AUMC Committee meeting June 2017

**Date:** 5thJune 2017

**Location:** Hub central, Adelaide University

**Apologies:** Jono, Hugo

**Absent:** Reuben

**Present:** Emily, Andreas, Sofia, Sundance, Jane, Hanching, Gavin

**Present via phone**: Stephen

6:09 meeting opens

1. **Minutes of previous meeting (**1stMay 2017)Accepted
2. **Actions from previous meeting**

|  |  |  |  |
| --- | --- | --- | --- |
| **Check** | **Action** | **Person** | **Completion** |
|  |  |  | **Date** |
|  |  |  |  |
|  | Automated Mailing list | Reuben (not present) |  |
|  | notification: |  |  |
|  | Reuben to be reminded to |  |  |
|  | complete this action. |  |  |
|  |  |  |  |
|  | Cupboard for VRC: | Emily & Dre | End of month |
|  | Will be done soon. | Completed. Need more copies of |  |
|  |  | keys. At present, Emily and Dre have |  |
|  |  | the two working keys. AU sports to |  |
|  |  | be given a key as well. |  |
|  |  |  |  |
|  | Treasurer hand over. | Andreas - Stephen not present. Not | ASAP when steve |
|  | Signature required from | completed. Dre to ask Stephen to | returns |
|  | Stephen. | make Jane an Admin. |  |
|  | More signatories required. |  |  |
|  | \*URGENT\* |  |  |
|  |  |  |  |
|  | Andreas to tell AU Sports that | Andreas - completed. Signatories on | 5th June |
|  | the new account exists. | the odd account to close old |  |
|  |  | accounts (Jane and Stephen to do |  |
|  |  | this). |  |
|  |  |  |  |
|  | Risk management plan filled | All | ASAP |
|  | out | In progress. All members to continue |  |
|  | All members must contribute. | to add parts. |  |
|  | Must be done ASAP. |  |  |
|  | Everyone to do three rows |  |  |
|  | before the next meeting. |  |  |
|  |  |  |  |
|  | Quote for tent prices | Jono - absent |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | List public oﬃcer and the | Emily - completed. Emily is now | ASAP |
|  | constitution | public oﬃcer. Emily to write a guide |  |
|  |  | on how to change public oﬃcer. |  |
|  |  |  |  |
|  | Trip Leaders Facebook page | Emily - still in trial period. Seems like |  |
|  |  | it has potential to work. To be |  |
|  |  | assessed again next week. |  |
|  |  |  |  |
|  | Develop stategic plan | Sofia - will continue to work on it. |  |
|  |  | Contact AU Sports. Ongoing. |  |
|  |  |  |  |
|  | Change online membership | Emily - ongoing | ASAP |
|  | to $15 – talk to AU sports |  |  |
|  |  |  |  |
|  | Approve position descriptions | All - Jane has made some |  |
|  |  | adjustments. |  |
|  |  |  |  |

**3.** **Oﬃcer’s reports**

3.1. Treasurer

(Andreas)

(see above).

Reimbursements

* Gavin - Cliﬀ bars ($27) ($5 posters)
* Emily – constitution and wax
* Andreas – locker and keys

Jane to sort out and Stephen to approve.

|  |  |  |
| --- | --- | --- |
| 3.2. | Activities oﬃcer | (Ashley) |
| not present |  |  |
| 3.3. | Board riding oﬃcer |  |

No trips run recently. Paddock version training day to be posted on FB.

3.4. Kayaking oﬃcer

Signs to be ordered. Gliding/scuba to put signs on doors. Issues resolves - will be sorted out soon.

Maintenance needs to be done. This day to be done in July.

3.5. Climbing oﬃcer

Nothing to report. No upcoming trips.

3.6. Bushwalking oﬃcer

Not present.

3.7. Gear room oﬃcer

Not present.

3.8. Promotions oﬃcer

To send document for advertising.

* Promotion of winners - to be done on FB ASAP.

**4. Upcoming Dates**

* AU sports
	+ Marketing and communication workshop – 12th July
	+ Risk management workshop – 17th July

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

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

1. **Other Business**

6.1. Budget - more money to be set aside for bushwalking (and tents - Jono to discuss at next meeting). Bushwalking to take priority. Kayaking funds to go towards maintenance ($1500 + 2 more boats - to be discussed next meeting). Application for grant. Board riding does not require additional money - maybe look into a sol roof rack (lel at $500). Climbing: Replacement of all ropes ($250 ropes - 4 ropes) (climbing oﬃcer to check all ropes). To be brought up to $2100. Refer to budget for additional information.

Bushwalking at least 2000. Kayaking at 1500 for maintenance only (plus extra for new boats)

See Budge 2017 ver 1 document of AUMC website for more details

6.2. Signatories to be decided: postponed to next meeting.

6.3. Gear room key distributions - Jane has one (as well as one for the boat shed), Stephen, Andreas (also cabinet), Sundance, Hugo (gear room and cabinet). Jono query and Michael as well west beach key.

6.4. Any other business – ask at end of meeting

Committee agrees and passes that Emily is now President as opposed to Stephen. Stephen to be vice president.

**Running table of tasks**

* Copy all tasks that have not been completed into the table below and as well as any new tasks that have come up during the meeting. \*

|  |  |  |  |
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|  |  | to close old accounts (Jane and |  |
|  |  | Stephen to do this). |  |
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|  | Risk management plan filled out | All | ASAP |
|  | All members must contribute. Must | In progress. All members to |  |
|  | be done ASAP. | continue to add parts. |  |
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|  |  |  |  |
|  | Kayaks update | Jane |  |
|  |  |  |  |
|  | Kayaks and bushwalking | Jane and Stephen |  |
|  |  |  |  |