

EOC Meeting Minutes – May 9th, 2013

Venue: Emily Murphy Park

Attendees: Rhonda, Sandie, Donna, Ian, Karl, Mark, Larry L, Larry C, Brent, Keith

1) Agenda Check: Anything to add? No

2) Officers Reports

President – Rhonda

- Rhonda has been updating the website content with Andrew.
- Larry L is going to update the backpack checklist.
- Payment via PayPal – Larry C is going to forward to Rhonda some info from the COC.
- Plan B – working on finalizing the contingency plan.

Vice President – Rhonda for Andrew

- The Wilderness event payment is due by May 14th.

Safety and Equipment Officer – Rhonda for Andrew

- No need to carry I.D. on events as the coordinators have access to the members' contact info.

Newsletter Coordinator – Sandie

- Deadline for articles is June 15th and she will have the newsletter out on June 21st.
- Rhonda will mention about the Photo Contest in her President's blurb.

Treasurer – Donna

PayPal =	\$1,874.72
Bank Account =	<u>\$1,775.61</u>
Total =	<u>\$3,650.33</u>
Bottom Line =	\$3,664.90 as of May 9/13

Volunteer Coordinator – Ian M

- The following members are interested in becoming coordinators: Ben Cline (very keen), Kris Kendal, Christine Murphy, Joe B, and Audrey.
- Ian M is reviewing and will be updating all the volunteers' profiles.
- Ian J wants to stay on as an EC and co-coordinate some backpacking events with Joanne M.
- Ian M needs to still contact Ryan and Saeed to find out if they want to remain as ECs and if so, if they are going to coordinate events soon.
- Ian M is going create a Volunteers Newsletter and will mention about the picnic site info.
- Ian M has asked Jeff to forward feedback e-mails to him.

Photo Historian and/or Assistant - Mark and/or Larry L

- Mark has changed the Fotki password to 2ElkIslandPark6
- Sizes of pics need to be larger on Fotki.
- Maybe put photos on Facebook and make photos public or look into Picasso or ??
- Donna paid \$50 last fall for 3 years so still have 2.5 years left with Fotki.
- The Photo Historians will investigate other options during our remaining Fotki subscription and consider making a change.

Sponsorship Officer - Larry C

- Larry C received \$460 worth of prizes from McBain Camera – would like to have a monthly photo contest.
- Rhonda and Brent will run the contest until September starting from April and send e-mail reminders to all the members.
- Mark and Larry L will remain posting the pics on Fotki.
- Rhonda will post a banner on our website for McBain and also mention that they are a sponsor of the photo contest.
- Larry has created a Thank You letter to McBain and will be posted at their store on their bulletin board.
- Track 'n' Trail - \$200 – another Thank You letter will be sent.
- Vistek – head office in Toronto – Donna will create an invoice to them for the \$100 they gave for the banner.

3) Action Item Review from March 26th – Rhonda/Sandie

- Feedback e-mails to Volunteer Coordinator – Jeff – Ian has asked him to forward the e-mails
- Send contacts for Wilderness First Aid to Andrew - Larry L – Andrew has created a wilderness event
- Send Coordinator Payment/Refund Policy to Karl for manual and Ian – Donna gave to Karl
- Forward accident report info from EOC past to Andrew – Susan - completed
- Forward accident report info from COC to Andrew – Rhonda - completed
- Picnic site info in volunteer newsletter – Ian – will be completed shortly
- Ask Karl to add picnic site info to manual – Rhonda - completed
- Follow-up with Karl to have newsletter frequency updated on the Partners/Sponsors page - Larry C - completed
- Follow-up with Karl regarding web site usage stats - Larry C - completed

4) New Business

Anniversary Party Feedback – What worked and didn't work well – Rhonda

- Party was awesome.
- Some volunteers said that there needs to be more interactive games – people Bingo would be good.
- Need a microphone and speaker or sound system for the next one.
- Should have a slide show like we did several years ago.
- Billiard Club could maybe keep the music lower or disconnect the speaker in the private room.

Goodbye Summer, Hello Fall BBQ and Potluck – Sandie

- Sept 7th or 14th? Rhonda can't make it on the 7th. – Decided to change to the 14th
- To change to the 14th, it's a \$10 change fee – proceed? – Sandie will contact the city to change the date and pay the extra \$10.
- Ian and Larry C are co-coordinators
- Setup: Sandie, Rhonda, and Brent
- Registration (including \$\$): Sandie and Ian
- Cooking: Larry C and Mark
- Clean-up: Whoever is remaining
- Sandie has the plates, cups, napkins, cutlery already.
- Sandie will ask Louise V if she can lend her BBQs to us for the event.

