

**LAND ROVER CLUB OF THE ACT INC
MINUTES, COMMITTEE MEETING
MONDAY, 16th MAY 2022**

Location: Eastlakes Football Club

Start: 7.30 pm

Apologies: Gemma Zeithofer, John Reis and Garry Blagdon

**Acceptance of
previous minutes:** **Proposed:** Michael Thomson
Seconded: David Wade

ITEMS

1. **Welcome.** Bob welcomed members in attendance, noted apologies and agreed the minutes of the committee meeting of 11 April 2022.

2. **Review Open Actions.**

Trip Coordinator: (Tom de Jongh)

Standing Agenda Items

Trips

- Set up trip subcommittee.
- Set up 2-year calendar of events/meetings/regularly run trips etc.
- Conduct Trip Leader familiarisation sessions.
- Comprehensive trip reports with photos and videos

It was agreed at the last Committee Meeting that discussion on the remaining items above should be undertaken when Tom returns.

Membership Secretary: (Michael Thomson)

Standing Agenda Items

- Establish mentor/buddy roles.
- Membership/recruitment events e.g., local 4wd shows. Ag Shows, "Wheels", "All British" and "LRC Show and Tell"

Website Manager: (Matt Bolton)

Standing Agenda Items

- Harness social media

Investigate possible opportunity for the LRC to harness social media and attract new members by setting up a YouTube channel?

Series Vehicles: (Peter Mercer)

Standing Agenda Items

Better focus on heritage vehicles and a member to champion them. Include "Show and tell" of heritage vehicles.

3. **Secretary's Report.** Given the member interest in attending first aid training, Garry contacted three providers for information and costs.

First Aid Course

I contacted ACTWell, Australian Red Cross and St John Ambulance on-line on 11th April 2022 regarding group discounts on their HLTAID011 training courses. All three responded as follows: -

ACTWell

ACTWell's normal cost is \$275.00 per person and offered the course for \$1250 for a private group of up to 10 members, so this is a discount of \$150.00 per person for a group of 10.

Australian Red Cross

Australian Red Cross normal cost is \$220.00 per person – if we had only 10 people attending this would equate to \$264.00 per person – an increase of \$44.00 per person. Even if we could get 20 people to attend, the cost would be \$132.00 per person - \$17.00 more than ACTWell.

St John Ambulance

St John Ambulance normal cost is \$180.00 per person – so this is a discount of \$18.00 per person for a group of 10 - \$65.00 more than ACTWell.

Recommendation - Clearly ACTWell is the best cost option and I would recommend we use them should there be sufficient numbers of members to proceed i.e., a minimum of 10.

Outcome - The committee agreed with Garry's recommendation and will seek LRC members' interest in attending an ACTWell course and if numbers are sufficient, approach ACTWell to put on a course for members at the discounted price

4. Treasurer's Report.

The bank statements are little changed since the Ordinary Meeting, so I haven't included the figures. Only expenses have been rego for the trailer (\$320), and the LRC domain renewal (\$52).

As mentioned earlier, MYOB has failed to debit our bank since February, presumably due to a system upgrade recently rolled out. I've called MYOB's Help Desk twice, and sent an email, without success. At Margo's suggestion, I called their accounts area, and the person I spoke to thinks the matter is resolved, after an hour on the phone with him. The next direct debit is due 1 June, so that will confirm if it is resolved, or not.

Committee to endorse revised asset lists.

- Moved by David Wade, and agreed by committee that the following items, which are no longer held by the Club, be removed from the Club's asset register:

BBQ: double gas burner	
BBQ: portable steel	
BBQ: sm grill plate	
Gas bottle: 9kg #1	
Gas bottle: 9kg #2	
Plastic mugs: set of 32	
Plastic plates: set of 2	
Cabinet: lge steel 2-door, ex-library	
PA system	
PA system microphone	
UHF radios (3) handheld	Motorola SX709R 2, 2 watt
UHF radio: portable car #1	GME TX3200 with aerial
UHF radio: portable car #2	GME TX3200 with aerial
UHF radio: portable car #3	GME TX3200 with aerial
personal locator beacons (PLBs) (2)	GME 410GAUS with GPS, sn 912171950 & 912169814
GPS System #1	Garmin Geko, case and cable, SN 44204797
GPS System #2	Magellan Explorist 100, SN 22-998830
PLB	Accusat MT410G
Tent: 20' x 12' yellow/green	
Software: MS Office Pro	
Software: MYOB	
computer (#2)	
Printer: inkjet	
Slide projector	
leather brief case	combination locks, large enough for laptop
Recovery and Vehicle Equipment	
MaxTrax	set of two, orange
TuffTrax bridging ladders	set of two, yellow
Tyre pliers & bead-breakers - Discovery	R&R bead-breaker kit for Discovery

1-2600 First Aid Equipment	
First aid kit #2	
1-2100 Computers and Software	
Computer (1)	HP Notebook Model 15-ac115TU S/N CND6273PT2
Computer (2)	HP ProBook 4710s, 15" SN CNU001186A
Computer (3)	HP ProBook 4710s, 15"
Computer (4)	

- Moved by David Wade and agreed by committee that the following items, which are no longer required by the Club, be disposed of and removed from the Club's asset register:

book, Land Rovers. Baker, R. (1970)	
book, Discovery Owners' Handbook (1996)	
book, Land Rovers. Baker, R. (1970)	Scholastic Book Services, New York, 154 pp.
book, Discovery Owners' Handbook (1996)	Rover Group Ltd Publication No. LRL0083AUS, 175pp. plus appendices.
1-2500 Recovery Gear and Other Vehicle Equipment	
Tyre pliers & bead breakers	R&R bead breaker kits (3), Bushranger jack, mag wheel protectors
exhaust jack with bag (750 mm)	
Recovery kit #2	
Recovery kit #3	
Tirfor w/handle #2	
Tirfor w/handle #3	
all recovery chains except one	
1-2600 First Aid Equipment	
First aid kit #1	
First aid kit #3	

- This will leave the Club with the following assets for members' use.

1-2200 Car Trailer	
Car trailer	
Computers and Software	
external hard disc drive	Western Digital 4 Tb USB 2 "My Passport"

Communications and Navigation	
Satellite phone 1	Inmarsat AsatPhonePro IMEI: 353032040190643
Satellite phone 2	Inmarsat AsatPhonePro IMEI: 353032040509578
Hand Held UHF radio	VMS VR-1200 sn VR12001059325
Hand Held UHF radio	VMS VR-1200 sn VR12001059077
Hand Held UHF radio	VMS VR-1200 sn VR12001059323
Hand Held UHF radio	VMS VT-1200 sn VR12001059323
PLB	GME MT410G Serial number 702360468 (EOL Dec 2024)
PLB	GME MT410G Serial number 1705362814 (EOL Mar 2025)
1-2500 Recovery Gear and Other Vehicle Equipment	
sand flags (10)	
trailer scales	
Recovery kit #1	
Tirfor w/handle #1	
one recovery chain	
Test ramps	
1-2600 First Aid Equipment	
Defibrillator	HeartStart HS1 sn A11J-01349
1-2800 Other LRC Assets	
Boiling pot: s/s 10l with tap	
LPG burner for boiling pot	
Urn: 20l electric	Crown, S/S
Club banner: large	
Club banner: small	
Shade shelters (2)	
Club 50th Anniversary banner	
five pull up story boards	
two LRC stand flags	
box promotional material	
leather brief case	combination locks, large enough for laptop

Moved by David Wade seconded Matt Bolton that the Treasurer's report be accepted.

5. Vice President's Report Report on club presentations:

- June: OLRHD is on - many folk away - no presenter
- July: What to do with injured wildlife, presented by ACT Wildlife (presenter's name TBC)

- August: All about sprockets, plugs and wires, presented by Michael Thomson
- September: Bush meeting with show and tell and/or reverse auction TBC
- October: AGM - no presenter
- November: Hoping to find someone from one of the local gem clubs to talk about gems and fossils in our local region, including interesting places to camp.

