

WARA Committee Meeting

7pm, Tuesday 16 March 2021

Online Zoom meeting



Western Australian Rogaining Association (Inc.)

PO Box 1201
SUBIACO WA 6904

Minutes

1. WELCOME AND OPENING OF MEETING

The meeting opened at 7.05 pm

Attendees – Ann Smithson, Owen Horton, Peter Trenaman, Janice Johnston, Mark Jones, Peter Mann, Chris Lee

A quorum was achieved.

2. APOLOGIES

None

3. CONFLICT OF INTEREST

None noted.

4. CONFIRMATION OF MEETING MINUTES 9 February 2021

Motion: The Committee Meeting Minutes 2021-1 were confirmed as true and accurate records.

Moved: PT Seconded: OH Vote: Carried

PT noted that the 2021 AGM minutes had been forwarded to the committee for checking. PT and OH responded with changes. Consequently, the 2021 AGM minutes are considered checked and validated.

5. INWARD AND OUTWARD CORRESPONDENCE

No correspondence register was available as there has been no Secretary to compile it. PT dealt with emails that had come in (see 7.1).

Action: PT to redirect Secretary email to OH until a Secretary can be found.

6. REPORTS

Item	Title	Description / Notes / Action
6.1	President's Report	PT noted he has been dealing with emails for the annual review from the Department of Local Government, Sport and Cultural Industries (DLGSC). Also ongoing communications with several community organisations wishing to have rogaining briefings (rangers, cadets)
6.2	Vice President's Report	Life membership committee reviewed 3 nominations and approved 2 (Paul Szijarto and Steve Sertis) for presentation at AGM During thjs process it was noted that the list of Life Members had disappeared from the WARA website. It has now been re-instated by GM and updated. Website has also been modified. The <i>Newsletter</i> tab is now <i>History</i> and this contains the newsletter, mega-map archive, state Champions, Life Members, Volunteer hall of fame and bush events Contact tab on website also updated for new committee members and removal of retiring members Phone purchased for use with PayPal at events, and documentation updated

Item	Title	Description / Notes / Action
		OH also suggested that the meeting agenda should included a projects list so that key projects would be discussed at each meeting, rather than being buried in Action list as is currently the case. PT agreed. OH has submitted applications for August 24 Hour and October 12 Hour events
6.3	Secretary's Report	No report
6.4	Treasurer's Report	No financial report PT noted that Emma Plummer (2020 treasurer) would stay on in background mode to handle Treasurer duties until a new Treasurer is found. PT/EP are working on developing a process by which credits for event fees can be automatically returned to participants with volunteer credits by using Paypal to credit the team of which that person was a member. An email would be sent to the team leader notifying them of the credit and who it belonged to. A dry run was done and several bugs identified. The next run should be in a couple of weeks.
6.5	Volunteer Coordinator Report	JJ noted that there have been a number of volunteer withdrawals over the past week and now there are only 2 in Admin for the 6 hour event
6.6	Locations Officer Report	No Report
6.7	Training Officer Report	AS noted that the Dryandra training event will be advertised at the 6 Hour event AS has had a meeting with a cadet group
6.8	Event Coordinator Report	AS has submitted event status spreadsheet.

7. UPCOMING EVENTS

Event	Description / Notes / Action
6 Hour 20 February 2021	
12 hour 22 May	
Novelty event	

8. Business Arising from the AGM

Item	Title	Description / Notes / Action
8.1	Vacant Roles	<p>The following roles were vacated at the AGM and have yet to be filled: Secretary, Treasurer, Safety Officer, Event Co-ordinator.</p> <p>PT noted that Emma Plummer is willing to continue as back-up treasurer until a replacement can be found</p> <p>Action: PT to advertise at 6 Hour and to contact Tony Scalzo to see if he was prepared to continue as event co-ordinator whilst not being on committee.</p>
8.2	Life Members	<p>Steve Sertis and Paul Szijarto were elected Life members. PT noted that this would be announced at the 6 Hour event and on Facebook after that. OH mentioned that neither were likely to be at the 6 Hour and so it would be diplomatic to advise them prior to the announcement.</p> <p>Action: OH to advise Paul and Steve of their awards</p>
8.3	Event Entry Credits	See 9.1 below
8.4	Silvery Moon Awards	General discussion at the AGM was that political correctness now dictated that people would have to self-nominate for a Silvery Moon Award for one to be awarded. As a result, the Silvery Moon award would not be formerly re-instated
8.5	Delivery of Badges	<p>Badges on back order should be ready by the end of the week and PT will deliver to the 6 Hour.</p> <p>Action: JJ to order what is required to complete outstanding awards from last year.</p>

