

Edmonton Outdoor Club Meeting Minutes

Thursday November 25, 2010 6:30 pm

Donna's House (7708 – 181 Street)

In attendance: Narmin Hassam, Keith Barnes, Susan Dack, Dave Forbes, Peter McClure, Donna McKenzie, Saeed Fouladifard, Shirley McCuaig, Brent Stephens, Ian Murdoch, Ryan McKenzie, Sandie Sundgaard, Joanne Martineau, Christine Tupper, Mae Beck (recorder)

1. Welcome and introductions.
2. Sheri Schmidt Lake Louise Trip – Peter relayed a positive story about a member who became a “missing person” after an event. The Communication Officer and the Event Coordinator both did their jobs and within 2 hours she was located and all was well.
3. Member Notations – Peter requested the following: Use discretion when inputting this information onto the website. It is not for personal venting, it is to be used for health and safety related issues. Review the information after it has been input and remove if it no longer current and necessary. Don't be excessive. If particulars of the notation change ensure they are updated. Some coordinators may choose to “wait list” someone due to a behavioural notation and may explain so to the individual.
4. Age restrictions on events are at the discretion of each Event Coordinator.
5. Winter Safety Considerations – Peter requested that each Event Coordinator review the “Winter Safety Avalanche” email. Peter suggested that the following be identified on your event to cover yourself:

Terrain Classification: Level 1, Level 2, Level 3, per Parks Canada or the Avalanche Centre or the phrase, 'This event is exempt from avalanche planning because it is on an official snowshoe trail'.

Note that EOC Event Coordinators are volunteers and are not trained guides. All participants are responsible for assessing the current road conditions, current weather conditions, current trail conditions and current avalanche conditions for the trip."

Also Brent discussed use of safe vehicles for safe travel when carpooling. One can best try to assess the safety of the member's vehicle however ultimately a note of caution should be disclaimed on the event posting.

6. Files for Coordinators – Sandie prepared a handout of files for coordinators and a tip sheet for Event Coordinators to assist with setting up events. Please read the handouts and send your feedback to Sandie by the next meeting.

They are as follows:

FILES FOR COORDINATORS

http://www.edmontonoutdoorclub.com/events/Files_for_coordinators/

The items in **red font** below are new items to potential be added.

CURRENT LAYOUT UNDER “Processes – Files for Coordinators”:

[2007 Cycle Edm Map - back2.pdf](#)
[Carpool SOP.doc](#)
[Coordinator training.doc](#)
[Default.asp](#)
[EOC poster.pdf](#)
[EOC Web Functionality.pdf](#)
[EOC poster.docx](#)
[google maps in EOC.pdf](#)
[new coordinator information 20090316.pdf](#)
[Waitlist and Cut off Tips.doc](#)

PROPOSED LOOK:

CALCULATIONS:

Carpool Explanation & Calculations

http://www.edmontonoutdoorclub.com/events/Files_for_coordinators/Carpool_SOP.doc

Carpool Calculations Cheat Sheet

Overnight Event Calculations Cheat Sheet

MAPS:

City of Edmonton 2007 Cycle Map -

http://www.edmontonoutdoorclub.com/events/Files_for_coordinators/2007%20Cycle%20Edm%20Map%20-%20back2.pdf

To create a Google map -

http://www.edmontonoutdoorclub.com/events/Files_for_coordinators/google%20maps%20in%20EOC.pdf

MANUALS:

Event Coordinator Manual -

http://www.edmontonoutdoorclub.com/member/portal/officer_process_manual.asp

EOC Web Functionality Manual -

http://www.edmontonoutdoorclub.com/events/Files_for_coordinators/EOC%20Web%20Functionality.pdf

Web Site User Guide - <http://www.andwa.com/member/portal/manual/>

MISC. DOCUMENTS:

EOC Poster -

http://www.edmontonoutdoorclub.com/events/Files_for_coordinators/EOC%20poster.pdf**TIPS:**

One Pager Tips for Setting Up Events

Waitlist & Cut-Off Tips -

http://www.edmontonoutdoorclub.com/events/Files_for_coordinators/Waitlist_and_Cut_off_Tips.doc**VOLUNTEER COORDINATOR TRAINER & CO-COORDINATOR:**

Selecting New Event Coordinator -

http://www.edmontonoutdoorclub.com/member/portal/officer_process_addofficer.asp

New Coordinator Checklist -

<http://www.edmontonoutdoorclub.com/events/leaderchecklist.asp>

New Coordinator Info. -

http://www.edmontonoutdoorclub.com/events/Files_for_coordinators/new%20coordinator%20information%2020090316.pdf

EOC Event Draft Form for Trainees to Fill-In

Coordinator In-Training Event Feedback Form -

http://www.edmontonoutdoorclub.com/events/Files_for_coordinators/Coordinator_training.doc**CARPOOL CALCS****EXAMPLE - 10 people altogether, 3 drivers, 7 passengers**

<u>INFO.</u>	<u>QTYS.</u>	<u>CALCS</u>
Website carpool cost	\$ 100.00	A
# of cars	3	B
# of participants in the carpool	10	C
# of drivers	3	n
Cost per person	\$ 30.00	(A x B) / C
Amount collected	\$ 210.00	(A x B) - (n * cost per person)
Amount to reimburse each driver	\$ 70.00	Amount collected / n

<u>INFO.</u>	<u>QTYS.</u>	<u>CALCS</u>
Website carpool cost		A

# of cars		B
# of participants in the carpool		C
# of drivers		n
Cost per person	#DIV/0!	(A x B) / C
Amount collected	#DIV/0!	(A x B) - (n * cost per person)
Amount to reimburse each driver	#DIV/0!	Amount collected / n

No need to charge to the exact cent as most people are agreeable to the coordinator to round up to the nearest dollar.

