

BEN CRUACHAN WALKING CLUB Inc.

MINUTES of a committee meeting held on Wednesday, 08 April 2015, at Maffra Veterinary Centre at 8pm.

1. PRESIDENT'S WELCOME : Andrew Stevenson welcomed those in attendance.

2. ATTENDANCE: Andrew Stevenson, Jack Winterbottom, Margaret Beckett, Helmut Tracksdorf, Michael Dowe, Chris Lockwood, Christine Marshall, Bev Beard.

3. APOLOGIES: Ken Free, Monica Scicluna, Corinne Kleine, Piero Baglioni, Rose de Leuw, Wil Streckfuss.

4. CONFIRMATION OF MINUTES

Andrew Stevenson pointed out that the dates of the Golden Jubilee celebration were noted as 20 and 21 June 2015 but, in actual fact, they had been amended to 27 and 28 June 2015 in line with the actual date of formation of the club.

Jack Winterbottom pointed out that the Secretary had included a section of minutes from a meeting in 2014. Although relevant to the item ref the website, they should not have been placed in the minutes. They were deleted. Jack Winterbottom

Motion: That the Minutes, with alterations as above, be accepted as an accurate record of the meeting of 11 March.

Moved: Jack Winterbottom

Seconded: Bev Beard

CARRIED

Matters Arising: Nil

5. CORRESPONDENCE

Incoming:

A number of membership renewals;
Australia Post post office box renewal

Outgoing:

Circulation of a number of emails;

Motion: That the correspondence be accepted,

Moved: Andrew Stevenson

Seconded: Christine Marshall

CARRIED

6. REPORTS:

6.1 Treasurer's report

Financial Statement submitted by Monica Scicluna (see below) and read to the meeting by Andrew Stevenson.

Motion: That the Treasurer's Report be accepted,

Moved: Andrew Stevenson

Seconded: Chris Lockwood

CARRIED

6.2 Newsletter Editor: Helmut Tracksdorf reported that ...

He had investigated costs associated with printing the Newsletter for snail-mail recipients without email access. The costs varied from 38cents per page [East Gippsland Times] to paper costs [Tim Bull's office] for black and white printing. He recommended that we use MP, Tim Bull's office with an appropriate acknowledgement in the newsletter. Many walking clubs already use their local member as a printing source. The meeting agreed. Helmut will mail the newsletters once printed. We need to supply the paper.

Helmut wanted to confirm the logo we are using for the GJ year. It is the one with the dates in the base of the mountain.

He also asked about the addition of committee members on page 2 and the details required.

6.3 Tracks and Huts: Nil report

6.4 Walks Coordinator: Jack reported that the Easter Bogong walk had no interest at all. The Anzac weekend walk by Joe van Beek had been postponed but we were still well on target for 50 Walks for 50 Years.

6.5 Publicity Officer: Nil report

6.6 McMillan Track: Andrew reported that DEWLP had arranged a meeting with us scheduled for soon in Bairnsdale to which Marian Matchan and Marjorie had agreed to attend but the meeting had been changed to Traralgon and 2 weeks earlier. Andrew had suggested the meeting be arranged to a time when Joe van Beek [currently in NZ for 8 weeks] would be available.

7. 50th ANNIVERSARY OF BEN CRUACHAN WALKING CLUB: Jack reported that all seemed to be in hand. A Foundation Member, Ron Kemp, had been tracked down to Ballarat, courtesy of Helmut Tracksdorf's brother who had read our newsletter listing foundation members and twigged that the Ballarat BWC's current President was the same Ron Kemp. Jack Winterbottom had visited Ron in March and Ron was going to attend the celebration weekend. Jack had also visited Mattie Lanigan, wife of Clive Lanigan and got so good intel on the formation of the club. Several other "foundation member" leads had been secured. Jack also talked about his idea for the night on which the club's achievements over the five decades could be celebrated. The next GJ Committee mtg was scheduled for Thur 16 April.

8. SECRETARY REPLACEMENT: The resignation of Ken Free for personal reasons was accepted. As there were two meetings left until the AGM in June, it was decided that Helmut would take over receiving the club email [via the sec@bcwc email address] and that a minute secretary would be sourced at each meeting.

9. GENERAL BUSINESS:

9.1 Combined Gippsland Walking Club weekend: No action since last mtg

9.2 Helmut suggested the club consider creating a BCWC Facebook page for Members only so that messages and photos could be exchanged. The merits of this option are being considered.

MEETING CLOSE: The meeting closed at 8.55pm

NEXT MEETING: The next meeting will be at 8pm at Bairnsdale RSL on 13 May 2015.

TREASURER'S REPORT

FINANCIAL STATEMENT: 31 March 2015

Balance Forward	6,309.15
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INCOME:

Memberships: Marston, Whiting, Wallace, Jennings	81.00	
Visitor Fees	70.00	
	<u>183.00</u>	6,460.15

EXPENDITURE:

Ken Free: Printing, Newsletter	50.75	
Ken Free: Postage	9.10	
Australia Post Box rental	27.00	
	<u>86.85</u>	6,373.30

End Balance	6,373.30
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BEN CRUACHAN WALKING CLUB Inc.

MINUTES of a committee meeting held on Wednesday, 13 May 2015, at Bairnsdale RSL at 8pm.

1. PRESIDENT'S WELCOME : Andrew Stevenson welcomed those in attendance.

2. ATTENDANCE: Andrew Stevenson, Helmut Tracksdorf, Chris Lockwood, Bev Beard, Robyn Dobson, Ken Free, Bill Morison, Piero Baglioni, Anna Janca, Rob and Josie Paterson, Marion Matcham, Maureen Hickling, Marjorie Kanagaratnum.

3. APOLOGIES: Monica Scicluna, Margaret Beckett, Jack Winterbottom, Wil Streckfuss, Kath Johnson, Veronica Dwyer, Oliver Raymond, Phillip Davis.

4. CONFIRMATION OF MINUTES

An error in the Treasurer's Report was noted. It was a typo by Andrew Stevenson and did not alter the final total.

After discussion it was agreed that the background information included in the March 2015 Minutes relating to the website item were relevant and should be reinstated in the minutes.

Motion: That the Minutes, with alterations as above, be accepted as an accurate record of the meeting of 11 March.

Moved: Andrew Stevenson

Seconded: Piero Baglioni

CARRIED

Matters Arising: Nil

5. CORRESPONDENCE

Incoming:

BWV Minutes Jan, Feb, Mar 2015

A number of BCWC membership renewals

BWV call for volunteers for track work on Wilsons Prom 30-31 May 2015

Strzelecki BWC newsletter May 2015

BWV leadership forum and AGM 13 June 2015

A number of emails from VNPA regarding banning cattle in the high country and proposal for new NP to safeguard Leadbeaters Possum

DELWP fire management program for 2015/16

Gunaikurnai Joint Management Plan for Gippsland

Outgoing:

Email from J Van Beek regarding McMillan Track meeting after 20 May 2015

Email to Bairnsdale RSL re booking venue for May 2015 meeting

Motion: That the correspondence be accepted,

Moved: Andrew Stevenson

Seconded: Bev Beard

CARRIED

6. REPORTS:

6.1 Treasurer's report

Financial Statement submitted by Monica Scicluna (see below) and read to the meeting by Andrew Stevenson.

Motion: That the Treasurer's Report be accepted,

Moved: Andrew Stevenson

Seconded: Ken Free

CARRIED

6.2 Newsletter Editor: Helmut Tracksdorf reported that ...

Jack Winterbottom had requested members send Helmut and himself any photos of club activities/members for inclusion in newsletter/website.

Helmut would like as many photos as possible from each walk but will limit to two per walk report as newsletter size is becoming unmanageable. Other photos may be used on Facebook page or for publicity.

6.3 Tracks and Huts: Nil report

6.4 Walks Coordinator: Nil report

6.5 Publicity Officer: Piero Baglioni reported that ...

Good coverage of club walks in all local newspapers. Marion Matcham said that the Bairnsdale Advertiser is publishing walk previews with a \$ sign making it look like walkers need to pay – Piero will contact the paper to confirm walks should be listed as no charge.
He has contacted Rachael Lucas of ABC Radio regarding publicity for 50th Anniversary.
Reminder for walk leaders to provide him with previews and photos for publicity.

