

## Edmonton Outdoor Club Meeting Minutes

Wednesday January 5, 2011 6:30 pm

Suite 221, Bonnie Doon Mall

In Attendance: Karl Waskiewicz, Wes Ford, Jeff Shaw, Rhonda, Scheurer, Brent Stephens, Dennis Nolan, Donna McKenzie, Saeed Fouladifard, Ryan McKenzie, Sandie Sundgaard, Susan Dack, Mae Beck (Recorder)

1. Treasurer's Report – Donna indicated that the EOC is in good standing and presented the following report:

Bank Balance \$2597.86

Locked \$390.00 (income towards the Welcome 2011 Party, 26 people paid as of today's date)

Available to spend: \$2207.86

Donna's actual figures:

I have at home \$168.00 (banked on Jan 1/11)

RBC bank balance \$999.49

Paypal balance \$1493.62

Total funds - \$2661.11

We actually have \$63.25 more in the bank than the EOC spreadsheet says we do. This is a small change from Dec 2009, when the difference was \$46.35 (again more money in the bank than the spreadsheet shows.) Close enough!! This discrepancy has been present from the day I started as Treasurer and I'm not worrying about it!! Signed: Donna McKenzie Dec 31, 2010

2. Welcome 2011 Party Event – This event is being coordinated by Narmin, Susan and Mae however, additional volunteers were requested to be greeters and do the sign-in for the event. Donna, Ryan and Sandie will assist in this area. Dennis volunteered to run the re-gift exchange. Thanks kindly to those that volunteered.
3. Guest and Child Waivers – all paper hardcopy waivers will be collected and stored by the EOC Secretary (Mae). It is the responsibility of the Event Coordinators to bring any and all hardcopies of the waivers to the Volunteer meetings to give to the Secretary. Waivers will be kept on file for 7 years. Children's waivers will be kept on file until they have reached the age of majority (currently 18) plus 5 years.

Accident Reports – Rhonda will obtain a sample of the accident reports from the COC (Calgary Outdoor Club) and provide to Susan, so she can bring them forward to the next meeting for discussion.

4. No-Shows and Late Cancellations There was lots of discussion regarding these two topics. A sub-committee will work on the recommendations and bring forth their ideas to the next meeting. The sub-committee includes Ryan, Dennis, Rhonda and Saeed

5. Website Update – Karl was thanked for doing such a great job on the website changes. For EOC Volunteer Meetings an event will be posted online so that volunteers can sign up for the meetings. Susan will take responsibility for this next meeting to be posted online. Mae will send the minutes to Karl so they can be posted on the website. Mae will continue to email the minutes to the volunteers.

6. EOC Event Photos - Larry and Karl will form a sub-committee to discuss the photos in further detail. Discussion led to a decision made to keep Fotki and to revisit if we would like to use Fotki in a different way. Recommendations included: 1. increasing capability of uploading more pictures and 2. increasing capability of uploading larger pictures. There was a question regarding linking from Facebook to Fotki. The sub-committee will discuss this further.

7. GMMC Trip Leader Workshop Information – A few copies of this document were provided by Joanne for the meeting. If people would like to review it and bring feedback to the next meeting, it would be welcomed.

8. Promotional Items – A sub-committee of Mae and Donna was formed. Suggestions and recommendations as well as clarification of intent and purpose of these items will be brought forward at the next meeting.

9. Volunteer Coordinator Report – Sandie reported that everyone has their star and there are currently no new applicants.

10. Director's Report – Susan reported that it has been a very challenging two months. Susan informed that Sandie has resigned as the Volunteer Coordinator and Peter has resigned as the Safety Coordinator/Director and Event Coordinator. Susan thanked everyone at the meeting for their involvement, participation and contributions to the club and stated that we are moving forward.

