

# HVTC GENERAL COMMITTEE

## MEETING MINUTES -OCTOBER 2023

**Meeting at:** 16 October 2023, 7:30pm

**Venue:** Debbie's

**Present:** Marina Skinner, Chris McMillan, Jim Cousins, Doc Watson, Michelle White, Tania Hatfield, John Smeith, Kate Brownsword, Debbie Labett, Emma Dobbie (minutes) attended.

1. **Apologies:** Doreen Courtenay
2. **Minutes from previous meeting** – Accepted by the committee.
3. **Matters arising:**
  - Hire of clubrooms; ongoing
  - Fire update; ongoing
  - Google workspace; ongoing
  - Papatahi MOU, no response from DOC
  - Pat Tristram has responded re Centenary Publication, see General Business 8.1
  - Managing PLB stock guidance from Trip Group, ongoing
  - Fanny Bayliss committee replacement, ongoing
  - Sales Table fund parameters, see General Business 8.4
  - Accessibility of GC Minutes, see General Business 8.5
  - Summary of trip group decisions, done
  - Club van options, ongoing.
4. **Correspondence:**
  - 4.1 In:
  - 4.2 Out: Westpac Bank – Jim has emailed the bank as financial statements had not been received.
5. **Safety Issues**

Door left open at clubrooms – issue resolved.
6. **Reports:**
  - 6.1 Trips - Activity report
  - 6.2 Financial Report

September 2023: Payments/Transfers of \$6969.41 approved and cash book balance noted.
  - 6.3 Transport Report

September 2023: Payments/Transfers of \$256.28 be approved and cash book balance noted.
  - 6.4 Membership Report

Question from Debbie around membership. **ACTION** Membership officer to look at constitution about what is required to become a member of HVTC and bring to next meeting for discussion.

6.5 Clubrooms and gear report

## 7. Ruapehu Report

## 8. General Business:

### 8.1 Centenary:

- General Committee approves Centenary Funds budget being used to cover the running costs of the club van for the centenary event at Kaitoke. Graeme McVerry approached John to be the driver.
- Planting at clubrooms. Doc will check for pipes in the area to be planted. Kate has ordered the plants. Awaiting council approval.
- General Committee has agreed by email (30 Sept) to subsidise each copy of the Centenary publication by \$10 and buy 20 copies for HVTC library and other libraries, and for resale. The total was 144 and this was rounded up to order 150.

### 8.2 General Committee calendar of events:

- In the documentation passed to the Secretary there is a 'calendar of events' for the GC. We will keep this on as an **ACTION** and update each month. Emma will create an updated calendar from this data. Aug/Sep/Oct discussed.

### 8.3 Bereavement policy:

- Also, in the secretary documentation Emma found the Bereavement policy. **ACTION** Emma to email this policy to all GC for comments next meeting.

### 8.4 Sales table fund parameters:

- Motion – That the sales table fund be used for the benefit of club members. John proposed – Debbie Seconded.

### 8.5 GC minutes accessibility:

- Ruapehu Committee will share their minutes along with GC minutes to members who want to receive them. Reports would not be included, mainly to avoid financial information being shared outside the club. We could set up a new HVTC email group for members wanting to receive minutes. **ACTION** – Emma to ask Doreen about setting up a Google group for people who want to receive General Committee and Ruapehu Committee minutes. We would also need to add a sentence to the new member form and the annual membership form to check whether people want to receive minutes. Marina to write an item for Hills & Valleys inviting people to subscribe to the Google group after the discussion with Doreen.

### 8.6 Trips group:

- Tania has agreed to join the trips group as coordinator of the group (emailed to GC 24 Sept). **ACTION** Tania to write an item about the new trips group for the next Hills and Valleys.

**Chair:** Marina Skinner **Date:** 16 October 2023

Meeting finished at 9pm

**Next meeting:** 13 November 7:30pm at John's House.

**ACTIONS from October meeting:**

What	Who	By when
Hire of Clubrooms – draft agreement	Marina	ongoing
Investigate fire drill and current practices	Tania	ongoing
Fire Assembly Sign and letter to hall users	Tania	ongoing
Investigate changing club document storage from Dropbox to Google Workspace	Marina	ongoing
Papatahi MOU	Marina	ongoing
Trip group to provide guidance for managing the stock of PLBs.	Trip group	ongoing
Replacement on Fanny Bayliss Sub-Committee	Tania	ongoing
Talk to Doreen about google group	Emma	ongoing
Club van options	Committee	23/24 year
Constitutional requirements to be a HVTC member	Doreen	Nov meeting
General Committee Calendar of Events Update	Emma	Each meeting
Bereavement Policy sent to GC, for discussion	Emma	Nov meeting
Trip Group update for HnV	Tania	Next HnV