7. McMillan Track: Meeting be arranged after 24 May when Joe van Beek [currently in NZ] will be available.

8. 50th ANNIVERSARY OF BEN CRUACHAN WALKING CLUB: Anna Janca and Andrew Stevenson updated meeting on progress so far. Invitations being printed and will be sent out 21 May. General discussion regarding possible bestowing of a Life Membership of Club to commemorate 50th Anniversary. It was unanimously agreed that Ron Kemp be made a Life Member of the Club in recognition of his role as a founder member of the Club and that the announcement and presentation will take place at the dinner on 27 June 2015.

Motion: That Ron Kemp be made a Life Member of the Ben Cruachan Walking Club Inc. in recognition as a founding member of the club.

Moved: Andrew Stevenson **Seconded:** Bill Morison **CARRIED**

9. Fuel Reimbursement: General discussion re members giving up their own time and travelling long distances to represent club at meetings and functions. Andrew Stevenson suggested fuel costs could be reimbursed as a means of acknowledging contribution made on behalf of the club.

Motion: When members travel long distances to represent the club the committee may, at its discretion, authorise the reimbursement of fuel costs.

Moved: Andrew Stevenson **Seconded:** Anna Janca **CARRIED**

10. GENERAL BUSINESS:

10.1 Facebook Page The club now has a Facebook page to act as a notebook, meeting place and an avenue for sharing ideas/photos etc. Contact Jack Winterbottom to become a 'friend'.

10.2 Website General discussion re the website and frustration at it not working as it should and it being out of date. General consensus was that the website recently created by Andrew Norman was much more user friendly and that this should replace the current website at the earliest opportunity.

Motion: That the club adopt the new website and that the old website be closed down after consultation with Andrew Norman and Jack Winterbottom.

Moved: Piero Baglioni **Seconded:** Chris Lockwood **CARRIED**

10.3 Meetings Marion Matcham questioned whether meetings could be held after a day walk. Andrew Stevenson suggested this had some merit but it was best to let the 2015/16 committee address the idea.

MEETING CLOSE: The meeting closed at 9:35pm

NEXT MEETING: The next meeting and Annual General Meeting will be at 8pm in Maffra on 10 June 2015.

TREASURER'S REPORT

END BALANCE: 30 APRIL 2015

FINANCIAL STATEMENT: 13May 2015

Balance Forward 6,373.30

INCOME:

Memberships: Morison, Hickling, Beard, Beckett,

Marshall, Free, Fletcher, Dobson, Jarvis, Matcham,
McLeod, Scicluna.

528.00

Interest:

0.34

528.34

6,901.64

EXPENDITURE:

Timothys Printing 50th Anniv Logo

132.00

End Balance

6,769.64

Ben Cruachan Walking Club Inc.

Minutes of Committee Meeting

Held on Wednesday, 10 June 2015, at 8 pm at the Maffra Vets Centre

1. President's Welcome:

Andrew Stevenson welcomed those in attendance.

1.1. Attendance:

Piero Baglioni, Margaret Beckett, Michael Dowe, Ken Free, Anna Janca, Chris Lockwood, Chris Marshall, Trish Marston, Carolyn Raymond, Oliver Raymond, Monica Scicluna, Wil Streckfuss, Helmut Tracksdorf, Joe Van Beek, Jack Winterbottom.

1.2. Apologies:

Phillip Davis, Robin Dobson, Veronica Dwyer, Corinne Kleine, Marian Matchan, Joe Scicluna, Chris Free, Louise McLaren, Rose De Leeuw, Bev Beard.

2. Minutes of Previous Meeting:

2.1. Confirmation:

Anna Janca noted that item 6.5 should have read 'publishing walk previews with a ☺ meaning 'no charge' when there should be a \$ so that visitors know that they need to pay'.

Motion: That the minutes of the meeting of 13 May 2015 be accepted, with alterations as above, as an accurate record of that meeting.

Moved: Chris Lockwood

Seconded: Anna Janca

Carried.

2.2. Business Arising From Previous Meeting: Nil

3. Correspondence:

3.1. Incoming:

BWV Minutes April 2015

BWV Notice of AGM June 13 2015

BWV Federation Walks Weekend 24 & 25 October 2015

BWV Newsletter #258 June 2015

BWV Annual Report 2014-15

Latrobe Visitor Info Centre seeking 'Inspiring Gippsland Walks'

BWV number of emails from Fred Bover re Phillip Davis nomination for Secretary

3.2. Outgoing:

Latrobe Visitor Info Centre suggestions for 'Inspiring Gippsland Walks'

Completed Nomination for Phillip Davis for BWV Secretary 2015-16

Motion: That correspondence be accepted.

Moved: Andrew Stevenson

Seconded: Oliver Raymond

Carried.

4. Reports:

4.1. Treasurer:

Presented by Monica Scicluna, as attached, and noted that the CPR grant funds have been expended fully.

Motion: That the Treasurer's Report be accepted.

Moved: Monica Scicluna

Seconded: Jack Winterbottom **Carried.**

4.2. Newsletter Editor:

Presented by Helmut Tracksdorf who reported that

- publication of the June newsletter has been delayed until after the Annual General Meeting, so that the new Committee membership and office bearers can be included
- a note is to be included that those who have not paid their membership renewal fees will be removed from the membership list and will not be sent a newsletter after the June edition.

4.3. Tracks and Huts: Nil

4.4. Walks Coordinator: Nil

4.5. Publicity:

Piero Baglioni requested that walk leaders let him know if they do not want the preview for their walk to be publicised. Discussion was held regarding the fact that the East Gippsland newspapers would not publish contact details in the article. For contact details to be published, the Club would need to pay for it as an advertisement.

4.6. McMillan Track:

Joe Van Beek reported that not much has happened. He and Michael Dowe have checked some sections and the track could not be found. There is a lot of work to be done. Joe is meeting with DELWP and Parks Victoria at a date to be confirmed and probably in Traralgon.

5. Working Group Reports:

5.1. BCWC 50th Anniversary:

Andrew Stevenson reported that, so far, there have been 40 acceptances for the dinner and 60 for the Sunday walk and barbeque. Anna Janca asked if there was a minimum number and cost for the venue. Monica Scicluna agreed to check before the working group meeting on Wednesday, 17 June. Anna also noted that the details of the function had not been published in their entirety on the Club website. This is to be followed up by Anna and Jack Winterbottom.

6. General Business:

6.1. Combined Clubs Walk

The proposed venue is Sambain Chalet. Oliver Raymond is to provide the contact details for the chalet to Jack Winterbottom who undertook to book the chalet for the event.

6.2. Walker Numbers and Safety

Discussion was held regarding the following issues:

- Because the East Gippsland newspaper will not publish contact details, visitors may not register with the walk leader prior to the walk leading to issues regarding their preparedness for the walk and group numbers

- Both members and visitors may not register with the walk leader prior to the day so that the walk leader can gauge interest and group size
- Risk levels increase with size and variance in abilities of group members
- Communication within the walking group is imperative.
- It was agreed that:
 - Articles continue to be published in East Gippsland newspapers as visitors are welcome and wanted to build Club membership
 - Members be reminded to register their interest with the walk leader and not just 'turn up' on the day
 - Walk leaders have the final responsibility and say on a walk including the discretion to limit numbers, not allow a person to participate in the walk, not publicise the walk so as to limit numbers and participation by unknown visitors
 - Walk leaders have the responsibility to brief walkers fully before the walk and to manage communication and conduct of the walk. Participants have an obligation to 'follow the leader'.
 - Given problems with current equipment, a set of 5W walkie talkies would be justifiable.
 - It would be a good idea if walk leaders wore a high visibility item.

6.3. BCWC on Facebook

Jack Winterbottom reported that he has set up a BCWC facebook site and is managing 'accepting friends' to the site.

6.4. BCWC Website

Jack Winterbottom indicated that he no longer wanted to manage the website. Discussion was held regarding use of the site created by Andrew Norman and the website template available from Bush Walking Victoria (currently used by the Strzelecki BWC).

Motion: That Marian Matchan and Anna Janca be trained to operate the current web site and investigate the options as discussed above, and make recommendations to the Committee.

Moved: Oliver Raymond

Seconded: Jack Winterbottom **Carried.**

6.5. Weekend At Tarra Bulga

Monica Scicluna advised that the coffee shop and accommodation is being renovated and the operators have offered the Club deal of \$80 for dinner, bed and breakfast for up to 16 people. Camping also was available. It was agreed that a weekend for this be organised for March 2016.

