



**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, Elena Ghergori, Elena Dinu,

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 2021-2 were confirmed as true and accurate records.

Moved: PT Seconded: OH Vote: Carried

**5. INWARD AND OUTWARD CORRESPONDENCE**

The incoming email correspondence register was noted. No hardcopy correspondence has been forwarded to OH for inclusion. There was no outgoing correspondence.

The request from Orienteering Australia to advertise the full time position of General Manager Orienteering Australia on the WARA website was discussed. On the basis that this was not a cross-pollination exercise and not related directly to WA events, the decision was taken not to advertise the position on the WARA website

**6. REPORTS**

Item	Title	Description / Notes / Action
6.1	President's Report	PT noted he has been dealing with airforce cadets and school groups and we should see numbers of teams at the June and August events BOQ signatories for new executive committee members sorted out
6.2	Vice President's Report	Applications for August 24 Hour and October 12 Hour events were rejected by DPAW as the camp sites were not "approved camp sites". DPAW requested that the camps be moved to adjacent private land. October hash site is now sorted out (see Section 7) but there are still issues with August hash site (see Section 7) In discussions with Printwest and agreed to trial a 170 gsm paper at may event for maps. After the last event Gary Carroll asked if there were any changes needed to pebbles. Suggestion of an export of Cadet teams to another pebbles database has been written. The only issue is that pebbles cannot handle the issue of disqualifying teams for the full event if they are late for the schools champs. This will need to be done manually. PT asked if the rules for schools events was written down anywhere.

Item	Title	Description / Notes / Action
		Action: OH to source Schools champs rules
6.3	Secretary's Report	No report
6.4	Treasurer's Report	<p>Motion: Elena Dinnu to be co-opted into the committee and to take on the role of treasurer  Moved: Peter Trenamen  Seconded Owen Horton  Motion passed</p> <p>Motion: as Treasurer, Elena Dinnu is to be granted access to the BOQ accounts and to be a signatory on these accounts  Moved: Peter Trenamen  Seconded Owen Horton  Motion passed</p> <p>ED is now taking over as treasurer and is still getting set up. Has logged into BOQ but needs treasurer email password and Paypal password.</p> <p>The question was raised as to whether DPAW had been paid for the 6 hour event. Noted there was no transaction in the BOQ statement</p> <p>Action: ED to contact Emma Plummer for passwords</p>
6.5	Volunteer Coordinator Report	<p>JJ noted that there was no truck driver for the May event and hash house volunteers numbers were down</p> <p>Action: PT to include on next email newsletter</p>
6.6	Locations Officer Report	<p>Locations for 2022 at this stage.</p> <ul style="list-style-type: none"> <li>• Have a Hills Location planned for 6 hour, so Owen if you can please give the proposed setters my contact info then I will chat with them and see what they think.</li> <li>• Have location and setters proposed for the May 12 hour</li> </ul> <p>The First Aid equipment has been resorted.</p> <p>Red bag is now a complete stand alone kit that contains the De fib... this is to make sure the defibrillator is not ever left behind.</p> <p>It is planned this kit is sufficient for close by 6 hour or metrogaine and to take to the field at other events.</p> <p>For general 12 and 24 hour events there are new Black boxes with green first Aid label. One for infection control and one with draws with consumables for use. re is a little stacker draw for easy of access and to keep things cleaner.</p> <p>The old White box is for excess supplies.</p> <p>EG did have the Australian Championships and remote rogaines like Payne's find in mind so we have capacity to stock up the boxes we have with extra supplies when needed.</p> <p>PT noted that the repair kit for the stretcher had arrived</p>
6.7	Training Officer Report	<p>The Dryandra Training Event will take place as Scheduled in Dryandra Woodland Village (bar covid restrictions being tightened).</p> <p>There are currently 25 registrants with 3 further requests to process.</p>

