

WARA Committee Meeting

7pm, Tuesday 8 June 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 7.08 pm

Attendees – Ann Smithson, Owen Horton, Peter Trenaman, Janice Johnston, Mark Jones, Peter Mann, Elena Ghergori, Elena Dinu,

A quorum was achieved.

2. APOLOGIES

Christine Jenkins

3. CONFLICT OF INTEREST

None noted.

4. CONFIRMATION OF MEETING MINUTES 9 February 2021

Motion: The Committee Meeting Minutes 2021-3 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. There was no outgoing correspondence.

6. REPORTS

Item	Title	Description / Notes / Action
6.1	President's Report	<p>Batteries: The trailer batteries were replaced just before the Kojonup event and we had a successful test of their capability. The work was mostly thanks to the immense work of John Rollason, who has stage managed the entire process. Camillus and Chris Lee have since taken on the understudy role for John, so that he can step back as his health gets more problematic. Steve Sertis has also offered some advice that the trailer might also need to be replaced at the next change over, which will be followed up when we next replace the batteries (in 5-7 years). I recommend we get John a gift in appreciation of his work to save us money and keep us operational.</p> <p>Food handling course – there are several food handling courses available, however all of them are kitchen based and would require several hours of volunteer time to complete. Conversations with Steve Sertis have concluded that they are not relevant to ourselves, but that we should update our HH leaders manual to refresh some of the salient points made in the course.</p> <p>One Drive – see Section 8.2</p> <p>Shed – I've reached out to the City of Bayswater to check the external lights, concrete lifting and maintenance issues.</p> <p>Still liaising with the Airforce and Army cadets, the schools and DLGSC.</p> <p>Hash configuration PM noted that, at the last event, the hash serving tables were moved from the edge of the tent to 1 m inside, to provide protection from rain. OH noted that this was normal practise but PT reminded us that the decision to put the tables on the edge of the tent was a Covid mitigation strategy to minimise contact. JJ noted that this had been</p>

Item	Title	Description / Notes / Action
		written up in the instructions to the hash house leader but not in the general instructions to hash house volunteers Action: JJ to modify instructions to hash house volunteers to include all Covid-related requirements
6.2	Vice President's Report	August Rogaine Approvals: hash site has been organised (different map than previously). See Section 7 One Drive – see Section 8.2 Manuals: Setters and vetters manual updated (including novelty events and new printing details) and uploaded to website Pebbles Update: Gary Carroll has “cleaned up” the current test version of Pebbles, removing a lot of old code that is no longer applicable (hangover from pre-electronic tagging). PM to test during event set-up and then at the June event. School Champs Rules: OH identified that the school champs rules have never been formally written up, rather they were rules that Gary Carroll conceived when first updating Pebbles to handle school champs (or maybe it was in Fred, the predecessor to Pebbles) Action: OH to write up Schools champs rules
6.3	Secretary's Report	Motion: Christine Jenkins to be co-opted into the committee and to take on the role of secretary Moved: Peter Trenamen Seconded Owen Horton Motion passed Motion: as Secretary, Christine Jenkins 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
6.4	Treasurer's Report	ED is still coming to grips with the role of treasurer. Had compared the costs of several 12 hour events but had not realised that the number of competitors could be significantly different. PT pointed out the list of bush rogaines on the website that has the number of competitors attached.
6.5	Volunteer Coordinator Report	JJ noted that volunteer numbers for the June event were very low. PT said that a newsletter would be issued tonight requesting more volunteers.
6.6	Locations Officer Report	Applications have been submitted for March 2022 6 hour and May 2022 12 hour both north of Perth to balance out all the southern ones we have had. EG has held discussions with DPAW regarding payments for the use of national parks for the 2022 events. DPAW has suggested a payment per person, rather than by car. This makes sense as we have the number of attendees in the registration/volunteer lists.
6.7	Training Officer Report	The annual Dryandra Rogaine Training Weekend was held on 28th - 30th May 2021 at Lions Dryandra Woodland Village. The event attracted 25 adult and 15 under 18 participants, with 18 volunteers attending. Despite a very poor weather forecast, only 3 participants failed to appear (not included in above total). The majority of the bad weather did not materialize and the event happened with a schedule as per previous years. Many positive comments and thanks were received from participants. The Training Officer congratulates participants and thanks Volunteers.