11. Guidelines for Courtesy and Respect when re-posting previously held events - There was lots of discussion regarding this topic. The majority agreed that posted events are for the members' benefit and are Club property. Event Coordinators are free to copy any previously posted events. It is always nice to exercise common courtesy when doing so. Sharing was encouraged and it was stated that when training a new Event Coordinator, they should be aware that they have a choice and may copy any previously posted event or are free to set up an original event of their own.

12. Guidelines for posting similar or duplicate events on the same day – There was lots of discussion surrounding this topic. It was decided that it is permissible to have

2 event postings of the same activity at the same location on the same day as long as it is offset by one hour. It is not permissible to have 3 events of the same nature and same location on the same day.

Karl will input these decisions into the Coordinators Manual on the website.

13. and 14. Conflict Resolution and Resolution Committees. There are proper procedures outlined on the website, entitled Complaint Policy, which should be followed in all cases. Rhonda mentioned that the COC has a stand-alone committee which has been designed to resolve issues, however it was determined that the EOC is not in need of one at this time, however, may look into this idea in the future as the club grows and as more issues arise.

15. Prerequisites for Available Volunteer positions within the EOC -- It was decided that the following positions are required to be filled by someone who currently holds an Event Coordinator position: President, Vice President, Safety Coordinator and Volunteer Coordinator. All other positions do not require that the individual be an Event Coordinator. These positions include: Treasurer, Secretary, Waiver Administrator, Webmaster, Content Editor, Communications Manager, Photo Historian and the Sponsorship position.

Karl will add this information to the website.

16. Clarification of Roles - The Volunteer Coordinator will act as a resource person for Event Coordinators and provide coaching with event coordination particulars whenever required.

The Safety Coordinator will provide safety information guidelines in accordance with required laws and industry standards to event coordinators and the general membership.

Each person holding a position was asked to review their responsibilities, make any changes and forward them to Susan. Susan will then call a meeting for those holding positions to review the proposed changes.

17. Positions needing to be filled. Directors' positions will now change to include a President and a Vice President. Positions were filled as follows:

President Susan Dack

Vice President Saeed Fouladifard

Safety Coordinator Joanne Martineau

Volunteer Coordinator Rhonda Scheurer

Sponsorship Coordinator -- Suggestion made to approach Deborah Schindel (Rhonda will email Deborah and have info forwarded to Susan) It was suggested that people will stay in these positions until ratified at the AGM through to completion of at least a one year term.

18. Hiker's Meet-up Group All club members are free to join any group. It was decided that when EOC Event Coordinators post events, they must be posted exclusively to EOC members only. Other groups may overlap with each other however, it was decided that the club will keep the events exclusive for a variety of reasons i.e. liability, safety, policies, guidelines.

19. Becoming a Society – Tabled to next Meeting

20. Volunteers' Insurance – Tabled to next Meeting

21. Sponsorship Money Allocation – Question was raised about specifically allocating this money to purchase door prizes for the annual BBQ, Seasonal Party and AGM. This was not carried.

22. AGM - A Committee consisting of Mae, Donna and Susan was formed to plan and coordinate this event. This will be the 5<sup>th</sup> AGM and it was agreed that the theme would be a wine and cheese event.

23. Other agenda items: Sandie will send the Tips to Karl to post on the website. Rhonda and Brent are away from March 4 – April 4

24. Beefs and Bouquets:

Great job Karl for all of your hard work on the website, it looks wonderful!

Thanks to Jeff for attending the meeting!

Thanks to the Event Coordinators who are posting events!

It's nice that we are reaching out to other clubs.

The calendar looks full and impressive.

Thanks to those stepping up into the vacant positions.

25. Next Meeting: Mon March 21, 2011 6:30 pm at Suite 221 Bonnie Doon Mall.

REMINDERS TO ALL: SIGN-UP for the meeting on the EOC calendar or EMAIL Susan and Mae if unable to attend.

BRING YOUR DONATIONS TO NEXT MEETING

BRING WAIVERS TO NEXT MEETING.

FORWARD AGENDA ITEMS TO SUSAN AND MAE

Recorder: Mae Beck