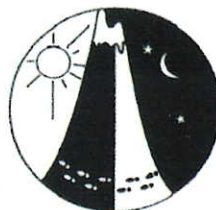


WARA Committee Meeting

7pm, Tuesday 7 April 2020

Online Zoom meeting



Western Australian Rogaining Association (Inc.)

PO Box 1201
SUBIACO WA 6904

Minutes Final

1. WELCOME AND OPENING OF MEETING

The meeting opened at 7.03pm

Attendees – Ann Smithson, Elena Gherghori, Emma Plummer, Janice Johnston, Owen Horton, Peter Trenaman, Sara Culverhouse, Tony Scalzo

A quorum was achieved.

2. APOLOGIES

Libby Drenen, Paul Williams

3. CONFIRMATION OF MEETING MINUTES 25 FEBRUARY 2020

Motion: The Committee Meeting Minutes 2020-2 were confirmed as true and accurate records.

Moved: PT **Seconded:** OH **Vote:** Carried

4. Future Events section (Removed)

PT

5. CLOTHING AND THE WARA SHOP

PT noted that he would like to look into purchasing merchandise to sell to members. The committee agreed that a polo shirt, possibly in a few different colours, would be a good item to trial. The committee also discussed the possibility of creating commemorative items in future.

ACTION: PT to contact Embroidery Plus about producing shirts, and to come back to the committee with further information.

6. POLICIES AND PROCEDURES

PT noted he was in the process of updating WARA policies and procedures. He acknowledged the work that LD had already done in this regard.

7. MISSION STATEMENT

PT noted he would like to create a mission statement and vision statement for WARA. These statements would guide WARA, and inform future policies and procedures. He also noted that having these documents makes WARA more attractive in terms of receiving grants, and gives the association more clout if it needs to appeal decisions made by DPAW and Water Corporation.

He asked the committee to come up with some ideas for a mission statement and vision statement, considering what WARA currently stands for and what it will do into the future.

ACTION: Committee to send PT ideas for the mission statement and vision statement.

8. OTHER BUSINESS

Reference	Title	Description / Notes / Action
8.1	Treasurer's report	<p>EP noted that WARA's Quickbooks accounting software had been moved to the cloud, and that all financial information from the old version is available in the new version. Committee members can get in touch with EP if they would like logins to Quickbooks.</p> <p>The old bank authorisers have been removed from the account, with most of the new authorisers now set up. Due to OH's distance from the nearest branch, he was having issues being added as an authoriser. PT said he would get in touch with his Bank of Queensland contact Claire Boxall to see if she could assist.</p> <p>ACTION: PT to speak with Claire about adding OH as an authoriser to the bank account.</p> <p>WARA currently has around \$90,000 in the bank account. EP suggested investigating term deposits or similar to invest the extra cash. The committee agreed that it would be a good idea for EP to liaise with the bank to find the best investment options.</p> <p>ACTION: EP to enquire with BOQ to investigate the best investment options for WARA'S extra cash, and to report back to the committee.</p> <p>EP raised that she had received an event expense claim long after the event, and suggested this process should occur faster. PT agreed, and suggested that a more reasonable period would be up to 45 days after the expenses were incurred. He would be happy to follow expense claims up</p>

		<p>individually if necessary. EP noted that she had created a new expense claim form, and would arrange for this to go on the website as a PDF.</p> <p>OH noted the expense claim form was part of the setter and vetter handbook, and this should also be updated. AS agreed that other sections would also need doing in future.</p> <p>ACTION: EP to send the new expense form PDF to Gerard Massam so that it can be added to the website.</p> <p>ACTION: Committee to send AS suggestions for updates to the setter and vetter handbook.</p>
8.2	Training online	<p>AS asked if she could organise some information to go out to members about rogaining activities during the COVID-19 lockdown. The committee agreed to this in principle, provided the suggestions were accompanied by a message stating members should check the latest government advice before doing activities.</p> <p>It was asked if online training could be organised for members, given the Dryandra training weekend was cancelled. PT said that he would organise with Alice Mrazek-Scriven and Blake Merritt to gauge members' interest in potential training. AS would have a think about the type of training offered and how it would be delivered.</p> <p>ACTION: PT to work with Alice and Blake to ask if members would be interested in online training.</p> <p>ACTION: AS to consider potential online training and how this would be delivered.</p>

8.3	New technology for events	<p>PT asked the committee to consider new technology for tracking control visits by teams. He suggested using a system that had aGPS tracker on a team, which would give better statistics and improved safety outcomes.</p> <p>Several issues were raised by the committee:</p> <ul style="list-style-type: none"> • If the live data was made available to participants it could be used to cheat. This could be mitigated by limiting live data feeds to the admin team only or releasing delayed data (e.g. data is released publicly with a four hour delay or after the event). • To ensure a team stays together, each team member would need to be fitted with a device. • In the past, this technology was very expensive. PT noted that the price of the technology was decreasing, and it was worth revisiting – especially since there was interest from funders in subsidising at least part of this purchase. <p>The committee agreed this technology was worth investigating.</p> <p>ACTION: PT to investigate new technology for tracking control visits by teams, and report back to the committee.</p>
8.4	Change to committee	<p>PT noted that Andre Morkel will be stepping back from the committee due to the lack of events this year. He will focus on updating the website and other WARA projects instead.</p>


9. DATE OF NEXT MEETING

The next meeting will take place on 12 May 2020, 7pm. Location TBA.

10. MEETING CLOSURE

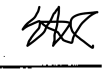
The meeting closed at 7.50pm.

Signed as a true and correct record by:

Name P. Penman 

Position President

Date 21, 5, 2020

Name Sara Culverhouse 

Position Secretary

Date 21 / 5 / 2020

On behalf of WA Rogaining Association Inc