6.6. Lochsport to Rotamah Island Walk

Will Streckfuss indicated interest in organising this walk which would include accommodation on the island. She will do a reconnaissance of the walk.

7. **Next Meeting:** 8:00 pm on 8 July 2015 at the Maffra Vets Centre

8. **Meeting Closed:** 9.30 pm. with Annual General Meeting to follow.

BEN CRUACHAN WALKING CLUB
INCORPORATED
BANK RECONCILIATION
AS AT THE 30TH APRIL 2015

Cash Book

Opening Cash Book Balance as at 30th April 2014
7449.78

Add : Deposits
3607.81

Total Income :
11057.59

Less : Expenditure
4287.95

Balance as at 30th April 2015
6769.64

Ben Cruachan Walking Club Inc.

Minutes of Committee Meeting

Held on Wednesday, 8 July 2015, at 8 pm at the Maffra Vets Centre

1. President's Welcome:

1.1. In Attendance:

The President, Monica Scicluna, welcomed those in attendance: Margaret Beckett, Anna Janca, Jack Winterbottom, Marian Matchan, Helmut Tracksdorf, Piero Baglioni, Chris Marshall, Andrew Stevenson.

1.2. Apologies:

Michael Dowe, Joe Van Beek, Trish Marston, Wil Streckfuss, Ken Free, Oliver Raymond, Corinne Kleine, Phillip Davis.

2. Minutes of Previous Meeting:

2.1. Confirmation:

Motion: That the minutes of the meeting of 10 June, 2015, be accepted as an accurate record of that meeting.

Moved: Margaret Beckett

Seconded: Chris Marshall

Carried.

2.2. Business Arising From Previous Meeting: See reports and business below.

3. Correspondence:

3.1. Incoming:

New Memberships: Kate & Graeme Bills, Dean & Trudi Clark, Sue Davis, Kathleen Johnson, Hazel Martin, Kevin Lakeman

Membership non-renewals: Stuart Brookes, May Burge, Mary Scicluna, Norm Hall, Sally Allen, Anne Bell

Consumer Affairs Victoria – Incorporate Associations Update – Online system

Consumer Affairs Victoria – Annual Statement Notification and invoice

Consumer Affairs Victoria – Appointment of New Secretary

Strezlecki Bushwalking Club Newsletter

Bushwalking Victoria – Minutes of May 2015 meeting and June AGM

Bushwalking Victoria – Annual Report 2014-2015

Bushwalking Victoria – Walking Club Website information (for BCWC Internet Presence working group)

Bushwalking Victoria – Member Login (will be circulated to all BCWC members once set up)

Bushwalking Victoria – CPR update funding

Easy Joomla – Access to demonstration Walking Club Website (for BCWC Internet Presence working group)

Various RSVP well wishes for 50th Anniversary celebrations

Victorian National Parks Association – Pt Nepean Protected

3.2. Outgoing:

Consumer Affairs Victoria – Notification of new Secretary

Consumer Affairs Victoria – Annual Statement & payment

Bushwalking Victoria – Notification of new BCWC Committee office holders

Bushwalking Victoria – Requests for information – Member Login & Walking Club Website

Thank you letter to Gwenda Husson for making 3 birthday cakes (To be sent after this meeting with cheque for reimbursement of costs.)

Thank you letters to donors of door prizes for 50th Anniversary celebrations:

Aussie Disposals – Bairnsdale

Aussie Disposals – Sale

Aussie Disposals - Traralgon

Bairnsdale Camping and Outdoors

Alpine Country – Sale

Ray's Outdoors – Traralgon

Mitchells Adventure – Traralgon

Motion: That incoming correspondence be received and action approved as reported, and outgoing correspondence ratified.

Moved: Anna Janca

Seconded: Margaret Beckett

Carried.

4. Reports:

4.1. Treasurer:

The Treasurer, Jack Winterbottom, presented the Treasurer's report, which included a financial statement in respect of the 50th Anniversary activities. He highlighted the expenditure on memorabilia items which now are in stock, and that their cost will be recouped over time as they are sold. He noted that a 'sample box' of memorabilia has been prepared and can be used on walks to sell stock. It was suggested that a second 'sample box' be prepared and that they be held with and accompany the walk bags.

Motion: That the Treasurer's report be accepted, accounts paid and expenditure ratified.

Moved: Jack Winterbottom

Seconded: Piero Baglioni

Carried.

4.2. Newsletter Editor: Nil to report

4.3. Tracks and Huts: Nil to report

4.4. Walks Coordinator:

The Walks Coordinator, Marian Matchan, reported that:

- An updated walks program has been emailed to members
- A walk in Maffra be held on Sunday, 4 October, 2015, followed by lunch at the Macalister Hotel, Maffra and meeting to plan the walks program for 2016. Marian will prepare a 'walk preview' and invite all members.

Jack Winterbottom, acting Walks Coordinator whilst Marian will be away, reminded the meeting that:

- Joe Van Beek will be leading an end to end walk of McMillan Track to celebrate its' 150th anniversary from 30 October to 13 November.
- The combined Gippsland walking clubs weekend is to be held over the weekend of 7 & 8 November, 2015 to coincide with the McMillan Track walk. BCWC is hosting the weekend and a working group needs to be convened to make this happen. Jack and Joe will be part of the working group, however, as they will be on the McMillan Track walk, it will be necessary for others to organise the weekend. The Sambain Chalet has been booked for the weekend, and a holding deposit needs to be paid.

Action: # Payment of the deposit was approved.

Secretary to send email to all members inviting 2 or 3 to join the working group.

As the McMillan Track walk is difficult and numbers for the Chalet are limited, at this stage, publicity for the weekend and walk is to be limited to internal BCWC and Bushwalking Victoria members, and not advertised in local newspapers.

4.5. Publicity:

The Publicity Officer, Piero Baglioni, reported that the East Gippsland newspaper has agreed to include in BCWC published articles that readers may ring the newspaper for contact details of walk leaders. Piero requested that photos be sent with walk previews for publication in newspapers.

4.6. McMillan Track: Nil to report

5. Working Group Reports:

5.1. BCWC 50th Anniversary Celebrations:

5.1.1. Report from working group

Monica reported that the 62 people attended the dinner at Duart on the Saturday night, and a similar number attended the BBQ on Ben Cruachan on Sunday. Feedback was very positive, and all seemed to go smoothly. Tony Walker from Bushwalking Victoria was very complimentary and supported this with a congratulatory and thank you email after the events.

5.1.2. Consider reimbursement of costs to Gwenda Husson for making 3 birthday cakes.

Motion: That Gwenda Husson be reimbursed \$50 to cover costs of making the cakes.

Moved: Monica Scicluna

Seconded: Piero Baglioni

Carried.

5.2. BCWC'S Internet Presence:

5.2.1. Report from working group

Anna Janca presented a summary of the work done so far. The scope of the working group has been redefined as:

- *To define the purpose and goals of an internet presence for BCWC, then design, develop, implement and evaluate that or those systems appropriate to achieve the defined purpose and meet the goals.*
- *Undertake this exercise in a manner, and set up processes, which do not lead to the Club being in the same situation it is in now, with respect to the management of its internet presence, into the future.*

A project plan, results of the Club member survey and a statement of purpose and goals for the Club's internet presence were presented.

Discussion occurred around whether it was necessary to revisit the purpose and goals, some of the issues which have emerged and require consideration so as to move forward effectively, and timelines.

