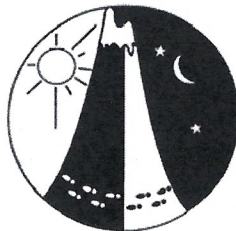


WARA Committee Meeting

7pm, Tuesday 16 June 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 7.09pm

Attendees – Ann Smithson, Elena Ghergori, Owen Horton, Peter Trenaman, Sara Culverhouse, Paul Williams, Andre Morkel

A quorum was achieved.

2. APOLOGIES

Tony Scalzo, Emma Plummer, Libby Drenen, Janice Johnston

3. CONFIRMATION OF MEETING MINUTES 12 MAY 2020

Motion: The Committee Meeting Minutes 2020-4 were confirmed as true and accurate records.

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

4. CONFLICT OF INTEREST

No conflicts of interest were noted.

5. INWARD AND OUTWARD CORRESPONDENCE

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

In regards to the ongoing ARA conversations about COVID restrictions PT noted there were many differences between states, and that he will keep an eye on the conversation.

PW and PT noted they had completed the Landgate survey, but also noted that the survey wasn't really geared towards rogainers.

PT noted that we should only have issues with our insurance due to COVID if we go against state government recommendations. If we are compliant we will still be covered.

PT noted he had written a letter to the City of Bayswater in regards to the leaseholder audit, and has circulated this to the committee. He would appreciate feedback on this before it is due in October.

ACTION: Committee to provide feedback on PT's leaseholder audit letter.

6. REPORTS

Item	Title	Description / Notes / Action	Owner
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6.1	President's Report	Due to easing of COVID restrictions, PT has been trying to find out what processes need to be followed to get events happening again. He has been sending through relevant emails to the committee.	PT
6.2	Vice President's Report	<p>OH reminded the committee he was waiting on feedback for the following:</p> <ul style="list-style-type: none"> • The revised setter and vetter manual. A Dropbox link to the document was previously emailed to the committee. OH noted that no comments had been received to date and that the committee has until the next meeting to review it, after which it will be issued to the website <p>ACTION: all committee members to review prior to the next meeting.</p> <ul style="list-style-type: none"> • Feedback on his Google Earth proposal. It was discussed that this would be a useful resource for the Locations Team and training, particularly setter and vetter training. It was also discussed that Gerard could add this to the website for members. <p>ACTION: OH to organise for Gerald to add the Google Earth data to the WARA website.</p> <p>OH provided an update on his work on collating digital copies of previous maps:</p> <ul style="list-style-type: none"> • He noted that his work on map scanning was on hold, as he may have access to a large scanner for free. He also noted that Officeworks will scan A2 documents, and that at \$1.40 per copy with approximately 50 maps this would not be a large cost. The 	<p>All</p> <p>OH</p>

		<p>committee approved OH to spend up to \$300 for this project, and could check with the committee if he needed more money.</p> <ul style="list-style-type: none"> • EG noted that she had recently been through the maps in the shed and thought that quite a few were missing. OH noted that Ian Thomsett had once said that he had copies of most maps – only a few very early ones were missing. PW noted that he had some tubs with maps in them from Ian, and that the tubs were in poor condition (not suitable for storage in the shed). • PT suggested that he has personnel at work who could source new tubs. • OH has previously offered to take on the role of map librarian. PW to take a copy of his map database and send to OH. <p>ACTION: PW to send map bank to OH.</p>	PW
6.3	Secretary's Report	SC noted she was working on an audit of previous meeting minutes, and also compiling the record of office holders document.	
6.4	Treasurer's Report	<p>EP's report was circulated prior to the meeting. She noted the following:</p> <ul style="list-style-type: none"> • Her next report will cover the COVID-19 impact on the association's finances. • We broke even on the event in March, making a profit of \$26. 	EP

		<ul style="list-style-type: none"> • She is working on the bank term deposit, but needs signatures from office bearers to progress this further. She requested an in-person meeting for the next committee meeting to facilitate this. • She attached a copy of the management accounts to 31 May to her report. 	
6.5	Volunteer Coordinator Report	No report.	JJ
6.6	Locations Officer Report	<p>It was noted that a COVID plan would be needed in order to run events, and this would be crucial in progressing event plans. First aid was noted as an important consideration for the plan. PT said that Royal Life Saving WA had first aid standards we could use in the plan that will be sufficient. The committee agreed it would be a good idea to only treat people who needed first aid, rather than just small cuts or ticks.</p> <p>A discussion was had on whether we just needed the plan at hand to run an event, or if we needed explicit plan approval before proceeding. PT noted that his discussions indicated that DLGSC would need to approve our COVID plan before the event.</p> <p>It was asked if WARA needed to get permission from the local council to provide food at events. PT clarified permission was only needed if food was sold separate to the entry price.</p> <p>The committee discussed the possibility of running an event in September but decided there wouldn't be enough time to organise everything, so this wouldn't be pursued.</p>	EG

		See item 7 for further information.	
6.7	Publicity Report	<p>AM requested that information for publication should be sent directly to the person responsible for the communication channel.</p> <p>It was noted that it would be important to communicate to members soon about the events organised and how WARA is making events safe in light of COVID.</p>	
6.8	Training Officer Report	<p>AS noted she had been trying to get in touch with Kalamunda Camels to organise a venue for training, but they hadn't responded.</p> <p>Instead, she suggested running an online training session prior to the 24 hour event on 1 - 2 August, with attendees listening to sessions and then completing practical exercises themselves. The committee agreed this was a good idea, and set 18-19 July as the training date. AS noted she would write up some text for promotion.</p> <p>ACTION: AS to write promotional text for online training for inclusion on the website and in the 24 hour August event information.</p>	AS
6.9	Event Coordinator Report	TS had circulated an event checklist for the 24 hour event on 1 - 2 August prior to the meeting.	TS

7. UPCOMING EVENTS

Removed from public minutes.

