Ben Cruachan Walking Club Inc.
Minutes of Committee Meeting

Held on Wednesday, 12 August 2015, at 7.30 pm at the Maffra Vets Centre

1. President's Welcome:

1.1. Attendance:

The President, Monica Scicluna, welcomed those in attendance: Committee members - Margaret Beckett, Anna Janca, Jack Winterbottom, Michael Dowe, Joe Van Beek, Chris Marshall, Trish Marston; and Club members - Phillip Davis (Bush Walking Victoria liaison), Will Streckfuss, Veronica Dwyer, Graeme Pilkington.

1.2. Apologies:

Marian Matchan, Helmut Tracksdorf, Piero Baglioni, Corinne Kleine, Ken Free, Andrew Stevenson

2. Minutes of Previous Meeting:

2.1. Confirmation:

Motion: That the minutes of the meeting of 8 July, 2015 be accepted as an accurate record of that meeting, with correction at item 6.7.4 that 2 meetings per year be held at Traralgon, not Sale.

Moved: Jack Winterbottom **Seconded:** Christine Marshall **Carried.**

2.2. Business Arising From Previous Meeting – See reports below:

2.2.1. 5 Watt Walkie Talkies

3 quotations were received from:

- Jaycar – Digitech DC1065 for $159 each with 1 year warranty
- Electrobarn – Uniden 5WUH076SX for $299 each with 3 years warranty
- Utek – GME 5WYX61-50 for $500 for 2 with 3 years warranty

Motion: That 2 GME 5W YX61-50 walkie talkies be purchased from Utek for the quoted price of $500 for the pair.

Moved: Christine Marshall **Seconded:** Trish Marston **Carried.**

The new walkie talkies are to be placed in the 'blue bag' with the one 1W walkie talkie still functioning to be kept in the bag for use in the middle of larger groups. The 2W walkie talkies in the 'pink bag' are in good order and not to be replaced at this stage.

2.2.2. CPR Update Funding

Margaret Whelan, the trainer used previously, is able to provide CPR update training for $60 per person, plus $30 travel. Bush Walking Victoria (BWV) provides a subsidy of $25 per person. Monica will liaise with the trainer to set a date for late November, 2015. An email is then to be sent to members to gather interest, and Monica will be the organising contact.

Motion: That CPR update training be arranged and that BCWC pay the $30 travel cost of the trainer. Members participating are to pay the $35 cost, and, once training completed, BCWC shall claim the subsidy of $25 from BWV and reimburse members.

Moved: Monica Scicluna **Seconded:** Joe Van Beek **Carried.**

2.2.3. BCWC Policies, Procedures & Forms

Anna noted that, once approval is given today re website, it will be necessary to prepare documents to upload onto site and create the one central repository for all documents and guidelines. This should include a review of current documents and guidelines / processes of BCWC and documentation of processes if do not exist. It was agreed that this was important to do given the geographic spread of membership and the significant numbers of new members and their willingness to contribute to the Club eg. Lead walks. Ken Free has agreed to work with Anna on this

task, and others will be consulted as required. Draft documents will be circulated to Committee for feedback and approval prior to publication.

Use of the Club logo was discussed. It was agreed that the 50th anniversary logo be used for all documents, website, etc. for the remainder of this year, and that a design be obtained to incorporate this milestone, ie 'Since 1965', in the logo for subsequent years.

3. Correspondence:

3.1. Incoming:

- New Memberships: Heather Alexander, Graham Pilkington, Jan Garner & Norm Mifsud, Jo Huggins,
- West Gippsland Bush Walking Club invitation to participate in walk leader training & request for date of combined clubs weekend.
- Eureka Climb publicity
- Breck Bowles re short cut track from Alpine Walking Track to Mt Erica
- Bush Walking Victorian newsletter – forwarded by email to members
- Strzelecki Bush Walking Club newsletter – forwarded by email to members
- Bush Walking Victoria invoice for membership and insurance for 2015-2016 – forwarded to Treasurer for payment.
- Philip Davis – Bush Walking Victoria request for participants in Wilson's Promontory track maintenance working bee on weekend of August 21 – 23 – forwarded by email to members

3.2. Outgoing:

- East Gippsland Shire Council re Newlands Arm to Paynesville walking track – to be sent.
- West Gippsland Bush Walking Club – advised date of combined clubs weekend and request for details regarding walk leader training.
- To all members on email
    - Minutes of last Committee meeting & revised meeting schedule
    - Walk previews to end August, 2015 not included in newsletter
    - 'Emergency Contact & Medical Information' form and use
    - Request for volunteers for combined Gippsland clubs weekend working group
    - WGBWC walk leader training information
- To all members not on email
    - Minutes of last Committee meeting & revised meeting schedule
    - Walk previews to end August, 2015 not included in newsletter
- To new members listed above by post: Welcome letter from president, BCWC Membership booklet & brochure, Bushwalking Victoria membership card, and by email: list of Committee members & their contact details, most recent minutes of Committee meeting and newsletter, walks calendar, walk previews not included in newsletter, Emergency Contact & Medical Information form.