Item	Title	Description / Notes / Action
		Our usual maximum is 39 registrants. The food team requests a cash float (\$550) to assist with shopping for food. Action: ED to transfer \$550 to Sue Joyce's account as float
6.8	Event Coordinator Report	Tony Scalzo has submitted event status spreadsheet. Tony has stepped down as a committee member and wishes to relinquish this role as well. Will continue to do it until a replacement can be found Action: PT to advertise in next email newsletter

## 7. UPCOMING EVENTS

Event	Description / Notes / Action
12 hour 22 May	
24 hour 21 August	
12 Hour 10 Sept	
Novelty event	

## 8. PROJECT LIST

Item	Title	Description / Notes / Action
9.1	Volunteer Credits	<b>Background:</b> 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. <b>Current Status:</b> PT has developed a procedure to determine applicable refunds. To be trialled after the May event. One working, the process will be documented and the Volunteer Credit system will be advertised Action: JJ to compile a list of Dryandra volunteers and add them to the WARA hall of Fame, so they can be included in the Volunteer credits
9.2	Microsoft OneDrive	<b>Background:</b> 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 <b>Current Status:</b> OH tested setting up some files. File structure needs to be determined so that data can be loaded up Action: PT to develop a template for a shared files structure for review

Item	Title	Description / Notes / Action
9.3	Electronic Tagging	<p><b>Background:</b> 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 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><b>Current Status:</b> PT is having general discussions with the manufacturers of the FCUs to look at options.</p>
th9.4	Replacement Membership Database/ entry system	<p><b>Background:</b> 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><b>Current Status:</b> 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>

## 9. BUSINESS ARISING FROM ACTION LIST

Action number	Description / Notes / Action
11/21	OneDrive: PT to change WARA Committee email list to include PM and MJ <i>Done</i>
10/21	OneDrive: PT to provide information on how to set up secure directories so that data can be loaded up. Data to include <i>See 9.2</i>
9/21	JJ to order what is required to complete outstanding awards from last year. <i>JJ to develop list and order outstanding awards and awards for 2021</i>
8/21	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 <i>Done - Tony Scalzo to step down (see 6.8)</i>
7/21	OH to advise Steve Sertis and Paul Szijarto of their Life Membership awards

	<i>Done</i>
6/21	EG to propose \$10/team as park entry fee and that all competitors/volunteers to display B Form (event entry notification) on dash of car as entry permit <i>Done</i>
5/21	OH to contact Joe Young (setter, April 12 hour) for status <i>Done</i>
4/21	PT to redirect Secretary email to OH until a Secretary can be found. <i>Done</i>
8/20	PT to address issues with the 2016 ARC to ARA. <i>Done – issues still remain with ARA but that is outside of WARA’s control</i>

**10. OTHER BUSINESS**

Item	Title	Description / Notes / Action
10.1	Wrist tags	OH noted that, at the last event, an effort was made to ensure that all wrist tags were fastened completely. Several tags were still lost. An alternate system is needed. The cloth ones are available but how do you write on them/. PM has assessed alternatives on the internet and those used in swimming events do not seem to be sufficiently strong.  <i>Action: PT to source medical wrist bands to assess</i>
10.2	FCU maintenance	Dave Symons has been maintaining FCUs for 3.5 years and wishes to hand it on to someone else  <i>Action: PT to advertise in next email newsletter</i>

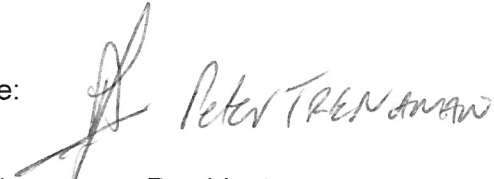
**11. DATE OF NEXT MEETING**

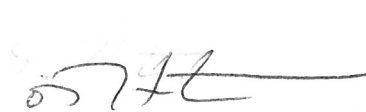
The next meeting will take place on 8 June 2021, 7 pm at 2/103 Campbell Street Belmont.

**12. MEETING CLOSURE**

The meeting closed at 8.12 pm.

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

Name:  Peter TREMANAW  
Position: President

Name:   
Position: Vice President

Date: 8/6/21.

Date: 25/05/2021