8. PROJECT LIST

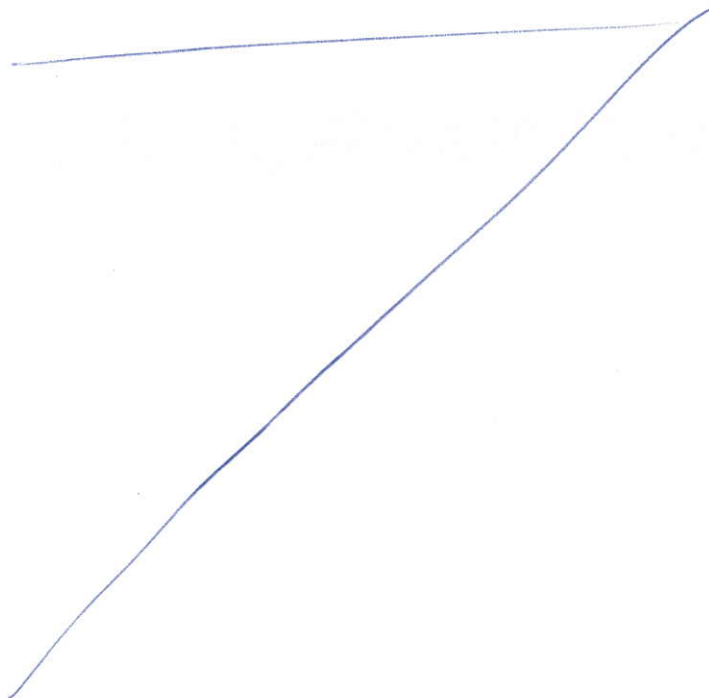
Item	Title	Description / Notes / Action
8.1	Volunteer Credits	<p>Background: In 2017 the committee committed to rewarding volunteers with a free event entry. Whilst there has been little publicity on this, the commitment stands and is considered cumulative. To date a system has yet to be developed to enable this to be implemented.</p> <p>Current Status: PT has developed a procedure to determine applicable refunds. To be trialled as soon as he can organise with ED. Once working, the process will be documented and the Volunteer Credit system will be advertised</p>
8.2	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:</p> <ul style="list-style-type: none"> • PT has set up the main folders and generated a template for event info • OH has populate the events with the map library, manuals, safety info (from EG) and secretarial data • Once set up, MJ will take over administration <p>Action: PT to provide all committee members with access to OneDrive and make sure everyone can see the files they need.</p>
8.3	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 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>
8.4	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 to follow up with AM. PT suggested assessing QRA system</p>

Item	Title	Description / Notes / Action
		<p>Notable issues:</p> <ul style="list-style-type: none"> - The training control set (20 corflute controls labelled T1->T20) have fallen apart in the shed and essentially split apart into individual boards or parts of boards in the hands of volunteers hanging controls. These need replacing urgently. Advice is sought to achieve this. - Ann retains some equipment which will be either bought to shed or to the next event - The team organising food for 2021 and 4 previous years is not available in 2022. Alternative options will be sought. - The suggestion of holding ad hoc weekend training events in Perth Hills bush has been advanced. Currently, it is not felt that these would be practical for reasons including permissions. <p>A setting and vetting seminar at John Forrest National Park is proposed for 10th September 2021. Preparations are ongoing.</p> <p>A setting team has been assembled for the Paddle-foot rogaine in February 2022 and a location has been discussed.</p>
6.8	Event Coordinator Report	Tony Scalzo has submitted event status spreadsheet – all tasks on schedule

7. UPCOMING EVENTS

Event	Description / Notes / Action
-------	------------------------------

Not for publication



9. BUSINESS ARISING FROM ACTION LIST

Action number	Description / Notes / Action
19/21	OH to source Schools champs rules <i>Done – See Section 6.2</i>
18/21	ED to contact Emma Plummer for passwords <i>Done</i>
17/21	PT to include on next email newsletter (volunteers for May event, replacement for Tony, Dave Symons) <i>Done</i>
16/21	ED to transfer \$550 to Sue Joyce's account as float <i>Done</i>
15/21	OH to follow up with DPAW (august hash site) <i>Done</i>
13/21	PT to source medical wrist bands to assess <i>Done – medical wrist bands are chunkier and have the same clip, so will have the same problem. PM noted that we only have enough paper wrist bands for a couple of events so will need to consider options. Using cloth bands is an options but need to consider</i> <ul style="list-style-type: none"> - <i>How to label the bands so that they are given to the right competitor (PM noted that we only need labelling until they are given out – after that, the card reader can be used to identify whose band it is</i> - <i>how difficult is it to thread the tag onto the band</i> <i>Action: PM to assess cloth tag labelling and fitting options</i>
9/21	JJ to order what is required to complete outstanding awards from last year, and for 2021 <i>Embroiderer contractor is proving difficult to contact – JJ to keep trying</i>
59/20	EG and Equipment team to investigate some options for hybrid phones and report back to the committee. <i>PT noted that Covid scarcity has pushed pricing up – to be reviewed next year</i>
48/20	Committee to organise a novelty rogaine for The Fathering Project. <i>No response has been received to numerous emails so this project is cancelled</i>

10. OTHER BUSINESS

Item	Title	Description / Notes / Action
10.1	Lighting	CL/IJ have been involved in the revamp of the batteries and would like to develop a proposal to replace hash house, admin and first aid lights with LEDs. LED technology has developed significantly and they will pull less power, thereby providing more battery life. And safer to handle. <i>Action: CL/IJ to assess LED lighting options</i>


11. **DATE OF NEXT MEETING**

The next meeting will take place on 10 August 2021, 7 pm at 2/103 Campbell Street Belmont.

12. **MEETING CLOSURE**

The meeting closed at 8.40 pm.

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

Name: 

Position: President

Date: 24/6/21

Name: 

Position: Vice President

Date: 24/6/2021