

## Edmonton Outdoor Club Meeting Minutes

Monday, March 21, 2011 6:30 pm  
Suite 221, Bonnie Doon Mall

In attendance: Donna McKenzie, Saeed Fouladifard, Christine Tupper, Keith Barnes, Ian Murdoch, Larry Leitch, Susan Dack , Mae Beck (Recorder)

### 1. Treasurer's Report:

Donna reported the following expenses paid since the last meeting. Website  
\$315.00

Welcome to 2011 Party	\$285.00
EOC Coordinator Hats	\$330.00
Dotster	\$ 47.54
Training (Non-profit board)	\$ 70.00
Total Spent:	\$1047.54

This leaves the EOC with only \$1095.71 available to spend. Last month the amount reported as available to spend was \$2207.86.

### 2. Donations

The club's funds have significantly decreased over a short period of time and although this may be a seasonal situation, the club runs on voluntary donations which have also significantly dropped. The group reviewed a posted TOC (Toronto Outdoor Club) social event which allowed an opportunity for members to donate their 20 "smackers" all at once instead of the customary toonie donation. Discussion and questions: Should the EOC adopt a mandatory participant fee? Most other outdoor/fitness clubs in Edmonton charge a membership fee of a minimum of 20 dollars. It was decided that we could look at hosting such an event in the future if the club does not see an increase in voluntary donations. Attendance has dropped down due to the harsh seasonal climate. Event Coordinators were asked to request donations during the introduction portion of events, indicating that members could opt to contribute a toonie each time or pay 20 "smackers" all at once to get it over with for the year. More events posted and more attendees will hopefully generate more toonies, however coordinators do need to make the request of members attending events. This will be looked at again if the funds continue to decrease.

It was stated that Jeff could write a newsletter article to the volunteers all about the toonie and twenty dollar donations.

Donna has requested that the Event Coordinators forward the donations to her electronically via paypal and pc banking instead of bringing bags of toonies to the meetings.

### **3. Club Expenses**

It was decided that the club expenses should be discussed, consensus reached and approval to occur at the meetings. If this is not possible to be carried out at the meeting, (i.e. timing) then consensus and approval should be sought through email. It is hoped that all requests for spending be transparent and dealt with at the meetings rather than between meetings.

### **4. Promotional Items**

Due to the club's present financial status, it was requested that this item be tabled to a more financially appropriate time.

### **5. Business Cards**

Donna stated that she gave Rhonda 300 cards, so we will wait until we need more before ordering them, given the present financial status.

### **6. AGM – Annual General Meeting – Wine and Cheese Event**

Thursday April 28, 2011 at the Billiard Club 7:00 pm – 9:30 pm

There will be an AGM planning meeting on Wednesday April 13<sup>th</sup>, 2011 for all volunteers to discuss particulars, budget and prepare for the AGM. Location is at Mae's office # 401, 10408 124 Street, Parkington Plaza (kitty corner from Western Cycle) at 5:00 pm for approximately 1.5 hours.

### **7. Waivers and Storing Club Property**

Event Coordinators are asked to please bring all (guests' and childrens') waivers to the meetings on a regular basis. Please bring all club property to the next meeting so that it is all stored in one central location. This will all be kept in the storage bin in Mae's garage.

### **8. Health Expo Booth**

Keith will email Beth for the particulars about attending this info fair on Wednesday May 4<sup>th</sup>, 2011 so he can determine whether or not he may be able to attend the booth.

### **9. GMCC Trip Leadership Workshop Information**

No feedback was provided at this time.

### **10. No-show policy recommendations**

Only one member of the committee was in attendance and it was decided that the item will be tabled until the May 2011 meeting.

### **11. Two Cut-off Dates Proposal**

Only one member of the committee was in attendance and it was decided that the item will be tabled until the May 2011 meeting.

### **12. Additional Review of the Policy Procedures manual**

There was a call for volunteers to amend the policy/procedures manual. Please contact Susan if you are interested or give it more thought and add your name to the committee at the May meeting.

### **13. Accident Reports**

Susan and Joanne have collaborated on a draft Accident Report Form. They will bring the document to the May meeting for review.

### **14. Concerns regarding an EOC member**

Ian has been receiving unwanted emails from a member. He will request her to cease sending them. If it continues further action will be taken. (i.e. blocking the emails)

### **15. Becoming a Registered Non-profit Society**

Susan opened up this topic for discussion. At this time the group has not decided that this is the route to be taken by the EOC. Susan will bring further information to subsequent meetings to inform volunteers of the pros and cons of becoming a Registered Society. Guest speakers may be available to give a 30 minute presentation on this topic. The EOC will watch the COC (Calgary Outdoor Club) to see what transpires with their process of becoming a Registered Non-profit Society.

### **16. Society Directors/Volunteer's Insurance**

Lots of discussion was generated about this topic, however with the COC (Calgary Outdoor Club) currently in the midst of this process, it was felt that the EOC could adopt a "wait, watch and see" attitude with regards to this. It was decided that the EOC is not ready for this at this time, however this could be re-visited in the future once Calgary has an outcome reached. Insurance can be obtained without becoming a Registered Non-profit Society and this is an option that the EOC may wish to explore, however it will be pricey.

### **17. Volunteer Training**

This item is tabled to the May meeting.

### **18. Volunteer Coordinator Report**

Larry Carroll, Colleen Rea and potentially David Zemrau are all working on becoming event coordinators.

### **19. President's Report**

Susan reported that she and Rhonda attended an inservice/workshop on Building Better Boards and stated that it was both informative and helpful. The cost of this training will be subsidized by the EOC in accordance with the EOC Event Coordination Subsidization Guidelines.

### **20. Vice President's Report**

Saeed suggested that an alternative candidate be secured for his Vice President position as he is 99% sure that he is moving to Calgary soon. It was suggested that the next

person should not already be too involved with other EOC duties and he/she should be able to carry out their responsibilities through to the completion of their term .

**21. Website Updates --- minutes, photos, changes**

Changes have been made to Fotki where higher resolution photos are now being accepted and quantities have increased to 40 pictures. Meeting minutes will now be placed directly onto the website and can be located by going to the “files for coordinators” sections. Mae will continue to email the minutes to the volunteers and also forward them to Karl to be posted. Karl continues to make changes to enhance the website for all users.

**22. Possible Newsletter Editor Position**

This item has been tabled until Susan has a telephone conversation with Jeff regarding his Communications Coordinator position.

**23. Positions – Titles/Responsibilities/Roles/Job Descriptions**

Tabled until the May meeting where a meeting will be scheduled to extensively discuss this item.

**24. Beefs and Bouquets**

It was suggested that we start posting all of our events online as soon as possible to let members know that there are many great events up and coming to look forward to.

**25. Additional Items - Photo Contest Budget**

Larry requested an amount to run the photo contest at the AGM. The group approved Larry’s request of \$50.00

**26. Next TWO Meetings**

The AGM planning meeting is Wednesday April 13<sup>th</sup>, 2011 #401, 10408 124 Street at 5 pm (Mae’s office 720-5577) for all volunteers.

Please attend the next volunteer meeting on Wednesday May 18, 2011 at Suite 221 Bonnie Doon Mall at 6:30 pm (Susan’s office)

**REMINDERS:**

**Please bring waivers to next meeting.**

**Please electronically send all donations to Donna.**

**Please bring all club property to next meeting.**

**Please sign up for next meetings on the EOC event calendar, if unable to attend please email both MAE and SUSAN.**

**Please forward all agenda items to MAE and SUSAN with AGENDA ITEM in the subject line.**

Minutes Recorded by: Mae Beck