Brian Ayers - What led him to being removed as an EOC member. – Rhonda

- Brian has been pressuring volunteers to allow him to attend cycle events without a helmet and complaining about the strictness of our rules. As we know Brian to sue people and companies, this is of great concern to us with regards to liability.

Coordinator Training Reimbursement Process/Policy – Rhonda

- Confirmed with Donna that allocating \$1,000 this year is okay but she will make the decision on a yearly basis.

Waivers - Hard-copy waivers for guest and children. – Rhonda

- Hard copies are not being submitted – very risky to the club, especially with regards to children attending.
- Created a sub-committee to discuss solutions and make recommendations to the club – Rhonda, Andrew, Sandie, Keith – Rhonda to ask Narmin if she would like to be apart of the discussions since she brings children on some events.

Facebook Posts for new events – Rhonda

- Sometimes the postings work and other times they don't – Karl said it's a FB glitch.

Web Site Updates – Rhonda

- Mission, vision, values - move to "About Us" page (replace stinky old content) - Yes
- Event Types - add/remove/update – Tabled to the next meeting
- Delete GPS page? - Yes
- Job descriptions – Rhonda is e-mailing the Officers and Administrators
- Member notations – any obsolete to delete? Done
- Stats Page – remove Jennifer count? Yes

Volunteer Profiles – Rhonda

- FYI: Ian/VC will update all volunteer bios on web site.
- Ian will be reviewing all volunteer profiles and photos to make sure they're up-to-date.

"Plan B" (EOC Contingency) – Rhonda

- Rhonda has started working on a plan for mitigating our risks with regards to the things that can go wrong for the club (mostly, but not exclusively, the web site). Karl has tossed in some ideas as well.
- Rhonda recruited Sandie, Andrew, Larry L, and Keith to join herself and Karl in finishing off a draft of the plan.

Emergency Contact List – Sandie

- As part of the "Plan B", Sandie created a list with all volunteers' contact info – name, phone #s, e-mail addresses. She will get Karl to post on the website under Files for Coordinators for those who didn't attend the meeting to print off a copy.

Revisit Cancellation Policy? With regards to member withdrawals. – Rhonda

- Rhonda has created a sub-committee.
- She will create a form letter wording it nicely then e-mail the offenders when the Event Coordinators indicate to her to do so.

Event pre-registration for friends, family, and guests. – Rhonda

- The Calgary Outdoor Club has an FAQ on their website about this – they say 30% can be accounted for and the rest opened up to members. This should be adopted for our club.

Minimum attendees for events to remain posted – Rhonda

- Should 1 person events or events with only you and your significant other still remain on the EOC website or cancel them off.
- If the latter, the true number of events/coordinator will be reflected.
- Rhonda has created a sub-committee with Larry C, Karl, Keith, Larry L, and Brent

Social Events – Larry C

- Social events which don't have any relation to the Clubs' Mission, Values or Vision Statements, should they be posted as Official club events? Social events should have a fitness / sport related component.
- Option could be to post a movie, theatre, dinners, or music events as a Calendar Posting instead?
- A sub-committee has been formed with Rhonda, Larry C, Sandie, Ian, and Mark to discuss further.

Business cards - Anyone need anymore? - Donna

Schedule - 2013/2014 Schedule - Rhonda

- 4 team meeting per year rather than 6.
- Sub-committee meetings will be scheduled as needed.

5) Date and location for Next Meeting: September 10th

ACTION ITEM SUMMARY:

Rhonda – Continue to review and update the website content.

Larry L – Update the backpack checklist.

Larry C – Payment via PayPal.

Sandie – Create summer newsletter.

Ian M – Review and update all the profiles.

Ian M - Contact Ryan and Saeed re: remaining as ECs?

Ian M - Create a Volunteers Newsletter.

Ian M - Ask Jeff to forward feedback e-mails.

Mark and Larry L – Look into other photo websites.

Rhonda – Work with sub-committee re: Guest Waivers (especially children).

Rhonda – Work with sub-committee re: Our Contingency Plan (ie. "Plan B").

Rhonda – Work with sub-committee re: Minimum Attendees for Events to Remain Posted.

Rhonda – Work with sub-committee re: Social Events.