

**WARA Committee Meeting**

12pm, Tuesday 12 December 2020

The Queens Tavern, Mount Lawley

Minutes



**Western Australian Rogaining Association (Inc.)**

**PO Box 1201  
SUBIACO WA 6904**

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**1. WELCOME AND OPENING OF MEETING**

The meeting opened at 12.48pm

**Attendees** – Ann Smithson, Elena Ghergori, Owen Horton, Peter Trenaman, Sara Culverhouse, Paul Williams, Janice Johnston, Emma Plummer

A quorum was achieved.

**2. APOLOGIES**

Andre Morkel, Tony Scalzo, Chris and Sue Lee, Selina Wilson

**3. CONFIRMATION OF MEETING MINUTES 3 NOVEMBER 2020**

**Motion:** The Committee Meeting Minutes 2020-8 were confirmed as true and accurate records.

Moved: SC Seconded: OH Vote: Carried

#### 4. CONFLICT OF INTEREST

None noted.

#### 5. INWARD AND OUTWARD CORRESPONDENCE

PT noted that there were a few problems with recent works at the equipment shed. The concrete ramp leading up to the doors was too high, and the doors no longer open. PT noted he would touch base with the City of Bayswater to get this fixed.

**ACTION: PT to follow up City of Bayswater to get the shed ramp fixed.**

PT noted he had spoken to Tony Amoroso from the Department of Local Government, Sport and Cultural Industries about COVID plans for 2021. He noted that there were no exceptional requirements for COVID plans, but that we should have one ready in case DLGSC needs to sight it.

#### 6. REPORTS

Item	Title	Description / Notes / Action	Owner
6.1	President's Report	PT noted he was writing some notes for the 2021 committee that outline the work done in 2020 and priorities for 2021.	PT
6.2	Vice President's Report	OH reported that the 2020 novelty event had gone well, and that he had updated the procedures for novelty events. He also updated the admin procedures.  He noted that the maps from previous events were now on the WARA website. The committee thanked him for his work on this project.	OH

6.3	Secretary's Report	<p>SC reminded the committee that she intended to step down as secretary at the next AGM, and suggested that the position be advertised to members.</p> <p>She also noted she was starting work on organising the 2021 AGM.</p>	SC
6.4	Treasurer's Report	<p>EP distributed a balance sheet and income and expenditure sheet. She noted that generally, we had broken even or made money on events and that the association was in good financial shape.</p> <p>It was noted that we have an inconsistent approach to paying for camping and parking fees in national parks. EG noted that the Department for Biodiversity, Conservation and Attractions wants a simple way to calculate this cost, however this is complicated by some attendees already holding park passes, and variable car numbers (e.g. some team members arrive together in one car, other team members may drive separately). It was suggested this may be solved by providing information on the registration form, but this should be standardised going forward.</p> <p><b>ACTION: Committee to consider better ways to collect data for national park parking and camping fees.</b></p> <p>EP noted she was organising for the accounts to be audited in time for the 2021 AGM, and reminded committee members to submit their expenses for 2020.</p> <p>EP was thanked for her efforts in 2020, and it was noted she intends to step down from her role in 2021.</p>	EP
6.5	Volunteer Coordinator Report	<p>JJ noted that the volunteer grid on the website had been recently updated, and she had recently organised a setter for the November 2021 novelty event.</p> <p>It was noted there was no setter for the upside down rogaine in February 2021. The committee would organise an email call out for a setter, otherwise the event would need to be cancelled. Given that</p>	JJ

		upside down events had recently had low numbers and attracting setters is difficult, it was suggested that another format (e.g. paddlegain) be considered for future summer events.	
6.6	Locations Officer Report	EG noted she had received approval for the March 2021 6 hour event and the June 2021 24 hour event.	EG
6.7	Publicity Report	None tabled.	
6.8	Training Officer Report	<p>AS confirmed with the committee that she would book in the training weekend at Dryandra soon, to be held on 7<sup>th</sup> – 9<sup>th</sup> May 2021. She also suggested holding setter and vetter training in September 2021, with the possibility of doing this online or earlier in the year. It was suggested this be revisited early next year, and that both these events be added to the WARA website.</p> <p><b>ACTION: AS to organise for 2021 training to be added to the WARA website once confirmed.</b></p> <p>AS also noted that she had the rogaining seminar videos ready to go, but would prefer that these be available on request rather than linked to publicly.</p>	AS
6.9	Event Coordinator Report	None tabled.	TS

## 7. UPCOMING EVENTS

No upcoming events were discussed.

