

WARA Committee Meeting

7pm, Tuesday 21 July 2020

2/103 Campbell Street Belmont (with online option)

Minutes



Western Australian Rogaining Association (Inc.)

PO Box 1201
SUBIACO WA 6904

1. WELCOME AND OPENING OF MEETING

The meeting opened at 7.04pm

Attendees – Ann Smithson, Elena Ghergori, Owen Horton, Peter Trenaman, Sara Culverhouse, Paul Williams, Libby Drenen, Janice Johnston, Emma Plummer, Tony Scalzo

A quorum was achieved.

2. APOLOGIES

Andre Morkel

3. CONFIRMATION OF MEETING MINUTES 16 JUNE 2020

Motion: The Committee Meeting Minutes 2020-5 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

PT noted that the new cement ramp at the shed will be installed on 30 July. To avoid difficulties at the upcoming event JJ agreed to take the trailer out of the shed, in case the cement hadn't set.

6. REPORTS

Item	Title	Description / Notes / Action	Owner
6.1	President's Report	<p>PT noted he had confirmation of the non-profit status of WARA, which would allow further progress in organising a subscription to OneDrive and the Microsoft suite – this was given to EP.</p> <p>He noted that most of his updates had already been circulated to committee since the last meeting.</p>	PT
6.2	Vice President's Report	<p>OH gave an update on his work digitising WARA's event maps. He noted that almost all maps had been digitised, but was still looking for a number of control descriptions. He was also chasing approximately 10 physical maps and extra folders to store these in.</p> <p>OH was planning to contact people individually about the missing information, and was asked to provide a list of the missing maps so this could be circulated to members.</p> <p>OH noted there were excess copies of some maps, which EG said she could use for training and competitions.</p> <p>He noted he didn't receive any feedback on the setter and vetter manual, so will compile this and send out by the next committee meeting.</p> <p>ACTION: OH to compile a list of the missing maps and control descriptions for circulation to members.</p>	OH

6.3	Secretary's Report	SC noted she had been working on completing the minute archives and the guidelines for procedures. This would be circulated before the next committee meeting.	SC
6.4	Treasurer's Report	EP noted that there was approximately \$18,000 in Paypal, mostly from event entries. She also noted there was \$229,000 in the Bank of Queensland account.	EP
6.5	Volunteer Coordinator Report	JJ noted that volunteers were organised for the August event. See further detail in item 7.	JJ
6.6	Locations Officer Report	EG noted that locations are sorted for the rest of the year, and that she will start working on locations for next year soon. See further discussion in item 7.	EG
6.7	Publicity Report	None tabled.	
6.8	Training Officer Report	<p>AS noted that the online training held on 18 -19 July went well. There were 16 people registered, with about 7 people attending per session. It was noted that attendee numbers were much less than those at the in-person events at Dryandra, though there were also fewer volunteers involved, and this was much less time consuming to organise.</p> <p>The session recordings were successful and have been uploaded, and this has been a useful resource for those who could not attend the training.</p> <p>AS is planning to send out a survey to attendees to review the quality of the sessions and get feedback.</p>	AS
6.9	Event Coordinator Report	TS noted that everything was on schedule for the August event. See further detail in item 7.	TS

7. UPCOMING EVENTS

Removed from public minutes

8. BUSINESS ARISING FROM PREVIOUS MINUTES (ACTION LIST)

Action number	Description / Notes / Action
40/20	<i>PT to follow up WARA's not-for-profit registration.</i> Done.
39/20	<i>AS to add information about online training to the training manual.</i> Done.
37/20	<i>PW to follow up setters for the 3 October event with JJ and Grant.</i> Done. See item 7.
36/20	<i>AS to write promotional text for online training for inclusion on the website and in the 24 hour August event information.</i> Done, see item 6.8.
35/20	<i>PW to send map bank to OH.</i> Done.
34/20	<i>OH to organise for Gerald to add the Google Earth data to the WARA website.</i> Done.

33/20	<p><i>Committee to provide feedback on PT's leaseholder audit letter.</i></p> <p>Done.</p>
29/20	<p><i>AS and OH to finalise changes to the setters and veters manual, and circulate to the committee for comment.</i></p> <p>Done.</p>
27/20	<p><i>PT to investigate new technology for tracking control visits by teams, and report back to the committee.</i></p> <p>PT noted he had received a quote for around \$40,000 to implement real time tracking technology. This was still being investigated.</p>
24/20	<p><i>EP to send the new expense form PDF to Gerard Massam so that it can be added to the website. This also needs to be added to the setter and vetter manual.</i></p> <p>Done.</p>
20/20	<p><i>Committee to send PT ideas for the mission statement and vision statement.</i></p> <p>No responses had been received yet.</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>PT noted he had met with Embroidery Plus and would be coming back with some options soon.</p>
16/20	<p><i>LD to organise a male Member Information Protection Officer.</i></p> <p>It was clarified that a male and female Member Information Protection Officer are required by the Department of Commerce. The officers must be outside the committee and not hold a leadership position. They also don't have to be publicly named, but</p>