5.2.2. Revisit purpose and goals of BCWC having an internet presence.

It was noted that, when the existing website was first developed, its purpose was to build Club membership. This was part of an integrated marketing strategy. The purpose and goals for an internet presence for BCWC going into the future was presented as:

The purpose of an internet presence for BCWC is as a communication tool, accessible primarily from laptops and personal computers:

- *For non-members / the wider community, as part of a broader marketing strategy:*
 - *To provide information of the Club's existence;*

- *To stimulate interest in contacting the Club, participating in Club activities and becoming a Member; and*
- *To provide a quick and easy method of contacting the Club.*
- *For BCWC Members:*
 - *To provide relevant and timely information to members;*
 - *To stimulate involvement in Club activities;*
 - *To provide BCWC Committee office holders and members, walk leaders and members generally, with ready access to Club tools to enable them to perform their roles and participate in Club activities effectively;*
 - *To provide a forum for the sharing of 'information' amongst members; and*
 - *To provide storage for historical relevant information.*

6. General Business:

6.1. Emergency Contacts For Distress Beacon Register

Monica Scicluna, Andrew Stevenson and Piero Baglioni nominated as the 3 emergency contacts to be registered for EPIRB. It was noted that:

- EPIRB is to be used only when other emergency / rescue options are not available or exhausted;
- walk leaders using the EPIRB must ensure that they provide walk details, participants and risks to the emergency contacts prior to departure;
- changes to contacts and walk details can be uploaded on line at any time;
- guidelines for use of the EPIRB need to be updated.

6.2. 5 Watt Walkie Talkies

The current 2W walkie talkies are proving inadequate distance covered and reception, and one of the units drowned on a walk recently. Helmut Tracksdorf noted that if a narrow range rather than open channel is used, the signal is much better. Piero and Monica were asked to obtain quotations for the purchase of 5W CB UHF radio.

6.3. Walking Track Linking Newlands Arm & Paynesville

An email was received from Club member Noel Burrows requesting that the Club write to the East Gippsland Shire supporting the building of a walking track linking Newlands Arm and Paynesville.

Motion: That BCWC write a letter to the East Gippsland Shire, supporting the building of a walking track linking Newlands Arm and Paynesville.

Moved: Jack Winterbottom

Seconded: Helmut Tracksdorf

Carried.

6.4. Victorian National Parks Association Membership

BCWC subscribing to VNPA was considered and agreed that, since some current Club members were also members of VNPA, it was unnecessary for BCWC to join.

6.5. CPR Update Funding

Funding of \$25 per person is available through Bushwalking Victoria for CPR update training. Monica and Jack are to identify those members who were funded by the Club to do CPR training in the past and when updates were due. They also are to investigate training availability and cost.

6.6. Christmas in July

This lunch is scheduled on the 'walks program for Sunday July 26 and the notice / 'walks preview' already has been distributed via the June newsletter. Monica is receiving bookings.

6.7. BCWC Committee Procedures

6.7.1. Membership register & distribution list

Anna reported that she, as Secretary, is maintaining the master of the membership register and address list. Whenever updated with new, resigning or non-renewing members, it will be forwarded to the President, Treasurer, Newsletter Editor and Walks Coordinator.

6.7.2. Mail

Anna reported that, the Club mailbox is located in Maffra, whereas she, as Secretary and responsible for receipt of incoming mail, lives in Lakes Entrance. Redirection of the mail by Australia Post would cost \$791 per year. Therefore, Chris Marshall and Michael Dowe, who live in Maffra, have agreed to check the mailbox and forward mail to her.

6.7.3. BCWC Policies, Procedures & Forms

Anna flagged that there was a need to review Club documents to ensure their currency, to set up a central repository and prepare them for loading onto the Club's website. She requested that holders of such documents forward them to her and that she will be seeking assistance in this process.

6.7.4. BCWC Committee Meetings

The current schedule of meeting dates, starting times and venues was discussed in light of the geographic distribution of Committee members and Club membership generally. It was agreed to trial:

- meetings commencing earlier at 7.30 pm
- meet 6 times per year rather than 11
- 2 meetings per year be held at each location (Maffra, Bairnsdale and Traralgon).

Action: The Secretary is to prepare a meeting schedule reflecting the above and distribute to the membership. Helmut will confirm the venue booking for Bairnsdale, Monica will do so for Traralgon and Maffra.

7. Next Meeting: 12 August, 2015, at 7.30 pm at the Maffra Vets Centre.

8. Meeting Closed: 10.15 pm.

Attachment 1: Finance Statement

Ben Cruachan Walking Club

Financial Statement for 30 June 2015

Balance @ 31 May 2015 7,829.04

Income:		
Memberships	906.00	
<i>Aucote, Bills, Burrows, Clark, Clues, Davis, Dowe, Dwyer, Graham, Hides, Husson, Johnson, Kanagaratram, Kleine, Lockwood, Martin, Raymond, Reid, Roberts, Smith, van Beek</i>		
Golden Jubilee Dinner	2,750.00	
Golden Jubilee Sales	55.00	
Donation [Stuart Brookes]	50.00	
Visitor Fees	60.00	3,821.00
		<u>11,650.04</u>

Expenditure:		
Golden Jubilee Expenses		
<i>Maffra Motor Inn</i>	240.00	
<i>JSM Embroidery</i>	2,931.00	
<i>Mugs [J. Winterbottom]</i>	739.80	
<i>Stationery & Postage [A.Janca]</i>	285.20	
<i>Cash Float</i>	500.00	
<i>Duart [Dinner]</i>	2,356.00	7,052.00
<i>Advertising [AGM, M.Sciicluna]</i>	40.80	
<i>Newsletter Postage [H.Tracksdorf]</i>	10.50	7,103.30
		<u>4,546.74</u>

Stock in hand:		
Mugs @ \$10	27	270.00
Badges @ \$20	46	920.00
Hats: Bucket M/L @ \$25	18	450.00
Hats: Bucket L/XL	19	475.00
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
		<u>3,015.00</u>

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
- Electrobar – 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

Ben Cruachan Walking Club Inc. – Minutes of Committee Meeting held on 12 August 2015

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.

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.

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- 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	
<i>Alexander, Huggins, Lakeman, Norman, Pilkington</i>		
Interest	0.44	
Golden Jubilee Float returned	400.00	
Golden Jubilee Sales	780.00	
Visitor Fees	40.20	1,389.64
		<u>5,936.38</u>

Expenditure:		
Golden Jubilee Expenses		
<i>Mugs extra colour [J.Winterbottom]</i>	60.90	
<i>BBQ Items [M.Scicluna]</i>	138.82	
<i>Badges, Binder, Tags [A.Janca]</i>	70.45	
<i>Balloons [A.Janca]</i>	77.00	
<i>Candles/Sparklers [A.Janca]</i>	6.45	
<i>PO Box Key [A.Stevenson]</i>	11.00	
CAV Annual Statement	53.00	417.62
		<u>5,518.76</u>

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
		<u>2,910.00</u>

Accounts to pay

Bushwalking Victoria Insurance for 80 1,920.00

Ben Cruachan Walking Club Inc.

Minutes of Committee Meeting

Held on Wednesday, 14 October, 2015, at 7.30 pm at The Bairnsdale Club.

1. President's Welcome:

1.1. Attendance:

The President, Monica Scicluna, welcomed those in attendance: Committee members - Anna Janca, Jack Winterbottom, Marian Matchan, Helmut Tracksdorf, Piero Baglioni, Michael Dowe, Joe Van Beek, Trish Marston; Club members – Ken Free, Marjorie Kanagaratnam, Corinne Kleine, Josie Paterson, Rob Paterson, Andrew Stevenson

1.2. Apologies:

Margaret Beckett, Chris Marshall, Wil Streckfuss, Kath Johnson, Rose De Leeuw,

2. Minutes of Previous Meeting:

2.1. Omission From Minutes:

Joe Van Beek noted by email the following:

"At our meeting earlier this month I raised the fact that the Combined Clubs' Wirilda Walk scheduled for Saturday 10 October was not promoted in the August Newsletter (I, designated walk leader, had previously provided Jack, acting walks co-ordinator, with a preview) and that promotion in the October newsletter would give folks rather short notice.

This led to a discussion which raised several issues:

- *How far ahead should the newsletter cover? I believe 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. I believe this was left as a task for the secretary. Is that appropriate?*
- *Who is responsible for ensuring previews are submitted to the newsletter editor? This was left unresolved. But I believe should be co-ordinated between the Walks Co-ordinator and the newsletter editor.*

I am following this up as this discussion was not covered in the minutes of the meeting and no action items were recorded."

The minutes of the meeting dated 12 August 2015, have been amended (see item 4.5.1).

2.2. Confirmation:

Motion: That the minutes of the meeting of 12 August 2015 be accepted as an accurate record of that meeting, with correction at item 4.5.1

Moved: Anna Janca

Seconded: Trish Marston

Carried.