8. BUSINESS ARISING FROM PREVIOUS MINUTES

Action number	Description / Notes / Action
32/20	<i>EG to check approvals for events.</i> Closed.
31/20	<i>PT to seek clarification from DLGSR on the measures needed to run events.</i> Closed. PT noted that DLGSR will need to approve our COVID plan before the event.
30/20	<i>AS to investigate running a 20-person training session.</i> Closed, see item 6.8.
29/20	<i>AS and OH to finalise changes to the setters and vetters manual, and circulate to the committee for comment.</i> Open. This would be finalised by the next meeting.
28/20	<i>Committee members to comment on OH's proposal to load historical event locations into Google Earth.</i>

	Closed. See item 6.2.
27/20	<i>PT to investigate new technology for tracking control visits by teams, and report back to the committee.</i> Open. PT was currently in discussions about this.
26/20	<i>AS to consider potential online training and how this would be delivered.</i> Closed. It was asked that AS add this information about this to the training manual for future online training. ACTION: AS to add information about online training to the training manual.
25/20	<i>PT to work with Alice and Blake to ask if members would be interested in online training.</i> Closed.
24/20	<i>EP to send the new expense form PDF to Gerard Massam so that it can be added to the website.</i> Open. It was noted this would also need to be added as an appendix to the setter and vetter manual.
22/20	<i>EP to enquire with BOQ to investigate the best investment options for WARA'S extra cash, and to report back to the committee.</i> Open. See item 6.3.

20/20	<p><i>Committee to send PT ideas for the mission statement and vision statement.</i></p> <p>Open. The committee was reminded to send responses to PT.</p>
19/20	<p><i>PT to contact Embroidery Plus about producing shirts, and to come back to the committee with further information.</i></p> <p>Open. Embroidery Plus was now open after closing due to COVID restrictions. PT has organised a meeting with them next week, though they are likely to be busy for some time.</p>
18/20	<p><i>EG to investigate running a chairgaine, and report back to the committee.</i></p> <p>Closed. EG had asked around, and found that there was not enough interest in the idea and that it would be hard to implement.</p>
17/20	<p><i>PT to forward PW's contact details to SOAR.</i></p> <p>Closed. PW noted he hadn't heard from SOAR.</p>
16/20	<p><i>LD to organise a male Member Information Protection Officer.</i></p> <p>Open.</p>
15/20	<p><i>OH to organise committee member information to be updated on the website.</i></p> <p>Open. OH noted he was waiting on information from some committee members and would follow up.</p>

14/20	<p><i>SC to update archived minutes with relevant documents.</i></p> <p>Open. SC noted this was in progress.</p>
12/20	<p><i>EP to extract the asset list and send to OH to determine new replacement values for equipment.</i></p> <p>Open. PT noted the previous treasurer Ben had done this last year, and that he would try to track this down.</p>
11/20	<p><i>OH to organise to scan physical maps that had not been digitised.</i></p> <p>Open. See item 6.2.</p>
8/20	<p><i>PT to address issues with the 2016 ARC to ARA.</i></p> <p>Open.</p>
6/20	<p><i>AMS to address communication with/to members, with a focus on accurate, consistent communications.</i></p> <p>Open.</p>
5/20	<p><i>SC to coordinate association policies (including new policies required), and come up with a process to ensure these stay up-to-date and accessible.</i></p> <p>Open.</p>

4/20	<i>LD to address first aid and camp safety coordination items.</i> Open.
3/20	<i>JJ to write a nomination letter for Steve Sertis for committee to approve at the AGM.</i> Open.
1/20	<i>JJ to organise advertising for equipment team volunteers.</i> Open.

9. OTHER BUSINESS

Item	Title	Description / Notes / Action
9.1	COVID plan for shed	PT noted he had written a COVID action plan for the shed and distributed it to the committee for comment. The committee in attendance noted it looked good.
9.2	Not-for-profit status	PT and EP have been looking into an issue with WARA registered as a not-for-profit organisation with the ATO. Being correctly registered as a not-for-profit organisation would give us cheaper access to Onedrive and some Landgate services.

		ACTION: PT to follow up WARA's not-for-profit registration.
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10. DATE OF NEXT MEETING

The next meeting will take place on 21 July 2020, 7pm at 2/103 Campbell Street Belmont (with Zoom also available).

11. MEETING CLOSURE

The meeting closed at 8.20pm.

Signed as a true and correct record by:

Name: PETER TRENUMAN

Position: PRESIDENT

Date: 21/7/20

On behalf of WA Rogaining Association.

Name: _____

Position: _____

Date: _____