

Agenda

Edmonton Outdoor Club Volunteer Meeting
Thursday May 13, 2010 6:30 p.m.
Mae's Place

1. Welcome and Introductions
2. Event cancellations – procedures? weather conditions? no-shows?
Request for clarity and specificity (Susan, Peter, Mae)
3. No-show appeal process and reversing no-shows (Mae, Susan)
4. Safety Officer Position and how the role relates to liability issues (Peter)
5. Reporting and Recording Injuries/Incidents - Accident/Incident Report
Forms (Peter, Susan)
6. Scrambles – (Jeff)
7. Communications Officer Position – replacement required (Sandie)
Responsibilities include: *Quarterly Newsletters and content editor
* responding to info@edmontonoutdoorclub.com queries
8. Registration and Introductions when the event begins: *Welcome new
members/first timers, discuss route, sticking together, informing of need
to slow down, stop or leave event, event rating, (also in the email), give
option to leave without a no-show (Mae)
9. Tips for Coordinators – general questions from coordinators, registration
cut-off times, posting event start times, carpooling, # of sign-ups on a
hike (Sandie)
10. Treasurer's Report, Event Donations – (Donna [unable to attend], Mae)
11. Additional Items: Beefs and Bouquets (All)
12. Time, date and location to be set for the Next Meeting