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

3.1. CPR Update & Funding

CPR update training has been booked for Thursday 22 October, 2015, 7 – 9 pm to be held at Monica's home at Fulham. The cost will be \$60 per participant, plus \$30 for the trainer's travel cost. Bushwalking Victoria has confirmed that \$25 per person will be subsidised. Hence, participants will be charged \$35 each.

3.1.1. Remote Area First Aid

An offer of remote area first aid training was received by email and circulated to all members. No interest has been shown by members.

4. Correspondence:

4.1. Incoming:

- New Memberships: Julie Cattanach, Trevor & Liz Watt,
- Melbourne Bushwalking Club - First Aid Certificate Training – emailed to all members.
- Bridget Serrurier re carpooling cost calculator – see agenda item 5.1.2

Ben Cruachan Walking Club Inc. – Minutes of Committee Meeting held on 14 October 2015

- Joslin Guest, Newsletter Editor, Bushwalking Victoria – Request that BCWC consider combining the launch of the BWV brochure 'Tread Softly' with the McMillan's Track 150th anniversary celebration on the combined Gippsland walking clubs weekend – see agenda item 5.3.2.
- Children's Welfare Organisation of Nepal – Charity publicity email to trek and volunteer in the rebuilding of Nepal after earthquake – emailed to all members.
- Bushwalking Victoria – Membership cards and listing of discounts available to members – Distributed to members as opportunity arises.
- Bushwalking Victoria Newsletter – Emailed to all members.
- Bushwalking Victoria – Invitation to the first quarterly meeting of Presidents – Forwarded to Monica but is unable to attend.
- Simon Hastings – Offering remote area first training – See agenda item 3.1.1
- Bairnsdale Regional Health Service – Invitation to set up a display at their Wellbeing Expo – see agenda item 6.1
- Registrations for McMillan's Track end to end walk and the Combined Gippsland Walking Clubs weekend.
- Chris Lockwood – request to circulate email regarding poaching in Zimbabwe – Emailed to members

4.2. Outgoing:

- To all members on email
 - Incoming mail items forwarded to members as noted above.
 - Minutes of last Committee meeting & Internet Presence Preliminary Design
 - Walk preview for Holey Plains walk, correcting date
 - Walk details and registration forms for Combined Gippsland Walking Clubs weekend and McMillan's Track end to end walk
 - Method for member login to Bush Walking Victoria website
 - Walk previews for Wirilda, Lonely Bay, Wilson's Promontory – Lighthouse circuit via Sealer's Cove,
 - Mitchelldale weekend camp walk reminder
 - 2016 Walks Program planning day reminder and invitation for members, if unable to attend, to submit offers to lead walks and suggestions for walks to Walks Coordinator before the day.
- To all members not on email
 - Minutes of last Committee meeting & Internet Presence Preliminary Design
 - Walk preview for Holey Plains walk, correcting date
 - Walk details and registration forms for Combined Gippsland Walking Clubs weekend and McMillan's Track end to end walk
- To new members listed above: by post - Welcome letter from president, BCWC Membership booklet & brochure, Bushwalking Victoria membership card; 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.
- To 6 Gippsland bushwalking clubs and Bush Walking Victoria - Walk details and registration forms for Combined Gippsland Walking Clubs weekend and McMillan's Track end to end walk.
- To Bush Walking Victoria & Easy Joomla (Enoch Lavender) – Email advising decision on BCWC internet presence.
- Easy Joomla (Enoch Lavender) – various emails regarding design and building of new website.
- Sporting Clubs Grants Program 2016 Grant application lodged – see agenda item 5.1.1
- To Bush Walking Victoria – Article regarding McMillan's Track anniversary for inclusion in newsletter.

Motion: That incoming correspondence be accepted and actions and outgoing correspondence ratified.

Moved: Anna Janca

Seconded: Corinne Kleine

Carried.

5. Reports:

5.1. Treasurer:

Jack presented the Treasurer's report to 12 October, 2015

Motion: That the Treasurer's Report be accepted and payments ratified.

Moved: Jack Winterbottom

Seconded: Piero Baglioni

Carried.

5.1.1. Sporting Clubs Grants Program 2016 Application

Jack and Monica reported that they had submitted an application for funding to purchase 2 5 watt CB radios, 2 first aid kits, and 2 snake bite kits.

5.1.2. Car Pooling Cost Calculator

Bridget Serrurier requested that the carpooling cost calculator used by the King Walkers be considered by the Committee as an alternative to current methods. Discussion occurred and alternatives were considered.

Motion: That the BCWC's current policy / approach, which is based on Bushwalking Victoria's recommended method, be retained.

Moved: Trish Marston,

Seconded: Jack Winterbottom **Carried.**

5.2. Tracks and Huts: – Nil to report

5.3. McMillan's Track:

5.3.1. 150th Anniversary End To End Walk

Joe tabled a list of registrations for this walk – 8 confirmed and 2 awaiting registration. Registrations close on 16/10/2015. Arrangements progressing and will be finalised once final numbers known. See item 5.3.2 below.

5.3.2. Launch of Bushwalking Victoria's 'Tread Softly' Brochure

Bushwalking Victoria (BWV) has proposed that the launch of their 'Tread Softly' brochure occur in conjunction with the McMillan's Track 150th anniversary activities. Joe recommended that separate press releases be prepared for each activity. Peter Maffei and Joselin Guest of BWV have prepared a press release for the 'Tread Softly' launch. Joe will prepare a draft press release for the McMillan's Track anniversary walk, and will forward to Piero, Publicity Officer, for feedback and forwarding to local newspapers. Piero will arrange and do an interview with the ABC. Joe will liaise with BWV representative, Peter Maffei.

5.3.3. Combined Gippsland Walking Clubs Weekend

Joe presented a summary of registrations and proposed walks. At this stage there were 21 registrants, plus the McMillan's Track walkers. Registrations close on 26/10/2015. The Mt Arbuckle walk is to be cancelled as there is no leader for the walk. Sponsorship is to be sought for the Saturday night function from local outdoor / camping stores. Joe has prepared a letter for this purpose.

5.4. Walks Coordinator:

5.4.1. 2016 Walks Program

Marian reported that a planning meeting had been held on 11/10/2015, which resulted in 21 day walks and 11 weekend walks proposed thus far. Additional walks will be welcomed. She will collate and circulate as a draft program.

Anna reported that the 2016 Walks Program will be loaded and managed from the new website. It is proposed that all walk previews for the 2016 program be prepared by walk leaders on a new 'Walk Preview Template' to ensure completeness and consistency in presentation. This is necessary as the previews will be loaded onto the website as attached documents, thus avoiding the need to 'cut and paste' and reduce the workload of loading onto the website. The previews are to be forwarded to Marian, Walks Coordinator, and if they contain all the required information, Marian will forward the walk preview to the Newsletter Editor, the Publicity Officer if to be publicised in local papers. She will load the preview onto the website as an attached document and will follow-up with walk leaders any outstanding previews.

5.4.2. Walk Leader Training

Joe reported that at the 2016 Walks Program planning meeting, he 'volunteered' to conduct walk leader training for members, using training materials already prepared by Bushwalking Victoria. He proposed to conduct this over 2 days: 1 classroom session, and 1 practical session, in June, 2016. He requested that experienced members also participate to provide mentorship and support to less experienced members and also to update their own knowledge and practice.

5.4.3. Internal and External Publicity For Walks

Discussion occurred regarding:

- When and how should walks be publicized within the Club?
- When and how should walks be publicized externally?
- What information should be included for each format, in particular whether walk meeting places and times should be included in publicised walk previews?

It was agreed:

- That the newsletter should contain walk previews for the following 3 months
- That it is the role of the Walks Coordinator to obtain walk previews from walk leaders and provide these to the Newsletter Editor within the timeframe required,
- To continue current practice until the Club processes review is completed and the new website is in test, so that Committee members can see how it will operate and what and how information is displayed, before discussing these issues further.

5.5. Newsletter Editor:

Helmut raised whether the following should be included in the newsletter:

- A statement of editorial policy which includes publishing timeframes
- A list of upcoming events, including walk previews, meetings, training and social events.

The above was agreed. It also was agreed that an additional brief newsletter be published in November, 2015 to report Rose and Piero's walks in Canada.

5.6. Publicity:

Piero reported that over the last 3 months, only 50% of walks were publicised in newspapers. He automatically sends walk previews to newspapers unless specifically asked not to do so.

