

EOC Volunteer Meeting Notes – January 11, 2012

Attended: Susan Dack, Ian Murdoch, Donna McKenzie, Narmin Hassam-Clark, Larry Leitch, Brent Stephens, Rhonda Scheurer

Facilitator (for Mission/Vision/Values discussion): Carol Cass, from the City of Edmonton

Secretary for tonight's meeting: Rhonda Scheurer

TREASURER REPORT

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Donna distributed a hard-copy report comparing last year's numbers and this year's numbers. The club has approximately \$3000 available to spend.

INSURANCE UPDATE

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- Susan talked to the insurance company recommended by Narmin
- The insurance company advised that the club needs to be a legal entity (ie. an incorporated not-for-profit society) to get insurance
- The ball-park insurance guesstimate provided was approximately \$500/year
- If the club wants to pursue insurance, we should make a careful, informed decision about becoming incorporated. Review COC's experiences with the process.

NEW YEAR'S PARTY UPDATE

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The New Year's Party committee, Narmin, Donna and Ian, were all in attendance. At this time there are 33 people registered and 13 people paid. The vegetarian option offered by Brewster's is still not known. Donna will follow up.

Planned Program:

- Check-In Table: Narmin and Donna will run the check-in table, including name tags for the "Who Am I" ice breaker and numbers for re-gift exchange.

- Re-Gift Exchange: Participants will be given a number when they check in at the event. Ian and Susan will facilitate the exchange.
- Door Prizes: We likely won't have door prizes as we haven't got any merchandise, plus people will be getting stuff with the re-gift exchange. Susan will ask Mae if we do have any merchandise which could be used just in case.
- Ice Breaker Activities:
 - o "Who Am I" game (sticker on back). Susan will bring name tags.
 - o Penny game. Susan will bring pennies.
- Photo Display: We do not have photos from 2011 ready for display. Larry will bring the existing display of 2010 photos and remind everyone to get their 2011 photos in for this year's contest.

Reminder Newsletter: Susan to send out a "Newsletter" from the web site reminding people about the event, and letting people know they can contribute \$20 to the club for the year if they wish.

Summary of To Dos:

- Send "newsletter" regarding party and yearly donations: Susan
- Find out about vegetarian option at Brewsters: Donna
- Find out about swag for door prizes: Susan
- Bring name tags, pennies: Susan
- Bring photo displays: Larry

ACCIDENT PROTOCOL

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At the May meeting, Joanne had a sample accident report, but we do not have an electronic version of it (other than scanned PDF). We are not able to make modifications to it at this time, but we will use it as-is for now.

Accident Report Process – to be updated in Coordinator Manual on web site (Rhonda):

- If an accident occurs, provide first aid and care as required
- Notify the club exec ASAP
- Susan can provide the accident report form
- Coordinator fill out the form and submit at next volunteer meeting

CLUB MISSION, VISION, VALUES

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We had an in-depth discussion, facilitated by Carol, to review and update the EOC's mission, vision and values which have never been

reviewed or updated by EOC (most of the content came from the Atlanta and Calgary Outdoor Clubs).

The team members in attendance at the meeting, brainstormed things that we value about the EOC and from those things, we devised new mission, vision and value statements. The results are being compiled and will be sent out to the whole EOC volunteer team soon for final review/approval. The new statements will be presented to members at this year's AGM.