.1	Financial	<p>ACTION: PT to speak with Claire about adding OH as an authoriser to the bank account. (completed)</p> <p>ACTION: EP to enquire with BOQ to investigate the best investment options for WARA'S extra cash, and to report back to the committee.</p> <p>ACTION: EP to send the new expense form PDF to Gerard Massam so that it can be added to the website.</p>
8.2	Training	<p>ACTION: PT to work with Alice and Blake to ask if members would be interested in online training.</p> <p>ACTION: AS to consider potential online training and how this would be delivered.</p>
	New technology for events	<p>ACTION: PT to investigate new technology for tracking control visits by teams, and report back to the committee.</p>
8.3	Clothing and the WARA shop	<p>ACTION: PT to contact Embroidery Plus about producing shirts, and to come back to the committee with further information.</p>

8.4	Policies and Procedures	PT noted he was in the process of updating WARA policies and procedures.
8.5	Mission Statement	ACTION: Committee to send PT ideas for the mission statement and vision statement.

9. OTHER BUSINESS

Item	Title	Description / Notes / Action
9.1	Implications of COVID-19	<p>PT asked the committee if they had ideas on how to implement better hygiene practices and social distancing at events, as this would likely be required for future approval:</p> <ul style="list-style-type: none"> • Instead of hash house, attendees could be supplied with food packs. We could also avoid supplying food at 6 hour events. • Make more activities at the admin tent self-service – for example, results could be collected by teams in envelopes. • Several solutions were discussed for controls. Controls could be covered in plastic and wiped down between uses. Or handwashing/sanitising stations might be available at each control. Further thought would need to go into the protocols for using controls. • Attention would need to be given to the toilet and handwashing areas – though some equipment like the foot pump handwasher would make this easier.

		<ul style="list-style-type: none">• The First Aid Officer was identified as a risky position, and potentially difficult to fill. A First Aid Officer may need extra PPE for safety, or might operate as a mobile service rather than staying in an enclosed, fixed tent. Event risk could also be reduced by holding events close to the metro area, which has better access to medical facilities and ambulances. <p>Other possible changes were discussed to make events easier to run:</p> <ul style="list-style-type: none">• As changes to restrictions may occur rapidly, it was suggested that the organisation of an event take place as close to the event as possible, to minimise wasted effort.• It was suggested that a short event be held to test the measures put in place, before holding a long, complex event.• Events with less participants would help reduce risk. The committee might consider less promotion for events to attract smaller participant numbers and less novices. <p>It was decided that the committee would aim to run a 6 hour, 24 hour (likely run in September), 12 hour and novelty event in the remainder of 2020. EG and OH were asked to work on approvals and schedules for these events.</p> <p>Action: EG and OH to work on approvals and schedules for the potential 6 hour, 24 hour, 12 hour and novelty events for 2020.</p>
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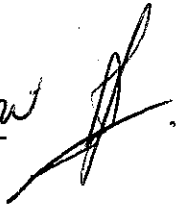
10. DATE OF NEXT MEETING

The next meeting will take place on 16 June 2020, 7pm. Location TBA.

11. MEETING CLOSURE

The meeting closed at 8.10pm.

Signed as a true and correct record by:

Name: Peter TRENAMAW 

Position: PRESIDENT

Date: 26/6/20

On behalf of WA Rogaining Association.

Name: Sara Culverhouse 

Position: Secretary

Date: 24/6/2020