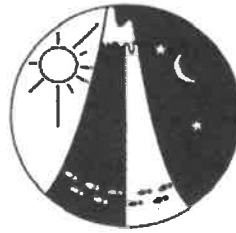


WARA Committee Meeting

7pm, Tuesday 3 November 2020

2/103 Campbell Street Belmont (with online option)

Minutes



Western Australian Rogaining Association (Inc.)

PO Box 1201
SUBIACO WA 6904

1. WELCOME AND OPENING OF MEETING

The meeting opened at 7.05pm

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

A quorum was achieved.

2. APOLOGIES

Andre Morkel

3. CONFIRMATION OF MEETING MINUTES 22 SEPTEMBER 2020

Motion: The Committee Meeting Minutes 2020-7 were confirmed as true and accurate records.

Moved: TS Seconded: PW Vote: Carried

4. CONFLICT OF INTEREST

None noted.

5. INWARD AND OUTWARD CORRESPONDENCE

The correspondence list was noted.

PT noted there was more to be added to the correspondence, and that he would send this through to SC to be recorded.

PW noted that the Department of Local Government, Sport and Cultural Industries was calling for RAC SportWest Award nominations. The committee agreed it would be a good idea to nominate in the volunteer category. PW agreed to send through the email he received about this, so the committee could consider nominating a member.

The committee also noted there were now three nominations for life membership.

ACTION: PT to send correspondence he received to SC for inclusion on the correspondence list.

ACTION: Committee to consider nominating a member for the RAC SportWest Awards.

6. REPORTS

Item	Title	Description / Notes / Action	Owner
6.1	President's Report	PT noted that there were changes to the Bayswater council leases and that we had a new contact at the Department of Local Government, Sport and Cultural Industries.	PT

		<p>He noted that merchandise sales were slow, and that we could reopen merchandise sales after entries for the novelty event had closed. It was suggested that advertising the merchandise more prominently on the website may help. PT said he would organise this with Gerard.</p> <p>ACTION: PT to organise prominent merchandise advertising on the WARA website.</p>	
6.2	Vice President's Report	<p>OH noted that his experience as admin leader at the previous rogaine was useful to test the revised admin manual. He noted he had revised this again given his experience, and that this was now with others for checking.</p> <p>OH noted his project to digitise the old rogaine maps was mostly complete. He was in the process of organising these to go up on the WARA website.</p> <p>OH raised the issue of the satellite phone not being used correctly at events. After further investigation he found that the batteries run out of power in 12 hours, hence the need to keep this at camp and plugged in.</p> <p>The committee discussed if the phone should be replaced, and a few options were discussed. We could purchase new batteries for the existing phone, though it was noted the phone is a older model and could do with an upgrade. It was suggested that a hybrid satellite phone which can run off mobile networks and satellite would be ideal. Though the licence for the phone had just been renewed, we can just transfer the licence if a new phone is bought.</p> <p>ACTION: EP to find the lease information for the satellite phone.</p> <p>ACTION: EG to investigate some options for hybrid phones and report back to the committee.</p>	OH

6.3	Secretary's Report	<p>SC noted she had reviewed the minutes from 2018 to 2020 and that there was a complete record. She noted she would store paper correspondence, but would dispose of paper records that had be duplicated electronically, with the exception of scanned minutes. She noted she had not reviewed any records kept in the shed.</p> <p>Adding to this point, EP noted that there were significant gaps in the accounting records, though the QuickBooks records could be used if necessary.</p> <p>PT noted that the Microsoft Onedrive migration would start from the end of the week and provide a centralised place to store records.</p>	SC
6.4	Treasurer's Report	<p>EP noted that despite WARA having money in the bank, a term deposit is not a good option at the moment due to low interest rates.</p> <p>EP noted that people had been slow to claim expenses from WARA, and that it would be better if people could submit these promptly.</p> <p>EP reminded the committee to consider applying for grants next year, as there's lots on offer at the moment.</p>	EP
6.5	Volunteer Coordinator Report	<p>JJ noted that she was still looking for a truck driver for the next event.</p> <p>It was suggested that the equipment team nominate a person to load and unload the truck for each event. This would ensure that the shed stays tidy.</p>	JJ

		<p>It was noted that truck loaders and unloaders are now included on the volunteer grid on the WARA website.</p> <p>OH queried the lack of setters included in the volunteer grid for next year. JJ noted she had been waiting for confirmation from setters before adding them in.</p>	
6.6	Locations Officer Report	See item 7.	EG
6.7	Publicity Report	None tabled.	
6.8	Training Officer Report	<p>AS noted she had been servicing the WARA radios, but was unsure if they were in use and worth replacing. AS noted she will make a report to the committee on her recommendations regarding the radios.</p> <p>ACTION: AS to report to the committee on the radios and provide a recommendation for further action.</p>	AS
6.9	Event Coordinator Report	TS noted that the novelty event was mostly organised. He flagged that the safety officer will need to notify the police that the event is happening.	TS

7. UPCOMING EVENTS

Removed from public minutes.