9. PROJECT LIST

Item	Title	Description / Notes / Action
9.1	Volunteer Credits	<p>Background: In 2017 the committee committed to rewarding volunteers with a free event entry. Whilst there has been little publicity on this, the commitment stands and is considered cumulative. To date a system has yet to be developed to enable this to be implemented.</p> <p>Current Status: PT has compiled a list of volunteers since 2017. At the last committee meeting this list was discussed and the categories of "volunteer" updated to include Dryandra volunteers. Over the past few Weeks PT and EP have been assessing processes for automatically crediting competitors of an event who have an outstanding volunteer credit with the entry for that event. The credit would go, via PayPal, to the person who paid for the entry, and an email sent to that person advising of the credit. It will then be that person's responsibility to forward the credit to the relevant person.</p> <p>The process developed still has some bugs which PT/EP are resolving</p>
9.2	Microsoft OneDrive	<p>Background: In 2020 a Microsoft OneDrive account was set up for WARA, to provide a common repository for WARA common email addresses and to provide a common data storage area so that information is not lost when personnel move on. The data storage is also to replace the current DropBox account</p> <p>Current Status: email addresses have been set up. Access to data storage not easily available</p> <p>Action: PT to change WARA Committee email list to include PM and MJ</p> <p>Action: PT to provide information on how to set up secure directories so that data can be loaded up. Data to include</p> <p>Map database, manuals (Setter & vetter, admin, safety, equipment, etc)</p>
9.3	Electronic Tagging	<p>Background: the current electronic tagging system was introduced around 2015 and works on the principle of having the intelligent device at each control and competitor tags</p>

Item	Title	Description / Notes / Action
		<p>recording details from those devices. It is a WA-developed system that is different to NavLight, used by the rest of Australia. Issues that exist include competitors losing wrist tags and the Field Control Units (FCUs) losing power before/during events – this appears to be due to the lithium batteries having to be soldered to the unit and this process promotes leakage.</p> <p>PT believes that the system should be changed so that the intelligence in with the competitors and the dumb component on the tree (meaning the cost is minimal if it is left in the field. This can be done through the use of a smartphone app that locks out access to the GPS whilst the app is active. This has huge potential worldwide but has the drawback of requiring each competitor to carry a high value phone in the field in cold/wet conditions. It also has phone battery power issues.</p> <p>Current Status: PT is having general discussions with the manufacturers of the FCUs to look at options.</p>
th9.4	Replacement Membership Database/ entry system	<p>Background: the current data entry system was written by Gerard Massam around 2010. Whilst it is working well and has no issues, it is written in Joomla and finding someone to maintain it is GM is not available could be difficult. The current membership database is not actually a database: a new database is built for each event and historical data requires multiple databases to be combined.</p> <p>WARA requires a proper membership database to be compliant with DLGSC requirements and it would be useful if the event entry process was integrated. This may also help with the volunteer credits system.</p> <p>Current Status: not started.</p> <p>OH suggested that WARA's current IT experts, (PT, GM, AM) are already fully occupied and that it could be useful to get some new blood into the organisation to assess potential options and to provide support to the above. It was suggested that it should be advertised on Facebook as that is a medium more popular with the younger generation.</p> <p>Action: OH/PT to develop ad to place in Facebook</p>

10. BUSINESS ARISING FROM ACTION LIST

Action number	Description / Notes / Action
3/21	PT to approach two members to become Member Protection Officers for 2021 <i>Done</i>
2/21	PT to approach two members to become Member Protection Officers for 2021 PT noted that he believes we can advertise who fill these positions (previously understood that we could not advertise the roles). It was also noted that training is available.
1/21	AS to collect and send JJ a list of Dryandra volunteers since 2017. JJ to put these on the website and continue to do this from now on. <i>Done</i>
67/20	Committee to consider better ways to collect data for national park parking and camping fees. <i>Done. Proposed to offer \$10 per team registered. Normal entry fee is \$13 for John Forrest National Park. It was estimated that there are probably an average of 1.5 cars per team but it is expected that 25% of members will already have a national park entry pass (as many are bushwalkers and generally outdoors-focused) and 15% of current members are seniors</i>
61/20	EG to get a quote for a new first aid kit and lightweight stretcher.

	Done – stretcher received but was broken when opened – being replaced
59/20	EG and Equipment team to investigate some options for hybrid phones and report back to the committee. CL noted that the satellite phones have 2 batteries and that they are always charged prior to events. OH noted that the issues were that the phones ran out of battery long before the end of the event. CL to swap batteries over to and to mark the old ones, then check battery power.
51/20	Committee to organise a novelty rogaine for The Fathering Project.
27/20	PT to investigate new technology for tracking control visits by teams, and report back to the committee. Converted to a Project – see 8.3 above

11. OTHER BUSINESS

Item	Title	Description / Notes / Action
11.1	DSGLC survey	PT gave an overview of the DLGSC survey and noted that WAAR performs well, between Amateur Netball and Amateur AFL – very good considering that WARA has no paid employees. A complete membership database is the main failure.
11.2	Clean Up When Walking	CL gave a briefing on the Step Up to Cleanup process – taking a bag with you and picking up trash when walking. CL asked if he could advertise it at events. The committee agreed with this. In the there are a stack of Clean up Australia bags that are not being used. Also extra tongs purchased for Covid. The committee agreed that these could be handed out at the 6 Hour for anyone wanting to participate in the Step up to Cleanup up process.

12. DATE OF NEXT MEETING

The next meeting will take place on 11 May 2021, 7 pm at 2/103 Campbell Street Belmont.

13. MEETING CLOSURE

The meeting closed at 8.55 pm.

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

Name: Peter Trencaman

Position: Director

Date: 11 May 2021

Name: 

Position: VICE PRESIDENT

Date: 11/5/2021