

Edmonton Outdoor Club – Volunteer Meeting Minutes

Thursday May 14, 2009

6:30 p.m. Bryan's Place, #303, 11450 40 Ave

In attendance: Bryan Whited (host), Ryan McKenzie, Jason Lau, Larry Leitch, Donna McKenzie, Mark Gibbons, Shirley McCuaig, Rhonda Scheurer, Mae Beck (Recorder)

Items:

1. New Organizational Structure – Feedback

Everyone present was in consensus that the new structure is running well. It was suggested that when issues are being communicated, that a time limit is specified for replies and a majority of votes will be the deciding factor on the issues.

2. New Waiver System - Feedback

Everyone was in agreement that the new waivers are an awesome improvement and it makes it easier for the coordinators.

3. New Waiver System – Additional Changes

Members signing up with false names will be accepted as is, however it is best if they use their real names. **Ryan** will ensure that a statement about false names will be incorporated into the online waiver agreement.

4. Safety Director Position

Bryan is officially resigning his position of Safety & Equipment Officer - Director. **Shirley/Mark** will contact Catherine Lebel to offer her first right of refusal for the position. Rhonda Scheurer is happily willing to let her name stand for the position if Catherine is no longer interested or is unable to participate.

This would bring the number of director's positions down to 3. It was then unanimously agreed that the club should still try to operate with 4 directors and it was decided that Ryan McKenzie (Webmaster) would assume the 4th director position.

Update May 15, 2009 Shirley spoke with Catherine to offer her the Safety & Equipment Officer position, however, she respectfully declined.

5. Coordinator Training – Subsidization

Question arose again Will the club financially reimburse coordinators for any of their relevant training courses?

Discussion was as follows:

Contingent upon available club funds

Based on a Case by Case basis

Dependent upon the coordinator's longevity, they have an established reputation and they are an EOC member in good standing

Relevance of the training is in relation to benefitting the club members

Reimbursement schedule set at 80% if course cost is under \$100.00 and 50% if course cost is over \$100.00

Maximum reimbursement is \$150.00

Reimbursement is contingent upon completion of committed specified number of related events and can be prorated in relation to number of events completed

Applications will be submitted to the directors for approval

Mae to obtain the COC procedures and attach within the minutes.

They are as follows:

Training Program

When the COC has surplus funds (from donations and/or sponsorship), some of that surplus may be applied to reimbursing volunteers for relevant training (ie. first aid, outdoor leadership, bear safety, orienteering, etc). Any current member of the volunteer team may apply for training reimbursement - applications are reviewed by a committee headed up by Veronique/Sylvia/Karen, our Training Coordinator.

Policy for Re-Imbursement of Training Expenses

- Training must be relevant to leading events for the Calgary Outdoor Club.
- The Club will reimburse a maximum of 80% of total training expenses.
- Re-imbusement is pro-rated based on the number of events agreed upon and completed for the Calgary Outdoor Club. The typical amount is for every \$10 that the Club will contribute, the participant must complete one relevant event. This amount is dependent on the type of training taken, however, and may change without notice.
- All required materials and equipment not included in the course fee are the responsibility of the student and will not be reimbursed by the Calgary Outdoor Club. Textbooks and other materials may be considered for reimbursement on a case-by-case basis. The Club will not reimburse the

student for other associated fees, including but not limited to, transportation, costs associated for missing work, etc.

- Applicant must submit their request for approval prior to enrolling in any class. Applications for reimbursement may not be submitted for training already taken.
- Applicants must sign a waiver stating that they are not applying to be reimbursed for the training by their employer or any other organization.
- Preference will be given to those who have led 10+ events with the club, or who have attended 20+ events as a member. Volunteers who have attended or organized fewer events will have their training requests considered, this will only be used in decision-making if it comes down to more applicants than we have funding for training.
- All applications are considered on a case-by-case basis, depending on the number of other applicants submitting training approval, the amount of money reserved for training, and the type of training requested.
- Where grading is involved, students must submit proof of a passing grade before reimbursement takes place.
- Applicants may provide the name and location of a specific course they wish to take, however the Training Committee reserves the right to suggest an alternate school or instructor to ensure better rates (group discounts, etc) or higher quality training.

Information required from applicant:

Name:

Address:

Phone #:

Type of training:

Proposed number of Events to be Completed:

Nature of Events to be Completed:

Information to be filled in by Training Coordinator/Committee:

Name of course:

Location:

Date(s):

Cost:

Number of events attended/led:

Procedure:

1. Applicant fills out required information and emails it to the Training Coordinator.
2. Training Coordinator reviews application, fills in details, and submits to Training Committee for discussion.
3. Upon consensus from the Committee, training is either approved or denied.
4. Approved training requests are sent back to the requesting member.
5. Member enrolls in course, submits a copy of the invoice indicating total cost to the Training Coordinator.
6. Upon passing the course, member must provide proof of a passing grade (transcript, printout, certificate, etc.)
7. Member must then coordinate the promised number of events of the prescribed nature. Each event is noted in the member's training file.
8. At any time, the member may apply for reimbursement, however, if they have not completed the number of events agreed upon, the amount reimbursed will be prorated accordingly. Once a member has applied for reimbursement, the file will be closed and no future events will be considered for further reimbursement.

If you have any questions about this program, or if you wish to participate in the review committee, please contact Veronique/Sylvia/Karen at training@calgaryoutdoorclub.com.

The **EOC Directors** will review the above COC information and application process and will design some procedures specific to EOC's needs. This will then be given to **Ryan** so it can be posted on the website for interested coordinators.

6 & 7. "No –show" policy (Revisitation) and changing "no-show" to "late withdrawal"

It was determined that changing the "no-show" policy on the website would not be an easy task. "Late withdrawal" vs "no-show" was just semantics. That idea was dropped.

Jason will post information on the website for coordinators. He will establish a framework of guidelines in relation to cut-off dates to try and reduce the number of "no-shows" experienced by the members.

8. Donating Remaining T-shirts to "Relay for Life"

The 8 remaining t-shirts will be donated to members participating in the "Relay for Life". All agreed that **Mark** could spend \$150.00 to pre-purchase stock for giveaways for the Christmas Party and the Anniversary Party. **Mark** will place a store order for the members by July 15th. **Ryan** will put a link to the store on the website. **Jennifer** will add the store order to the next news letter and also provide coverage of the highlights of the 3rd Anniversary Party including awards.

Additional Agenda Items:

The EOC will accept the official resignation of John Goodine (Coordinator). This was John's 3rd time resigning as a coordinator. **Jason** will send out an email of acceptance and thank him for his participation and involvement with the club. **Jason** will remove John's access to the website. John's name on his outstanding events will be replaced with **Jason's** name for the interim until other arrangements can be made.

Meeting Adjourned! 8:30 p.m.