Motion: That incoming correspondence be accepted and actions and outgoing correspondence ratified. No action to be taken regarding the following incoming correspondence: Eureka Climb publicity and Short cut from Alpine Walking Track to Mt Erica.

Moved: Anna Janca **Seconded:** Margaret Beckett **Carried.**

4. Reports:

4.1. Treasurer:

Jack presented the Treasurer's report for the month ended 31 July 2015.

Motion: That the Treasurer's Report be accepted, payments ratified, and the Bush Walking Victoria invoice for membership and insurance $1,920 be approved for payment.

Moved: Jack Winterbottom **Seconded:** Trish Marston **Carried.**

4.2. Newsletter Editor:

Helmut, not in attendance, reported that the August Newsletter posting to those not on email, had been delayed and would occur in the next week.

4.2.1. Content of Newsletter

4.2.1.1.1. Anna reported that, after the AGM, at a handover meeting between the former and current President and Secretary at which the Newsletter Editor was present, it was agreed that the Membership Application / Renewal Form and the Emergency Contact & Medical Information form no longer be included in the newsletter. This was done to reduce the size of the newsletter. It also was done because the documents required specific attention by members, were available on the website, and could be distributed by email if needed.

4.2.1.1.2. Discussion occurred as to whether the Committee Member needed to be listed in the Newsletter. It was agreed that the current practice continue and that the phone and email addresses of the President, Secretary, Newsletter Editor and Walks Coordinator only be listed.

4.3. Tracks and Huts – Nil to report.

4.4. McMillan's Track:

4.4.1. McMillan's Track 150th Anniversary & Combined Gippsland Walking Clubs' Weekend

Joe reported that the combined Gippsland Walking Clubs' weekend is to be held in conjunction with the 150th Anniversary end to end walk of the McMillan Track. He presented drafts of the following documents:

- Outline of the planned activities/ invitation to the walking clubs of Gippsland
- Details of the combined clubs weekend
- Walks program for the combined clubs weekend
- Registration form
- Itinerary for the McMillan's Track end to end walk.

The Sambain Chalet will accommodate 38 people and tents on the grounds. The Chalet charges $25 per head per night and half price for school children, with a minimum charge of $250. With alternate accommodation options available and detailed in the documents above. Joe recommended that participants be charged $20 per night, for both staying in the Chalet or a tent on the grounds, and $10 per day activity fee. Participants will be required to self-cater. Registration and payment in advance required.

Re working group – No confirmed volunteers to join a working group had been received in response to the email sent to all members. Joe said he needed a coordinator at the Chalet, and walk leaders and tail enders for 3 walks each day. Trish Marston volunteered to be the coordinator over the

weekend. Phil Davis volunteered as a walk leader. Anna Janca also volunteered to assist on the weekend.

It was agreed that only walking clubs and Bush Walking Victoria would be invited to participate. Local politicians and the Wellington Shire Mayor would be informed of the event. Joe advised that he would be seeking sponsorship from Department of Environment, Land, Water and Planning and from Parks Victoria, and funding for track maintenance. He also was seeking a guest speaker and options were discussed. Joe will provide final documents to the Secretary to send out.

Motion: That the recommendations above, including cost structure, be approved and arrangements proceed.
Moved: Joe Van Beek **Seconded:** Jack Winterbottom **Carried.**

4.5. Walks Coordinator:

Jack reported that the Walhalla Rail Trail walk scheduled for 12 August will be rescheduled as only 1 participant registered for the walk.

Veronica reported that the Winter Wonderland – Tali Karng via Mac Saddle walk has been rescheduled to autumn 2016.