8. BUSINESS ARISING FROM ACTION LIST

Action number	Description / Notes / Action
54/20	<p><i>AS to organise further detail about a potential paddlegaine in 2021.</i></p> <p>Ongoing – see item 7.</p>
52/20	<p><i>PT to follow up possible Landgate data subscription.</i></p> <p>PT noted he had enquired about this but had not received a response, so he will follow up.</p>
50/20	<p><i>OH to send admin tent procedures to PW.</i></p> <p>Done.</p>
49/20	<p><i>OH to follow up issues with emergency satellite phone at the August event.</i></p> <p>Ongoing. See item 6.2</p>
45/20	<p><i>Committee to organise a volunteer thank you event for early 2021.</i></p> <p>Ongoing. The committee decided that Saturday 30 January 2021 at lunch time would be a good day to hold this event. It was suggested that a location by water would be nice given the time of year - Matilda Bay, East Perth or South Perth were flagged as potential locations. It was discussed that the food provided could be a BBQ or pizza, but no firm decision was made. It would be important to get people to RSVP for catering – JJ was asked to organise an invite list and email mailout.</p>
43/20	<p><i>PT to organise for the member protection policy and contact details to be advertised to members.</i></p>

	Done.
27/20	<i>PT to investigate new technology for tracking control visits by teams, and report back to the committee.</i> Ongoing. PT noted that he had received a quote to change over the control system and that it would cost approximately \$60,000.
14/20	<i>SC to update archived minutes with relevant documents.</i> Done. See item 6.3.
6/20	<i>AMS to address communication with/to members, with a focus on accurate, consistent communications.</i> Done.

9. OTHER BUSINESS

Item	Title	Description / Notes / Action
9.1	Event calendar	The proposed event calendar for 2021 and 2022 was discussed. It was noted that the next upside down rogaine is not aligned with full moon and that this may be reconsidered. It was noted that public holiday weekends were avoided in the event schedule.
9.2	Merchandise	PT asked for committee members who have taken a 40 th anniversary shirt to please pay for it on the WARA website.

9.3	First aid for setters and veters	<p>EG made a number of recommendations regarding first aid equipment for setters and veters:</p> <ul style="list-style-type: none"> • She suggested that a first aid kit be purchased for the patrol car. • The current stretcher at events is very heavy. She suggested purchasing a lighter stretcher which includes a plastic sheet that can be wiped down between uses. • It was suggested that WARA's policy of offering to pay for setters and veters to take a first aid course should be recorded in the setter and vetter manual. <p>The committee agreed to these recommendations and asked EG to get a cost for purchasing items.</p> <p>ACTION: EG to get a quote for a new first aid kit and lightweight stretcher.</p> <p>ACTION: EG to organise for the setter and vetter manual to be updated with first aid training information.</p>
9.4	Final committee meeting for 2020	<p>With the committee starting to wrap up for 2020, PT reminded the committee that they would need to put together a list of actions for next year. The committee agreed that the equipment team, publications team and incoming admin coordinator Peter Mann should be invited to the final WARA meeting for 2020.</p>
9.5	Map of past events	<p>PW noted he had put together a PDF map that shows where past rogaines had been held. The committee agreed that this would be a good addition to the website when ready. PW noted he would put together an explanation on how to use the file and get it uploaded to the WARA website.</p> <p>ACTION: PW to organise for the past rogain PDF map to be uploaded to the WARA website.</p>
9.6	Badges	<p>The committee discussed the recent confusion on the awarding of badges.</p>

		<p>The procedure to only award one badge to people if they won the same badge in a different category had not be communicated to members. As a result, some members were upset when they could not claim multiple badges and were then supplied with the extra badge. This resulted in an inconsistent process where some members would get multiples of the same badge and others would not. It was suggested that the badge process should revert to the information on the WARA website.</p> <p>MOTION: The process for awarding badges to placegetters will revert to what is stated on the WARA website.</p> <p>Moved: PW Seconded: PT Vote: Carried</p> <p>It was discussed that previously a letter of congratulations was sent out to placegetters, and the committee agreed this would be a good idea. This could be sent out as an attachment to an email and would be easily managed via mail merge.</p>
9.7	Paypal machine	<p>EP demonstrated the Paypal machine, which could be used at events to process EFTPOS payments. It was noted that this would need to be in mobile phone range to work correctly, but it may be able to work off the satellite phone. The committee approved the machine for purchase.</p> <p>ACTION: EP to purchase a Paypal machine.</p>
9.8	Schools results	<p>PW noted that the results for the Spring 24 hour (1 – 2 August) event had been corrected. He was asked to communicate the results to the schools involved in the competition.</p> <p>ACTION: PW to contact the schools involved in the Spring 24 hour event with their results.</p>

10. DATE OF NEXT MEETING

The next meeting will take place on 12 December 2020, 12pm at Hyde Park Hotel.

11. MEETING CLOSURE

The meeting closed at 9.07pm.

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

Name: Peter TREWAMAW

Position: PRESIDENT

Date: 12 DEC 20.



Name: Sara Culverhouse

Position: Secretary

Date: 12 December 2020

