

## EOC Meeting Agenda – May 9<sup>th</sup>, 2013

1) **Agenda Check:** Anything to add?

### 2) **Officers Reports**

President & / or V.P.	Rhonda & / or Andrew
Secretary & Newsletter (June 15 <sup>th</sup> )	Sandie
Treasurer & / or Assistant	Donna & / or Michel
Safety and Equipment Officer	Andrew
Volunteer Coordinator	Ian
Communications Manager	Jeff
Webmaster	Karl
Photo Historian & / or Assistant	Mark & / or Larry L
Sponsorship Officer (McBain logo)	Larry C
Past President	Susan

### 3) **Action Item Review from March 26<sup>th</sup> – Rhonda / Sandie**

<u>WHAT?</u>	<u>WHO?</u>
Commence forwarding feedback e-mails to Volunteer Coordinator	Jeff
Send contacts for Wilderness First Aid to Andrew	Larry L
Send Coordinator Payment/Refund Policy to Karl for coordinator manual & Ian for volunteer newsletter	Donna
Forward accident report information from EOC past to Andrew	Susan
Forward accident report information from COC to Andrew	Rhonda
Include picnic site information in volunteer newsletter	Ian
Ask Karl to add picnic site information to coordinator manual	Rhonda
Follow up with Karl to have the newsletter frequency updated on the Partners/Sponsors page	Larry C
Follow up with Karl regarding web site usage stats	Larry C

### 4) **New Business**

<u>TOPIC</u>	<u>COMMENTS</u>	<u>WHO?</u>
<b>Anniversary Party – Feedback</b>	Feedback – what worked & didn't work well	Susan &/or Rhonda
<b>Goodbye Summer, Hello Fall BBQ and Potluck</b>	Sept 7 <sup>th</sup> or 14 <sup>th</sup> ? Rhonda can't make it on the 7 <sup>th</sup> . To change to the 14 <sup>th</sup> , it's a \$10 change fee - proceed? Ian & Larry C are co-coordinators Setup: Sandie & ?? Registration (including \$\$): Sandie & Ian Cooking: Larry C & ?? Clean-up: ?? Sandie has the plates, cups, napkins, cutlery already.	Sandie
<b>Brian Ayers</b>	What led to him being removed as an EOC member	Rhonda

<b>Training Reimbursement</b>	Coordinator Training Reimbursement Process/Policy - Confirm w/ Donna that allocating \$1,000 this year is ok.	Rhonda
<b>Waivers</b>	Hard-copy waivers for guests & children. Create a sub-committee to discuss solutions & make recommendations to the club.	Rhonda
<b>FB Posts</b>	Facebook Posts for new events.	Rhonda &/or Michel
<b>Web Site Updates</b>	- Mission, vision, values - move to "About Us" page (replace stinky old content) - Event Types - add/remove/update - Delete GPS page? - Job descriptions - Member notations – any obsolete to delete? - Stats Page – remove Jennifer count?	Rhonda
<b>Volunteer Profiles</b>	- FYI: Ian/VC will update all volunteer bios on web site - Ian is reviewing all volunteer profiles & photos to make sure they're up-to-date	Ian
<b>“Plan B” (EOC Contingency)</b>	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 to join herself & Karl in finishing off a draft of the plan.	Rhonda
<b>Emergency Contact List</b>	As part of the “Plan B”, Sandie created a list with all volunteers’ contact info – name, phone #s, e-mail addresses	Sandie
<b>Revisit Cancellation Policy?</b>	With regards to member withdrawals.	Rhonda
<b>Pre-Registration</b>	Event pre-registration for friends, family, & guests.	Rhonda
<b>Minimum attendees for events to remain posted</b>	Should 1 person events or events with only you & 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
<b>Social Events</b>	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, or music events as a Calendar Posting instead?	Larry C
<b>Business cards</b>	Anyone need anymore?	Donna
<b>Schedule</b>	2013/2014 Schedule	Rhonda
<b>OTHER AGENDA ITEMS TO BE ADDED??</b>		

5) Date and location for Next Meeting: \_\_\_\_\_