4.5.1. Omission of Wirilda Walk Preview From Newsletter

Joe Van Beek raised the fact that the Combined Clubs' Wirilda Walk scheduled for Saturday 10 October was not promoted in the August Newsletter although he had previously provided Jack, acting Walks Co-ordinator, with the walk preview and that promotion in the October newsletter would be short notice. Discussion of this raised several issues:

- How far ahead should the newsletter cover? The consensus was at least 3 full months if at all possible.
- The need for an interim mail out covering missed previews and/or walks that have come up in the meantime. This had been done by the Secretary, however it was suggested that consideration be given to the Walks Coordinator doing this in the future.
- Who is responsible for ensuring previews are submitted to the newsletter editor? This and the above issues were left unresolved.

The acting Walks Coordinator agreed to email the Wirilda Walk preview to members.

4.6. Publicity – Nil to report.

5. Working Group Reports:

5.1. BCWC's Internet Presence:

Anna presented the attached document detailing preliminary design for the internet presence which included criteria, content, structure, access levels and maintenance responsibility, evaluation methodology and which internet presence to be used. She also presented 3 build and budget options, noting at all used Joomla software for the website:

- Retain the current site (running on outdated software) and fix problems – cost being Club member labour and current hosting fee
- Use templates available from Bush Walking Victoria (BWV) (running on software which is a few years old) and support from Easy Joomla - cost being Club member labour to set up and hosting fee: for 1GB - 2 years free, thereafter $60 per year; additional $30 per year for additional GB capacity.

- Use the latest version of Joomla and assistance from Easy Joomla to set up – cost being Club member labour to set up and hosting fee: same as for BWV option; plus cost of set up support from Easy Joomla which exceeds that usually provided if using BWV option – will not exceed $500.

Motion: That the report and recommendations as to content, structure, access levels and maintenance responsibility be approved. That the option to proceed with the latest version of Joomla software, set up of new website with support from Easy Joomla, and then link into BWV support and hosting arrangements be approved and building of new website commence.

Moved: Anna Janca **Seconded:** Monica Scicluna **Carried.**

6. General Business:

6.1. Membership Non-Renewal

Memberships not renewed for 2015: Robyn McLennan, Amanda Thompson, Geoff & Marlene Proudfoot, Antonio Prado, Caroline Michalski, Richard Kruger, Mark Hopley, Irene Hull, George & Shayne Boyd, Penny Bryer.

6.2. Christmas Lunch - 6 December 2015

Monica reported that the venue has been changed from the Commercial Hotel, Heyfield, to the Criterion Hotel, Sale.

6.3. Cash in Walk Bags

Ken Free, via email, raised the matter of the cash float in the Walk Bags and the box of memorabilia for sale. He noted that there is no record of how much should be in it the cash float, what items are sold and how these are to be replaced in the box, and there is nothing to record transactions. It was agreed that this was an issue, and the Treasurer is to look into this. The issues also are to be considered when Club processes are reviewed as part of the document and guidelines review process referred to in item 2.2.3 above.

6.4. Heyfield Wetlands Information Centre

Margaret reported that, some time ago, she had attended a meeting with the wetlands authority and had now received a report 'Heyfield Wetlands Information Centre' produced by People In Nature. Anna is to obtain an electronic version of this report to circulate to Club members.

7. Next Meeting: 14 October, 2015, at 7.30 pm in Bairnsdale, preceded by dinner at 6 pm.

8. Meeting Closed: 9.45 pm.

Ben Cruachan Walking Club

Financial Statement for 31 July 2015

Balance @ 30 June 2015		4,546.74
Income:		
Memberships	169.00	
Alexander, Huggins, Lakeman, Norman, Pilkington		
Interest	0.44	
Golden Jubilee Float returned	400.00	
Golden Jubilee Sales	780.00	
Visitor Fees	40.20	1,389.64
		5,936.38
Expenditure:		
Golden Jubilee Expenses		
Mugs extra colour [J.Winterbottom]	60.90	
BBQ Items [M.Scicluna]	138.82	
Badges, Binder, Tags [A.Janca]	70.45	
Balloons [A.Janca]	77.00	
Candles/Sparklers [A.Janca]	6.45	
PO Box Key [A.Stevenson]	11.00	
CAV Annual Statement	53.00	417.62
Balance @ 31 July 2015		5,518.76

Stock in hand:		
Mugs @ $10	19	190.00
Badges @ $20	46	920.00
Hats: Bucket M/L @ $25	16	400.00
Hats: Bucket L/XL	20	500.00
Hats: Cotton 55 cm	10	250.00
Hats: Cotton 57 cm	7	175.00
Hats: Cotton 59 cm	10	250.00
Hats: Cotton 61 cm	9	225.00
		2,910.00

Accounts to pay

Bushwalking Victoria Insurance for 80	1,920.00