AUMC Committee meeting May 2017

**Date:** 1st may 2017

**Location:** Teaching room, Hub central, Adelaide University, North Terrace

**Apologies:** **Sundance, Taya**

**Absent: Stephen, Ashleigh,**

**Present: Jane, Andreas, Emily, Sofia, Hanching, Gavin, Jonathan, Harrison**

**Present via phone**:

*Meeting opened: 6:40pm*

1. **Minutes of previous meeting** (20 March 2017)

Accepted

1. **Actions from previous meeting**

|  |  |  |  |
| --- | --- | --- | --- |
| **Check** | **Action** | **Person** | **Completion Date** |
| Yes | Look at Insurance cover by AU SportSpoken to Sara: conclusion is AU Sport could not answer the question.  | Andreas | Next meeting |
| Yes | Set up Club Instagram: completed. Details on website. Need more contributions. | Gavin |  |
| Yes | Organise O Camp:Ashley Absent.Suggested cancellation. Have one ready for next year. | Ashley | End of Month |
| Yes | Dental students sleeping bags:Sleeping bags not used because not required. Sleeping bags returned in tact. No issues. | Hanching/Hugo | This Week  |
| No | Automated Mailing list notification: Reuben not present. Reuben to be reminded to complete this action.  | Reuben |  |
| Yes | Organise Photo competition and prizes:Completed. T-Shirts required (Small).Three entries only.Winner - Ally Bird. Winner to be announced on Facebook and Instagram. T-Shirt needs to be found. Gavin to give winner the T-Shirt. Suggestion: have similar competitions more frequently.Posters to be created.\*Reimbursement to Gavin for Cliff bars ($27). Andreas to complete this. | Gavin | 13th April |
| No | Wine tour for Committee and Leaders:Not done. An alternative to this at the end of the year. | Gavin |  |
| No | Cupboard for VRC:Will be done soon. | Emily & Dre | End of month |
| Yes | Activities sign off sheet:Completed. See Google Docs ‘AUMC Activities sign off sheet’.Activities officers to have authority to decide who is able to be a team leader. Any amendments to be communicated with the committee.  | Hanching/Steve | 27th March |
| Yes | Update committee details on website | Reuben |  |
| Yes | Update committee details with AU SportReuben’s details still required. | Emily |  |
| No | Treasurer hand over.Stephen not present. Signature required from Stephen.More signatories required. \*URGENT\* | Andreas | 3rd April |
|  | Draft budget:Andreas to get to the bottom of where money has gone in multiple accounts.Andreas to tell AU Sports that the new account exists.Once this has been completed, budget to be provided for next meeting.  | Andreas | 31th March |
| Yes | Make Standing resolutions (see below)* Who is leader, who is assistant
* Activities sign off sheet – what to do with it
* T-shirts given to leaders once trip is run and rules surrounding it
* Role descriptions
 | Emily | Next meeting |
|  | Risk management plan filled outAll members must contribute. Must be done ASAP. Everyone to do three rows before the next meeting.  | All on document | ASAP |

1. **Officer’s reports**
	1. Treasurer (completed) (Andreas)
	2. Activities officer (not present) (Ashley)
	3. Board riding officer (not present)
	4. Kayaking officer (Jane)
* one surf trip that was very popular. Four basic skills, three kayak trips. Some boats broken (cracks, old, fractured, non-repairable). Lots of interest generated in trips (especially winter trips).
* Good attitude from members
* Suggestions: maintenance morning followed by BBQ to renew carpet, inspect boats, painting, etc.
* Surfboards need fin replacements.
* Surfing likely wont be popular in winter. Kayaking to continue throughout winter.
* Two new boats required as replacements - $2000 per boat.
	1. Climbing officer (Andreas) - nothing to report.
	2. Bushwalking officer (Jonathan)
* Quote for tent prices required
	1. Gear room officer (not present)
	2. Promotions officer (addressed in minutes above)
1. **Upcoming Dates**
	1. Email regarding annual report due this Friday

Stephen to complete this.

1. **Committee page/email/pre approvals**
	1. None
2. **Other Business**
	1. Presidency hand over (Stephen not present)
	2. Nominate public officer.

Emily to talk to AU Sports about this issue. President to be public officer, to be included in the constitution. Emily nominated.

* 1. Facebook trip leaders group
* Make a procedure to organize who runs trips and when
* Should help with stopping overlap
* Act as mini risk assessment – who, what, where, when, equipment, difficulty (beginner/intermediate/advanced) and justify rating
* Committee members present agree that this is a good idea. Idea to be communicated within the committee.
* Template to be created.
* If no disagreement in 12 hours it can be approved/published on the official website.
	1. Approve standing resolutions
* Resolutions read at meeting.
* Additional point: make clear what the difference is between an official trip and an unofficial trip.
* Official trip must be open to club members and be posted on the AUMC website.
* Emily to edit document.
* Bushwalking minimum participation number. Beginner trip (6) and advanced (4)
* Approved by members present.
	1. Update activities sign off sheet
* Completed
	1. Approve activities sign off sheet
* Completed
	1. Strategic plan
* Sofia to take on the role of developing our strategic plan. Approved.
	1. Change online membership to $15 – as online only and pick up
* Emily to talk to AU Sports about this.
* All members present approve change.
* Also to talk to AU Sports about receipts.

 6.9 Positions document to be posted on the FB page.

* Committee members to read through the document and approve on the FB page to then be placed on the AUMC website.
* Jane to send club manual to committee members.

*Meeting closed: 7:42*