6. **Trip Coordinator.** Tom reported only two trips on the calendar at the moment. Discussion was then had on driver training, including accreditation. The Association has a driver training group that might give members and opportunity to update their skills. Kevin will pursue this further at the upcoming quarterly Association meeting to be held in Wagga.

7. **Membership Secretary.** Nothing significant to report. Currently, membership is at the mid-90s

8. **Social Secretary.** Gemma is still looking at venues suitable for a club bush banquet style activity.

9. **Merchandising. Nil Report**

10. **4WD Association.** Kevin will attend the Association quarterly meeting in Wagga on 21 May 2022. See also note above on driver training.

11. **Website Manager.** Notifications for LRC Website Updates – See paper circulated prior to meeting. Matt and Michael Thomson put together a short discussion paper looking at options to improve communications with club members and draw their attention to the information at the LRC website. The paper considered; the current all-member distribution list, a dedication mailer application/site that would allow tailored emails and opt in/out options, and SMS messaging. The paper is attached for completeness of the minutes. The committee considered the paper an while recognising the work gone into the paper agreed that the current email distribution list best suited the club at this time. Additionally, Bob, with his postmaster hat on, would look at limiting who could send messages to the distribution list.

12. **Council ACT Motor Clubs Rep.** Nothing significant to report.

13. **Driver Training.** See earlier point on Association driver training. Margo noted that in the days of yore, the club had conducted outsourced driver training in conjunction with a club trip. Long term members may recall the trip to Tuena in the June of 2006. Margo, Bob and Ian Toten to discuss further.

14. **Series Coordinator.** Nothing significant to report. That said the Heritage Drive commences 29 May 2022 and will again showcase the LRC's event management prowess.

15. **Historical Vehicles Registrar.** Nothing significant to report.

16. **Kosciusko Huts Association Rep.** Nothing significant to report.

17. Other business. Committee member absences:

- Bob and Gemma will be absent for the July/August Ordinary meetings and June/July Committee meetings – Margo to sub for Bob and Russell Speldewinde will set up the tea and coffee at the July/August ordinary meetings.
- Tom will be leading a trip and will be away from mid-June until the end of August. Tom will have periodic access to internet and in conjunction with Matt will keep the trip calendar and reservations system ticking along.
- Margo and david will be away for the June Ordinary meeting.

Meeting Closed **9 pm**

Next Meeting Monday 6th June 2022



Bob Zeithofer
President
Land Rover Club of the ACT
Chair

20 May 2022

Attachment: Options for a Notification Facility for the ACT LRC Website – A
Discussion paper for the LRC Committee

Options for A Notification Facility for the ACT LRC Website A Discussion Paper for the LRC Committee

Background

At the March LRC Committee meeting Michael Thomson and Matt Bolton have been asked to prepare some options for push notifications on the LRC Website to replace many of the "all member" emails. From the relevant Minutes:

Bob asked whether we should be using the LRC website to push notifications to our members e.g. the President's Report, Ordinary Meeting Minutes and Committee Meeting Minutes. Other suggestions included upcoming speaker presentations for Ordinary Meetings and upcoming trips. This would require some possible changes to the website and would need to consider whether it would be an "opt in" or "opt out" process. It was agreed that Michael and Matt would get together and prepare options for the Committee's consideration.

Aim

To scope the options for a notification system linked to the LRC Website.

Introduction

Since the demise of the LRC Newsletter, the LRC Website and email have been the main means of providing information about club activities. The LRC Facebook group also plays a role for those members using Facebook. However, the website isn't being used to its full potential.

Under current arrangements, email messages are sent to an "all member" email group about new web content, such as trips, trip reports, minutes and changes to meeting arrangements. These messages emanate from the Website Manager, Trip Coordinator or another member of the Committee. The messages are ad hoc and sometimes give rise to complaints about too many emails and the hassle of logging in. (Other uses of the "all member" email group are many and varied and usually have no corresponding website content. Also, members sometimes advertise directly to other members, rather than using Out of the Shed facility on the website.)

Many commercial websites have a notification system drawing clients' attention to new content. Such a system may be appropriate for the LRC Website to draw the attention of members to new content, such as trips, trip reports, forthcoming meetings, guest speakers, etc.

