AUMC Committee meeting July 2017

Date: 31/7/2017
Location: Adelaide Uni Hub Room 336

Apologies: Jane, Jonathan
Absent: Reuben, Hanching, Gavin
Present: Emily, Andreas, Sofia, Hugo, Sundance

Present via phone: Stephen

Meeting opened: 6:40pm

 **1. Minutes of previous meeting Accepted/Rejected**

 **2. Actions from previous meeting**

2.1 Finalising budget:

* $2,000 to go to kayaks (totalling = $3,500)
* Ropes policy: Emily to research standards and all roped not meeting standards to be disposed of.
* Two-year rotations to begin once this process has begun.
* Policy to be written on rope rotations (as well as clear & detailed records of age of ropes must be well documented).
* (Bags and harnesses: shoes and harnesses to be left at VRC)
* (New harnesses to be purchased)
* One rope to go to VRC, the other to remain in the gear room.
* Two new roped to be purchased each year.

2.2 AUMC Gear room inventory

* All officers to do this for their respective activity
* Camping gear is of significant value - to be documented
* Lyndon to return all gear if intends to have no further involvement with the club
* (Including bikes, boat shed gear and gear room)

 **3. Officer’s reports**

3.1. Treasurer

3.2. Activities officer

* Need to advertise for a new activities officer ASAP on members Facebook page

3.3. Board riding officer

3.4. Kayaking officer

3.5. Climbing officer

* Shoes bought (x10)
* Harnesses to be bought (double buckle, look for a more competitive price)
* Correct labelling (obvious AUMC label) to avoid mixing gear with VRC / avoid theft

3.6. Bushwalking officer

3.7. Gear room officer

* Hugo leaving - Not in Adelaide from the 13th
* Keys to locker, VRC and gear room to be returned
* Someone to take over gear room hire
* Hugo to show how the hire system works
* Post in member page to find replacement
* Hugo to advertise for the position on the members page (for gear room officer)
* Before posting, Hugo to ask Michael whether he would like to take over (climbing coordinator)

3.8. Promotions officer

* Successful promotion in hub and posters

 **4. Committee page/email/pre approvals**

4.1. All issues approved on Facebook or by other means need to be noted here for further discussion

 **5. AOB**

5.1 BankSA Bank accounts (x2)

* Accounts to be closed (once money has been taken out)
* To be discussed at a later meeting
* Money to be taken out
* All members present agreed to close both BankSA accounts (by vote)
* Agenda item for next meeting - Bank accounts discussion (e.g. deposits, petrol, trips, etc.)
* ‘Petty Cash Account’

5.2 Signatories on bank account

* To be discussed next meeting

5.3 First aid kits

* To be checked when inventories are done • Suitability and not out of date

5.4 Application for grants

* Andreas to ask Sara how to apply for grants
* Due before end of year
* Police checks - post to be made in trip leaders

5.5 Upcoming events

* Stephen to run activities meeting in the next few weeks • Meeting to be held Friday 11th of August

**Running Table of Tasks**

|  |  |  |  |
| --- | --- | --- | --- |
| **Check** | **Action** | **Person** | **Completion Date** |
|  | Research standards for ropes and set AUMC policy | Emily | Next meeting |
|  | Gear room inventory and check first aid kits | ALL Officers | ASAP |
|  | Get all gear from Lyndon – message him | Sundance | Next meeting |
|  | Advertise for activities officer | Emily | ASAP |
|  | Advertise for Gear officer and Climbing coordinator | Hugo | ASAP |
|  | Buy and label harness’s  | Andreas | ASAP |
|  | Bring all bank info and closing of old accounts | Stephen | Next meeting |
|  | Decide signatories for which bank accounts | All  | Next meeting |
|  | Apply for grants | Andreas | When due |
|  | Post in trip leaders for police checks | Emily | Next meeting |
|  | Hold semester 2 trip planning night | Emily | ASAP |
|  | Automated mailing list notification | Reuben | ASAP |
|  | Treasure hand over – signatories required | Andreas + talk to Steve and Jane | ASAP |
|  | Quote for tent prices | Jono | Next meeting |
|  | Strategic plan – start by talking to AU sports | Sofia | By end of year |
|  | Change online membership to $15 – talk to AU sports | Emily | ASAP |
|  | Pricing of kayaks – find out if extra money is needed over the $3500 total now | Jane | Next meeting |

Meeting closed at 7:20pm