The issue of whether the Club should keep a cut out of articles appearing in newspapers was discussed, without decision.

5.7. Internet Presence:

5.7.1. Status Report

Anna presented a status report on the new website development, noting that go live has been delayed and is now planned for after the December Committee meeting.

5.7.2. Development Issues - Email Address & Management

Options for set up of email addresses were discussed. It was agreed to continue with the current Gmail email address.

5.7.3. Testing & Training For Those Maintaining Site

As per the design document, those maintaining the website, primarily, would be the Secretary, Walks Coordinator and Newsletter Editor. Anna indicated that she will arrange a meeting of these office holders, Piero, and other interested parties, to introduce them to the new website and training materials, so that they can test the site in more depth.

5.7.4. Content Issues

The following content issues were raised, but discussion deferred until after testing and go live of the website.

- What, if any, past walk reports from the old website need to be transferred to the new website?
- No newsletters have been uploaded to the old website. Do historical newsletters need to be uploaded to the new website? If yes, how far back?
- What, if any, photos from the old website need to be uploaded to the new website.

5.8. Policies, Procedures & Forms Working Group

5.8.1. Club Logo

A new Club logo with the wording 'Since 1965', as circulated, was approved for use from 2016.

5.8.2. Cash in Walk Bags

The Treasurer indicated that he preferred that the current practice continue i.e. walk leaders issue a receipt for all cash taken, and that the cash be left in the walk bags for him to collect. It is noted that the 'Acknowledgement of Risk' form completed by visitors includes a receipt so a further receipt need not be completed. It was agreed to continue current practice.

5.8.3. New Membership Application Form

An updated 'Membership Application Form' as circulated, with the addition of 'year of birth', which is required for insurance purposes, was approved for use.

5.8.4. Emergency Contact & Medical Information Form

An updated 'Emergency Contact & Medical Information' form, as circulated, was approved for use.

5.8.5. Walk Preview Template

A 'Walk Preview Template', as circulated, was approved for use to commence for 2016 walks.

6. General Business:

6.1. Bairnsdale Regional Health Service Wellbeing Expo

An invitation was received from Bairnsdale Regional Health Service for the Club to set up a display at their staff Wellbeing Expo to be held on Wednesday 21/10/2015 from 12 – 2pm. Piero, Publicity Officer, advised that he is able to attend and set up a table to hand out Club brochures. Marjorie indicated that she will be in attendance with a choir, and would assist as able. It was agreed that the Club participate in this activity.

6.2. Insurance

Anna circulated an extract from a FAQ sheet from Bushwalking Australia's website regarding insurance. (Bushwalking Australia arranges the insurance which is paid by the Club via Bushwalking Victoria.) This listed activities covered by the Club's insurance and when these are covered. This noted that activities must be auspiced by the Club and a record kept by the Club for the activity to be covered. This includes reconnaissance walks (recces). Activities undertaken by members independently, are not covered. It was noted that, currently, because no record is kept of reconnaissance walks (recces), these are not covered by insurance. For recces to be covered, the walk leader must inform the Walk Coordinator when they are doing the recce, and complete a 'Walk Attendance Sheet' listing all walkers on the recce. If this is not done and an incident occurs, the recce will not be covered by the Club's insurance policy. Anna, as Secretary, is to inform members of this.

6.3. Membership Forms To Secretary

Anna highlighted that 'Membership Application Forms' received by walk leaders should not be left in the walk bags, but forwarded to the Secretary immediately, so that the new member is placed on the membership list and distribution lists, and receives new member information.

6.4. Bairnsdale Camping and Outdoors' Facebook

An email has been received from Bairnsdale Camping and Outdoors, inviting the Club to send them walk previews and contact details for them to include in their Facebook page. It was decided to decline the invitation on the grounds that the Club has decided not to have a Facebook presence, it cannot be seen to favour one local supplier over others who also sponsor Club activities, and it is inappropriate for member contact details to be made available in such a public forum.

6.5. The Bairnsdale Club Meeting Venue

It was agreed that The Bairnsdale Club was a more suitable venue than the RSL, and that this venue be used for future Bairnsdale meetings.

7. Next Meeting: Wednesday, December 9, 2015, 7.30 pm at the Maffra Veterinary Centre.

8. Meeting Closed: 10 pm.

Ben Cruachan Walking Club Inc. – Minutes of Committee Meeting held on 14 October 2015

Ben Cruachan Walking Club

Financial Statement for 12 October 2015

Balance @ 31 July 2015 5,518.76

Income:		
Memberships	136.00	
<i>Balderstone, Gattanach, Dwyer, Kellas, ?</i>		
Interest	-	
Golden Jubilee Sales	100.00	
Visitor Fees	65.00	
Blue Bag float reduction	50.00	
Prom weekend deposits	70.00	
CGWC Weekend deposits	1,130.00	
McTk deposits	900.00	2,451.00
		<u>7,969.76</u>

Expenditure:		
BWV Insurance	1,920.00	
CGWC W/end - deposit Sambain Chalet	100.00	
Golden Jubilee cake donation - Husson	50.00	
Utek - CB Radios	500.00	2,570.00
		<u>5,399.76</u>

Balance @ 12 October 2015

Stock in hand:		
Mugs @ \$10	15	150.00
Badges @ \$20	46	920.00
Hats: Bucket M/L @ \$25	16	400.00
Hats: Bucket L/XL	18	450.00
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
		<u>2,820.00</u>

Accounts to pay:

Nil

Ben Cruachan Walking Club Inc.

Minutes of Committee Meeting

Held on Wednesday, 9 December, 2015, at 7.30 pm at the Maffra Veterinary Centre

1. President's Welcome:

1.1. Attendance:

The President, Monica Scicluna, welcomed those in attendance: Committee members - Anna Janca, Jack Winterbottom, Marian Matchan, Helmut Tracksdorf, Piero Baglioni, Michael Dowe, Joe Van Beek, Trish Marston; Chris Marshall, Club members – Ken Free, Corinne Kleine, Andrew Stevenson, Wil Streckfus, Rose De Leeuw, Graeme Pilkington.

1.2. Apologies:

Margaret Beckett, Bev Beard.

2. Minutes of Previous Meeting:

2.1. Confirmation:

Motion: That the minutes of the meeting of 14 October, 2015 be accepted as an accurate record of that meeting.

Moved: Jack Winterbottom

Seconded: Piero Baglioni

Carried.

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

3.1. CPR Update & Funding

Monica reported that six members attended for CPR update training on 22 October, 2015. Jack reported that a claim for subsidy for this has been sent to Bushwalking Victoria. A response and payment is awaited.

4. Correspondence:

4.1. Incoming:

- New Memberships: Elizabeth Balderstone, Mary Scicluna
- Bushwalking Victoria Newsletter – Emailed to all members.
- Bushwalking Victoria – Notes from first quarterly meeting of Presidents – Forwarded to Monica
- Bushwalking Victoria – Minutes of August, September and October Committee meetings – Forwarded to Monica
- Bushwalking Victoria – Falls to Hotham Alpine Crossing Preliminary Concept – Forwarded to members on email, but late.
- Bushwalking Victoria – News survey – Forwarded to members on email.
- Robyn Shingles, Strzelecki Bush Walking Club – Thank you for Combined Gipsland Bushwalking Clubs / Sambain Chalet weekend.
- Gavin Jesson – Requesting information on McMillan's Track – Acknowledged and forwarded to Joe Van Beek for reply.
- Jason Harris – Requesting information on membership and wants to walk Feathertop – Information provided.
- Phillip Davis – Apology for Christmas lunch, Merry Christmas wishes and thank you to the President and Secretary for 'keeping the show on the road'. – Forwarded to Monica.
- Strzelecki Bush Walking Club Newsletter – Forwarded to members on email.
- Jim Stranger Email regarding Horseshoe Bend Tunnel – Forwarded to members on email.
- Noel Burrows Email – Feedback on last meeting's minutes that the Committee was doing a good job and that we retain the old website with a link from the new to avoid the work of transferring to the old.
- Ken Free Email – New walking trails in Tasmania – Forwarded to members on email.