A new notification system would need to be easy to maintain (and thus automated or semi-automated) and only be sent to those members wishing to receive the notifications. Where possible, the system would add value to existing LRC IT capabilities, rather than duplicating them. Obviously, cost of development and maintenance are important too, but this paper gives only general observations. A detailed assessment of costs should follow the selection of one or more of the preferred options, below.

Other issues include on-line security and the privacy of member data. For example, emails and SMS messages should not contain URLs due to the high prevalence of bad actors (think spam, spoofing, etc.) on the internet.

Options

After discussions with our web provider, Sarah Oates at Endure Web Studios, there are several options with various pros and cons.

Option 1 – Notifications Sent from the Website

A notification system would be tightly linked to the existing LRC Website, which is based on WordPress plugins and some back-end coding.

Pros

- Nil

Cons

- The existing LRC Website plugins are not set up well for it;
- It could cause spam issues and even a red flag against the website.

Option 2a – Notifications from a New Mailing List Manager

There are a number of mailing list managers, such as MailChimp/maillerlite/etc., that could be used to manage messages to members. Import an existing list of members into the app of choice and then email from there.

Pros

- They make formatting really easy and are set up to send emails for that purpose;
- Professional-looking emails;
- When you have a new member you could just add them to that list;
- Once added by committee member, user can unsubscribe directly
- Easy to tag members who opt-in for notifications;
- Reasonable subscription costs.

Cons

- Who would do the work, especially in the maintenance phase?
- Who could do the emailing of particular messages – just the list manager or President, Website Manager, etc.?
- Duplication. There is one set of members for website access held by Membership Secretary, the LRC Postmaster has the All Members email addresses updated when members join or leave, via email from Membership Secretary. These two lists are reconciled occasionally with list of paid members in MYOB, managed by Treasurer.
- Non-zero subscription costs.

Option 2b – Notifications to a New Email Group Address

In this option, one or more of the existing list of members with an “opt-in” field; then use that to generate a new group email address called, say, “LRC Website Notifications”.

Pros

- Simple addition to existing LRC capabilities;
- Zero subscription costs;
- No need to engage our web services provider;
- Any member of the Committee could use it.

Cons

- Simple addition, but to a complex underlying triplicated system; possible multiple points of failure;
- Limited scope for automation;

- Who would do the work, especially in the maintenance phase?

Option 3 – Send Bulk SMS Messages from a Specialised App/Program/Service

In this option, LRC could use a program designed to send out SMS messages to specified mobile phone numbers. The messages would alert members to topical content on the Website. There are a bewildering array of apps/programs/services including mobile phone apps on Android and/or iOS, desktop programs and cloud-based platforms. Example App/Programs include Way 2 Sms, Freaky SMS, Optus SMS Suite, ClickSend, WholeSaleSMS, SMS Broadcast. Some of these are for hobbyists, while others are well-designed for small to large business requirements and include web and/or MS Office interfaces.

Once a facility was chosen, it could be populated with opt-in tagged members out of website users list managed by the Membership Secretary.

Pros

- Set up to send SMSs to opt-in members;
- An additional communication channel to engage members;
- When you have a new member you could just add them to the list;
- Easy to tag members who opt-in for notifications.
- No need to engage our web services provider (but she may be happy to help investigate to expand capabilities);
- Reasonable costs if used judiciously.

Cons

- Using the mobile phone system systematically by LRC would entail a whole new platform and may require further evaluation of risks, costs, support needs, dedicated LRC phone #, etc.;
- Adds to a complex underlying triplicated system; possible multiple points of failure;
- Design work needed & lots of decisions – e.g. do we allow for replies?
- Who would do the work, especially in the maintenance phase?
- May look like spam and may be treated as such by members;
- Difficult to budget for; most options charge per SMS sent (to each phone #).

Recommendations

1. That this paper be presented at the May meeting of the LRC Committee for guidance on the next steps.
2. That Options 2 and 3 seem to hold the most promise for further investigation.
3. Any new design work should try to minimise the number of member lists being maintained.

Matt Bolton – LRC Website Manager

Michael Thomson – LRC Membership Secretary