



Minutes of the Executive Committee Meeting

Tuesday 13 Sept, 6pm at HOM

1. Apologies

Geoff Gabites, Gillian Crombie

2. Updates from the minutes of last Exec Committee meeting (25 August 2011)

- Unwin Project – last site visit 9 September. Shed construction starting this week. Last 3 weeks of construction will be very busy indeed. Official opening confirmed for 15/16 Oct – much work needed to make this happen. Unwin manager role – telephone interviews set for 15 Sept.

- Mt Ruapehu accident – Coroner's Inquest & the issue of legal representation has been difficult. It is likely we will be faced with all 3 instructors each having their own legal representation.

- CCM paper re club rules – proposed rule changes, with commentary, now need to be shaped up into something that can be circulated to all Club members & section committees for the AGM. At this stage the proposal supports the change to Exec Comm including all Convenors, + a section rep.

- AGM topic: as yet undecided, we have until 4 Oct to resolve this!

- FMC subs discussion paper – response yet to be sent to FMC.

- 2011 membership survey – draft circulated for comment. Use of Survey Monkey recommended. Only members with email addresses will be surveyed.

2. 2011-12 Business Plan (attached)

Update circulated – & discussed.

Action Point: To initiate newsletter advertising in North Island for Ruapehu Hut Project Leader.

3. Finance

- August 2011 payment list signed off.
- Insurance – association liability & legal defence – info was circulated. It is assumed that *professional staff only* would be covered.
- SBS loan: drawdown of loan postponed until 1 Oct.
- HOM loans – yet to make contact with Stephen Barker, Bill Beaven has made a \$1000 donation, & been repaid \$4000.
- Preparation of annual accounts is going well – info soon to be handed over for Review.

4. Meeting reports

None to note this month

5. Upcoming meetings

- Business Managers (Convenors) meeting – 18 Sept confirmed. Agenda to be circulated.

- AGM – Friday 4 Nov: entertainment yet to be decided, Cashmere Club booked as the venue.
- CCM – 5 & 6 Nov: deadline to circulate reports is 5 Oct.

6. Website

- Latest ecommerce stats circulated. Interesting that the number of transactions have gone down, but revenue has increased...further analysis needed.
- Membership database – work is underway with initial phase of data transfer from Clubmate. Ollie added that the work is thorough and painstaking but the future of the database looks exciting.

7. Office Update and Membership

Current membership	M'ship total last month	12 month rolling average	Rolling average last month	New members vs Strike offs for July 2011
3078	3068	3062	3067	



Membership retention

Membership retention report from August has been circulated. James provided a verbal summary. Suggestions made to James recently from members were:

- creche or peer support to enable parents to get out and climb
- Club to make contact with those who have attended a course 3 months later – to encourage club contact and involvement.
- promote forums to find climbing partners following a course.

Staff Updates:

Major projects for each of us at the moment include:

- **Ollie:**
Admin Assistant: Narina started yesterday ☺
Accommodation projects – Unwin rebuild, probably taking 75% of my time at present, & will not relent until after opening.

Instruction framework & implementation (yes we definitely need an Instruction Business Manager).

Website – hut bookings, & climber.co the next projects on the list...

Membership Database project – CiviCRM implementation.

Annual accounts

Publications – Arthurs Pass reprint to get underway

10.5 days Annual Leave & TIL carried over into 2011-2012

- **Margaret:**
To do list was noted. It was suggested that a company like Zenbu or Tommyzone be contacted re WiFi for Unwin.
- **Kester:**
Update was noted.
- **Pat:**
Update was noted. The committee supported the idea of two outdoor comps for the NBS. Indoor comps as well should attract youth and promote the Club.

Action Point: Ollie to chase up sections who have not returned profits from Banff screenings.

10. General business

- Xmas retail opportunities. Suggestions:

- Car stickers.
- Discounted instruction vouchers or membership vouchers (partial payments).

Meeting closed at 7.35pm.

2011 meeting dates:

Tues 4 October

Tues 8 November

Tues 6 December