AUMC Committee meeting September 2017

**Date:** 11th September 2017

**Location:** Uni Bar

**Apologies:** Sundance

**Absent**: Reuben, Gavin, Hanching

**Present:** Jane, Andreas, Emily, Jonathan, Sofia

**Present via phone**: Stephen

**Meeting opened at: 2:22pm**

1. **Minutes of previous meeting** (31/7/17)

Accepted/Rejected

1. **Actions from previous meeting**

|  |  |  |  |
| --- | --- | --- | --- |
| **Check** | **Action** | **Person** | **Completion Date** |
|  | Research standards for ropes and set AUMC policy | Emily | Next meeting |
|  | All inventory (including Gear room) and check first aid kits for required items/all in date  | ALL Officers | ASAP |
| Yes | Get all gear from Lyndon – message him* Jane advised that all gear was returned months ago, no need to follow on
 | Sundance | Next meeting |
| Yes | Advertise for activities officerNeed to advertise again | Emily | ASAP |
| Yes | Advertise for Gear officer and Climbing coordinatorNeed to advertise again for gear officer | Hugo | ASAP |
|  | Buy and label harness’s  | Andreas | ASAP |
| Yes | Bring all bank info and closing of old accounts | Stephen | Next meeting |
| Yes | Decide signatories for which bank accounts | All  | Next meeting |
| Yes | Apply for grants | Andreas | When due |
|  | Post in trip leaders for police checks | Emily | Next meeting |
| Yes | Hold semester 2 trip planning night | Emily | ASAP |
|  | Automated mailing list notification | Reuben | ASAP |
| Yes | 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 |
| Next year | Change online membership to $15 – talk to AU sports | Emily | ASAP |
| Yes | Pricing of kayaks – find out if extra money is needed over the $3500 total now | Jane | Next meeting |

1. **Officer’s reports**
	1. Treasurer (Andreas)
	2. Activities officer (Ashley)
	3. Board riding officer
	4. Kayaking officer
	5. Climbing officer
	6. Bushwalking officer
	7. Gear room officer
	8. Promotions officer
2. **Upcoming Dates**
3. **Committee page/email/pre approvals/discussions**
	1. Calendar on AUMC page – remove or use?
	2. Grants
		1. Clear financial records with the grants
4. **Any Other Business**
	1. Organise finances
		1. How to manage accounts

Management of accounts

- Must have more than one signatory

- All money from previous Bank SA accounts to be transferred to new Westpac accounts

- Bank SA accounts closed

* + 1. Signatories

Decided that Andreas, Emily, Jane, Stephen will be signatories on all three accounts with Westpac.

Unanimous decision

Two admins needed on online Westpac account (Jane and Andreas)

* + 1. Treasurer spread sheets

Postponed until next meeting unless time

* 1. Decide on online storage system – Drop box or google doc
	2. Membership form when signing up – eg code of conduct, health checks etc
	3. Waiver for activities when signing up on events
	4. Equipment guidelines for use, replacement, storage and impaction – need to make for all gear
	5. Bouldering wall at O-week – need funding - $600 for 2 days, $400 for one – AU sport will organise the rest

Bouldering Wall

- Gold coin donation to try it

- All members present agreed it would be a good idea and agree to fund it

- Two days

Insurance details are needed – AU sports

* 1. Shirts for trip leaders – need to follow up on this – who received them + new order
	2. Any other business

All other business was postponed till next meeting.

**Running table of tasks:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Check** | **Action** | **Person** | **Completion Date** |
|  | Book boulder wall for O-week 2018 | Emily | O-week 2018 |
|  | Research standards for ropes and set AUMC policy | Emily | Next meeting |
|  | All inventory (including Gear room) and check first aid kits for required items/all in date  | ALL Officers | ASAP |
|  | Post in trip leaders for police checks | Emily | Next meeting |
|  | Need to advertise again for activities officer and gear officer | Anyone | ASAP |
|  | Buy and label harness’s  | Andreas | ASAP |
|  | Automated mailing list notification | Reuben | 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 | For next year |
|  | Quote for 2 Kayaks – budgeted $3500 | Jane | ASAP |
|  | Close Bank SA accounts and transfer money to Westpac | Jane | ASAP |

**Meeting Closed at: 2.45**