4.2. Outgoing:

- To all members on email
 - Incoming mail items forwarded to members as noted above.
 - Minutes of last Committee meeting
 - 2016 preliminary Walks Program
 - Reminder of Christmas lunch
 - Walk Preview template and procedure
- To all members not on email
 - Minutes of last Committee meeting
 - 2016 preliminary Walks Program
- To new members listed above: by post - Welcome letter from president, BCWC Membership booklet & brochure, Bushwalking Victoria membership card and 'Tread Softly' brochure; 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.
- Easy Joomla (Enoch Lavender) – various emails regarding new website.
- To Bush Walking Victoria – Article regarding McMillan's Track anniversary for inclusion in newsletter.
- To Noel Burrows – Thanking Noel for his feedback, and advising that the old website is to be shut down to prevent confusion when people Google searching for the Club.

Motion: That incoming correspondence be accepted and actions and outgoing correspondence ratified.

Moved: Anna Janca

Seconded: Piero Baglioni

Carried.

5. Reports:

5.1. Treasurer:

Jack presented the Treasurer's report to 30 November, 2015

Motion: That the Treasurer's Report be accepted and payments ratified.

Moved: Jack Winterbottom

Seconded: Chris Marshall

Carried.

5.1.1. Sporting Clubs Grants Program 2016 Application

An outcome from this application has not yet been received.

It was highlighted that should members see funding round applications, relevant to the Club, advertised in newspapers, to let the Committee know.

5.2. Tracks and Huts: – Nil to report

5.3. McMillan's Track:

5.3.1. 150th Anniversary End To End Walk

Joe reported that the end to end walk of McMillan's Track was a great success. It received good media exposure. Parks Victoria and Department of Environment, Land, Water and Planning (DELWP) provided logistical support and are prepared to do so in the future. Joe is working on a condition report of the Track. He will identify projects for work which needs to be done, and prioritize these. This then can be used to inform DELWP and Parks Victoria in planning their activities, and in funding applications. The Mansfield office of DELWP has indicated that funding is available this financial year and it will be used for track clearing from Bald Hill to the Goulburn River near Woods Point, a section

which was very heavily overgrown and difficult to find. Bushwalking Victoria also is making representations to government departments regarding the Track.

Joe tabled the actual (rather than planned) itinerary of the walk for information. He indicated that the walk was cost neutral. After reconciliation of all expenses, which mainly were food and fuel, the cost for the end to end walkers was \$370 each, with those completing only sections of the walk paying a pro-rata amount.

Helmut suggested that the Committee consider developing and publishing an 'official guide' for the McMillan Track. He also suggested that there could be an annual walk with fees charged, and that this could be a fundraiser for the Club. Marian suggested that an end to end walk be scheduled as an annual event in the walks calendar. After much discussion, it was agreed that it was too soon to consider suggestions and that the Committee wait for Joe to finish his report and recommendations. Joe indicated that he was trying to get DELWP and Parks Victoria to become involved and 'own' maintenance of McMillan's Track, with support from the Club, as efforts to maintain the Track by the Club in the past have not been sustainable.

5.3.2. Launch of Bushwalking Victoria's 'Tread Softly' Brochure

Joe reported that Bushwalking Victoria representatives were happy with the launch of their 'Tread Softly' brochure, which occurred in conjunction with the McMillan's Track 150th anniversary activities.

5.3.3. Combined Gippsland Walking Clubs Weekend

Joe reported that the combined Gippsland walking clubs weekend at Sambain Chalet, dovetailing with the McMillan's Track end to end walk, also was a success. He tabled a report of participants, supporters (which included those of the McMillan's Track walk) and sponsors, which included the Mayor of Wellington Shire, Darren McCubbin. He noted that the event made a profit of \$27. He also noted that a couple had paid an activity fee of \$20 but had later advised him that they could not attend. Joe recommended that they be refunded the fee. Another person had not attended but had not advised of this in advance. Committee members indicated that Wellington Shire do, at times, have grants available, and, although these may be difficult to obtain, it would be worth considering under the tourism development category.

Monica reported that the sleeping bag which had been donated by a sponsor had been awarded as a prize in a draw at the Christmas lunch the previous Sunday. This had been won by Julie Cattanach.

Motion: That \$20 be refunded to the couple who did not attend the Sambain Chalet weekend.

Moved: Joe Van Beek

Seconded: Jack Winterbottom **Carried.**

5.4. Walks Coordinator:

Marian reported the 2016 walks calendar would be available on the new website and that this would be updated if and as it was changed. Therefore, she would not be sending emails to everyone when changes occurred, unless walk previews relating to the walk being changed had already been published in the newsletter and loaded onto the website. Marian also indicated that walk previews needed to be emailed to her in Word format, not PDF, and that they needed to be complete, informative and 'catchy' as their purpose is to entice people to participate in the walk. They also needed a photo inserted in the preview document and the original file for the photo sent with the preview, as these were required by the Publicity

Officer if the preview is to be published in local papers. The documents also need to be presented well as they will be loaded onto the new website.

5.5. Newsletter Editor:

Helmut reported that the December newsletter and McMillan's Track supplement had been emailed to all members and posted to those on snail mail sent yesterday.

The following issues were raised and discussed:

- Wil asked if a non-member requests information about the Club, currently, she copies and gives them the latest newsletter. Should she inform the Newsletter Editor, and should he send the newsletter. It was agreed that the person should be referred to the Club website. It was not the Club's policy to provide newsletters to non-members.
- At some time in the future, would newsletters no longer be posted by snail mail?
 - There are 11 members without email who received the newsletter by snail mail and some of these had paid a fee to receive the newsletter only;
 - When membership application and renewal forms are received, any without email address should be telephoned to confirm this and obtain an email address if possible;
 - It is not the intention of the Club to marginalize / discriminate against those who do not have email, and snail mail would continue as required. Anna noted that she sends minutes of meetings, by snail mail, to those full members who do not have email.

5.6. Publicity:

Piero reinforced the need to provide good quality walk previews for publicity purposes. As well as embedded in the preview, the photos need to be sent as a separate file greater than 800 kb so that the newspaper can reproduce them effectively. Piero said that, if the newspaper will not publish contact details, he will ask them to include a reference to the website. He noted that newspapers will deconstruct the preview and print the article as they see fit.

It was noted that the new membership numbers had declined over the last few months as there had been few walks advertised, mainly due to the nature of the walks. Advertising was important to maintain and increase membership.

5.6.1. Bairnsdale Regional Health Service Wellbeing Expo

Piero reported that he, Rose and Marjorie had attended the Bairnsdale Regional Health Service Wellbeing Expo held on Wednesday 21/10/2015 from 12 – 2pm, and handed out Club brochures. There were no new memberships arising from it on the day, and no enquiries have been received to date.

5.7. Internet Presence:

5.7.1. Status Report

Anna presented a status report on the new website development, and demonstrated it on overhead screen. Testing and feedback had been requested from the Committee. She emphasised that feedback was needed, as issues had arisen from the process, and that she planned to address issues by the end of this week so that the developer could finalize the site and go live by the end of next week. It needed to go live as soon as possible as end of year was approaching, and the walks calendar for 2016 and upcoming walk previews were on the website and needed to be made

available to members and the public. The Committee approved that the new website go live as soon as ready.

Anna requested that a member accept the responsibility to set up and maintain the McMillan Track page on the website. Joe Van Beek volunteered to do this.

5.7.2. Email Address

Anna reported that new email addresses have been set up in Gmail for:

Walks Coordinator – walkbcwc@gmail.com

Publicity Officer – publicitybcwc@gmail.com

Newsletter Editor – newsbcwc@gmail.com

The main incoming public email address remains secbcwc@gmail.com. The above addresses will be included on internal documents and guidelines as relevant and are now available for those officers to use rather than their personal emails.

Options for set up of email addresses were discussed. It was agreed to continue with the current Gmail email address.

5.8. Policies, Procedures & Forms Working Group

Anna reported that work was progressing. However, as it was a working group of only 2 at present, help was needed and would be welcomed.

5.8.1. Walk Preview Template

The 'Walk Preview Template', as approved at the last meeting, has been changed by removing the Club logo and addresses so as to eliminate confusion in relation to contacting the walk leader or the Publicity Officer, not the Secretary.

5.8.2. Walk Plan Template & Walk Leader Guidelines – Deferred to next meeting.

5.8.3. Equipment Instructions

Anna requested that any equipment instructions held by members or in equipment bags be forwarded to her so that they can be loaded onto the website and accessible for members. Eg. Walkie talkies, EPIRB, equipment lists for overnight pack-packing beginners.

6. General Business:

6.1. Bi Monthly Committee Meetings

Committee meetings were changed from monthly to bi-monthly, following this years' annual general meeting, for a trial period of 6 months. The Committee agreed

- to continue with bi-monthly meetings, with the next to be held in Traralgon
- that the Wan Loy Chinese restaurant was a suitable venue for the next meeting, and Monica would book this.

6.2. EPIRB Registration Details

An email had been received from AMSA requesting review and confirmation of details and emergency contacts registered on the AMSA website. It was agreed that Monica Scicluna, Piero Baglioni, Andrew Stevenson and Ken Free remain listed as emergency contacts.

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Ken raised the issue that it was necessary to document a protocol for use of the Club's EPRIB. Michael indicated that he had written a document in the past and would email it to the Secretary. This would be looked at by the procedures working group.

6.3. Christmas Lunch

Monica reported that the Christmas lunch at the Criterion Hotel in Sale had been successful with a good attendance. Consideration could be given to another lunch as a 'Christmas in July' at the same venue.

7. Next Meeting: Wednesday, February 10, 2016 at the Wan Loy Chinese Restaurant, 9 Church Street, Traralgon, at 7.30 pm preceded by dinner at 6 pm.

8. Meeting Closed: 9.25 pm.

Ben Cruachan Walking Club

Financial Statement for 30 November 2015

Balance @ 12 October 2015 5,399.76

Income:

Memberships	-	
Interest	0.06	
Golden Jubilee Sales	-	
Visitor Fees	10.00	
McTk - Janca	17.00	
First Aid/CPR course - 6 x \$35	210.00	
Prom weekend deposits	770.00	
CGWC Weekend deposits	280.00	
McTk deposits	900.00	
	<u>2,187.06</u>	<u>7,586.82</u>

Expenditure:

CGWC W/end - Sambain Chalet	1,225.00	
McTk - Laidlaw refund	300.00	
First Aid CPR refresher	340.00	
	<u>1,865.00</u>	
Balance @ 30 November 2015		<u>5,721.82</u>

Stock in hand:

Mugs @ \$10	12	120.00
Badges @ \$20	46	920.00
Hats: Bucket M/L @ \$25	16	400.00
Hats: Bucket L/XL	18	450.00
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
		<u>2,790.00</u>

Financial Statement
30 November 2015

Ben Cruachan Walking Club - Internet Presence Working Group

Status of Project

The structure of the new website, essentially is complete, subject to feedback received from testing, finalization of background colours and 'the look' and future enhancements. It is in testing phase, and, once feedback is received and any bugs and refinements completed, will be able to 'go live' soon after the Committee meeting on December 9, 2015.

The status of each menu page is as follows, subject to feedback and refinement arising from that:

- Banner – The new logo needs to be inserted and the banner jazzed up. Slide show will require refreshing / updating from time to time.
- Home – complete. This could have a special events submenu added if and when they arise.
- Become A Member – complete.
- Renew Your Membership submenu – complete.
- Upcoming Walks – complete.
- Walks Calendar For 2016 – Complete. However, value of this page will be in being kept up to date, and the timeliness and quality of the 'Walk Preview' supplied by Walk Leaders. The 'Walk Previews' are intended both to inform and entice participation. Although a 'Walk Preview Template' has been developed and distributed to members, walk leaders need to keep this in mind when preparing / completing the preview. The Walks Coordinator is to maintain the page.
- McMillan's Track – Started, but requires further work as to structure and content, and assignment of maintenance responsibility.
- Guidelines & Forms – A structure has been set up, but it requires a significant amount of additional content which does not exist currently within the Club. The material which has been uploaded is a transcription of 'Club Rules and Guidelines for Members' booklet which is given to all new members. The forms we already have will be uploaded as soon as I receive the new 2016 logo to insert in the forms. Although a working group (of 2) exists to develop this content, further assistance is required.
- Useful Info & Links – A structure has been set up with limited content to show how it might work. This requires assignment of maintenance responsibility and content contributions.
- Newsletters - complete. The Newsletter Editor is to maintain this page. As time permits, past newsletters could be uploaded.
- Walk Previews, Plans & Reports Archive – Structure is set up. The content will require building over time. A 'Walk Plan' template is in the process of being developed to support this (as are 'Walk Leader Guidelines'). Regarding the 'Walk Report', rather than creating another document, this will be a link to the newsletter in which the 'Walk Report' has been published. The 'Walk Plans' Archive will be reliant on Walk Leaders preparing and documenting their plan. The intent of this is to build a Club Resource for future Walk Leaders. The Walks Coordinator to maintain 'Walk Preview' and 'Walk Plan' links. The Newsletter editor to maintain the 'Walk Report' links.
- Committee – Structure and content requires some further work. The Secretary is to maintain this page.
- Photo Gallery – Structure and sample content has been set up. This requires population. It is proposed that a gallery for each walk be set up. Once maximum capacity is reached, the oldest walks shall be removed so that the latest can be uploaded. The Newsletter Editor is to maintain this page.
- Contact Us & Feedback – complete.

Email Addresses

The current email address sebcwc@gmail.com is to be the main contact address. The website 'Contact Us' mail link will be directed to this address.

The following email addresses have been set up in Gmail.

walkbcwc@gmail.com

newsbcwc@gmail.com

publicitybcwc@gmail.com

These, rather than personal email addresses, are to be used by the relevant office holder for Club business. Thus, if the office holder is 'away' for a period of time, others can be delegated to monitor emails. Members will be informed of these, and they will be included on relevant forms, guidelines and on the website, as relevant. (Eg. 'Walk Attendance Sheet' to be scanned and emailed to walkbcwc@gmail.com Walk reports to be emailed to newsbcwc@gmail.com)

The passwords for all email addresses can be changed annually after the AGM and given to office holders. The President and Secretary will hold a record of all passwords (for all internet based logins) for Club access if required

Activity	By When	Status
Define Scope of the project & develop project plan.	10/7/2015	Completed 10/7/2015
Design BCWC's Internet Presence		
Define purpose & goals of internet presence	10/7/2015	Completed 10/7/2015
ID purpose		
ID target audience/s (including back end operators / managers)		
ID needs of target audience/s		
ID primary devices used by target audience/s		
Define goals of internet presence		
Prepare preliminary design of internet presence	12/8/2015	Completed 10/7/2015
Define criteria for internet presence.		
Define content.		
Define structure		
ID which presence/s is/are to be used.		
ID which devices are to be used		
Define evaluation methods		
Define access levels		
Create a budget - \$ and labour	12/8/2015	Completed 12/8/2015
ID options available to build & implement preliminary design		
Obtain quotations for build, implementation and ongoing maintenance		
Determine labour budget for build, implementation and ongoing maintenance		
Select design and budget		
Develop BCWC's Internet Presence	14/10/2015	In progress, revised completion date to 9/12/2015
ID who will build	12/8/2015	Completed 12/8/2015
Finalise design		In progress
Identify any transition issues from current to proposed internet presence		Completed
Build internet presence		In progress
Upload test content		In progress
Define testing process		Completed 2/12/2015
Train those who will test as necessary		Those with site maintenance responsibilities have received orientation and Website Instructions document (which includes links to UTube demonstrations) for self-

Ben Cruachan Walking Club Inc. – Minutes of Committee Meeting held on 9 December 2015

Activity	By When	Status
		learning. Others testing require no training as testing site as if 'members of the public' and Club members. Support to be provided as required.
Test		Commenced 2/12/2015
Modify /finalise in light of test and feedback	17/12/2015	
Implementation	18/12/2015	
Identify and train back end operators / managers		Back end operators identified. Training to occur in testing process.
Train BCWC members as necessary		Demonstration & support rather than training.
Address any transition issues identified		Completed 14/10/2015.
Set up ongoing maintenance processes		Commenced 2/12/2015 . To be completed once self-learning of those with site maintenance responsibilities completed.
Set up feedback mechanisms for evaluation	10/2/2016	
Set up ongoing evaluation and improvement processes	10/2/2016	
Implement / go live	18/12/2015	
Shut down old / existing presence/s if not included in new internet presence.	18/12/2015	
Evaluation	31/3/2016	
Monitor feedback mechanisms		
Implement ongoing evaluation and improvement processes.		