	<p>need to have contact details (such as a generic email) published so they can be contacted by members. Their role is to escalate issues to the Department of Commerce if they are deemed serious.</p> <p>It was noted that the relevant policy and contact details should be advertised in future, to ensure members are aware of this process.</p> <p>ACTION: PT to organise for the member protection policy and contact details to be advertised to members.</p>
15/20	<p><i>OH to organise committee member information to be updated on the website.</i></p> <p>Done.</p>
12/20	<p><i>EP to extract the asset list and send to OH to determine new replacement values for equipment. PT to try and find asset list created by previous treasurer Ben, and send to OH.</i></p> <p>EP noted she that the records from the previous treasurer are general, and not a sufficient list of equipment for this task. She suggested that the equipment team could start this list instead, and PT noted they were creating an asset list of the shed items.</p> <p>PT said he would follow this up with the previous treasurer and equipment team.</p>
11/20	<p><i>OH to organise to scan physical maps that had not been digitised.</i></p> <p>Done. See item 6.2</p>
8/20	<p><i>PT to address issues with the 2016 ARC to ARA.</i></p> <p>Ongoing. PT noted that WARA is due to host the ARC in 2024.</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>In progress. This will be circulated before the next committee meeting.</p>
4/20	<p><i>LD to address first aid and camp safety coordination items.</i></p> <p>Done.</p>
3/20	<p><i>JJ to write a nomination letter for Steve Sertis for committee to approve at the AGM.</i></p> <p>Done. JJ had emailed a formal life member nomination letter for Steve Sertis PT on 30 January. It was noted that a life member assessment panel would need to be assembled.</p> <p>ACTION: PT to organise a life member assessment panel.</p>
1/20	<p><i>JJ to organise advertising for equipment team volunteers.</i></p> <p>Done. JJ had emailed PT a list of volunteers for the equipment team on 3 March. The equipment team members are Chris & Sue Lee, Peter Mattner, Ron Oliver, Sue Rollason, Colin Kelly and Selina Wilson.</p>

9. OTHER BUSINESS

Item	Title	Description / Notes / Action
9.1	Thank a volunteer day grants	JJ had consulted with Orienteering WA and the Bibbulmun Track Foundation about hosting a joint volunteer thank you event on 5 December. The Bibbulmun Track Foundation was supportive of an event; however

		<p>Orienteering WA already had a volunteer thank you event organised. JJ had also contacted the Shire of Mundaring and City of Kalamunda to source a venue.</p> <p>The committee discussed that the \$1000 grant required a lot of coordination and had some stringent requirements, and decided not to proceed with the application.</p> <p>The committee was still supportive of hosting a volunteer thank you event. It was suggested that the event could be a barbeque held around the AGM or the first weekend of term 1 2021.</p> <p>ACTION: Committee to organise a volunteer thank you event for early 2021.</p>
9.2	40th Anniversary	<p>It was noted that the first WARA event was held in September 1980, therefore the organisation's 40th anniversary was coming up. The committee was asked how this should be marked. PT said he would look into having a 40th anniversary badge available at the event.</p> <p>Given the short timeline, it was suggested that the novelty event might be a better time to mark the occasion.</p> <p>ACTION: PT to enquire about 40th anniversary merchandise in time for the August event.</p>
9.3	Waiver	<p>PT noted that ARA has asked for event participants to sign a waiver, and that we're currently the only state that doesn't have one. The waiver needs to include an acknowledgement of risk, that participants will take care of themselves within reason and acknowledges unforeseen events.</p> <p>He asked for the committee's thoughts on a waiver he had circulated prior to the meeting, and the committee agreed that a lawyer should either sign off on the draft waiver or work with WARA to write one.</p> <p>It was asked who would need to sign the waiver. PT clarified that everyone involved in an event would need to sign this. There may need to be a general waiver for each year, as well as a waiver for each event. The process for signing the waiver would need to be worked through, as online event entries are generally done by one</p>

		<p>person who could not sign for everyone on their team and doing this at the event may be time consuming and difficult to check.</p> <p>PT noted that the new waiver would need to be advertised to members at events before it is implemented.</p> <p>ACTION: PT to check the wording of the waiver with a lawyer, and implement the waiver for WARA activities and events.</p>
9.4	The Fathering Project	<p>PT noted that he had been contacted by the organisation The Fathering Project to run a novelty event for 300 to 400 participants. This would likely be last year's novelty event. The committee was supportive of this going forward. It was flagged that the Child Safety Officer should be present at this event, due to the larger than normal children numbers at this event.</p> <p>ACTION: Committee to organise a novelty rogaine for The Fathering Project.</p>

10. DATE OF NEXT MEETING

The next meeting will take place on 22 September 2020, 7pm at 2/103 Campbell Street Belmont (with Zoom also available).

11. MEETING CLOSURE

The meeting closed at 8.58pm.

Signed as a true and accurate record by:

Name: Peter REMANIAN

Position: President

Date: 22-9-20.

On behalf of WA Rogaining Association.

Name: Sara Culverhouse

Position: secretary

Date: 22/9/20