

WARA Committee Meeting

7pm, Tuesday 9 February 2021

Online Zoom meeting

Minutes



Western Australian Rogaining Association (Inc.)

PO Box 1201
SUBIACO WA 6904

1. WELCOME AND OPENING OF MEETING

The meeting opened at 7.08pm

Attendees – Ann Smithson, Elena Ghergori, Owen Horton, Peter Trenaman, Sara Culverhouse, Janice Johnston, Tony Scalzo, Andre Morkel

A quorum was achieved.

2. APOLOGIES

Paul Williams, Emma Plummer

3. CONFLICT OF INTEREST

None noted.

4. NEW MEMBERS

It was noted that Peter Mann has nominated for the 2021 committee.

5. CONFIRMATION OF MEETING MINUTES 12 DECEMBER 2020

Motion: The Committee Meeting Minutes 2020-9 were confirmed as true and accurate records.

Moved: PT Seconded: SC Vote: Carried

6. INWARD AND OUTWARD CORRESPONDENCE

This item was noted.

7. REPORTS

Item	Title	Description / Notes / Action	Owner
7.1	President's Report	PT noted he has written the President's report for the AGM. He has also been organising WARA promotion at events, such as those held by the City of Bayswater and TAFE. PT noted that the events for 2021 and 2022 had been added to the WARA website, including the 2021 Dryandra training event.	PT
7.2	Vice President's Report	OH noted that the map archives are now on the WARA website, and that he had received good feedback on this so far. He was also working on the admin manual and ensuring instructions on how to use the Paypal machine were added.	OH
7.3	Secretary's Report	SC noted that she was preparing for the AGM and creating handover notes.	SC
7.4	Treasurer's Report	PT noted that EP would send through the accounts soon and that these will be audited by the AGM. OH noted that the insurance value for shed material had been determined to be approximately \$160,000. This included \$60,000 for the electronic tagging system and \$20,000 for the marquees.	EP
7.5	Volunteer Coordinator Report	JJ noted that the volunteer barbeque held on 30 January 2020 had gone well, and she had received good feedback from volunteers. She would send through the receipts for this soon. She noted that the volunteer grid was up to date, and was currently going well in terms of setters and vettors. Setters should be put in touch with EG to discuss locations. Volunteers being rewarded with free event entry was discussed.	JJ

		<p>People who volunteer and do not participate in the event are eligible for free entry. People who volunteer and have a score at events are excluded, with the exception of truck drivers who qualify for free entry. Committee members also qualify for one free entry into events per year. It was suggested that training event volunteers (such as those who volunteer as trainers at the Dryandra training weekends) also receive a free event entry, though some work will need to be done to combine the training event volunteer list with the other volunteers.</p> <p>People pay for their entry as usual, and then will later be refunded if they have any free entries. Records for free entry start in 2017. Going forward eligible volunteers will have 3 years from the time they volunteer to use their credits. As we are back dating the credits to 2017, those eligible before now have until the end of 2023 to use their credits (i.e. 3 years from now).</p> <p>Roll out of free entries will start soon, and it was planned to contact people with free entries individually so they're aware of the process.</p> <p>ACTION: AS to collect and send JJ a list of Dryandra volunteers since 2017. JJ to put these on the website and continue to do this from now on.</p>	
7.6	Locations Officer Report	See item 8.	EG
7.7	Training Officer Report	<p>AS noted that the Dryandra training event has been booked for 28-30 May 2021. The event will be advertised on website and Facebook after the February rogaine.</p> <p>AS noted that COVID may make some people unwilling to share accommodation with other participants, and it would be important to check COVID regulations around social distancing and accommodation closer to the date. It was suggested that participants could camp at the site instead to reduce the risk, though AS said this was unlikely to be accepted by the owners. If this was going to be prohibitive, AS suggested hosting the training event closer to Perth and making it a day event at Kalamunda Camel Camp or Perth Hills Discovery Centre in Mundaring Weir.</p> <p>AS was preparing for setting and vetting training to be held in September, with Zoom as an option. This would be a good advertising opportunity for new setters and veters.</p> <p>She also noted she was preparing a presentation for instructors at Bush Rangers and River Rangers Instructors Conference on 25 March 2021.</p>	AS
7.8	Event Coordinator Report	See item 8.	TS

8. UPCOMING EVENTS

Removed from Public Minutes

9. BUSINESS ARISING FROM ACTION LIST

Action number	Description / Notes / Action
68/20	<i>AS to organise for 2021 training to be added to the WARA website once confirmed.</i> Done.
66/20	<i>PT to follow up City of Bayswater to get the shed ramp fixed.</i> Done.
62/20	<i>EG to organise for the setter and vetter manual to be updated with first aid training information.</i> Done.
61/20	<i>EG to get a quote for a new first aid kit and lightweight stretcher.</i> Ongoing, there's still more supplies to purchase but there's enough for the February rogaine.
51/20	<i>JJ to organise communications to members about missing badges and how to collect these.</i> Ongoing. People have been sent badges if they have requested them and a list of badges to order was being compiled.
48/20	<i>Committee to organise a novelty rogaine for The Fathering Project.</i> Ongoing. This was on hold due to COVID restrictions. The event will use the Ye Old Gossy Lemon Surprise map.
47/20	<i>PT to check the wording of the waiver with a lawyer, and implement the waiver for WARA activities and events.</i> Ongoing. PT will check with ARA about their waiver because it will change in 2021.
45/20	<i>Committee to organise a volunteer thank you event for early 2021.</i> Done.
27/20	<i>PT to investigate new technology for tracking control visits by teams, and report back to the committee.</i> PT outlined two options to progress the new electronic tag system. We could repair and update current system or investigate a mobile app based system. The latter option was still being worked through, but may involve placing RFID tags on the controls and using an app on their phones to tag in. PT was planning to investigate this further and would put together a paper for discussion.

10. OTHER BUSINESS

Item	Title	Description / Notes / Action
9.1	Life Member selection panel	PT noted that a selection panel for Life Members was required before the AGM. OH and PW were asked to join the panel.
9.2	Member Protection Officers	<p>The committee was asked who would be good Member Protection Officers for 2021, keeping in mind at least one officer needs to be a female. It was decided that Selina Wilson and John Herzfeld should be approached about the position.</p> <p>ACTION: PT to approach two members to become Member Protection Officers for 2021.</p>
9.3	Bushfire relief donations	<p>A number of options for donation were discussed. It was suggested that a notification should be sent out ahead of time, in the next email reminding people to sign up for the event. A collection can be made at the February rogaine and AGM, and then a Visa gift card can be purchased. It was suggested that envelopes be made available if you want to leave a message.</p> <p>ACTION: JJ and SC to make sure envelopes are available at the February rogaine and AGM respectively.</p>

11. DATE OF NEXT MEETING

The next meeting will take place on 16 March 2021, 7pm at 2/103 Campbell Street Belmont. The AGM will take place on 25 February 2021, 7pm at Department of Local Government, Sport and Cultural Industries Leederville.

12. MEETING CLOSURE

The meeting closed at 8.47pm.

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

Name: *Peter Treisman*

Position: *President*

Date: *16/3/21.*

Name: *SARA CULVERHOUSE*

Position: *SECRETARY*

Date: