

Ben Cruachan Walking Club Inc.

Incorporation Number A0004849G

Minutes of the 2016 Annual General Meeting

Held on Wednesday, June 8, at 8.30 pm at the Maffra Veterinary Centre, 10 Johnson Street, Maffra.

1. President's Welcome:

1.1. Attendance:

The President, Monica Scicluna, welcomed all those present: Committee Members – Jack Winterbottom, Piero Baglioni, Michael Dowe, Joe van Beek, Chris Marshall, Trish Marston, Anna Janca; Club members – Elizabeth Davis, Philip Davis, Ken Free, Andrew Stevenson, Louise McLaren, Bev Beard, Heather Alexander, Wil Streckfus.

1.2. Apologies:

Jenni & Greg de Freitas, Judy Richards, Ron Kemp, Helmut Tracksdorf, Marian Matchan, Margaret Beckett, Bridget Serrurier, Ian Kitchen, Corine Kleine, Rose De Leeuw, Marjorie Kanagaratnam, Maggie Marriott

2. Confirmation of Minutes of Previous Meeting Held on June 10, 2015:

Motion: That the minutes of the Annual General Meeting held on June 10, 2015, be received and confirmed as a true and accurate record of the meeting.

Moved: Jack Winterbottom **Seconded:** Joe van Beek **Carried**

3. Presentation of Reports:

3.1. President:

The President, Monica Scicluna, presented the President's Report as attached.

Motion: That the President's Report be accepted.

Moved: Monica Scicluna **Seconded:** Philip Davis **Carried**

3.2. Treasurer:

The Treasurer, Jack Winterbottom, presented the financial statements for the 2015-16 financial year to April 30, 2016, as attached. He noted that, due to the Club's turnover being less than \$250,000 per annum, auditing of the finances was not required. He also reported that the Committee had decided that the membership fees are to be increased from \$42 to \$48 for a single member, and from \$54 to \$60 for family membership to take effect from May 1, 2017.

Motion: That the Financial Statement for 2015-16 financial year and Treasurer's Report be accepted.

Moved: Jack Winterbottom **Seconded:** Chris Marshall **Carried**

3.3. Tracks and Huts:

The Tracks and Huts Officer, Michael Dowe, reported that maintenance on McMillan's Track had commenced with a small working group successfully clearing two sections. He thanked those involved.

Motion: That the Tracks and Huts Officer's Report be accepted.

Moved: Michael Dowe **Seconded:** Chris Marshall **Carried**

3.4. Walks Coordinator:

Monica Scicluna presented the Walks Coordinator, Marian Matchan's report in her absence, as attached.

Motion: That the Walks Coordinator's Report be accepted.

Moved: Monica Scicluna **Seconded:** Ken Free **Carried**

3.5. Newsletter Editor:

Anna Janca presented the News Letter Editor, Helmut Tracksdorf's report in his absence, as attached.

Motion: That the News Letter Editor's Report be accepted.

Moved: Anna Janca

Seconded: Jack Winterbottom **Carried**

3.6. Publicity:

The Publicity Officer, Piero Baglioni, presented the Publicity Officer's report as attached.

Motion: That the Publicity Officer's Report be accepted.

Moved: Piero Baglioni

Seconded: Bev Beard

Carried

3.7. Secretary:

The Secretary, Anna Janca, advised that her report on membership had been included in the President's Report.

4. Appointment by the membership present of an impartial Club member to chair proceedings during the election of office holders and ordinary Committee members:

Motion: That Philip Davis chair the meeting for the election of office holders and ordinary committee members.

Moved: Bev Beard

Seconded: Anna Janca

Carried

5. Vacating of all office holder and ordinary Committee member positions:

The Chairperson, Philip Davis, declared all positions on the Committee vacant and congratulated all Office Holders and Members on an incredibly active year.

6. Appointment of Office Holders:

6.1. President:

The Chairperson invited nominations for the position of President.

Nomination: Monica Scicluna

Nominated by: Joe van Beek

Nomination accepted. As

no further nominations were received, the Chairperson declared Monica Scicluna appointed to the Office of President to the applause of all present.

6.2. Vice President:

The Chairperson invited nominations for the position of Vice President.

Nomination: Joe van Beek

Nominated by: Monica Scicluna

Nomination accepted. As

no further nominations were received, the Chairperson declared Joe van Beek appointed to the Office of Vice President to the applause of all present.

6.3. Treasurer:

The Chairperson invited nominations for the position of Treasurer.

Nomination: Jack Winterbottom

Nominated by: Trish Marston

Nomination accepted. As

no further nominations were received, the Chairperson declared Jack Winterbottom appointed to the Office of Treasurer to the applause of all present.

6.4. Secretary:

The Chairperson invited nominations for the position of Secretary.

Nomination: Anna Janca

Nominated by: Piero Baglioni

Nomination accepted. As

no further nominations were received, the Chairperson declared Anna Janca appointed to the Office of Secretary to the applause of all present.

6.5. Publicity Officer:

The Chairperson invited nominations for the position of Publicity Officer.

Nomination: Piero Baglioni **Nominated by:** Chris Marshall **Nomination accepted.** As no further nominations were received, the Chairperson declared Piero Baglioni appointed to the Office of Publicity Officer to the applause of all present.

6.6. Newsletter Editor:

The Chairperson invited nominations for the position of Newsletter Editor.

Nomination: Helmut Tracksdorf **Nominated by:** Anna Janca **Nomination accepted.** As no further nominations were received, the Chairperson declared Helmut Tracksdorf appointed to the Office of Newsletter Editor to the applause of all present.

6.7. Tracks and Huts Coordinator:

The Chairperson invited nominations for the position of Tracks and Huts Coordinator.

Nomination: Michael Dowe **Nominated by:** Jack Winterbottom **Nomination accepted.** As no further nominations were received, the Chairperson declared Michael Dowe appointed to the Office of Tracks and Huts Coordinator to the applause of all present.

6.8. Walks Coordinator:

The Chairperson invited nominations for the position of Walks Coordinator.

Nomination: Marian Matchan **Nominated by:** Monica Scicluna **Nomination accepted.** As no further nominations were received, the Chairperson declared Marian Matchan appointed to the Office of Walks Coordinator to the applause of all present.

7. Appointment Of Up To Six Ordinary Members:

The Chairperson invited nominations for Ordinary Members of the Committee.

Nomination: Chris Marshall **Nominated by:** Trish Marston **Nomination accepted.**

Nomination: Trish Marston **Nominated by:** Chris Marshall **Nomination accepted.**

Nomination: Heather Alexander **Nominated by:** Monica Scicluna **Nomination accepted.**

Nomination: Wil Streckfus **Nominated by:** Jack Winterbottom **Nomination accepted.**

Further nominations of members present were made, but not accepted.

As no further acceptances of nominations were received, the Chairperson declared Chris Marshall, Trish Marston, Heather Alexander and Wil Streckfus appointed to the Committee as Ordinary Members to the applause of all present. The Chairperson noted that two Ordinary Member positions on the Committee remain vacant.

Philip Davis hand the chairing of the meeting to the returning President, Monica Scicluna.

8. Meeting Close:

The 2017 Annual General Meeting is to be held on Wednesday, July 12, 2017, at a venue to be determined.

The meeting closed at 9.30 pm.

BCWC PRESIDENT'S REPORT JUNE 2016

2015-16 has been a consolidation period for the Club and builds on the work of the previous 12 months. Membership continued to steadily increase with 39 new members and our total number reaching 111. Participation rates on walks and social activities also grew. The Club continues to grow across the region and the three meetings/social evenings held in Bairnsdale and Traralgon this past year were an outstanding success.

It is most pleasing to see that newer members of the Club are now experienced and confident enough to step up and lead walks and volunteer for committee roles. This fresh input of energy and ideas has been (and continues to be) a real bonus.

Many members have updated their CPR qualifications during the year.

The walks program continues to evolve with more day walks closer to population centres as well as tougher and more adventurous trips up into the high country.

2015-16 was a busy year for the Club. 2015 was the 50th Anniversary celebration which was a great success. It also saw our combined Gippsland clubs weekend at Sambain Chalet and 150th anniversary of the McMillan Track with Joe Van Beek's leading a 220 km end to end walk. A big thank you to all the behind the scene organisers, without your help the events would not have been such a success. The first half of 2016 has seen the Club receiving funds from the Sporting Clubs Grants Program to update first aid kits. New 5 watt UHF radios were purchased with Club funds. 2016 also has seen the launch of our new website, planning and scheduling Walk Leadership Training, and commencement of the documentation of Club policies and protocols.

I would like to take this opportunity to thank the 2015-16 Committee for all of their hard work over the past 12 months. A special mention must go to Anna and her team for the amazing job they have done with our new website. We have had nothing but positive comments.

I have enjoyed my twelve months as President, but would have achieved nothing without the Committee and the members. We leave the Club financially sound, with a growing and active membership and, I believe, a bright future.

Looking forward to our Walk Leadership Training weekend coming up in July 2016. After this we hope to have a few new leaders to organise walks for the next twelve months.

Monica Scicluna

Ben Cruachan Walking Club Incorporated

Bank Reconciliation as at 30 April 2016

Cash Book:

Opening Balance as at 30 April 2015	6,769.64
Add deposits	14,864.85
Total Income	21,634.49
Less Expenditure	17,094.11
Balance as at 30 April 2016	4,540.38

Bank Statement:

Balance as per Bank Statement 30 April 2015	6,769.64
Less unrepresented cheques	Nil
Closing Balance as at 30 April 2016	4,540.38

Ben Cruachan Walking Club Incorporated

Statement of Receipts and Payments for the year ended 30 April 2016

Opening Balance as at 30 April 2016	6,769.64	
	<u>2016</u>	<u>2015</u>
<u>Add Receipts</u>		
Membership	3,650.00	2169.00
Interest	0.70	2.37
Visitor Fees	309.20	230.80
Donation	50.00	
Pink/Blue Bag Float Reduction	95.00	
Reimbursement	4.95	
First Aid refresher course [BWV]	360.00	
First Aid equipment [Dept of Health]	152.00	
50 th Anniversary Weekend	3,350.00	
50 th Anniversary Memorabilia	1,040.00	14.00
Wilson Prom Weekend_2015	840.00	793.00
Combined Gipps WC Weekend_2015	1,470	
McMillan Track_2015	1,887.00	
Kosciuszko_2016	1,656.00	
<i>Fed Weekend surplus</i>		398.64
Total Receipts	14,864.85	3,607.81
Total Funds available	21,634.49	11,057.59
<u>Less Expenditure</u>		
Incorporation Fee [CAV]	53.00	51.40
Secretarial Expenses	108.25	81.20
Advertising: AGM	40.80	46.50
Newsletter	132.60	246.15
Insurance Premium	1,920.00	1834.30
PO Box fee + extra key	40.00	27.00
First Aid course	340.00	610.00
Equipment [CB Radio, Fuel Can, CPR masks]	635.46	89.00
Website	355.00	
50 th Anniversary Dinner	3,514.65	
50 th Anniversary BBQ	209.27	
50 th Anniversary Memorabilia	3,731.70	
Wilson Prom_2016	836.80	817.40
Combined Gipps WC Weekend_2015	1,608.49	
McMillan Track_2015	1,712.09	
Kosciuszko_2016	1,656.00	
Leadership Weekend @ Coonwarra	200.00	
<i>BCWC Poster</i>		308.00
<i>50th Anniversary Logo</i>		132.00
<i>Reimbursement</i>		45.00
Total Expenditure	17,094.11	4,287.95
Closing Balance as at 30 April 2016	4,540.38	

BEN CRUACHAN WALKS 2015/16

DATE	NAME	LEADER	TOTAL	MALE	FEMALE	VISITOR
13/6/15	Roaring Mag Falls	Helmut Tracksdorf	13	3	10	2
20/06/2015	Scrubby Creek	Ken Free	19	7	12	3
28/06/2015	Ben Cruchan Mtn 50th Anniversary	Jack Winterbottom	56	25	31	20
4/07/2015	Sale Wetlands	Wil Streckfuss	11	4	7	2
8/07/2015	Newlands Arm	Wil Streckfuss	7	3	4	2
11/07/15	Corner Creek	Jack Winterbottom	10	7	3	0
18/07/15	Billy Goat Bend to Angusvale	Ken Free	20	7	13	3
01/08/15	Noojee T/Bridge Toorong & w/falls	Ken Free	10	5	5	0
05/08/15	Tinamba Rail Trail	Chris Marshall	2	0	2	0
12/08/15	Walhalla Rail Trail	Wil Streckfuss				
26/08/15	Mirboo Nth to Boolara	Jim Stranger	5	4	1	0
29/08/15	Old Weir site Mitchell River	Ken Free	7	1	6	1
05/09/15	Mt Hedrick	Jack Winterbottom	10	4	6	1
12/09/15	Sisters	Ken Free	10	4	6	2
16/09/15	Holey Plains State Park	Ken Free	7	4	3	1
19/09/15	Lonely Bay Lake Tyers	Marjorie K	8	3	5	1
03/10/15	Mitchelldale	Ken Free/Rob Pater	13	6	7	4
07/10/15	Nyerimilang	Wil Streckfuss	6	0	6	3
10/10/15	Wirilda Circuit	Joe Van Beek	7	4	3	0
10/10/15	Wirilda easy track	Jim Stranger	11	4	7	2
11/10/15	Maffra Wetlands	Andrew Stevenson	8	3	5	0
16/10/15	Wilson's Prom w/e	Monica Scicluna	14	3	11	0
18-21/10/15	Prom Lighthouse via Sealers Cove	Anna Janca	4	0	4	0
28/10/15	Blue Pool - Briagalong	Jessie Walker	7	3	4	1
30/10 - 12/11/15	McMillans Track - End to End	Joe van Beek	7	5	1	2
04/11/15	Hiawatha	Jessie Walker	6	1	5	0
07/11/15	Bryces Gorge	Jim Stranger	8	3	5	2
07/11/15	Mt Howitt	Jack Winterbottom	6	2	4	0
07/11/15	McMillans track - day 9	Joe Van Beek	11	5	6	2
08/11/15	McMillans Track - day 10	Joe Van Beek	9	3	6	1
08/11/15	Mt Reynard	Jack Winterbottom	11	4	7	0
11/11/15	Mt Worth	Wil Streckfuss	5	0	5	1
14/11/15	Billy Goat Bend to Den of Nargun	Ken Free	9	4	5	0
18/11/15	Loch Sport	Monica Scicluna	5	1	4	0
28/11/15	Moroka Gap-overnight	Jack Winterbottom	7	3	4	0
08/12/15	Tyers	Oliver Raymond	17	9	8	4
23/01/16	Lakes Footbridge to Entrance	Monica Scicluna	20	6	14	9
30/01/16	Kayak Toorloo Arm	Anna Janca	14	7	7	3
06/02/16	Bryces Gorge	Oliver Raymond	8	3	5	1
20/02/16	Thurra River- Dunes walk	Anna Janca	13	4	9	0
21/02/16	Thurra River- Mueller inlet	Anna Janca	12	4	8	0
22/02/16	Bryces Gorge to Wonangatta Valley	Oliver Raymond	3	3	0	0
24/02/16	Nyerimilang Homestead	Monica Scicluna	5	0	5	0
27/02/16	Baw Baw Village	Jim Stranger	21	5	16	3
05/03/16	Mt Darling	Oliver Raymond	6	2	4	0
12/03/16	Mt Koscuizsko Summit	Anna Janca	12	4	8	0
13/03/16	Charlotte Pass to Blue Lake return	Ken Free	8	3	5	0

13/03/16	Charlotte Pass Circuit	Anna Janca	4	1	3	0
16/03/16	Morwell National Park	Monica Scicluna	7	0	7	1
19/03/16	Macks Track Tarra Bulga	Monica & Andrew	10	2	8	1
20/03/16	Mt Tassie Tarra Bulga	Monica & Andrew	6	2	4	0
26/03/16	The Sisters North Peak	Ken Free	10	4	6	5
02/04/16	Deptford	Trevor Clues	16	5	11	4
13/04/16	Sale Wetlands	Monica Scicluna	11	1	10	1
16/04/16	Scrubby Creek	Ken Free	14	5	9	0
23/04/16	Cobbannah Creek	Ken Free	14	5	9	2
30/04/16	Mississippi Crk to Log xing quarry	Jackie Whiting	19	4	15	1
07/05/16	Hortons Track	Rob & Josie Paterson	16	9	7	1
13-15/05/2016	Wingan River	Oliver Raymond	6	1	5	1
28/05/16	Darby River to Tongue Pt	Chris Marshall	14	5	9	2
	60 WALKS IN TOTAL THIS YEAR					

Another great year of walking with the BCWC and celebrating the 50th year of the Club. We conducted 60 walks for the period 1/6/15 to 28/5/16 as opposed to 42 walks the same time frame the previous year. A big thank you to the 16 members who to the bit between their teeth and led walks and took us to some of the most spectacular areas in our region. Without you, we would not have a Club. Ken Free led the most walks with 12, followed with Monica Scicluna leading 8. If you have a walk in mind that you would like to explore but feel you haven't the confidence or experience to lead, there are members that would be happy to help and mentor you along the way. There is also our Leadership course scheduled for 9th & 10th July at Coonawarra that you should think about attending. It was great to see some new walks on the calendar as well as some of our old favourites with as many as 20 & 21 people attending some walks. Also good to see some visitors on many walks. Anna Janca was the most active member attending 33 walks, followed by Jackie Whiting with 27 and Ken Free with 25. Never stop thinking and exploring ideas for new walks that you think would be of interest to be included on our walk calendar.

	Marian Matchan					
	Walks Co-Ordinator					

Newsletter Editor's Report

During 2015/16 the Newsletter continued to be published, received and appreciated by members with ongoing positive feedback. Therefore it appears to have been another successful year with members happy with the layout & content of their Newsletter.

The newsletter was published bi-monthly in AUG 15 / OCT / DEC / FEB / APR / JUN 16 (June edition still pending) - meaning 6 newsletters were generated during 2015/16 with an additional newsletter (November 2015) published to cover the West Coast Trail Walk in Canada, undertaken by Piero and Rose.

The newsletter was generally published at the beginning of each 2nd month in which it was due. However at the April 2016 committee meeting it was requested the newsletter be published after Committee meetings in order to reflect more up-to-date club information on issues raised at the meetings. This means future Newsletters will now be distributed later in the due months. ie: towards the middle of each second month.

The newsletter is primarily distributed electronically to the majority of members, however several hard copies of the Newsletter continue to be generated for snail mail recipients. These hard copies continue to be printed by our local member for East Gippsland, Mr Tim Bull. We therefore gratefully acknowledge his services whereby we are able to maintain our current snail mail list which currently comprises 12 recipients. Although a moot point, with postage rates now at \$1:00, it costs the club approx. \$72:00 per annum to supply snail mail recipients. This excludes the cost of paper and envelopes, which are supplied by the club.

Helmut Tracksdorf

BCWC Newsletter Editor

8th June 2016

2015-2016 Publicity report

The publicity year has been hectic to say the least with extraordinary events complimenting the normal weekly walking schedule.

The bush walking year commenced with an early morning interview with the local ABC presenter talking about the aerobic benefits of bushwalking. This was more to do with medical benefits than interesting areas to walk in and the different ways the public can participate although Ben Cruachen Walking Club was publicised and the public were informed of how to join the club on a walk.

This was closely followed up with advertisements publicising the 50th anniversary and the festivities surrounding this event.

In October most papers ran the full page spread of the McMillan's track walk coordinated by Ben Crauchan Walking Club and involving members for other Victorian clubs.

The structure of the weekly walk previews has been extensively simplified following the launch of the new web site and the papers in most part have been very obliging in sending these to print, however there are still significant problems encountered, mainly surrounding compliance.

A change referring readers back to the web site has been well received and is in a state of transition until the previous previews are posted.

I anticipate that the ensuing year will be as busy and plan to hold several interviews with the radio stations regarding various aspects of bush walking and to post feature articles of longer walks to the papers in addition to the normal weekly previews

Piero Baglioni

Ben Cruachan Walking Club Inc.

Minutes of Committee Meeting

Held on Wednesday, February 10, 2016 at 8 pm at the Wan Loy Chinese Restaurant, 9 Church Street, Traralgon,
preceded by dinner at 6 pm,

1. President's Welcome:

As the President, Monica Scicluna, was unable to attend the meeting, Joe van Beek chaired the meeting and welcomed all those present.

1.1. Attendance:

Committee members – Joe van Beek, Anna Janca, Helmut Tracksdorf, Michael Dowe, Chris Marshall,
Club members – Jim Stranger, Denise Stranger, Bev Beard, Wil Streckfuss, Kathleen Johnson, Corinne Kleine,
Heather Anderson, Ken Free, Caroline Raymond, Oliver Raymond, Phillip Davis
Visitors – Geoff Proudfoot, Marlene Proudfoot, Tess

1.2. Apologies:

Committee members – Monica Scicluna, Margaret Beckett, Jack Winterbottom, Marian Matchan, Piero Baglioni, Trish Marston, Chris Lockwood.
Club members – Andrew Stevenson.

2. Minutes of Previous Meeting:

2.1. Correction:

Item 5.6.1 Bairnsdale Regional Health Service Wellbeing Expo omission - Josie Paterson also attended and assisted with the Expo. The minutes have been amended to reflect this.

2.2. Confirmation:

Motion: That the minutes of the meeting of December 9, 2015, as amended, be accepted as an accurate record of that meeting.

Moved: Ken Free

Seconded: Jim Stranger

Carried.

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

3.1. CPR Update & Funding

Subsidy from Bushwalking Victoria awaited.

4. Correspondence:

4.1. Incoming:

- New Memberships: Nil
- Bushwalking Victoria – December, January & February Newsletters – Emailed to members
- Bushwalking Victoria – Sporting Clubs Grant Program Round 2 – See 6.2 below.
- Bushwalking Victoria – Invitation to quarterly Presidents' meeting on 29/2/2016 – Emailed to Monica
- Strzelecki Bush Walking Club – Newsletter – Emailed to members
- Bairnsdale Regional Health Service – Thank you letter for participation in Wellbeing Expo.
- Darren Chester's Office – Stronger Community Program Grant details – See 6.1 below.
- West Gippsland Bushwalking Club – Combined Gippsland bushwalking clubs weekend – See 5.4.1 below
- Melbourne / Victorian Walking Festival – Invitation to participate – See 6.4 below.
- Department of Health & Human Services – Funding approval and agreement for Sporting Club Grants Program Round 1 – See 5.1.1 below
- Parks Victoria – Central Gippsland News – Emailed to members
- Easy Joomla – Invoice & receipt for website development – Emailed to Jack for payment. See 5.1 below.

- Easy Joomla – Various emails regarding website development and fixing of issues arising after go live.
- Heyfield Wetlands Information Centre – Email request to update information held. Posted brochures and emailed website link.
- Ken Free – Link to new 3 Capes Track in Tasmania – Emailed to members

4.2. Outgoing:

- To all members on email
 - Minutes of last Committee meeting
 - Incoming correspondence as noted above
 - From website system – username and password to enable member login to new website
- To all members not on email
 - Minutes of last Committee meeting
 - Department of Health & Human Services – Funding agreement for Sporting Club Grants Program Round 1 – See 5.1.1 below

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

Moved: Anna Janca

Seconded: Chris Marshall

Carried.

5. Reports:

5.1. Treasurer:

In the Treasurer's absence, Joe presented the Treasurer's report as at January 27, 2016. It was noted that the payment to Easy Joomla was for that portion of the new website set up which was not subsidised by Bushwalking Victoria. This was as per the quotation already received and approved by Committee.

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

Moved: Joe van Beek

Seconded: Michael Dowe

Carried.

5.1.1. Sporting Clubs Grants Program Round 1 2016

On behalf of the Treasurer, Anna reported that a grant of \$152.00 had been received for the purchase of first aid kits and snake bite kits. Monica will purchase these.

5.2. Tracks and Huts: Nil to report.

5.3. McMillan's Track:

Joe advised that he is still working on his report on the condition of the track and recommendations for its future maintenance. His report will encourage the Department of Environment, Land, Water and Planning (DELWP) and Parks Victoria, to take ownership of track maintenance, with support from Bushwalking Victoria and assistance from Ben Cruachan Walking Club.

5.4. Walks Coordinator:

In the Walks Coordinator's absence, Anna reported, on her behalf, that the Walks Calendar for the year was on the website, and all walk previews up to the end of April had been received and also were available on the website. As there were gaps in the calendar, Joe encouraged people to submit walks to Marian to fill the gaps. Members were reminded to register recce's with the Walks Coordinator, as they would not be covered by Club insurance if not registered.

5.4.1. Combined Gippsland Clubs Weekend

An email has been received from the West Gippsland Bushwalking Club advising that they will be hosting the 2016 combined Gippsland bushwalking clubs walking weekend on November 19 & 20. The theme will be 'in the presence of giants'. More details will follow once their organizing committee is up and running.

Action: This event is to be placed on the BCWC Walks Calendar and that if BCWC walks are scheduled for this weekend already, these should be rescheduled.

5.4.2. First Aid Kits

In checking the blue walk bag, it has been noted that the current first aid kit does not contain items which would be needed for some of the more likely first aid needs which may arise during a walk: an emergency blanket, elastic bandage for sprains, dressing and steri-strips for skin tears, insect bites and blisters. Gastrolyte / rehydration was added to the list by those present and it was noted that the snake bandages can be used for sprains. Discussion occurred about the Club's and individuals' responsibility in carrying first aid kits on walks. Phillip Davis confirmed that the Club walk leaders are required to carry a first aid kit, and it was agreed that this should contain items which are relevant to the common risks faced on a walk.

Action: Marian and Anna, in liaison with Monica, develop a content list for Club first aid kits relevant to the common risks encountered on walks, prior to the purchase of first aid kits with the funding grant recently received.

5.5. Newsletter:

Helmut reported that:

- The February newsletter had been emailed to members, and that the printed versions would be posted this week to those members not on email. It was noted that there are 11 sent by post;
- The newsletter contained reference and links to the website, to encourage people to refer to it;
- In future rather than attaching the newsletter to an email, he may send the email with a link to the newsletter on the website (as Strzelecki Bushwalking Club are planning to do).

He asked that walk reports include a list of participants. This will help to name people in , photos used in the newsletter.

It was confirmed that all walk reports and photos for the reports go to Helmut, as Newsletter Editor.

Wil raised the issue of printing a copy of the latest newsletter to give to people inquiring about the Club, and that this can become costly. After discussion, it was suggested that people inquiring about the Club, be referred to the website, as, in addition to the information contained in it, they can access the latest newsletter via a link on the home page. Alternatively, if their name and address is sent to the secretary, Anna will post a paper copy of the newsletter and a brochure. Thus the cost of printing and postage will be borne by the Club not personally by individual members.

The issue was raised as to whether there was a distribution list of organizations, such as visitor information centres, to which the newsletter is sent. As this had occurred in the past, but there was not such a list, and it was no longer occurring except to Wollongarra Outdoor Education Centre, this matter is to be placed on the agenda for the next meeting.

5.6. Publicity:

In the absence of the Publicity Officer, Anna reported on his behalf, that, when sending walk previews to newspapers, Piero was removing the walk leader name and contact details, and the walk meeting place and

time, and adding instead a reference to the website and link directly to the preview on the website. Ken preferred that the walk leader details remain, preferring that visitors phone to register and thus enable discussion regarding the suitability of the walk for them. Oliver preferred that an email contact be included. Extensive discussion occurred around this issue, including the need for a documented policy and procedure and acknowledgement that newspapers will print what they choose to anyway.

Action: That the matter be deferred until the next meeting for resolution when Piero, the Publicity Officer, is present. It was suggested that, until then, the completed Walk Preview template be sent to newspapers, without deletions, with reference to the website added and the contact details included on the template to be at the walk leader's discretion.

5.7. Website:

See attached status report. Anna reported that the new website had been live since December 16, 2015. There had been some issues regarding access for those with maintenance responsibility, but that had been addressed promptly by the developer. All members have been set up with viewing access to the entire site, and provided with member login details. Initially, one had been missed, but this has been corrected. Also some members had reported that they had not received the email providing them with the details. As this was a system generated automatic email, some ended up in 'junk mail'. Anyone advising Anna of this was resent the details. Once members have used the website, all feedback has been positive. It was noted that some members still had not logged in as members to view the entire website. They may be using it only at the public access level.

With respect to site maintenance, any day to day issues which arise for those maintaining the site will be addressed by Anna in the first instance. She is yet to discuss with the developer and Bushwalking Victoria, which of them will provide more in-depth support, if required. A working group, comprising those people with site maintenance responsibility, will meet 6 monthly, for evaluation and to identify any issues for reference back to the Committee.

The priorities now are:

- for those with maintenance responsibility to learn and become proficient in performing the tasks necessary on the website
- to maintain the website to ensure it is always up to date, and
- To populate / complete those pages on the website still under development.

The issue of attracting new and younger members and the use of social media was discussed. It was agreed that this should be considered within the broader context of the goals and future direction of the Club, and what strategies and tools would be appropriate to achieve those goals. This was deferred to the next meeting.

5.8. Policies, Procedures & Forms Working Group:

Concern was raised and it was noted that discussion regarding several matters throughout the meeting demonstrated the need for the Club to document clearly policy and procedures to guide and ensure consistency of practice rather than matters consistently returning to Committee due to 'chopping and changing'. There was agreement that this should occur.

5.8.1. Walk Plan Template – Deferred to next meeting.

5.8.2. Walk Leader Guidelines – Deferred to next meeting.

5.8.3. Equipment Instructions:

Anna reported that the Instruction Manual for the GME TX6150 5 watt UHF CB radios (located in the blue walks bag) has been scanned and loaded onto the website in the 'Guidelines & Forms' section. The original documents are with the radios in the blue bag.

Oliver reported that he and Joe could not get the 2 watt Motorola CB radios to work, although they followed the instructions.

Action: That Joe or Oliver consult the supplier and / or local service organisation for advice / repair, as it was important that they be in good working order.

6. General Business:

6.1. Stronger Community Grants Program

The local federal MP, Darren Chester, invited expressions of interest to apply for funding from the Stronger Community Grants Program. Projects eligible must be for capital purchases and activities, "contribute to an improvement in local community participation and cohesion and contribute to the vibrancy and viability of the community". The applicant must match at least 1:1 in dollars or kind, with any partner funding confirmed. McMillan's Track maintenance would meet eligibility requirements. However, Joe indicated that he may not have completed the track condition report, established sufficient networks and support, and be ready to submit an expression of interest by the closing date of February 26, 2016. If he could, he would. If not ready, then preparation would be made for future opportunities.

6.2. Sporting Clubs Grants Program Round 2

The State Government Department of Health and Human Services, Sport and Recreation, Sporting Clubs Grants Program has 3 categories: up to \$1,000 for uniform or equipment, up to \$2,000 for skill development and up to \$5,000 to improve club operational capacity. Joe and Anna will prepare an application under category 2, for costs associated with the walk leader training such as venue and equipment hire, printing, and catering. As the funds cannot be used before July 1, the scheduled dates on the Club's calendar will need to be changed. Applications close March 3, 2016.

6.3. Wellington Shire Community Assistance Grants

Grants of \$2,000 - \$5,000 are available for projects that will have a benefit to the community. As for 6.1 above, McMillan's Track maintenance would meet eligibility criteria; however, the Club is not in a position to apply this round. Consideration could be given to this next round.

6.4. Melbourne / Victorian Walking Festival

An email was received from Stephen Ingrouille, Principal of Going Solar, proposing a Melbourne / Victorian Walking Festival for the month of April and inviting the Club to participate. This would involve posting walks proposed during that period onto a 'Festival' website. Phillip Davis indicated that Bushwalking Victoria has received the same invitation, and was looking into the bona fides of the proposal before deciding on a course of action. It was agreed that BCWC defer consideration of the invitation until BWV investigated it further and decided on a course of action.

6.5. EPIRB

Anna noted that although there are 4 people listed on the AMSA website for the Club's EPIRB, only 3 people can be linked as emergency contacts. Currently they are Monica Scicluna, Piero Baglioni, and Andrew Stevenson. Anyone using the Club's EPIRB is to provide these people with their walk intentions prior to

commencing the walk. Ken Free, although listed, is not linked to the EPIRB, so need not be provided with walk intentions.

6.6. Bushwalking Victoria (BWV) – Highlighted Items From Newsletter

Joe highlighted the following items from the BWV February Newsletter.

6.6.1. Bushwalking Club Presidents' Meeting

The 2nd meeting of Presidents will be held on February 29, 2016. In addition to networking with other Presidents, the topic for discussion will be 'Getting People Involved'. Philip Davis, as BWV liaison, confirmed that a delegate could attend these quarterly meetings if the President could not.

6.6.2. Sharing Walking Club Programs

The Strzelecki Bush Walking Club and BWV were encouraging Clubs to share their walks programs with other Clubs.

Motion: That BCWC share its walks program with Gippsland Clubs.

Moved: Joe van Beek **Seconded:** Oliver Raymond **Carried.**

Action: The Secretary is to write to the Gippsland Clubs, advising them of BCWC's new website, that the walks calendar and previews are on the site, and inviting them to participate in BCWC walks, with the note that some walks may be limited in numbers and, in those circumstances, BCWC members would have priority.

6.6.3. Track Maintenance

- BWV Bushwalking Tracks and Conservation will be doing track clearing with Parks Victoria in the Omeo area on March 11 – 14, 2016.
- Parks Victoria will be doing maintenance on the track to Mt Erica with Friends of Baw Baw National Park and Strzelecki Bushwalking Club on 17 – 20 March 2016.
- Members are welcome to join these activities.

6.6.4 BWV Leadership Day

BWV will be holding a leadership day in June open to all executive/committee members of affiliated clubs.

6.7. Bushwalking Victoria Liaison

Philip Davis reported:

- He was now a Board Member and Honorary Secretary of BWV;
- The BWV AGM will be occurring in June, Club members are encouraged to nominate for the Board of BWV, and that there can be up to 3 nominations from a Club;
- BWV was conducting workshops regarding future directions particularly focusing on a more effective member engagement strategy, tracks and trails maintenance and enhancing its influence with decision makers given that walking/bush walking is the single most popular recreational/sporting activity in the state of Victoria with over 250,000 participants.

Next Meeting: Wednesday, April 13, 2016 at 7.30 pm at the Bairnsdale Club, 68 Nicholson Street, Bairnsdale, preceded by dinner at 6 pm,

7. **Meeting Closed:** 9.35 pm

Ben Cruachan Walking Club

Financial Statement for 27 January 2016

Balance @ 30 November 2015 5,721.82

Income:

Memberships		
<i>Mary Scicluna</i>	11.00	
Interest	0.20	
Golden Jubilee Sales	60.00	
Visitor Fees	10.00	
McTk - Dowe	70.00	
CGWC Weekend deposits	60.00	
Unknown	2.00	213.20
		<u>5,935.02</u>

Expenditure:

McTk Walk 2015	1,412.09	
CGWC W/end	283.49	
Prom 2016 deposit - M Scicluna	836.80	
Secretarial costs	26.75	
Newsletter costs	42.00	
Website - EasyJoomla	355.00	2,956.13
		<u>2,978.89</u>
Balance @ 30 November 2015		

Stock in hand:

Mugs @ \$10	8	80.00
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>2,750.00</u>

Accounts to pay:

Nil

Ben Cruachan Walking Club – Internet Presence Working Group

Status of Project

The new website went live on December 16, 2015. The old website has been shut down. A print of content from the old site was kept. Access to the website has been set up as follows:

- Public – Viewing capability to the following menu pages and links contained therein: Home, Check Us Out as a Visitor, Become a Member, Upcoming Walks, Walks Calendar, McMillan's Track and Contact Us and Feedback.
- Members - Usernames and passwords have been sent to all BCWC members who have can view the entire website.
- Maintenance – The following roles / people have maintenance responsibility for certain menu pages of the website and hence have access capacity to edit pages and upload documents and photos from the front end.
 - Marian Matchan as Walks Coordinator, will maintain 'Upcoming Walks' and Walk Preview section of the 'Walk Previews, Plans and Reports Archive'
 - Helmut Tracksdorf as Newsletter Editor will maintain 'Newsletter', the Walk Report section of the 'Walk Previews, Plans and Reports Archive', the link to 'the latest newsletter' on the home page, and jointly with Piero, the Photo Gallery
 - Piero Balgioni will maintain 'Useful Information and Links' and the Photo Gallery jointly with Helmut
 - Joe van Beek as McMillan's Track advocate, will maintain 'McMillan's Track'
 - Anna Janca as Secretary will maintain all other menu pages and their content.
- Website Administration – Anna Janca, will continue to manage the back end administration of the website which includes provision of access, new members, new pages and menu items, global settings and layout, training and provision of support to users, receipt of feedback and evaluation, and liaison with the developer.

The maintenance user group has received orientation to the website, written instructions and links to UTube video instructions prepared by the developer. In starting to perform their roles in maintenance, they are developing their skills, and proficiency will develop over time and practice. Issues arose which were rectified by the developer.

The new Gmail email addresses for the Walks Coordinator, Newsletter Editor and Publicity Officer are set up and in use. They will be used more widely as both the officers and Club members become familiar with them.

Use of the website was promoted heavily in the February newsletter. This should see greater usage.

The Tumblr site, set up as an example option, has been shut down. Confirmation from Jack Winterbottom is awaited as to the shut-down of the Facebook page.

Feedback & Evaluation

To date, feedback has been via unsolicited email. (So far it has been positive.) An evaluation process is to be developed. Use by members can be seen via the 'back end' which indicates last log in date of each member. Email feedback and inquiries are being received kept and can be followed up in the evaluation process.

Ongoing Management & Evaluation

It is recommended that the Internet Presence Working Group be replaced by the Website Maintenance Group, comprising those with website maintenance responsibilities. This group can support each other in learning and maintaining the site, complete annual evaluation, identify issues and make recommendations to Committee. Once this initial implementation phase is completed, 1 or 2 meetings per year would be sufficient unless significant issues arose.

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	Completed 16/12/2015
ID who will build	12/8/2015	
Finalise design		
Identify any transition issues from current to proposed internet presence		
Build internet presence		
Upload test content		
Define testing process		
Train those who will test as necessary		
Test		
Modify /finalise in light of test and feedback	17/12/2015	
Implementation	18/12/2015	

Activity	By When	Status
Identify and train back end operators / managers		Completed 16/12/2015 and ongoing
Train BCWC members as necessary		Demonstration & support to be offered.
Address any transition issues identified		31/1/2016
Set up ongoing maintenance processes		Completed 9/12/2015 but support and implementation ongoing.
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	Completed 16/12/2015
Shut down old / existing presence/s if not included in new internet presence.	18/12/2015	Completion to be confirmed.
Evaluation	31/3/2016	
Monitor feedback mechanisms		
Implement ongoing evaluation and improvement processes.		

Ben Cruachan Walking Club Inc.

Minutes of Committee Meeting

Held on Wednesday, April 13, 2016, at 7.30 pm at the Bairnsdale Club, 68 Nicholson Street, Bairnsdale.

1. President's Welcome:

1.1. Attendance:

The President, Monica Scicluna, welcomed those in attendance: Committee members - Anna Janca, Jack Winterbottom, Helmut Tracksdorf, Piero Baglioni, Christine Marshall, Trish Marston, and Club members – Trevor Clues, Ken Grandy, Rose de Leeuw, Robyn Dobson, Bev Beard, Wil Streckfuss, Joe Scicluna, Noel Burrows, Bill Morison, Andrew Stevenson.

1.2. Apologies:

Joe van Beek, Michael Dowe, John Kellas, Greg & Jenni de Freitas, Marian Matchan, Marjorie Kanagaratnam, Ken Free, Corinne Kleine.

2. Minutes of Previous Meeting:

2.1. Confirmation:

Motion: That the minutes of the meeting of February 10, 2016 be accepted as an accurate record of that meeting.

Moved: Piero Baglioni

Seconded: Trish Marston

Carried.

3. Business Arising From Previous Meeting – Also see reports below:

3.1. First Aid Kits In Walk Bags

Anna reported that First Aid Kits have been stocked as per the attached list which also briefly identifies the use of each item. The list will be included in each kit and on the Club's website.

3.2. Club Membership & Future Directions – Deferred to August 2016 meeting

3.3. Operation of 2 Watt Motorola CB Radios

Monica reported that radios were taken to the dealer to assess faults. It was found that only one of the Motorola radios was faulty and not worth repairing. All program settings were corrected and the repairer recommended using a channel number greater than 40 to minimise chatter from outside sources. Monica reported that each Walk Bag now has 3 operational radios: the Blue Bag has 2 x 5 watt and 1 x 2 watt, the Pink Bag has 3 x 2 watt radios. Each have been programmed correctly and set to channel 69. Members are asked not to 'fiddle' with the settings and merely charge them, turn them on and off and adjust the volume. Those faulty and the even older radios for which no charger was found and which were still in the Pink Bag and no longer required, will be disposed of.

3.4. Walk Previews & Information For Publicity

Piero reported that the East Gippsland News, which previously would not publish any contact details in articles regarding Club walks, now has agreed to publish the Club website. Following much discussion about the various options for what contact and meeting place and time information is provided to newspapers for publication, the Committee agreed that:

- The Walk Preview template is to include the Club's website – this already has been done.
- Walk Previews using the template are to be completed by Walk Leaders and sent to the Walks Coordinator;

- After loading onto the Club's website, the Walks Coordinator shall remove the 'Meeting Place' and 'Meeting Time' row, and the Walk Leader contact details row from a copy of the Preview and forward this to the Publicity Officer for forwarding to newspapers.
- The meeting place and time and contact details information will remain on the website version of the Walk Preview as the website includes a preamble advising readers of the need to consider and discuss the walk requirements and register with the Walk Leader before the day of the walk.
- The 'Walk Summary' section should not include details of the meeting place and time, travel arrangements and walk start. It should include features of the walk which entice people to want to join the walk whilst enabling them to make a judgement as to their capacity to complete the walk enjoyably and safely.

3.5. Stronger Community Grants Program

Anna reported that the criteria for this grant were suitable for applying for funding for McMillan's Track maintenance. However, as the status report on the track had not been completed by the application closing date, no application was made.

3.6. Sporting Clubs Grants Program Round 2

Anna reported that \$2,000 was available from the Program under category 2 'initiatives to improve the skills of club members through training for coaches, officials, administration staff and management committee members'. Application has been made under this category to fund walk leader training for 18 participants and 2 facilitators: \$1,204.49 for leadership, and \$795.51 for first aid. This included in kind and participant contributions, and, for the first aid component, a Club contribution of \$200 for venue hire and \$450 training subsidy from BWV. See also item 6.2 below.

3.7. Melbourne / Victorian Walking Festival

Anna reported that correspondence had been received, only recently, from Bushwalking Victoria endorsing participation in this festival timed to coincide with the 'Active April' promotion. The material has been forwarded to the Walks Coordinator to submit walks to the website, if she had the time to do so. Otherwise, the Club could consider this next year.

4. Correspondence:

4.1. Incoming:

- New Memberships: Barbie Naughtin, Robyn & Carla Rowley, Bridgeen Bourke, Geoff & Marlene Proudfoot, Andrea Hall & Grace & Nyles Dekeersmaeker, Jennie & Greg de Freitas, Rudy Richards, Maggie Marriott, Astrid Rose
- Membership renewals: Jessie Walker, Anna Janca, Ken & Chris Free, Michael Dowe, Christine Marshall, Helmut Tracksdorf, and during the meeting: Trish Marston, Beverley Beard, Trevor Clues, Ken Grandy, Joe Scicluna, Monica Scicluna, Mary Scicluna, Corinne Kleine, Jackie Whiting, Piero Baglioni, Rose de Leeuw, Jack Winterbottom, Andrew Stevenson, Louise McLaren, Robin Dobson, Wil Strefuss, Noel Burrows.
- Bushwalking Victoria – Newsletter for March & April – Emailed to members – See item 5.1.3 below
- Bushwalking Victoria – Minutes of Board meetings for November & December 2015 – Forwarded to President – See item 5.1.3 below
- Bushwalking Victoria – Notes from Presidents' meeting held February 29, 2016 – Forwarded to President – See item 5.1.1 below

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- Bushwalking Victoria – Renewal of Insurance Cover Questionnaire for 2016-2017 – To be completed by Secretary and returned to BWV by April 15, 2016.
- Bushwalking Victoria – Endorsement of Melbourne / Victorian Walking Festival – See 3.7 above
- Bushwalking Victoria – Walking and Cycling Strategy for Central Goldfields Area community survey – Not applicable to BCWC, no action taken.
- Bushwalking Victoria – River Red Gums Parks Management Plan Community Open House Information Sessions – Not applicable to BCWC, no action taken.
- Strzelecki Bush Walking Club –Newsletter for March & April – Emailed to members
- Royal Flying Doctor Service – Email promoting the Kokoda Challenge fundraiser – Emailed to members
- Kosciuszko Tourist Park – Quotes and receipts for accommodation for Mt Kosciuszko weekend – Receipts forwarded to Treasurer
- Brooke Randall, Care Coordinator, Central Gippsland Health Service, re suitability of BCWC for her client – Secretary telephoned and discussed. No further action required.
- Rays Outdoors Traralgon – Invitation to a promotion evening on April 15, 2016 at the store – Emailed to members.
- Stacey Podmore, Senior Health Promotions Officer, Latrobe Community Health Service – Promoting the new Heart Foundation Park Walk (led by Joe van Beek) – Forwarded to Walks Coordinator for inclusion in Walks Calendar and circulation to members.
- Quotations from Munjara Outdoor Centre, Coonawarra Farm Resort, Office National, and Maranter Training Services – Used by Secretary in preparation of Sporting Clubs Grants Program application.
- Department of Human Services – Acknowledgement of receipt of Sporting Clubs Grants Program Round 2 application – No action required.
- Emails from Stephen Ingrouille re Melbourne / Victorian Walking Festival – See item 3.7 above.
- West Gippsland Bushwalking Club – Responding to our email invitation to join our walks. Invitation to join their walks and their walks program for the year.
- Parks Victoria Central Gippsland News – April 2016 – Emailed to members.
- Cam Walker re Back Country Film Festival – Emailed to members.
- Richard Wadsworth, Department of Environment, Land, Water and Planning (DELWP) – Re McMillan’s Track maintenance – to Joe – See item 5.4 below
- Vicki Jones, Parks Victoria – McMillan’s Track Maintenance at Crooked River – See item 5.4 below.
- Bairnsdale Visitor Information Centre – Request for brochures – Provided.
- Noel Burrows – Newlands Arm Walking Track – See item 6.6 below.

4.2. Outgoing:

- To all members on email
 - Minutes of last Committee meeting
 - Forwarded incoming correspondence as noted above
- To all members not on email
 - Minutes of last Committee meeting
 - Agenda for this Committee meeting
- To new members listed above by post: Welcome letter from president, BCWC Membership booklet & brochure, Bushwalking Victoria membership card and ‘Tread Softly’ brochure , and by email: BCWC website log in and links to Committee members & their contact details, most recent minutes of Committee meeting and newsletter, and how to set up as a member on BWV website.
- To Gippsland bushwalking clubs – Email highlighting BCWC’s new website and invitation to join walks.
- To members who had not yet been given a Bushwalking Victoria membership card – cards posted.

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- To Department of Human Services - Sporting Clubs Grants Program Round 2 application for funding for walk leader training – See 6.2 below.
- To Bushwalking Victoria re advising of set up of new website and inclusion in BWV arrangement for ongoing operation and support.
- To Bushwalking Victoria's Training Coordinator – seeking information and what support is available from BWV for walk leader training.
- From Joe van Beek to (see item 5.4 below)
 - Michael Dower, Parks Victoria; Graeme Taylor and Catherine Spencer, DELWP, - McMillan's Track asset register, status report and maintenance proposals
 - James Noonan, DELWP – McMillan's Track Maintenance at Crooked River

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

Moved: Anna Janca

Seconded: Jack Winterbottom

Carried.

5. Reports:

5.1. President

5.1.1. Bushwalking Clubs' Presidents' Meeting

Monica reported that she had attended the second Presidents' meeting. Matters discussed included:

- Membership makeup and how to attract new members;
- Poor reception / service for mobile phones and recommended that Personal Locator Beacons be carried;
- That BWV should fix dates early for special regular activities (e.g. Federation Walks weekend, track maintenance) so that Clubs can include them in their programs;
- That it was planned to hold 3 Presidents' Meetings per year to discuss matters and make recommendations to BWV's Leadership Day to be held in June. The next meeting is to be held in October in Geelong.

Monica noted that, compared to other Clubs, BCWC seemed to be doing well.

5.1.2. Bushwalking Victoria Leadership Day

Monica advised that she would check whether Philip Davis, as a BCWC member and also Board member of BWV, would attend this meeting and report back to the Club.

5.1.3. Highlights From Bushwalking Victoria Board Meeting & Newsletter

Monica noted the following highlights from the BWV Newsletter:

- Where2Walk on the BWV website.
- Bush rescue – there is no cost for the rescue except for ambulance, if called. Hence members are encouraged to have ambulance membership cover, and pensioners automatically are covered. Also, if members walk with another club affiliated with BWV, they are covered by the BCWC insurance.
- Unauthorized track clearing – all track work should be authorized by Parks Victoria and/or DELWP as relevant to the area.

5.2. Treasurer:

Jack presented the Treasurer's report for the 2 months ended March 31, 2016

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

Moved: Jack Winterbottom

Seconded: Anna Janca

Carried.

5.2.1. CPR Update Subsidy From Bushwalking Victoria

Jack reported that \$150 was received.

5.3. Tracks and Huts:

On behalf of Michael, Anna reported that, with approval from Parks Victoria and DELWP, maintenance on McMillan's Track commenced on Saturday, April 9. The team is led by Joe van Beek, with John Kellas working for the full week, and Michael Dowe and Anna Janca assisting for a few days each. They commenced on Saturday, April 9, working on Treasure Spur section, and then moved camp on Tuesday to work on the Eaglevale to Cynthia Range section until Friday.

5.4. McMillan's Track:

On behalf of Joe, Anna reported that Joe has completed his report on the status of McMillan's Track, following the end to end walk in November 2015. This has been sent to Parks Victoria and DELWP. Responses have been positive, with good cooperation received for the track maintenance already commenced. Joe is registered as a Volunteer Team Supervisor, and John, Michael and Anna as volunteers with both departments, and all safety documentation has been completed. Approval also has been received to use chainsaws and brush cutters. To date, no financial or in kind assistance has been received from either department. However, Michael Dower from DELWP has offered use of the Surveyor's Camp near Arbuckle Junction to host a camp and track maintenance work from there to Kelly's Hut, and work on other sections, such as D4, also could be done from that base. A date for this is to be arranged, outside the snow and high fire risk seasons. DELWP has prioritised work on the last section of the track into Woods Point, which is extremely overgrown with blackberries, and has retained contractors for this. BWV has submitted 4 tracks to DELWP as high priority, with McMillan's Track being one of these.

5.5. Walks Coordinator:

On behalf of Marian, Monica reported that members are asked to check the Walks Calendar on the website, as this does change from time to time. Also she noted that there are still some gaps in the program for additional walks to be scheduled.

5.5.1. West Gippsland Bushwalking Club (WGBC) Program

Anna reported that, in response to our email to the Gippsland Clubs inviting them to view the BCWC website and participate in our walks, the WGBC has sent us their program. It was agreed that this be circulated by email to members.

5.6. Newsletter:

5.6.1. Newsletter Format – Defer to August 2016 meeting.

5.6.2. Newsletter Distribution List – Defer to August 2016 meeting

5.6.3. Timing of Newsletter Publication

A proposal was put to the meeting that the newsletter be published after the Committee meeting rather than on the 1st of the month, which is immediately before the Committee meeting, so that the 'Club News' section be current rather than 2 months after the Committee meeting. After much discussion as to the merits or otherwise of the proposal, it was agreed to publish the newsletter after the Committee meeting for the next publication as a trial. The meeting was unanimous in its gratitude to Helmut for the great job he does with the newsletter.

5.7. Publicity:

Piero requested that, as well as photos being imbedded in walk preview documents, photos are to be sent separately and must be at least 200 KB or greater to be of sufficient quality for publication in the

newspapers. He also noted that the walk summary section of the preview should contain a description of the features of the walk and be interesting; otherwise, the newspapers will not publish an article about the event.

The meeting noted that these issues are reported regularly, yet they continue to occur. Therefore, the meeting recommended that, if a walk preview sent to the Walks Coordinator does not meet requirements and the appropriate photo not provided, that she return the preview to the Walk Leader, informing them of requirements, and asking them to resubmit the preview as required.

5.8. Website:

5.8.1. Useful Info & Links – What May Be Included:

Anna reported that the Useful Info & Links menu item on the website was in the process of being populated. Links to non-commercial sites providing information essential or useful to members e.g. Bureau of Meteorology, other Gippsland walking clubs, are being included. However, guidance was requested as to whether links could be set up to sites which are commercial in nature whilst also providing useful information to members. Examples of this included recognition of sponsors to the Club, and how to maintain equipment and pack an overnight hiking pack set up by manufacturers or retail outlets. It was agreed that links to the following categories could be set up:

- Other Clubs of interest whilst not duplicating BWV's site and listing of affiliated clubs,
- 'How to' guides which may or may not be included in commercial sites,
- A list of the year's sponsors of BCWC e.g. Sponsors during 2015.

5.9. Policies, Procedures & Forms Working Group:

Anna reported that this working group, (currently only Ken Free and herself) has drafted the following:

- Walk Leader Checklist
- Walk Preview template – already in use
- Walk Plan template and guide
- Enjoyable & Safe Bushwalking – a walkers' code of conduct
- Walk Planning & Leadership Guidelines – in progress

The working group needed to be expanded to receive preliminary feedback on these documents and to brainstorm issues which have arisen during this drafting process. Monica, Marian and Joe have been invited and have agreed to join the working group and other members would be welcomed. The task of the group is to review the material drafted thus far and prepare recommendations for the Committee to consider at the June meeting. The aim was to implement a trial of the above material through the Walk Leader training to be held in July.

Helmut expressed concern that production of checklists and guidelines may be too restrictive on enjoyment of the walk. Anna asked him to email his concerns to her so that they can be considered by the working group.

6. General Business:

6.1. Incident Report

Monica reported on an incident which occurred where a walker became separated from the group for a significant period of time. She noted that the key people involved, the Walk Leader, the Tail End Charlie, and the walker who became separated, have each submitted incident reports. They identified errors which occurred, how the incident could have been prevented, and lessons they have learned. Monica highlighted that members and walk leaders have become complacent about following protocols which already are

listed in the 'Club Rules and Guidelines for Members' booklet which is provided to all members on joining the Club and is available on the website. These will be reinforced through the work of the Policies and Procedures Working Group and the Walk Leader Training to be held in July. It was noted that all parties to the incident were experienced walkers and long standing members of the Club. Monica encouraged members to attend this training, whether new or experienced walkers.

6.2. Walk Leader Training

Anna reported that the Walk Leadership component of this training has been scheduled for the weekend of July 9 & 10, 2016. Expressions of interest were sought from members, and to date, 12 have been received with the majority preferring the training to be conducted as a weekend 'retreat'. Quotations were obtained in preparation of the funding application mentioned above. The venue, Coonawarra Farm Resort, has been booked. The BWV Training Coordinator, Judy Hunter, has been contacted and is available to attend and assist Joe in facilitating the training. There will be no cost to the Club as her accommodation and travel expenses are reimbursed by BWV. All the participant handouts and trainer materials are available from the BWV website at no cost to the Club. BWV also can lend up to 20 maps for navigation training and supply the handbook 'Bushwalking and Ski Touring Leadership' published by the Bushwalking and Mountaineering Training Advisory Board Inc. to all participants. Judy's advice was that although the maximum number of participants could be 40, she recommended no more than 25/26. A budget for the funding application was prepared on the basis of 18 participants and 2 facilitators. This comprised \$800 for accommodation / venue; \$404.49 for printing of participant handouts, trainer materials and miscellaneous stationery; and participants would self-cater.

Motion: Moved: Anna Janca **Seconded:** Jack Winterbottom **Carried**

- An invitation to participate in the training, at a cost of \$60 per person, be issued to the Gippsland bushwalking clubs on the understanding that BCWC members have priority.
- BCWC will fund the cost of printing and stationery for the training if the funding application is unsuccessful.
- BCWC member participants are to be asked to self-cater and pay for their own accommodation - \$40 per person. This \$40 is to be refunded if the funding application is successful.
- The maximum number of participants to be set at 25.
- A deposit of \$200 is to be paid to Coonawarra Farm Resort.

6.3. Membership Renewals

As the Club's financial year is April 30, membership renewals now are due. Members are not eligible to vote at the AGM or participate in Committee if not a current financial member. Memberships are suspended automatically if not renewed and paid within 2 months of being due i.e. June 30.

6.4. AGM

6.4.1. Format & Proxy Voting

Discussion occurred regarding the timing of the AGM which in the past occurred after the June Committee meeting.

Motion: That the AGM be held at 7.30 pm on June 8, 2016, before the June Committee Meeting.

Moved: Trish Marston **Seconded:** Piero Baglioni **Carried.**

6.4.2. Fees For 2017

The Treasurer was asked to review the membership fees of the Club and prepare a recommendation for the AGM which, if approved, would become effective from April 2017.

6.4.3. Office Holders & Committee Membership

In accordance with the Rules of Association, all Committee positions are vacated at the AGM. Also, there is no clause limiting the number of terms held by Committee members and Office Holders. Discussion occurred as to whether current members were available for renomination, particularly if no new nominations were received. It appeared that they were available for renomination.

6.4.4. Any Other Considerations Or Motions

Monica and Jack noted that in the past, notice of the AGM also was published in newspapers. Anna noted that this was not a requirement of the Rules of Association and would seek advice from Consumer Affairs Victoria regarding the Act in respect of this matter.

6.5. Christmas In July & BCWC Birthday

Monica advised that she would not be available on the date on which the Christmas in July lunch currently is scheduled. She recommended that this be combined with Happy Birthday Ben Cruachan function scheduled in June, as she would be available then. The Committee endorsed this and recommended returning to the Criterion Hotel in Sale for this function.

6.6. Newlands Arm Walking Track

Noel inquired as to whether the Club had received a response to the letter of support sent to the East Gippsland Shire regarding building the Newlands Arm Walking Track. As no acknowledgement or reply had been received, the Committee agreed to another letter being sent to the Shire, addressed to the CEO, seeking a reply.

6.7. Payment of Additional Bills

Motion: That the following additional expenses be approved for payment:

- \$200 to Coonawarra Farm Resort
- \$44.46 to Anna Janca as reimbursement for fuel container, postage, paper, and first aid equipment purchases.
- \$31.50 to Helmut Tracksdorf as reimbursement for paper and envelopes.

Moved: Jack Winterbottom

Seconded: Christine Marshall

Carried.

7. Next Meeting: Wednesday, June 8, 2016 at the Maffra Veterinary Centre, 10 Johnson Street, Maffra, with the Annual General Meeting to be held at 7.30 pm and the Committee Meeting to follow.

8. Meeting Closed: 9.40 pm with best wishes to Robyn Dobson who is going to the Northern Territory to a new job.

Ben Cruachan Walking Club

Financial Statement for 31 March 2016

Balance @ 27 January 2016 2,978.89

Income:

Memberships		
<i>Proudfoot, Rose, Mattingley, de Freitas, Naughtin, Rowley</i>	208.00	
Interest	-	
Golden Jubilee Sales	10.00	
Visitor Fees	100.00	
Float reimbursement	45.00	
Unknown from Pink Bag	12.00	
Dept of Health - First Aid kits	152.00	
BWV Reimbursement for First Aid CPR	150.00	
Kosciusko Weekend_EFT	1,056.00	
Kosciusko Weekend_Cash	600.00	2,333.00
		<u>5,311.89</u>

Expenditure:

Kosciusko Weekend_Chqs 59, 61	1,056.00	
Kosciusko Weekend_Cash	600.00	
First Aid supplies_Chq 59	107.50	
Secretarial costs_Chq 59	65.00	
Newsletter costs	-	
Post Office Box rental_Chq 60	29.00	1,857.50
		<u>3,454.39</u>

Balance @ 31 March 2016

Stock in hand:

Mugs @ \$10	7	70.00
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>2,740.00</u>

Accounts to pay:

Nil

Ben Cruachan Walking Club Inc. – Minutes of Committee Meeting held on May 11, 2016

was discussed as feedback had been received regarding the change, and it was agreed that the decision to change had been made in haste at the end of last meeting.

Motion: That the AGM for 2016 be held on June 8, after the Committee Meeting.

Moved: Monica Scicluna **Seconded:** Joe van Beek **Carried unanimously.**

3.3.2. Fees for 2017 – refer to item 5.2 Treasurer’s Report

3.3.3. Office Holders & Committee Membership

Monica reported that, in accordance with the Club’s Rules of Association, all Committee positions will be vacated at the AGM. She noted that she and current Committee members - Anna Janca, Jack Winterbottom, Michael Dowe, Joe van Beek, Chris Marshall, Trish Marston, Marian Matchan, Helmut Tracksdorf, and Piero Baglioni have indicated their willingness to accept nomination to the Committee for a further year and continue in their roles if alternate nominations were not received. It was noted that, should these current members be returned to the Committee, there would still be three vacant positions and that nomination of new Committee members should and would be encouraged from the general Club membership. It also was noted that Ordinary Committee Members should be encouraged to assist Office Holders as preparation for taking on such roles. The meeting also suggested that Joe van Beek be nominated for the Office of Vice President, replacing Margaret Beckett who has indicated that she would not be available for renomination to the Committee and has filled the Office of Vice President for many years. Joe indicated his willingness to accept this nomination should an alternate not be forthcoming.

3.3.4. Advertising of AGM in newspapers

Following further investigation, Anna confirmed that advertising of the AGM in local newspapers was not required.

3.4. Newlands Arm Walking Track

No reply from the East Gippsland Shire has been received to date.

4. Correspondence:

4.1. Incoming:

- New Memberships: Geoff Mattingley, Alison Stephens & Stephenie Kelley, Rani Kanagaratnam, William King,
- Membership renewals: Bill Morison, Philip & Elizabeth Davis, Kathleen Johnson, Julie Cattanach, Marjorie Kanagaratnam, Nicki & Peter Jennings, Joe Judy & Paula van Beek, Marian Matchan, Jim & Denise Stranger, Kevin Lakeman, Robyn & Carla Rowley, Julie Storrs,
- Membership resignations: Ian Kitchenn,
- Bushwalking Victoria (BWV) – Newsletter for May 2016 – Emailed to members
- BWV – Minutes of Board meetings for February & March 2016 – Emailed to Monica
- BWV – Early notice of AGM & Leadership Day – Emailed to members
- BWV, Judy Hunter, Training Coordinator – Various emails re training – See 3.2 Above
- BWV for Parks Victoria - Survey of Victorian’s camping experiences – Emailed to members
- Strzelecki Bush Walking Club – Newsletter for May, 2016 – Emailed to members
- Bev Beard – Feedback re BCWC April Committee Meeting – Refer to 6.1 below
- Ken Free – Feedback re BCWC April Committee Meeting – Refer to 3.3.1 above
- Philip Davis – Re BWV Leadership Day – Emailed to Monica & refer 5.1.1 below
- Visitor and membership enquiries – Replied as appropriate
- Track inquiry – Replied in consultation with Michael
- Consumer Affairs Victoria – Annual Statement Notification – Anna to complete and table at AGM

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- Coonawarra Farm Resort – Booking Form and Hire Agreement – For walk leader training – Anna completed and returned with deposit of \$200.
- Stadium Stomp – MCG fitness event promotional material – No action taken.
- Department of Environment, Land, Water & Planning – Thomson River Diversion Tunnel – Notification that the permit application has been approved with conditions – No action taken.

4.2. Outgoing:

- To all members on email
 - Minutes of April 13, 2016 Committee meeting
 - Invitation to and 'Walk Preview' for Walk Leader Training
- To all members not on email
 - Minutes of April 13, 2016 Committee meeting
- To new members listed above by post: Welcome letter from president, BCWC Membership booklet & brochure, Bushwalking Victoria membership card & Tread Softly brochure, and by email: Emergency Contact & Medical Information form as an attachment, and links to website to Newsletter, Committee minutes and membership, and link to instructions on setting up as a member on the Bushwalking Victoria website.
- To Bushwalking Victoria – 2016 – 2017 Renewal of Insurance Cover questionnaire
- To CEO, East Gippsland Shire – Follow-up seeking reply to previous letter supporting construction of a walking track from Newlands Arm to Paynesville. See 3.4 above.
- From Joe van Beek to James Noonan, DELWP – Report of McMillan's Track maintenance carried out from April 9 – 16. – See 5.4 below.
- To Gippsland bushwalking clubs – Invitation to participate in Walk Leader Training if places available

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

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

5. Reports:

5.1. President:

5.1.1. Bushwalking Victoria's Leadership Day

Bushwalking Victoria's AGM and Leadership Day will be held on Saturday, June 18, 2016. Monica indicated that she may not be able to attend, and she had approached Philip Davis, who indicated that he would be able to represent her if necessary. Joe van Beek indicated that he would be happy to attend also.

5.1.2. Highlights From Bushwalking Victoria Board Meetings and Newsletter – Nil to report.

5.2. Treasurer:

5.2.1. Monthly Report

Jack presented the Treasurer's report for the month ended April 30 2016.

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

Moved: Jack Winterbottom **Seconded:** Michael Dowe **Carried.**

5.2.2. Budget For 2016-17 and Membership Fees For 2017-18

Jack presented a budget forecast for 2016-17. After much discussion and noting that membership fees have not been increased for some years, and, in accordance with the Club's Rules of Association, if a decision on increasing fees was made at this meeting, that this could not take effect until the beginning of the Club's 2017-18 financial year, the following motions were made.

Motion: That no membership fee increase be applied for the 2017-18 year.

Moved: Jack Winterbottom **Seconded:** None **Motion lapsed.**

Amended Motion: That membership fees be increased from \$42 to \$48 for a single member, and from \$54 to \$60 for family membership, to take effect on May 1, 2017.

Moved: Trish Marston **Seconded:** Joe van Beek **Carried unanimously.**

5.3. **Tracks and Huts:** Nil to report

5.4. McMillan's Track:

Joe reported that, in addition to that reported at the last meeting, track clearing work also has been completed from the Wonnangatta River to Brewery Creek. In total approximately 12 km of track has been cleared and upgraded. The working party, comprising Joe as Volunteer Team Leader, John Kellas, Michael Dowe and Anna Janca, had completed both Parks Victoria (PV) and Department of Environment, Land, Water and Planning's (DELWP) volunteer documentation and induction procedures, and complied with all safety requirements. Use of power tools by those appropriately qualified and equipped was allowed. Joe is planning a working party in October for maintenance on the Crooked River section of the track in October. It also is proposed to schedule walks on the Club's calendar through areas which now have been cleared. These will be:

- Bald Hill to the Goulburn River and Woods Point – to be led by Anna on June 13
- Dinner Plain to the Dargo High Plain Road – to be led by Michael, possibly late November
- Talbotville to Eaglevale – to be led by Joe, possibly October and the logistics will be complex.

Joe reported that he is lobbying for PV and DELWP to take responsibility for McMillan's Track and drive its maintenance, as this is too big a responsibility for BCWC. He noted that Bushwalking Victoria (BWV) (Megan Major) is lobbying clubs to 'adopt a track'. After discussion, it was agreed that BCWC not 'adopt a track' as this would be contrary to the objective of PV and DELWP taking responsibility for McMillan's Track. However, BCWC would assist with maintenance of the track as it could. Joe noted that Charlie Ablett from BWV is keen to create a management committee for McMillan's Track.

Motion: That, in recognition of his contribution as support vehicle for the McMillan's Track end to end walk and the track maintenance activity undertaken recently and proposed, the membership fee for John Kellas for 2017-18 be waived.

Moved: Joe van Beek **Seconded:** Anna Janca **Carried.**

5.5. **Walks Coordinator:** Nil to report

5.6. **Newsletter:** Nil to report

5.6.1. Publication of Newsletter in Editor's Absence:

After consideration of the options presented, it was agreed that Jack would liaise with Helmut and publish the June newsletter in his absence.

5.7. Publicity:

Joe reported that he is writing an article for the Bushwalking Victoria newsletter regarding the McMillan's Track maintenance activities. He also will send this to Piero for publication in local newspapers.

5.8. **Website:** Nil to report

5.9. Policies, Procedures & Forms Working Group:

Anna reported that the working group has been expanded, and now includes, Monica, Marian, Joe, Ken and herself. The following drafts have been prepared, reviewed by the working group, and now have been circulated to Committee Members for feedback and consideration at the June Committee Meeting.

- Bushwalking Etiquette – a code of conduct for walkers with the Club
- Personal Locator Beacons – for walkers, the Club's AMSA listed emergency contacts and the Walks Coordinator
- Walk Leading Checklist – for walk leaders, whips/tail end charlies, and the Walks Coordinator
- Walk Preview Template with guidelines included – For walk leaders
- Walk Plan Template with guidelines included – For walk leaders to use as a checklist or to complete. If completed, it can be loaded onto the Club's website archive section for future reference. It also can be used by the walk leader as a reference, as a briefing tool for the whip and walk participants, and for someone else to lead the walk if the leader, unexpectedly, cannot do so.

Anna noted that, in preparing the documents, issues had been identified relating to protocols recommended by the literature and Walk Leader Training materials produced by BWV, but which differed from current practice within BCWC. These had been discussed at length by the working group, and either rejected, included in the documents as recommendations to the Committee, or deferred for further consideration.

The matter of a Club emergency contact for each walk, not only for walks where the Personal Locator Beacon is carried, was considered by the working group. Monica noted that Strzelecki Bushwalking Club have such a protocol and that she had contacted that Club's President about how this was done. At this stage, this issue has been deferred for further investigation and consideration by the working group.

6. General Business:

6.1. Format of Committee Meetings

Following the last Committee meeting, feedback was received from Bev Beard regarding the frequency and format of meetings. After consideration of the feedback received, views of Committee members, and experience of the changes in Committee meeting conduct over the last year, the Committee recommended that the following schedule and structure be considered at the June Committee meeting to commence as a trial after the 2016 Annual General Meeting.

- Committee Meetings – 6 per year to be held in February, April, June, August, October and December, with two to be held in Bairnsdale and four in Maffra. These will be Committee meetings only. As is current practice, if a Club member wishes to refer a matter to the Committee for consideration, they should email or write to the Secretary who will add the item to the agenda for the Committee Meeting. The Club member is welcome to attend the Committee Meeting at which the matter is to be considered to speak to the issue.
- Club Nights – Dinner and gathering of Club members, which would include presentation of updates by Committee members as relevant, and subjects of interest. These would be held in months alternate to Committee meeting months, ie. Traralgon in March, and Bairnsdale in May and September, with the Christmas and mid-year luncheons also continuing.

- Annual General Meeting – to be held in July as a stand-alone meeting, preceded by dinner, and may include a speaker. This would be held in Maffra or Sale subject to appropriate venue availability.

6.2. Storage of Club Equipment

Club equipment currently is stored in Andrew Stevenson’s garage. Andrew has requested that the Committee consider more appropriate storage. It was agreed that Chris liaise with Andrew to prepare a list of the equipment and its condition, and recommendations as to what should be kept, for the Committee to consider.

Next Meeting: Wednesday, June 8, at 7.30 pm and followed by the Annual General Meeting, at the Maffra Veterinary Centre, 10 Johnson Street, Maffra, and preceded by dinner at 6 pm at the Macalister Hotel.

7. **Meeting Closed:** 10.30 pm

Ben Cruachan Walking Club

Financial Statement for 30 April 2016

Balance @ 31 March 2016 3,454.39

Income:

Memberships

*Alexander, Baglioni & de Leeuw, Beard,
Burrows, Clunes, Dobson, Dowe, Free,
Grundy, Janca, Jarvis, Jennings, Kleine,
Marriot, Marshall, Marston, Matchan,
Morison, Richards, Rowley, Scicluna J&M,
Scicluna M, Stephens, Stevenson, Storr,
Streckfuss, Tracksdorf, van Beek, Walker,*

Whiting	1,312.00	
Interest	-	
Golden Jubilee Sales	35.00	
Visitor Fees	10.00	
Re-imburement [A. Janca]	4.95	1,361.95

4,816.34

Expenditure:

Chq 64_Leadership @ Coonwarra deposit	200.00	
Chq 63_Janca [Equipment - Fuel Can]	9.98	
Chq 63_Janca [Equip - CPR Masks]	17.98	
Chq 63_Janca [Secretial supplies]	16.50	
Chq 62_Tracksdorf [Newsletter]	31.50	275.96

Balance @ 30 April 2016 4,540.38

Stock in hand:

Mugs @ \$10	3	30.00
Badges @ \$20	44	880.00
Hats: Bucket M/L @ \$25	15	375.00
Hats: Bucket L/XL	17	425.00
Hats: Cotton 55 cm	10	250.00
Hats: Cotton 57 cm	7	175.00
Hats: Cotton 59 cm	9	225.00
Hats: Cotton 61 cm	9	225.00
		<u>2,585.00</u>

Accounts to pay:

Nil

3.6. Storage of Club Equipment

Chris reported that Andrew Stevenson had prepared a list of all the Club equipment that was in his garage and this was given to Joe. It was agreed that Joe and Andrew would liaise as what should be kept and what should be disposed of, and then consider storage options. Joe indicated that he would explore the possibility of Parks Victoria storing and servicing the equipment, as they do for the Friends of Tyers with whom he is involved. Philip Davis noted that Bushwalking Victoria is conducting training for chain saw use, and that this should be promoted amongst BCWC members intending to participate in track maintenance activities.

4. Correspondence:

4.1. Incoming:

- New Memberships: Penny Bryer, Diana Christiansen, Bridgeen Bourke
- Membership Renewals: Heather Alexander, Jackie Whiting, Albert Graham, John Kellas, Sue Roberts, Jim McLeod, Caroline & Oliver Raymond, Dianne & Neil Reid,
- Membership Resignations: Briget Serrurier
- Margaret Beckett – Resignation from BCWC Committee and full membership was read at the Committee meeting.
- Bushwalking Victoria – Requesting volunteers to lead and co-lead walks on the Federation weekend – Emailed to members
- Bushwalking Victoria – Notice of Annual General Meeting – Emailed to members
- Bushwalking Victoria – Request from Victoria Police seeking information on missing person – Emailed to members
- Bushwalking Victoria – Invitation to Leadership Forum – Forwarded to Committee members
- Bushwalking Victoria – Notification of new phone number
- Bushwalking Victoria – Seeking nominations for Board – Emailed to members
- Strzelecki Bush Walking Club – Newsletter for June 2016 – Emailed to members
- Conor Wilson, new Ranger, Parks Victoria, Heyfield – Email introducing himself and invitation to meet – Forwarded to Joe and Michael. See item 5.3.
- Philip Davis – Request for nomination to BWV Board – Actioned by Monica and Jack.
- Anna Janca – Incident report – Forwarded to Monica, BWV and Marsh Advantage Insurance. See item 6.1
- Marsh Advantage Insurance – Claim documentation – Forwarded to Marian.
- Bill Morison – Feedback re BWV minutes of 2015 AGM - Replied by Anna & deferred to August 2016 Committee meeting.
- BWV, Megan Major – Acknowledging receipt of ‘Top Ten Tracks At Risk’ nomination – Forwarded to Joe.

4.2. Outgoing:

- To all members by email or post
 - Minutes of last Committee meeting
 - Notice of Annual General Meeting, including role of committee members and office holders and invitation to nominate for Committee membership
 - Walk previews not included in newsletter and to occur before publication of the next newsletter.
- To new members listed above by post: Welcome letter from president, BCWC Membership booklet & brochure, Bushwalking Victoria membership card & Tread Softly brochure, and by email: Emergency

Ben Cruachan Walking Club Inc. – Minutes of Committee Meeting held on 8 July 2015

Contact & Medical Information form as an attachment, and Club website links to Newsletter, Committee minutes and membership, and link to instructions on setting up as a member on the Bushwalking Victoria website.

- To Gippsland bushwalking clubs – Email invitation to AAWT – O’Sheas Mill Camp weekend.
- To BWV and Marsh Advantage insurers – Emailed incident report.
- To BWV – Nomination of McMillan’s Walking Track as one of the ‘Top 10 Tracks At Risk’
- To BWV – Article re McMillan’s Track maintenance for inclusion in the BWV Newsletter
- To Conor Wilson, Parks Victoria, Heyfield – Responding to his invitation to meet. See item 5.3.
- To Michael Dower, Parks Victoria re McMillan’s Track maintenance – See item 5.4
- To members not on email – ‘Membership Application / Renewal’ form

Motion: That a letter be sent by the President, Monica, to Margaret Beckett, acknowledging and thanking her for her long service to and membership of the BCWC and the Committee.

Moved: Anna Janca **Seconded:** Trish Marston **Carried.**

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

Moved: Anna Janca **Seconded:** Joe van Beek **Carried.**

5. Reports:

5.1. President – Nil to report.

5.2. Treasurer:

Jack presented the Treasurer’s report for the month ended May 31, 2016, and noted the addition of a payment to reimburse the Secretary for postage and stationery expenses

Motion: That the Treasurer’s Report is accepted and payment approved.

Moved: Jack Winterbottom **Seconded:** Michael Dowe **Carried.**

5.3. Tracks and Huts:

Joe reported that an introduction and invitation to meet had been received from Conor Wilson, the new Ranger in charge at the Parks Victoria Heyfield office. Joe has arranged to meet with him on Friday June 17 at 10 am. Michael will attempt to join the meeting, and others are welcome to attend. Ken and Chris indicated interest.

5.4. McMillan’s Track:

Joe reported that:

- He had written an article on the track maintenance activities for the Bushwalking Victoria Newsletter which has been published in their June edition;
- The last 8 kms of McMillan’s Track, from Bald Hill to Woods Point, has been cleared by Parks Victoria and will be walked by the Club on Monday June 13.
- The Club responded to BWV’s request for ‘Tracks at Risk’ and nominated McMillan’s Track;
- BWV met with the new CEO of Parks Victoria.

5.5. Walks Coordinator – Nil to report.

5.6. Newsletter – Nil to report.

5.7. Publicity:

Piero reported that the Gippsland Times has started using the Club's email address for contact details. Also, he has sent Joe's article about the McMillan's Track maintenance activities to the local newspapers for publication.

5.8. Website – Nil to report.

5.9. Policies, Procedures & Forms Working Group:

The following documents had been circulated to the Committee at the last meeting, for review and feedback and consideration at this meeting:

- Bushwalking Etiquette – a code of conduct for all walkers
- Personal Locator Beacons
- Walk Leading Checklist
- Walk Preview Template & Guideline
- Walk Plan Template & Guideline

Anna reported that no feedback had been received with suggested changes to the content of the documents. Chris commented that she would have found them very useful when planning her walks and newcomers to leading walks should find them useful. Anna raised that the Personal Locator Beacons document may warrant review after consideration of some of the issues which arose in relation to the incident reported below. Philip suggested that the Club consider use of satellite phones rather than personal locator beacons. It was agreed that Jack would look into options and costs relating to personal locator beacons and satellite phones for consideration at the next meeting. Joe noted that with feedback after implementation and appropriate version control, documents could be and should be reviewed in the future.

Motion: That the above documents be introduced and trailed, unchanged, within the Club.

Moved: Anna Janca **Seconded:** Joe van Beek **Carried.**

6. General Business:

6.1. Incident Report:

Monica presented an Incident Report relating to a party of 2 people on a reconnaissance walk, where 1 of the party fell and broke her wrist. The report triggered discussion around Club 'policy' regarding the minimum number of walkers on a reconnaissance walk, and the carrying of personal locator beacons.

These matters were deferred for consideration at the next meeting, following discussion of these at the Walk Leader Training, and research into personal locator beacons and satellite phones referred to above.

Next Meeting: Wednesday, August 10, 2016, at 7.30 pm at the Maffra Veterinary Centre, 10 Johnson Street, Maffra. Anna is to circulate a schedule of Committee meeting dates and venues, and also a schedule of the new 'Club Nights' to be introduced. As we have just had a social evening tonight for the AGM, and a social walk and lunch is scheduled already for Saturday, June 25, 2016, the 'Club Nights' would not commence until September, 2016, and be held on the second Wednesday of the month, as for Committee meetings.

7. Meeting Closed 8.30 pm to be followed by the Annual General Meeting.

Ben Cruachan Walking Club

Financial Statement for 31 May 2016

Balance @ 30 April 2016 4,540.38

Income:

Memberships

*Bryer, Cattanach, Davis, Graham,
Johnson, Kanagaratnam, Lakeman,
Raymond, Reid, Roberts, Stranger, Tylee*

564.00

Interest

-

Golden Jubilee Sales

130.00

Visitor Fees

15.00

Leadership Weekend_Coonawarra

150.00

AAWT Walk

240.00

Unknown

20.00

1,119.00

5,659.38

Expenditure:

-

Balance @ 31 May 2016

5,659.38

Stock in hand:

Mugs @ \$10 2 20.00

Badges @ \$20 38 760.00

Hats: Bucket M/L @ \$25 15 375.00

Hats: Bucket L/XL 17 425.00

Hats: Cotton 55 cm 10 250.00

Hats: Cotton 57 cm 7 175.00

Hats: Cotton 59 cm 9 225.00

Hats: Cotton 61 cm 9 225.00

2,455.00

Accounts to pay:

Nil

Ben Cruachan Walking Club Inc.

Minutes of Committee Meeting

Held on Wednesday, August 10, 2016, at 7.30 pm at the Maffra Veterinary Centre, 10 Johnson Street, Maffra.

1. Vice President's Welcome:

1.1. Attendance:

The Vice President, Joe van Beek, welcomed those in attendance: Committee members - Anna Janca, Jack Winterbottom, Marian Matchan, Piero Baglioni, Michael Dowe, Chris Marshall, Heather Alexander; Club members – Graeme Pilkington

1.2. Apologies: Monica Scicluna, Helmut Tracksdorf, Wil Streckfus.

2. Minutes of Previous Meeting:

2.1. Confirmation:

Motion: That minutes of the meeting of June 8, 2016 be accepted as an accurate record of that meeting.

Moved: Joe van Beek

Seconded: Chris Marshall

Carried.

3. Business Arising From Previous Meeting:

3.1. Sporting Clubs Grants Program Round 2

Approval was received from the Department of Health and Human Services for \$2,000, the full amount applied for, for 'Comprehensive walk leadership including first aid training'. Funding agreement has been completed and returned to the Department with invoice for payment of grant to BCWC.

3.2. Walk Leader Training

3.2.1. Expenditure reconciliation

Anna presented a reconciliation of expenditure on the Walk Leadership Training. This was accepted and the BCWC contribution of \$239.45, within the amount initially approved, was ratified.

3.2.2. Evaluation

Joe presented a summary of the evaluation feedback from the Walk Leadership Training. He noted that the feedback was very positive, with all requesting more navigation training. The feedback has been sent to Bushwalking Victoria.

3.2.3. What Next

To support novice leaders and maintain and build on the momentum generated from the training weekend, the following are proposed:

- Mentorship of novice leaders – Joe indicated members experienced in walk leadership were very willing to support novices, and novices were welcome to approach them, including to take over leading walks already on the calendar.
- Ongoing support through a six monthly leadership forum which could include discussion of leadership issues, further training, and planning of walks.
- Options for navigation training need to be developed, including integrating navigation training in scheduled walks. Joe noted that this will be included in the Starling Gap to Ada Tree weekend walk which he will be conducting in the near future.

3.2.4. First Aid Training

Anna presented a proposal for First Aid Training which included:

- Trainer – Maranter Training, Margaret Wheelan. Margaret is an accredited training provider for Life Saving Victoria and has conducted training for BCWC in the past. She is located in Swan

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Reach, and has a training venue on site which can accommodate up to 24 participants at no extra charge.

- Course options:
 - Full course - course manual to be completed by the participant followed by a full day of face to face training - \$160 per person
 - Refresher course - the full day face to face training only - \$110 per person.
- Participants – There are 8 members who have had first aid training subsidised by the Club and whose certificates will expire in October, 2016, requiring the refresher course only. There could be up to 13 from the Walk Leadership Training who may require the full course. It was proposed that these 21 members receive priority for the training.
- Budget – It was noted that there are subsidies of \$821.70 remaining from the Sporting Grants Program Grant and \$25 per person from BWV available. If the option of using the trainer's venue is taken, there would be no venue hire costs, and participants could self-cater. See budget attached.
- Date – Sunday, October 23, 2016 was the earliest available for the trainer, and on the Walks Calendar.

Motion: That the above proposal be approved and that the course fee be set for all participants at \$70 per person, with the Club subsidising any additional costs once the Grant and BWV subsidy are accounted for.

Moved: Joe van Beek

Seconded: Jack Winterbottom

Carried.

3.3. Newlands Arm Walking Track

As no response has been received from East Gippsland Shire, no further action is to be taken by BCWC.

3.4. Bushwalking Victoria's Leadership Day and Annual General Meeting

Joe attended the day on behalf of BCWC and noted that most of the subject matter covered on the day were reported by BWV in their Annual Report and Newsletter, both of which have been circulated to all Club members. He highlighted:

- Presentation by the new CEO of Parks Victoria (PV), Bradley Fauteux, who noted that iconic walks sell papers, and that PV projects were unlikely to receive additional funding unless the project aided economic development or public safety.
- BWV received a grant of \$87,500 over 3 years to promote bushwalking and increase membership. Discussion regarding whether walk leaders should be first aid trained and the consensus was that this need not be a requirement as, if an incident requiring first aid occurred, the walk leader would be responsible for managing the group situation, and an alternate person should focus on the individual requiring first aid.
- BWV have budgeted \$4,000 to subsidise first aid training, which it does at \$25 per person to the extent of the funding available.
- Volunteer hours reported, at this stage are only those directly undertaking track maintenance. BWV is to investigate whether travel, planning and administrative hours can be included.
- BWV will continue to focus on training and building relationships with Parks Victoria and DELWP.
- Changes to insurance have occurred, and members are encouraged to have ambulance membership or insurance, as the Club's insurance for ambulance transport will cover transport only to 'first help'.
- Peter Campbell is the new president of BWV. He has been the convenor of Bushwalking Search and Rescue (BSAR) for quite some time.
- BWV is to increase fees from \$14.40 per member to \$16.50, further increases to \$18.20, then to \$20 per member over the next 3 years are proposed. (This highlighted the need for BCWC to review its fees annually.)

3.5. Format & Organisation of Club Nights

Subject matter for the Club Nights was discussed, and a list of suggestions developed. It was agreed that they be informal, and include a brief report of Committee activities by the President. It was agreed that the Secretary book the venues, in conjunction with the Committee meeting bookings, however, other Committee members organise the activities of the nights. Other members volunteered as follows:

- Piero - Bairnsdale Club Nights on September 14, 2016 and May 10, 2017.
- Monica – Christmas function – December 4, 2016
- Heather – Traralgon Club Night on March 8, 2017
- Chris – Club Night on July 12, 2017 which is to be held in conjunction with the AGM.

3.6. Storage of Club Equipment

Joe reported that the Club's equipment now is stored by the Department of Environment, Land, Water and Planning (DELWP) at their Heyfield Depot. Jeremy Reynolds is the DELWP person responsible for this, and DELWP has accepted responsibility for storage and ensuring equipment is safe for use when required. Members should contact Joe, in the first instance, if they require use of the equipment.

Andrew Stevenson still has a filing cabinet belonging to the Club. It was agreed that this was not required by the Club and that Andrew could dispose of the cabinet as he saw fit.

3.7. Club Membership & Future Directions

3.7.1. Membership Non-Renewals

Anna reported that 27 people had not renewed membership for 2016-17, whilst only 2 of these had resigned formally. Hence the current membership is 84 full members, and 6 former members now receiving the newsletter only. Approval was given to set up a web based survey, requesting feedback from the non-renewing members. The draft survey was approved.

3.7.2. Member Survey

Anna presented a draft survey seeking input from members to inform Club planning generally and prior to commencing planning the Walks Calendar for 2017. Approval was given to use the draft and to set up the web based survey.

Joe noted that one of BWV's particular areas of focus for 2016-17 was promoting bushwalking, increasing club memberships, and recommending that clubs prepare strategic plans.

4. Correspondence:

4.1. Incoming:

- New Memberships: Robert Archer, Andrew Burrows, Georgina Glanville, Jethro Harcourt
- Membership renewals: Maureen Hickling, Sue Hides, Bev Aucote, Graeme Pilkington, Sue Davis, Andrew Norman
- Bushwalking Victoria (BWV) – Newsletter June, July & August 2016 – Emailed to members
- BWV – Minutes of Board meetings for April, May and June, 2016 – Forwarded to Committee Members. See 5.1.1
- BWV – Annual Report – Emailed to members
- BWV – Invitation from Melbourne Bushwalkers to first aid training – see 3.2.3 above
- Strzelecki Bush Walking Club – August newsletter – Emailed to members
- Department of Health and Human Services – Approval of 2016 Sporting Club Grants Program Round 2 funding application – See 3.1 above

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- The Hon John Eren MP - Approval of 2016 Sporting Club Grants Program Round 2 funding application
- Friends of Nyerimilang – Invitation to display at Garden Day – Emailed to Piero for follow-up. See 5.7.2 below.
- Parks Victoria Central Gippsland District July Newsletter – Emailed to members
- BWV Bushwalking Tracks and Conservation (BTAC) Coordinator – Requesting that BCWC formally ‘adopt’ McMillan’s Track – Emailed to Committee Members. See 5.4.1 below.
- Joe van Beek – Advising that he has been co-opted to the BTAC subcommittee of BWV – Emailed to Committee Members - See 5.3.3 below.
- BWV – Insurance renewal for 2016-17 & Invoice – Email outlining changes emailed to Committee Members.
- BWV – Links to documents available on BWV website, following Leadership Forum: Marketing Strategy, Marketing Plan, Sample Privacy Policy – Emailed to Committee Members

4.2. Outgoing:

- To all members on email
 - Incoming correspondence circulated to membership as noted above
 - Minutes of last Committee meeting & revised meeting schedule
 - Minutes of Annual General Meeting
 - Various walk previews and reminders of upcoming walks
- To all members not on email
 - Minutes of last Committee meeting & revised meeting schedule
 - Minutes of Annual General Meeting
 - Membership renewal form
- To new members listed above by post: Welcome letter from president, BCWC Membership booklet & brochure, Bushwalking Victoria ‘Tread Softly’ brochure, and by email: Emergency Contact & Medical Information form, member login to BCWC website and links to Committee and Newsletter menu items.
- Department of Health and Human Services –2016 Sporting Club Grants Program Round 2 signed funding agreement and invoice – See 3.1 above.
- To BWV – Summary of evaluation of Walk Leadership training and thank you – See 3.2.2 above.
- To Judy Hunter, BWV Training Coordinator – Thank you and summary of evaluation of Walk Leadership training – See 3.2.2. above.
- To all participants of Walk Leadership training – Summary of evaluation and follow-up.
- BWV – Track maintenance volunteer hours – Emailed to Committee Members - See 5.3.2 below.
- Coonawarra Farm Resort – Thank you for accommodation on Walk Leadership Training weekend.
- To Margaret Beckett – A letter acknowledging and thanking her for her service to BCWC.

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

Moved: Anna Janca

Seconded: Chris Marshall

Carried.

5. Reports:

5.1. President

5.1.1. Highlights From Bushwalking Victoria

See item 3.4 above. Joe noted that Fed Walks registrations had opened, that there were BCWC members attending and that people should register as soon as possible if planning to attend, as walks were filling.

5.2. Treasurer:

Jack presented the Treasurer’s report for the months of June and July, ending July 31, 2016.

Motion: That the Treasurer’s Report be accepted; payments ratified, and the payment to BWV for insurance and membership be approved.

Moved: Jack Winterbottom

Seconded: Piero Baglioni

Carried.

5.3. Tracks and Huts:

Michael reported that he, Joe and Ken Free had met with DELWP and Parks Victoria regarding maintenance of McMillan's Track. He noted that there was further track maintenance planned at the Crooked River and Mt Arbuckle. This has been scheduled in the Club's Calendar, and Club volunteers were forthcoming.

5.3.1. Track 96

Chris reported that, in the past, the BCWC had done significant work with DELWP in building and maintaining the 60 km Track 96, however, this track appears to have disappeared from the Club's consciousness in recent years. She reported that she has been working on 'finding' the track, preparing updated track notes, and has placed a section of the track on the Club's program for later this year as a day walk. She plans to lead an end to end walk in the near future, once she has completed 'finding' the track and reconnaissance. Chris has been liaising with Jeremy Reynolds from DELWP in this, and is preparing a report and recommendations of track maintenance requirements for DELWP. It was agreed that a page be set up on the Club's website for Track 96 and that the material Chris is collecting be loaded onto the site.

5.3.2. Track Maintenance Volunteer Hours

Joe reported that a total of 204 volunteer hours had been undertaken by Club members on track maintenance: 34 hrs for Tyers Park, 170 for McMillan's Track. This was reported to BWV. He noted that, at this stage, only direct hands on track maintenance hours were required. However, he had been asked by BWV to look into whether other time, such as planning, administration, preparation and travel time also should be included.

5.3.3. Joe van Beek & BTAC

Joe reported that he had been co-opted to join the BWV's Bushwalking Tracks and Conservation sub-committee. The objectives of the sub-committee are lobbying for a good supply and standard for bushwalking tracks and their conservation.

5.4. McMillan Track:

Joe reported that 2 working bees have been organised for further maintenance of McMillan's track with the support of Parks Victoria and DELWP, as reported at 5.3 above. He also reported that he had been interviewed on Radio Gippsland FM 104.7 regarding McMillan's Track.

5.4.1. BTAC's Adopt A Track Request

An email was received from Charlie Ablitt, signed as BWV Bushwalking Tracks and Conservation (BTAC) Coordinator requesting that BCWC formally 'adopt' McMillan's Track in line with BWV's 'adopt a track' program. The Committee agreed that a reply be sent to this email confirming BCWC's previous advice to BTAC.

5.5. Walks Coordinator:

5.5.1. Walks Calendar Working Group

Marian reported that she would like to form a working group of up to 6 members to assist her in planning the 2017 walks calendar. Heather volunteered, and Marian indicated that she would approach others, and already had invited Ken Free, and was awaiting his reply.

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Joe requested that the walks program, including leaders, be tabled at each meeting, to enable the Committee to provide input, as walking is the purpose of the Club, but rarely discussed at Committee meetings.

5.6. Newsletter Editor: Nil to report in his absence.

5.7. Publicity:

5.7.1. Walk Previews Document Flow & Process

Piero noted that there had been issues regarding website link being provided to newspapers. This now has been rectified and the link to the home page only is being provided. The meeting place and time and the walk leader contact details are being removed from the preview before being sent to the newspapers so that the details cannot be published. Anna noted that the website home page link is included in the 'Walk Preview' template, and that walk leaders should ensure that they are using the latest version of the template from the website, not previously downloaded versions which may not include the website homepage address.

5.7.2. Friends of Nyerimilang – Invitation to display at Garden Day

An invitation had been received from Friends of Nyerimilang for BCWC to set up a display at the Open Garden Day. Piero reported that, after discussion with a few members, and given the experience from participation in the Bairnsdale Hospital Wellbeing Day, which although using many brochures did not result in any new memberships, it was decided not to participate in the Garden Day. The Committee agreed with this action.

5.8. Website:

Anna had nothing to report formally. Piero noted that the Photo Gallery was not up to date as members were not submitting photos for uploading to the website. Anna noted that, as the website had been on line for 8 months now, she would reconvene the working group, to evaluate progress and address issues.

5.9. Policies, Procedures & Forms Working Group

5.9.1. Personal Locator Beacon

Jack presented quotations for satellite phones. It was agreed that the matter be referred to the Working Group to consider policy on when PLB should be used and whether use of satellite phones would be preferable. The Working Group also should consider the issue of Club emergency contact for walks generally.

6. General Business:

6.1. Club Rules and Guidelines For Members Booklet

There are only 6 copies of the booklet in stock. Its content has been included on the Club's website. Some of the content is out of date in light of changed protocols over time. Some has been included in and improved upon through the 'Bushwalking Etiquette' and 'Walk Leadership Checklist' documents. Further work will be done on this by the Policies, Procedures and Forms Working Group. It was agreed that the booklet not be reprinted, that distribution of the booklet should cease, and that its contents on the website be removed as it is superseded by more up to date and relevant documents.

6.2. Walk Bag For Bairnsdale

Motion: That a 3rd walk bag be set up and located in Bairnsdale.

Moved: Jack Winterbottom

Seconded: Joe van Beek

Carried.

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It was noted that there is a spare set of 2w radios in good working order. A first aid kit has been donated by Chris and requires only a few additional items. Anna will set up the bag, and it is to be located with the Walks Coordinator, Marian, in Bairnsdale.

6.3. Management & Acceptance of Membership Applications

At present, membership applications and dues are accepted automatically and without vetting by the Club. It was noted that the Club's Rules of Association provide no membership eligibility criteria other than completion of the application and payment of fees, and that the Club must comply with all anti-discrimination legislation. It was agreed that, at this stage, the Club may not exclude a person from membership. The availability of guidelines from BWV is to be investigated.

7. Next Meeting & Close:

Next Committee Meeting: Wednesday, October 12, 2016, at 7.30 pm at the Bairnsdale Club.

Next Club Night: Wednesday, September 14, 2016 at 6 pm for dinner and activities at the Bairnsdale Club.

Meeting closed at 10.03 pm.

Ben Cruachan Walking Club - Walk Leader First Aid Training Budget						
Item	Cost Per Person	Total Budget	Item Details - Budget	Supplier	Phone	Address
First Aid Training - Full course \$160 per person x up to 13 from WLT	\$160.00	2080	First aid flexible delivery manual & workbook @ \$160 per person. Update \$110 . Both require 8 hr contact time which includes 2 hr CPR.	Maranter Training Services (Margaret Wheelan)	5156 4295 or 0428 516 144	195 Metung Road, Swan Reach, Vic. 3903 maranter.training@gmail.com
First Aid Training - refresher \$110 per person x 8	\$110.00	880				
Venue hire			Trainer can provide venue at no charge.			
Total Cash Outlay		\$2,960.00				
Less: BWV subsidy \$25 per person x 21	-\$25.00	-\$525.00				
Less: Funded from Grant		-\$821.70				
Less: BCWC Contribution		-\$143.30				
Participant Contribution - Total:	\$70.00	\$1,470.00				

Ben Cruachan Walking Club

Financial Statement for 31 July 2016

Balance @ 31 May 2016 5,859.38

Income:

Memberships		
<i>Archer, Aucote, Beckett [news], Bourke, Burrows, Christiansen, Hickling, Hides, Husson [news], MacLennan, McLeod, Norman, Pilkington</i>	484.00	
Interest	0.14	
Visitor Fees	45.00	
Golden Jubilee Sales	-	
AAWT Walk	240.00	
DHHS_WLT and First Aid	2,000.00	
Leadership Weekend_Coonawarra	567.65	
		3,336.79
		<u>8,996.17</u>

Expenditure:

Float_Pink Bag	26.00	
Expenses_Secretarial	68.50	
AAWT expenses_van Beek	247.02	
WLT refunds	120.00	
WLT accom_Coonawarra	1,150.00	
WLT expenses_van Beek	177.11	
WLT printing	368.30	2,156.93
		<u>6,839.24</u>

Balance @ 31 July 2016

Stock in hand:

Mugs @ \$10	2	20.00
Badges @ \$20	38	760.00
Hats: Bucket M/L @ \$25	15	375.00
Hats: Bucket L/XL	17	425.00
Hats: Cotton 55 cm	10	250.00
Hats: Cotton 57 cm	7	175.00
Hats: Cotton 59 cm	9	225.00
Hats: Cotton 61 cm	9	225.00
		<u>2,455.00</u>

Accounts to pay:

Insurance	2,392.30
Marian Matchan	

Unpresented Cheques

467_Raymond	25.00
469_Jennings	80.00
479_Sciicluna	40.00
	<u>145.00</u>

Ben Cruachan Walking Club Inc.

Minutes of Committee Meeting

Held on Wednesday, October 12, 2016, at 7.30 pm at the Bairnsdale Club, 68 Nicholson Street, Bairnsdale.

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, Michael Dowe, Chris Marshall, Heather Alexander, Wil Streckfus; Club members – Rob Paterson, Josie Paterson.

1.2. Apologies:

Joe van Beek, Piero Baglioni, Trish Marston.

2. Minutes of Previous Meeting:

2.1. Confirmation:

Motion: To accept the minutes of the meeting of August 10, 2016 as an accurate record of that meeting.

Moved: Jack Winterbottom

Seconded: Chris Marshall

Carried.

3. Business Arising From Previous Meeting – Also see reports below:

3.1. Walk Leader Training

Monica noted that those who had done the walk leadership training now were leading walks and placing walks on the calendar both for the remainder of this year, and for next year, and were being mentored by more experienced members as relevant. Anna reported that the navigation training associated with the Starling Gap to Ada Tree walk had not occurred due to the overnight camp being cancelled due to wet weather. However opportunities would occur in future walks. She also noted that the holding of a leadership forum has been deferred until 2017 due to very full calendars and the walks program.

3.1.1. First Aid Training

Anna reported that training has been booked for Sunday, October 23, 2016, with Maranter Training to be delivered at the facilitator's venue at Swan Reach. To date there are 12 registrations: 4 for the refresher and 8 for the full course. A reminder has been sent to members as there were places still available. Jack noted that he could not attend the scheduled date. However, as his certificate was due to expire, he would discuss with the trainer if he could join an alternate course. It was agreed that the cost of his training would be subsidised by the Club as for those attending on the scheduled day. It also was agreed that the Club provide morning and afternoon tea on the training day. Participants would bring their own lunch.

3.2. Format & Organisation of Club Nights

Feedback regarding the first Club Night held in Bairnsdale on September 14, 2016 was discussed. It was agreed that the format and presentation was successful and the gathering well attended. However, the venue was not able to provide a data projector or suitable television screen for connection to laptops, to enable presentations to be viewed. Anna is to write to the Bairnsdale Club requesting this.

3.3. Club Membership & Future Directions

3.3.1. Membership Non-Renewals – Deferred to next meeting.

3.3.2. Member Survey – Deferred to next meeting and a reminder to members to complete the survey is to be placed in the newsletter.

3.4. Walk Bag For Bairnsdale

Anna reported that she had not yet set up a third Walk Bag for Bairnsdale, as she was awaiting the outcome of whether additional PLBs would be required, and that the option of relocating the Traralgon Walk Bag had not been considered fully. It was agreed that, as the Traralgon Walk Bag is rarely used, it be relocated to Bairnsdale and thus no purchases were required at this stage.

3.5. Management & Acceptance of Membership Applications – Deferred to next meeting. Refer to below.

4. Correspondence:

4.1. Incoming:

- New Memberships: Rachele Quattrocchi (daughter of Ken Free), Helen Watts, Joe Crisp, Gail Noble, Kaye Livingstone, Yuanbin Wei, Sue Munn
- Membership renewals: Rob & Josie Paterson,
- Bushwalking Victoria (BWV) – Newsletter September and October, 2016 – Emailed to members
- BWV – Notice of Meeting of Club Presidents – Emailed to Monica
- BWV – Request for Feedback re: Bushwalking National Australian Adventure Activity Standard; Parliamentary Enquiry into Invasive Animals; Bushwalking and Ski Touring Leadership Handbook – Emailed to members – See item 6.2 below.
- BWV – Reply from Charlie Ablitt re McMillans Track maintenance – Emailed to Committee Members
- Strzelecki Bush Walking Club – September and October 2016 newsletters – Emailed to members
- Various visitor, membership, McMillan's Track and Track 96 enquiries.
- Commonwealth Bank – Invitation to participate in 3 day walk along the Great South West Walk to raise funds for the Leukaemia Foundation – Emailed to members.
- East Gippsland Marketing & Australian Adventure Festival – Request for volunteers to assist with the event in the Mitchell River National Park – Emailed to members & see item 6.1 below.
- Parks Victoria, East Gippsland Regional Manager – Invitation to participate in community consultation 'Strengthening Parks Victoria' – Emailed to members and Committee re attendance – See 6.3 below.
- Grand Strzelecki Track Map Launch – Notice – Emailed to members

4.2. Outgoing:

- To all members on email
 - Incoming correspondence circulated to membership as noted above
 - Minutes of last Committee meeting
 - Invitation to First Aid Training
 - Member Survey
 - BCWC Newsletter
 - Reminder re Club Night on 14/9/2016 in Bairnsdale
 - Reminders re various upcoming walks – as requested by Walk Leaders
- To all members not on email
 - Minutes of last Committee meeting
 - Member Survey
 - Details of Fed Walks weekend
 - BCWC Newsletter
 - Invitation to First Aid Training
- To new members listed above by post: Welcome letter from president, Bushwalking Victoria 'Tread Softly' brochure and membership card, and by email: Emergency Contact & Medical Information form,

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'Bushwalking Etiquette' member login to BCWC website and links to Committee and Newsletter menu items, and a link to instructions on how to log in to BWV as a member.

- Sympathy card to Wendy Philby on the passing of Graeme Philby.

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

Moved: Anna Janca

Seconded: Chris Marshall

Carried.

5. Reports:

5.1. President:

5.1.1. Highlights From Bushwalking Victoria

Monica reported that BWV continued to promote a focus on increasing membership across a broader age range. Also, a major concern was the proposed standards which would place a significant burden on Clubs, if adopted. Members were encouraged to provide feedback and lobby regarding this.

The next meeting of Presidents was to be held in Geelong. Monica would submit an apology due to travel distance.

5.2. Treasurer:

Jack presented the Treasurer's report for the month ended September 30, 2016, noting that the balance would be affected by the unrepresented cheques.

Motion: That the Treasurer's Report be accepted; and the following payments approved: Maranta Training \$400, and Anna Janca \$40.95 for reimbursement of postage and first aid kit replacement items.

Moved: Jack Winterbottom

Seconded: Heather Alexander

Carried.

5.3. Tracks and Huts:

5.3.1. McMillans Track

Michael reported that, in conjunction with Parks Victoria, significant maintenance had been done on the Crooked River section of McMillans Track. Some work needed to be completed, and he and Joe would be planning further work in the future. He noted that the work party was stranded at the camp for 5 days due to high river levels, but were supported by Parks Victoria.

5.3.2. Track 96

It had been agreed at last meeting that information gathered by Chris be placed on the Club website. The meeting agreed that this be placed in the Archive section, available to Club members only, not as a new menu item available to the public. This may be reconsidered in the future.

5.3.3. BTAC – Deferred to next meeting.

5.4. Walks Coordinator:

5.4.1. Walks Calendar Working Group

Marian reported that she had formed a working group comprising Ken Free, Heather Alexander, Jackie Whiting and Geoff Mattingly to prepare the Walks Program for 2017.

5.4.2. 2017 Walks Program

Marian presented a draft Walks Program for 2017, noting that:

- There were a significant number of new or not recently conducted walks offered;
- Attempts were made to offer variety in grading, distance, style of walk and areas to be walked throughout a month and over the year;
- Requests from members and arising from the survey had been incorporated;

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- There were some walks which required a Leader, and she would approach people to do this; and
- A draft had been circulated to Walk Leaders for review with feedback received incorporated in the Program presented to Committee.

Marian noted that there were opportunities to add further walks, and it was agreed multiple differing grades and styles could be offered on the same days or weekend so as to provide variety. The meeting thanked and complimented Marian and the working group on the Program.

5.4.3. 2016 Walks Program & Christmas Function

Due to the Flinders Island walk being placed on the Program in December, 2016, it was proposed to change the date of the Christmas function to Sunday, December 11, 2016, and that Narkoojee Winery be considered as an alternate venue. Monica is to investigate this and arrange the function.

5.5. Newsletter:

Helmut reported that the newsletter would be published as soon as minutes of this meeting were received. He thanked those who assisted in the publication and distribution of the last newsletter in his absence.

Discussion occurred regarding the publication of special editions of the newsletter to report non-Club walks undertaken by members. It was agreed that, rather than publish special editions, that all members be invited to submit an article which can be included as an additional 'interest' item in the bi-monthly newsletter when they are undertaking non-Club walks which may be of interest to other members, such as interstate and overseas walks.

5.6. Publicity:

Although not in attendance, Piero requested that Helmut be thanked for assisting with publicity during his absence.

5.7. **Website:** Deferred to next meeting.

5.8. Policies, Procedures & Forms Working Group:

5.8.1. **Personal Locator Beacon** – Deferred to next meeting.

5.8.2. **Club Emergency Contact For All Walks** – Deferred to next meeting.

6. General Business:

6.1. Australian Adventure Festival in Mitchell River National Park

Anna reported this is an East Gippsland Marketing annual event in its second year and will be ongoing. The organizers have specifically approached BCWC because, after the experience of the first year, they would be served better by having assistance on the Mitchell River National Park activities from people experienced with the track. Anna noted that this may provide good publicity and promote BCWC, and she had asked the organizers to provide a proposal for annual collaboration. To date 3 members have volunteered to assist with this festival on the Saturday October 23, 2016.

6.2. BWV Request for Feedback

Members noted that they had provided feedback by the due date.

6.3. 'Strengthening Parks Victoria' Community Consultation

Helmut and Marian reported that they and Ken Free had attended this consultation and provided input. It was noted that although input was received by Parks Victoria, the general consensus was that, due to lack of funding, 'nothing happens'.

6.4. Incident Report

The report from the Walk Leader for the incident which occurred on the Mitchell River Old Weir walk on August 27, 2016 was received. Discussion occurred regarding lessons learned from the incident, with the following highlighted:

- The value of experience and competence of the Walk Leader in management of the incident;
- The value of the recently conducted Walk Leadership Training leading to the calm and competent management of the incident in the field by the Walk Leader and participants;
- The efficiency and effectiveness of local police, ambulance and SES in responding to the incident;
- The time it takes to respond to an incident is lengthy, even when well managed;
- The importance of walk grades reflecting the difficulty of the terrain and fitness required, and walkers considering this and not just the length of the walk;
- The importance of all walkers, visitors and members, including visitors accompanying a member friend, discussing the suitability of the walk for them personally with the walk leader directly.
- The importance of appropriate footwear.

A letter of thanks was received from the injured party.

Consideration was given to the Club giving a donation to SES. This was not supported. It was noted that a letter of thanks had been sent by the Walk Leader.

