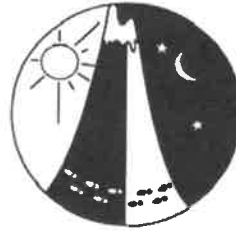


WARA Committee Meeting

7pm, Tuesday 22 September 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 7.06pm

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

A quorum was achieved.

2. APOLOGIES

Andre Morkel, Emma Plummer

3. CONFIRMATION OF MEETING MINUTES 21 JUNE 2020

Motion: The Committee Meeting Minutes 2020-6 were confirmed as true and accurate records.

Moved: TS Seconded: OH Vote: Carried

4. CONFLICT OF INTEREST

None noted.

5. INWARD AND OUTWARD CORRESPONDENCE

This was noted.

6. REPORTS

Item	Title	Description / Notes / Action	Owner
6.1	President's Report	PT noted he had provided most of his updates to committee via email, but wanted to highlight the work on the new logo for the 40 th Anniversary of WARA. He would be submitting an order for clothing and stickers soon.	PT
6.2	Vice President's Report	<p>OH noted a few issues with the August rogaine:</p> <ul style="list-style-type: none"> • There were a few teams that were late and this wasn't noted by the admin team. Further discussion found that the tag board was not in use at the event – it was brought to the event but wasn't found and set up by volunteers. The committee noted how important and efficient the tag board was and how it should be used at each event. • A team had called the emergency satellite phone and this wasn't answered. It was noted the phone was located in the first aid tent instead of admin, but still should have been answered. OH noted he would follow up further. <p>OH noted that the admin tent procedures are spread across several documents and are not consistent. He has begun work on reconciling these into one document, and has sent to several members for feedback. He noted that he was the admin leader at the October event, so will test the new procedures on the day. PW noted he was also interested in seeing the new procedures and OH said he would send these through.</p>	OH

		<p>ACTION: OH to follow up issues with emergency satellite phone at the August event.</p> <p>ACTION: OH to send admin tent procedures to PW.</p>	
6.3	Secretary's Report	SC noted she had sent through a draft procedure for updating WARA policies, and would appreciate feedback from the committee by the next meeting.	SC
6.4	Treasurer's Report	PT notified the committee that EP will step down from the WARA committee next year. She sent through a report detailing WARA's current accounts via email.	EP
6.5	Volunteer Coordinator Report	<p>JJ noted that the hash house and admin volunteer numbers were okay, but still needed a truck driver, first aid officer and truck loaders/unloaders. Another call for volunteers would go out tomorrow via e-newsletter.</p> <p>TS suggested putting truck loaders/unloaders on the volunteer grid.</p> <p>It was noted that some people hadn't received their badges at the previous rogaine. It was decided that badge recipients would receive an email telling them they could collect these at the next rogaine or these could be sent in the post. JJ noted that some participants may not want badges, and so they should also be asked if they would prefer not to receive these.</p> <p>It was noted that participants from other event were also missing badges, and that this would be addressed after the next rogaine. Members should be advised that this would happen.</p> <p>ACTION: JJ to organise communications to members about missing badges and how to collect these.</p>	JJ
6.6	Locations Officer Report	Details about upcoming events were discussed, see item 7.	EG

		<p>It was discussed that having access to Landgate's map data via a token rate subscription (due to our non-profit status) would be useful for WARA into the future. PW would discuss further with PT, and PT would follow up further.</p> <p>ACTION: PT to follow up possible Landgate data subscription.</p>	
6.7	Publicity Report	None tabled.	
6.8	Training Officer Report	AS noted she had been mentoring new veters working on the October event. She noted no further training was planned until 2021.	AS
6.9	Event Coordinator Report	<p>Details about the October event were discussed, see item 7.</p> <p>It was noted that the new equipment team was doing a great job of organising and clearing out the shed.</p>	TS

7. UPCOMING EVENTS

Removed from public minutes.

8. BUSINESS ARISING FROM PREVIOUS MINUTES (ACTION LIST)

Action number	Description / Notes / Action
47/20	<i>PT to check the wording of the waiver with a lawyer, and implement the waiver for WARA activities and events.</i>



	PT had enquired about the cost to create a waiver, and it should be about \$500 for a lawyer to create. PT noted that ARA will be creating a waiver themselves. Another option could be to see if a WARA member will create a waiver pro bono.
46/20	<i>PT to enquire about 40th anniversary merchandise in time for the August event.</i> Done. PT showed the committee a demo design for the polo shirt and hat. Showed committee polo shirt and black hat. PT estimated the cost for the graphic designer to be around \$500. Members could order merchandise online, which would give us the total numbers for ordering.
44/20	<i>PT to organise a life member assessment panel.</i> Done, PT noted we now needed nominations for life members. ACTION: PT to organise communications asking for life member nominations.
42/20	<i>JJ to contact Paul Mutton about setting the 3 October event, and arrange for a call to go out for volunteers if he is not available.</i> Done.
41/20	<i>OH to compile a list of the missing maps and control descriptions for circulation to members.</i> Done.
38/20	<i>PT to touch base with Emma Firth about the novelty rogaine on 14 November.</i> Done.
27/20	<i>PT to investigate new technology for tracking control visits by teams, and report back to the committee.</i>

	Ongoing. PT was currently still investigating options. It was queried if ARA had an opinion on what technology should be used. PT said they didn't have a preference, as long as the technology works well.
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> Done.
19/20	<i>PT to contact Embroidery Plus about producing shirts, and to come back to the committee with further information.</i> Done.
16/20	<i>LD to organise a male Member Information Protection Officer.</i> Done.

9. OTHER BUSINESS

Item	Title	Description / Notes / Action
9.1	Microsoft 365	<p>PT noted that EP and himself had been working on setting up the Microsoft 365 service for WARA. This would have the following benefits:</p> <ul style="list-style-type: none"> • 10 free licences, which would give access to generic email inboxes. Existing emails could be migrated from WARA's old system, allowing for old email records to be kept. • These licences would also include access to OneDrive and Microsoft Office, and includes 1TB of cloud storage. This would allow all of WARA's documentation to be hosted online.

		PT noted that this was currently being set up and he would allow the committee to give it a go before rolling it out further.
9.2	Admin Coordinator	PT noted that Admin Coordinator Claudia Elkington would be stepping down from her role, though would help out for the October event. OH noted that Peter Mann had volunteered to step into this position, and should be given the procedures in the admin manual.
9.3	Upside down rogaine	The upside down rogaine format was discussed as it had been cancelled multiple times due to a lack of a setter or vetter, fire and fire risk – and often had much less participation. It was queried if upside down rogaines should continue, or if another event should take its place. The committee noted that event participation had been improving post-COVID, and it would likely be more popular than in the past. There was also the possibility of running the event as a 6 or 9 hour event, and to not include a hash house.
9.4	Novelty paddlegaine	AS noted she would like to look at running a paddlegaine – which incorporates paddle powered boats as part of a rogaine. She said this would be well suited to a 4 or 6 hour event, and would work on this further with EG. ACTION: AS to organise further detail about a potential paddlegaine in 2021.

10. DATE OF NEXT MEETING

The next meeting will take place on 3 November 2020, 7pm at 2/103 Campbell Street Belmont (with Zoom also available).

11. MEETING CLOSURE

The meeting closed at 8.23pm.

On behalf of WA Rogaining Association, signed as a true and accurate record by:

Name: Peter Tanamam

Position: President

Date: 3 Nov 2020.



Name: Sara Culverhouse

Position: Secretary

Date: 3 November 2020

