



Executive Committee mins

Tuesday 25 August, 6pm at HOM

1. Present: Geoff Gabites, Gillian Crombie, Stu Gray (by speakerphone), Ollie Clifton
2. Apologies: Richard Wesley, Peter Cammell, James Smith, Clayton Garbes

3. Updates from the minutes of last Exec Committee meeting (12 July 2011)
 - Unwin Project – last site visit 16 August. Exterior shell of building now complete. Shed construction confirmed. Last 6 weeks of construction will be very busy indeed. Official opening confirmed for 15/16 Oct – much work needed to make this happen. Unwin lodge manager role now advertised, applications close 2 Sept.
 - Mt Ruapehu accident – Coroner’s Inquest confirmed for 8/9 November. Instructors have begun organizing their legal representation – further discussion needed on how we support the 3 instructors. Ollie to re-check existing public liability insurance. Geoff to get some advice from a Coroner.
 - CCM Revenue & Marketing ideas – see attached review of these ideas, completed by Ollie & Geoff 22.8.11. Discussed in the context of the Conveners meeting, & draft marketing plan. Agreed that both the Marketing plan & Rev/marketing ideas should be discussed at this meeting on 18 Sept.
 - CCM paper re club rules – Phil Doole & Phillip Tree emailed 11.7.11, & good email discussion since. Draft proposal briefly discussed. Geoff suggested some points could be made more generic – Geoff to make these changes & make suggestions to Phil & Phil.
 - National newsletter – no action taken as yet. Note that new membership database has functionality for newsletters.
 - Work has begun on implementing civiCRM.
 - Geoff’s recruitment drive for Exec Committee has been very successful ☺

2. 2011-12 Business Plan (attached)

Ollie to edit draft plan & circulate as final copy.

3. Meeting reports
 - MSC meeting re volunteer leader development, Wgtn 3 August – good initiative, the main point of which is to create 1 system for training volunteer leaders in the outdoors. Potentially of benefit to NZAC – time & input to this project to be kept to a minimum.
 - Wgtn section instruction weekend – 6/7 August (Tukino). Great opportunity to witness volunteer instruction 1st hand. Good move to have added additional support for the lead Wgtn instructor.

4. Upcoming meetings
 - Business Managers (Convenors) meeting – Sunday 18 Sept confirmed.
 - AGM – Friday 4 Nov: what topic should we debate this year? Cashmere Club booked as the venue. Polar expeditions – a panel discussion on the future. Ollie to seek opinions from others in the club.

5. Access

- Draft Access strategy circulated by Chris Burtenshaw. Agreed with this strategy, apart from wording on proposals 2 & 3. Chris to proceed, & advise budget details at Convenors meeting.
- Access Fund implemented 1 July, criteria & webpage yet to be set up. Ollie to work with Chris Burtenshaw on this.

6. Climbing

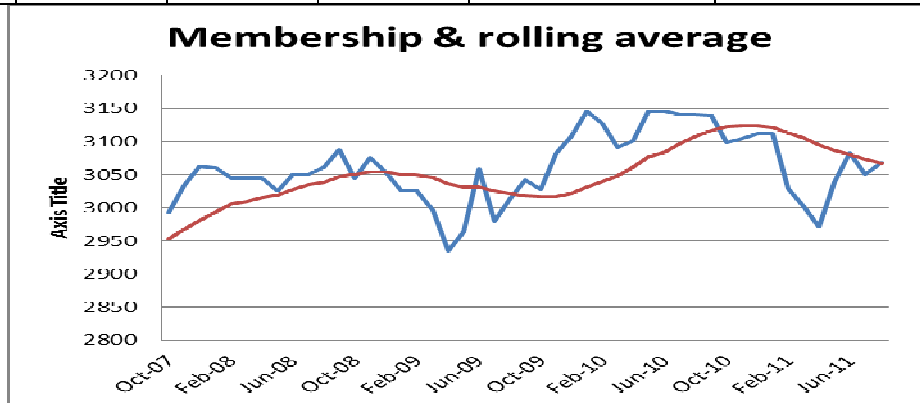
- Update from Chris Brown discussed, & agreed it should be developed further for convenors meeting.

7. Website

- The fixes & tweaks continue. Much positive feedback still being received re new look site.
- IT plan, as requested by CCM has been circulated – no comments at all received.
- Membership database – work is underway.

8. 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	Average member yield (monthly subs rev/new + renewals)
3068	3050	3067	3073		



Membership retention

Membership retention report from July was discussed - James to be asked to graph percentage success rate each month.

Staff Updates:

Major projects for each of us at the moment include:

- **Ollie:**
Admin Assistant interviews: 60+ applications received in total, with 9 short interviews held on 10 August – great process! 3 longer interviews scheduled for 25 August. Pat

has shifted downstairs, & we are now set to re-organise the 2nd floor once a new desk for Margaret arrives.

Accommodation projects – Unwin rebuild.

Instruction framework & implementation (yes we definitely need an Instruction Business Manager): very time consuming at present.

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 discussed – no action points.
- **Kester:**
Updated discussed – congrats to be relayed to Kester for his mini-novel 😊
- **Pat:**
Due back 29 Aug. Many enquiries re courses being dealt with.

9. Finance

- July 2011 payment list for sign off attached. No profit & loss report this month as Ollie has not had time to enter 2011-2012 budget info into Moneyworks.
- Insurance – not surprisingly, earthquake coverage has increased in price, meaning our total insurance bill is \$12k more than last year (total \$44k). We have also had a quote for association liability & legal defence – info to be circulated. For discussion.
- SBS loan paperwork signed off with MDS Law – drawdown of loan scheduled for 1 Sept. this has now been postponed until 1 October.
- HOM loans – yet to make contact with Stephen Barker. No firm decision from Bill Beaven yet. Ollie to re-send letter to Stephen.
- Porter Lodge lease cheque needs signing.

10. General business

- Ayres Ridge – suggestion from Dave Bamford that we support this. Agreed we should get all the details with a view to supporting this.
- FMC subs discussion paper – to be circulated. Agreed we should register our support in principle for the proposal, provided NZAC subs do not increase. Ollie to send letter to FMC.
- Membership survey – final report & survey form attached. Proposal for 2011 is to do the survey 100% online (via survey monkey) & invite all members to complete it (previous surveys have selected a representative sample of 300 members). Suggested that a prize for completing the survey be organised. Ollie to set up draft survey & circulate.

Next meeting: Tues 13 September

2011 meeting dates:

Tues 4 October

Tues 8 November

Tues 6 December