6.5. Review of Club Rules of Association

Anna reported that whilst researching the issue of management and acceptance of membership applications (refer to item 3.5 above) and referring to the Club's Rules of Association for this and other matters, she noted that there were some inconsistencies and possible omissions in the Rules. She proposed that a review of the Rules and comparison with 'model rules' be undertaken to identify provisions, if any, which require amendment.

6.6. Mitchell River National Park – Track Maintenance Request

Rob Paterson, who is both a Club member and a ranger in the Mitchell River National Park, proposed that the BCWC program the first weekend in March, annually, to track maintenance in the Mitchell River National Park. If this was fixed in the Club's program, then he could plan works for this. The Committee unanimously agreed to this given BCWC is a frequent and significant user of the Park.

6.7. Parks Victoria Volunteer Day

Anna reported that she and Joe van Beek had attended this Volunteer's Day, which had included presentations by participants of their activities in parks, safety training, and networking. She highlighted the willingness of participants to work and complement each other's activities e.g. 4WD clubs supporting transportation bushwalkers.

7. Next Meeting:

Committee Meeting: Wednesday, December 14, 2016 at 7.30 pm at the Maffra Veterinary Centre.

Club Night: Christmas lunch, Sunday December 11, 2016, with the venue to be confirmed.

8. Meeting Closed: 9.05 pm.

Ben Cruachan Walking Club

Financial Statement for 30 September 2016

Balance @ 31 July 2016 6,839.24

Income:

Memberships		
<i>Crisp, Davis, Glanville, Nikolic, Noble, Watt,</i>		
<i>Wei</i>	279.00	
Interest	-	
Visitor Fees	70.00	
Golden Jubilee Sales	-	
First Aid Training	350.00	
		699.00
		<u>7,538.24</u>

Expenditure:

Nil -

Balance @ 30 September 2016 7,538.24

Stock in hand:

Mugs @ \$10	2	20.00
Badges @ \$20	38	760.00
Hats: Bucket M/L @ \$25	15	375.00
Hats: Bucket L/XL	17	425.00
Hats: Cotton 55 cm	10	250.00
Hats: Cotton 57 cm	7	175.00
Hats: Cotton 59 cm	9	225.00
Hats: Cotton 61 cm	9	225.00
		<u>2,455.00</u>

Accounts to pay:

Nil

Unpresented Cheques

467_Raymond	25.00
469_Jennings	80.00
470_Scicluna	40.00
476_BWV	<u>2,392.30</u>

Ben Cruachan Walking Club Inc.

Minutes of Committee Meeting

Held on Wednesday, December 14, at 7.30 pm at the Maffra Veterinary Centre, 10 Johnson Street, Maffra.

1. President's Welcome:

1.1. Attendance:

The President, Monica Scicluna, welcomed those in attendance: Committee members – Joe van Beek, Anna Janca, Jack Winterbottom, Michael Dowe, Heather Alexander, Wil Streckfus; Club members – Bev Beard, Graham Pilkington.

1.2. Apologies:

Marian Matchan, Helmut Tracksdorf, Piero Baglioni, Trish Marston, Chris Marshall,

2. Minutes of Previous Meeting:

2.1. Amendment:

Joe noted that the minutes of the meeting held August 10, 2016 required amendment at item 5.3.1 replacing reference to Parks Victoria with Department of Environment, Land, Water and Planning (DELWP).

2.2. Confirmation:

Motion: That the minutes of the meeting of August 10, 2016, as amended, be accepted as an accurate record of that meeting.

Moved: Anna Janca

Seconded: Joe van Beek

Carried.

3. Business Arising From Previous Meeting – Also see reports below:

3.1. Walk Leader Training

3.1.1. Mentorship, navigation training and leadership forum – Defer to next meeting

3.1.2. First Aid Training

Training was held Sunday, October 23, 2016 with 12 participants on the day (4 for the refresher and 8 for the full course) and 1 to complete the refresher at a later date. A claim for subsidy to BWV is to be made. It was agreed that a list of trained First Aiders be kept on the Club's website for ease of reference for Walk Leaders and when planning CPR and full First Aid refresher courses.

3.2. Club Membership & Future Directions – Defer to next meeting

3.2.1. Membership Non-Renewals – Defer to next meeting

Receive results of survey.

3.2.2. Member Survey – Defer to next meeting

Receive results of survey.

3.3. Review of Club Rules of Association

Graham Pilkington would review the Club rules and report in due course.

3.4. Management & Acceptance of Membership Applications – Defer to next meeting

3.5. Australian Adventure Festival in Mitchell River National Park

Anna reported that she, Trevor Clues and Noel Burrows participated in the Festival as volunteers on the day. She noted that although the Club was asked to supply volunteers due to our experience of the Mitchell River National Park, that experience was not utilised on the day, or in the planning. Furthermore, the Club received no acknowledgment of its contribution, although she had been led to believe that this would occur. The activity provided no publicity for the Club, and was not recommended in future years.

4. Correspondence:

4.1. Incoming:

- New Memberships: George Boyd, Shayne Boyd, Danait Ghebregabhier, Julie Taylor , Diana Armstrong, Dorothy Hanlon, John Hanlon
- Bushwalking Victoria (BWV) – Newsletter November x 2, 2016 – Emailed to members
- BWV – Minutes of Board Meetings – July, August, September, October – Emailed to BCWC Committee
- BWV – Minutes of Meeting of Club Presidents October 2016 – Emailed to Monica
- BWV – Call For Navigation Trainers – See item 6.4
- BWV – Review of Strategic Plan – Emailed to members – See Item 6.6 below
- Strzelecki Bush Walking Club – November and December 2016 newsletters – Emailed to members
- Strzelecki Bush Walking Club – Request for support vehicle for Larapinta Walk May / June 2017. See Item 6.5
- Various visitor, membership and McMillan’s Track enquiries – referred to relevant Committee members if necessary, and responded to as required.
- East Gippsland Shire Council – Newlands Arm to Paynesville Walking Track – See Item 6.3
- Bairnsdale Information Centre – Request for BCWC Brochures – Provided as requested.
- Inquiry seeking companions for a walk – See Item 6.7

4.2. Outgoing:

- To all members on email
 - Incoming correspondence circulated to membership as noted above
 - Minutes of last Committee meeting
 - Member Survey reminder
 - BCWC Newsletter
 - Reminders re various upcoming walks / events – as requested by Walk Leaders
- To all members not on email
 - Minutes of last Committee meeting
 - BCWC Newsletter
- To new members listed above by post: Welcome letter from president, BCWC brochure, Bushwalking Victoria ‘Tread Softly’ brochure and membership card, Emergency Contact & Medical Information form, ‘Bushwalking Etiquette’ document, and by email: member login to BCWC website and links to Committee and Newsletter menu items, and a link to instructions on how to log in to BWV as a member.
- Various emails from Joe van Beek to Parks Victoria and DELWP regarding maintenance of McMillans Walking Track.

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

Moved: Anna Janca

Seconded: Joe van Beek

Carried.

5. Reports:

5.1. President:

5.1.1. Highlights From Bushwalking Victoria

Monica noted that:

- Fed Walks weekend was successful. Jack noted that the 2017 weekend was to be based in Warburton, and will be run by the Melbourne Bushwalking Club on October 28 & 29, 2017, and that this should be included in the BCWC 2017 Walks Calendar;
- A draft joint management plan is being developed for 10 parks and reserves in Gippsland that will be managed in partnership between the Gunaikurnai traditional owners and the Victorian Government;
- An additional administrative staff member has been employed by BWV to work on projects for which BWV has received additional funding.

5.2. Treasurer:

Jack presented the Treasurer's report for the period to end November 2016.

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

Moved: Jack Winterbottom

Seconded: Michael Dowe **Carried.**

5.3. Tracks and Huts:

Joe noted that both Parks Victoria and DELWP have suggested that the Club prepare a track maintenance plan for the activities the Club wishes do during 2017, and submit this to them, to assist them with their planning. Joe and Michael agreed to do this.

5.3.1. McMillans Walking Track

Michael reported that he, Joe and Helmut had conducted a reconnaissance of the northern section of the Crooked River and a report has been provided to DELWP. Also approx. $\frac{3}{4}$ of the track over Mt Arbuckle had been cleared by a Club working party as volunteers with Parks Victoria. The remainder is to be cleared this coming Saturday if sufficient members are available to do so.

Joe reported that repel crew from DELWP was working on the upper part of the Crooked River, that the total track along the river was approx. 16 km, and that the DELWP crews were working from the top end down, and what they did not complete, a Club working party would do from the bottom up later next year.

Joe also noted that he had received an email from Michael Dower, from Parks Victoria, celebrating its 20th anniversary, and thanking all volunteers for their contributions.

5.3.2. BTAC

Joe reported that BTAC had a couple of track maintenance activities in the Gippsland area recently, including the Silver Mine Track at McKillops Bridge, where a Club incident had occurred earlier this year. Anna noted that she participated in that track maintenance and the track now was well marked and she considered it safe to conduct a Club walk. It was on the Club Calendar in 2017.

5.4. Walks Coordinator:

Marian was not present to report.

A spreadsheet of the Walks Calendar for all of 2017 was tabled, as the walks only to July 2017 are on the website, and the website calendar was viewed also. It was noted that up to 3 months of previews should be appearing in the website and in the newsletter, which at present should include all of February 2017. At this stage, previews for some of the February 2017 walks were not appearing on the website. It was agreed that the Walks Coordinator be asked to follow this up with the relevant walk leaders as soon as possible, and

provide details to the Newsletter Editor to enable their inclusion, even if only listing the walk, dates and contact details of the leader, into the December newsletter.

The spreadsheet of the entire Walks Calendar for 2017 be distributed to the Committee members.

Anna noted that there were people leading walks in 2017 who had not participated in the Walk Leader Training, and are unlikely to be aware of Club protocols in relation to leading walks. It was agreed that the new Walk Leader documentation, be provided to them. Anna also noted that she has a spare complete set of the Walk Leader Training notes and the book 'Bush Walking and Ski Touring Leadership'. It was agreed that the Walk Leaders on the 2017 calendar, who did not complete the training, be advised that this material is available to be borrowed by members.

5.5. Newsletter:

Helmut was not present to report, and there were no issues raised.

5.6. Publicity:

Piero was not present to report.

Bev raised the issue that, at times, articles publicising walks were appearing in newspapers only the day before, or only a few days before, a walk, not enough time for potential visitors to prepare to attend a walk. In the absence of the Publicity Officer, after discussion, it was agreed that the Publicity Officer be asked to look into this issue and review the time frame of release of previews to the newspapers so that publicity occurs at least one week before the walk.

5.7. Website:

Anna reported that the Website Working Group had met and identified the following issues:

- The photo gallery was not being kept up to date because members on walks and/or those preparing walk reports were not submitting photos for inclusion on the gallery. Up to 5 photos could be included for each walk. Anna reported that she was going to investigate whether setting up a site on the Cloud for the Club to which photos could be uploaded by members was possible and worthwhile, so that photos could then be selected from this for the website. The Committee agreed that an article be placed in the newsletter encouraging people to submit photos to the Club's newsletter Gmail address newsbcwc@gmail.com.
- Helmut, Newsletter Editor, and / or Piero have agreed to continue with their website responsibilities relating to the newsletter and photo gallery, however that this could be delegated to other members if they found it too time consuming given their other commitments within and outside the Club.
- The contents of the 'Guidelines and Forms' menu item requires review in light of feedback that some users are having difficulty finding forms, and the 'Club Rules and Guidelines for Members' booklet is on the website but is no longer in use and sections have been superseded by new documentation. Anna is to do this.
- Walk plans are not being submitted for inclusion in the 'Walk Previews, Plans and Reports Archive'.

5.8. Policies, Procedures & Forms Working Group:

5.8.1. Personal Locator Beacon – Deferred to next meeting.

5.8.2. Club Emergency Contact For All Walks – Deferred to next meeting.

5.8.3. Walk Attendance Sheet – Deferred to next meeting.

6. General Business:

6.1. Incident Report

Monica presented an incident report regarding a walker experiencing pain on the Walhalla walk on October 22, 2016. This was received and noted. No further action required.

Joe reported that he had attended a debriefing regarding an incident members of BCWC were involved in whilst volunteering with DELWP for track maintenance on the Crooked River, where the group was stranded due to high river levels. An outcome of this was that DELWP, in future, would provide working parties with a trunk radio, to enable communication with base to facilitate management of incidents, if they occur. It also was noted that the Club was looking at the issue of a Club emergency contact for all walks.

6.2. Committee Meeting Dates and Start Times

Monica requested that the February 2017 meeting be brought forward by one week as she will be away at the currently scheduled time. This was agreed by the Committee.

6.3. Newlands Arm to Paynesville Walking Track

A letter was received from East Gippsland Shire Council in response to the Club's letter advocating for building of a walking track from Newlands Arm to Paynesville. A copy of this letter is to be forwarded to Noel Burrows who had requested that the BCWC send a letter of support of this issue. No further action is to be taken by BCWC on this matter.

6.4. BWV – Call For Navigation Trainers

An email was received from BWV which included a survey as to whether BCWC conducted navigation training courses, and details of this, and whether trainers were available to provide courses under the auspices of BWV. It was agreed that, at this stage BCWC had not conducted formal courses, and that those currently involved in Club training activities were not available to do so for BWV. The survey was completed on line to this effect.

6.5. Strzelecki Bush Walking Club – Request for support vehicle for Larapinta Walk

It was agreed that the email requesting a support vehicle for the Strzelecki Bush Walking Club's Larapinta Walk be forwarded to all members.

6.6. BWV – Review of Strategic Plan

As the email from BWV was seeking input via an online survey and the email has been distributed to all BCWC members, it was agreed that it be left to members and Committee members to respond individually.

6.7. Email Seeking Walkers

Anna reported that an email had been received from a member of the public who was planning to walk at Wilson's Promontory and asking if there were any members who would like to join him as, at that stage, he was walking alone. Anna had sought more information from the sender, and had not circulated the email to members as this person was not known to the BCWC, had not been recommended by any member, nor affiliated with any other bushwalking club or BWV. The Committee endorsed this, and that a reply be sent recommending membership of a club as a way of becoming known and connecting with people with whom he could walk.

6.8. Nomination to Committee of Management

Anna suggested that Graham Pilkington be invited to join the BCWC Committee of Management to fill one of the two vacant Ordinary Member positions. Graham indicated his acceptance of the nomination

Motion: That Graham Pilkington be appointed to a currently vacant position of Ordinary Member on the Committee Of Management until the 2017 Annual General Meeting.

Moved: Anna Janca

Seconded: Monica Scicluna

Carried.

7. Next Meeting:

Committee Meeting: Wednesday, February 1, 2017 at Maffra Veterinary Centre.

Club Night: Wednesday, March 8, 2017 at Wan Loy Chinese Restaurant, Traralgon.

Meeting Closed: 9:09 pm

Ben Cruachan Walking Club

Financial Statement for 30 November 2016

Balance @ 30 September 2016 7,538.24

Income:

Memberships

<i>Armstrong, Boyd, Livingstone, Munn, Taylor</i>	160.00	
Interest	0.49	
Prom 2016	836.80	
Visitor Fees	35.00	
Golden Jubilee Sales	-	
First Aid Training	420.00	1,452.29

8,990.53

Expenditure:

First Aid Training	1,720.00	
Reimbursements AAWT: Raymond	25.00	
Reimbursements WLT o/pay: Scicluna, Jeni	120.00	
Insurance	2,392.30	
Secretarial Expenses	40.95	
Prom 2017 Deposit	855.60	
Snake Bandage	17.05	5,170.90

Balance @ 30 November 2016 3,819.63

Stock in hand:

Mugs @ \$10	2	20.00
Badges @ \$20	38	760.00
Hats: Bucket M/L @ \$25	15	375.00
Hats: Bucket L/XL	17	425.00
Hats: Cotton 55 cm	10	250.00
Hats: Cotton 57 cm	7	175.00
Hats: Cotton 59 cm	9	225.00
Hats: Cotton 61 cm	9	225.00
		<u>2,455.00</u>

Accounts to pay:

Anna Jance: First Aid Course eats 34.20

Unpresented Cheques

Nil