## 8. BUSINESS ARISING FROM ACTION LIST

Action number	Description / Notes / Action
65/20	<p><i>PW to contact the schools involved in the Spring 24 hour event with their results.</i></p> <p>Done.</p>
64/20	<p><i>EP to purchase a Paypal machine.</i></p> <p>Done</p>
63/20	<p><i>PW to organise for the past rogaine PDF map to be uploaded to the WARA website.</i></p> <p>Done.</p>
62/20	<p><i>EG to organise for the setter and vetter manual to be updated with first aid training information.</i></p> <p>Ongoing. EG asked who would be the best contact to update the setter and vetter manual. It was suggested that EG could speak to OH about this, and that he could update the manual.</p>
61/20	<p><i>EG to get a quote for a new first aid kit and lightweight stretcher.</i></p> <p>Ongoing. EG reported that it would cost approximately \$1000 for two portable first aid kits, and noted the importance of checking these were kept equipped and up to date. The committee approved the quoted expenditure on first aid kits. EG said she would email through a quote for a stretcher to the committee later.</p>

60/20	<p><i>AS to report to the committee on the radios and provide a recommendation for further action.</i></p> <p>Done. AS reported that the radios were in good repair and have been stored in the equipment shed with some guidelines.</p>
59/20	<p><i>EG to investigate some options for hybrid phones and report back to the committee.</i></p> <p>Ongoing. EG noted there were a few options for satellite phones:</p> <ul style="list-style-type: none"> <li>• A 'satellite sleeve' product is available. This allows ordinary phones to make satellite calls when the cellular network is unavailable.</li> <li>• A standalone satellite phone, such as the Thuraya XT-Lite, would cost approximately \$880 to buy, \$15 a month for connection, and 99c a minute to use. Each phone has its own number.</li> <li>• EG looked into satellite phone hire options, and found that it would not be cost effective.</li> </ul> <p>EG said she would send through further information about the satellite phone options.</p>
58/20	<p><i>EP to find the lease information for the satellite phone.</i></p> <p>Done.</p>
57/20	<p><i>PT to organise prominent merchandise advertising on the WARA website.</i></p> <p>Done.</p>

56/20	<p><i>Committee to consider nominating a member for the RAC SportWest Awards.</i></p> <p>Done.</p>
55/20	<p><i>PT to send correspondence he received to SC for inclusion on the correspondence list.</i></p> <p>Done.</p>
54/20	<p><i>AS to organise further detail about a potential paddlegaine in 2021.</i></p> <p>Done.</p>
53/20	<p><i>PT to organise communications asking for life member nominations.</i></p> <p>Done. Three nominations had been received.</p>
52/20	<p><i>PT to follow up possible Landgate data subscription.</i></p> <p>Done.</p>
51/20	<p><i>JJ to organise communications to members about missing badges and how to collect these.</i></p> <p>Ongoing. PT will give JJ some of the badges he's holding onto. Last year's stock may be thrown out, but it should be noted what stock is being disposed of.</p>
47/20	<p><i>PT to check the wording of the waiver with a lawyer, and implement the waiver for WARA activities and events.</i></p>

	Ongoing. PT had received two quotes from different lawyers, and the price of writing up a waiver would cost between \$500 - \$1000. He noted that some rogaining association waivers had not held up in court, as the waivers had signed away too many rights of participants – this was something WARA should learn from.
45/20	<i>Committee to organise a volunteer thank you event for early 2021.</i> Ongoing. JJ noted she would send out the invite soon for the volunteer BBQ thank you event, to be held on 30 January 2021.

## 9. OTHER BUSINESS

Item	Title	Description / Notes / Action
9.1	Thank yous	The committee thanked Treasurer Emma Plummer, Event Coordinator Tony Scalzo and Secretary Sara Culverhouse for their work on the committee in 2020. They had all notified the committee of their intension to step down from their positions in 2021.  PT also extended a thank you to all committee members for their work during the trying circumstances of 2020.

## 10. DATE OF NEXT MEETING

The next meeting will take place on 9 February 2021, 7pm at 2/103 Campbell Street Belmont.



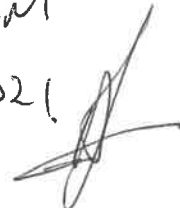
## 11. MEETING CLOSURE

The meeting closed at 2.30pm.

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

Name: Peter TRENAMAN

Position: PRESIDENT

Date: 25/2/2021 

Name: Sara Culverhouse

Position: Secretary

Date: 25/2/2021 