

EOC Volunteer Team Meeting Minutes

When: September 10th, 2013 at 6:45pm (adjourned at 8:45pm)

Venue: Jeld-Wen Boardroom at 17412 - 111th Avenue

Attendees: Rhonda, Sandie, Donna, Ian, Andrew, Larry, Brent, Mark, Keith

1) **Agenda Check: Anything to add? - See below under New Business**

2) **Officers Reports**

a) President – Rhonda – slow summer – see New Business for more info.

b) Vice President – Andrew – slow summer

c) Safety and Equipment Officer – Andrew – slow again

d) Newsletter Coordinator – Sandie

i) deadline for article submission is Sept 17th and will send out the fall newsletter on the 21st

ii) Rhonda suggested that she could interview each volunteer and put a short blurb about them in each newsletter – she'll interview Brent first and ask some general questions

e) Treasurer – Donna

i) about \$3,800 not including the recent donations

ii) Michel was trained by Donna July 31st – no sure if he has the appropriate access yet –

iii) **ACTION:** Donna to follow up with Michel

f) Volunteer Coordinator - Ian M

i) Potential ECs: Audrey = no; Kris K, Janine P, Neil W = they have not followed up; John B = not available but maybe in 2014; Christine M = not sure; Ben C = he's not followed up and not followed proper protocol; Corey G = he's spoken to Larry L & is very interested

ii) Larry C and George F = no longer ECs as they've moved

g) Photo Historian and/or Assistant - Mark and/or Larry

i) not seen any emails – no pics for July and only some for August

ii) Mark is taking over the Photo Contest from Rhonda and Brent

iii) it was mentioned maybe uploading photos directly to Fotki or look at Facebook

iv) **ACTION:** Mark and Larry to research Pros and Cons for each options

h) Sponsorship Officer - was Larry C

i) not too concerned about finding a replacement yet

ii) McBain is a sponsor until April 2014

iii) Larry C only got the Track 'n Trail banner ad

i) Webmaster - was Karl but filling in is Rhonda

- i) need to recruit ASAP – Keith showed some interest
- ii) duties: HTML updates on pages/website – changing email addresses – team change updates
- iii) Update: as of Sept 11th, Keith has accepted the voluntary position

3) **Action Item Review** from May 9th - Rhonda/Sandie

- a) Rhonda - Continue to review and update the website content.
 - i) **ACTION**: Rhonda will work on it
- b) Larry - Update the backpack checklist. - Rhonda uploaded = DONE
- c) Larry C - Payment via PayPal
 - i) Stephanie Bilenko's name shows up on PayPal email
 - ii) **ACTION**: Donna to change the 'tag line' to reflect her name
- d) Sandie - Create summer newsletter. = DONE
- e) Ian - Review and update all the profiles.
 - i) **ACTION**: to be carried over
- f) Ian - Contact Ryan and Saeed re: remaining as ECs?
 - i) emailed Ryan and Saeed
 - ii) there could be up to 10 ECs to be asked what their future plans for coordinating events are, and based on their response we will review the situation
 - iii) **ACTION**: Ian to do volunteer review – stay on as an EC?
- g) Ian - Create a Volunteers Newsletter.
 - i) **ACTION**: to be carried over
- h) Ian - Ask Jeff to forward feedback e-mails
 - i) Ian forwarded email to Jeff but not heard back
 - ii) **ACTION**: Ian to follow up with Jeff
- i) Mark and Larry - Look into other photo websites.
 - i) **ACTION**: to be carried over
- j) Rhonda - Work with sub-committee re: Guest Waivers (especially children).
 - i) Rhonda removed guests completely from the web – no children as well – no complaints = DONE
- k) Rhonda - Work with sub-committee re: Our Contingency Plan (ie. "Plan B").

- i) mostly done – concern is script for Karl (now Keith) – send daily emails to webmaster with all attendees listed for next 2 events in case of website failure again – if glitch does occur, ECs can email webmaster for list of attendees
- ii) **2 ACTIONS:**
 - (1) Ian to add to Volunteer Newsletter
 - (2) Rhonda and Sandie going to get together to work through the items that need to be completed for the plan.
- l) Rhonda - Work with sub-committee re: Minimum Attendees for Events to Remain Posted.
 - i) original issues – 2 people minimum versus 3 people minimum – policy is now 3 people – will revisit for the next meeting to see if ECs still agree with the number
 - ii) **ACTION:** Sandie to add to agenda
- m) Rhonda - Work with sub-committee re: Social Events – cancelled = DONE

4) New Business

- a) Sandie - BBQ & Potluck - Sept 14th
 - i) 4:30PM will be setup, Brent will pick up some firewood, Brent to bring a stove
- b) Rhonda's items:
 - i) Event Minimums – see action items above
 - ii) Guest Feature Removal – see action items above
 - iii) Promo Photos Removal – no complaints
 - iv) Getty Images sent a letter advising we used one of their copy written images and they asked us for \$800
 - (1) when Rhonda did some research about Getty Images, they do this lots by charging companies for use of their photos
 - (2) Rhonda wrote back using a template online and responded via email for 2nd notice of payment 2 weeks later and Rhonda/Donna have not heard anything since late May/early June – if they hear back, then we'll pay
 - v) "Francais" E-Mail – shutting down option for people to email the francais email address
 - vi) "Vehicle Maintenance" portion of carpool calc – upping the rate to 9 cents for maintenance instead of 8 cents and we all agreed
 - vii) Accident Reporting
 - (1) Rhonda asked Andrew to work on it
 - (2) **ACTION:** Rhonda to forward template to Andrew to help him create a form

- viii) "Welcome New Year" party committee
 - (1) committee formed: Narmin, Ian, Andrew, Keith
 - (2) January 10th at Spaghetti Factory

- ix) Brian Ayers
 - (1) Rhonda pulled his membership and he hasn't complained about Rhonda's email yet

- x) Webmaster Position
 - (1) Keith mentioned he would be interested (as of Sept 11th, Keith is our new webmaster)

- xi) Bear Scare Reimbursement
 - (1) reimburse the ECs for the course – Sandie, Ian, Keith, and Brent

xii) Contingency Plan – see action items above

c) Ian - Attendances on EOC events

- i) attendees dropping out lots which leads to event cancellations due to not meeting event minimum numbers
- ii) Meetup.com events are very popular and convenient website and App
- iii) mentioned about an App for the EOC but it's not easy to get someone to keep it up so not an option
- iv) EOC website is easy and user friendly
- v) need more events to be posted to keep the calendar full

d) ADDED: Ian - Volunteer Activity

- i) Ian will be following up with some ECs - see Action Items #6
- ii) if any issues with Ian's decisions re: ECs, he is to forward the emails on to Rhonda

e) ADDED: Andrew and Sandie – Member survey

- i) **ACTION**: Sandie to forward a draft of what she's started to Andrew for edits – to forward to the Executive once satisfied for more input

f) ADDED: Sandie – Promo write-up/flyers

- i) Write-up for MEC and Campers Village group events advertising the EOC and a flyer for the MEC bulletin board and other bulletin boards
- ii) **ACTION**: Sandie to work with Rhonda to edit current banners/flyers

5) Date and location for Next Meeting: WEDNESDAY, JANUARY 22, 2014 AT 6:45PM