OVERNIGHT STAY CALCULATIONS

# of attendees on event (excluding coordinators)	15
# of coordinators	1
# of attendees total (this should be # on your event description)	16
# of nights	5
Accommodation Costs	\$1,500.00
GST (if not included in line 7 - otherwise enter \$0.00)	\$75.00
4% Alberta Hotel Levy tax (if applicable, otherwise enter \$0.00) (a)	\$60.00
Total of accommodation costs	\$1,635.00
Transportation Expenses (b)	\$100.00
GST for Transportation Expenses (if not included in line 11)	\$5.00
Total of transportation costs	\$105.00
Bus Driver Costs to be Covered? (Fill in "Yes" if true) (c)	No
Bus Driver Expenses	\$0.00
Subtotal - Event Costs (Accommodation, Transportation, Bus Driver)	\$1,740.00
Event cost share per person	\$108.75
Event cost share per person per night	\$21.75
Coordinator charge for their share of accommodation (\$25 per night or 50% of event cost share whichever is lower) (d)	\$54.38
Total Coordinator's Discount	\$54.38
Coordinator Discount Charge Per Member (Coordinator Discount / # of non-coordinating members)	\$3.63
Cost of accommodation before banking fee (Total of accommodation + Coordinator charge per member)	\$112.38

EOC 5% banking surcharge	\$5.62
Non-Coordinating Members Need To Be Charged (e)	\$117.99
If Coordinators Pay To EOC, They Should Pay (f)	\$57.09
If Coordinator Pays Vendor, They Should Be Reimbursed	\$1,685.63

Comments:	
(a) Check with vendor whether this fee applies. Alberta Hotel Levy Fee is not applied if hotel/hostel has <4 bedrooms (e.g. wilderness hostels).	
(b) If a bus is used for transportation to/from the event (e.g. Mountain Madness tours), fill in expense costs here.	
(c) You may wish to have the bus drivers accommodation covered - this is typically the case for trips involving Mountain Madness Tours. If so, enter "Yes".	
(d) (Optional) Coordinators can ask for up to 50% of your event costs to be covered, to a maximum of \$25 per night. Your "Coordinators Fee" is covered by your participants. If you do so, mention "Coordinator's Fee" within event costs on your event description.	
(e) We recommend rounding up to the nearest \$0.50 value (e.g. if total =\$22.17, charge \$22.50)	
(f) Estimate includes coordinator's discounted fee + banking fees.	

ONE PAGER TIPS FOR SETTING UP EVENTS

Start Time: Time you want the attendees to meet-up before heading off

Carpool Departure Time: Time to meet-up for the carpool attendees before heading to the events

Registration Opens: Preferably give members 12-24 hours to receive the e-mail notification so everyone has a fair chance to register for the event

Registration Cut-Off: Be reasonable with this – suggestion: in town events not requiring payment/bookings could be the evening before or day-of the event, paid events should be about 5 days in advance to give the coordinators time to fill up the event in case of cancellations

Duration: Better to over-estimate the amount of time the event will take

Title: Try not to be too vague!

Event Coordinators: Select yourself & if more than 1 coordinator, 'CTRL' + left click

Type: See the drop-down box for the list. Suggestion: for in-town hikes use "Urban Hike" & for out-of-town hikes use "Hike"

Difficulty Rating: Review the difficulty ratings – also this is not based on the pace of the event, only the distance & elevation

Dogs: Yes or No – If yes, please in the body of event mention about looking after your dogs – cleaning up, checking if dogs are allowed on/off leash, etc.

Who's Invited: If you allow Guests & Children, please bring extra waivers in case they forget to bring them

Age Restriction: See drop-down box

Maximum Group Size: You can always increase this if req'd but don't feel pressured to if you feel you can't handle any more people in the group

Maximum Guest Size: Only applicable if you invite them – remember children are always classified as 'Guests'

Minimum Group Size: Usually 3 people is a suggestion – in case someone gets injured, then one can stay with them while the other goes for help

Maximum # of Guest per Member: Usually 2 would be sufficient

Itinerary: DETAILS! If a hike/snowshoe/skiing event, try to put the approximate distance, elevation (if in the city, just mention if there are hills along the way), type of trail (dirt, paved, gravel).

Required Items to Bring: If an outdoors event, I would suggest putting water, weather appropriate clothing

Recommended Items to Bring: If an outdoors event, I would suggest putting snacks

Location: Name & address of actual event meet-up location

Directions: Detailed directions to the meet-up location & if possible, a map

Total km round trip: Just insert the #

Carpool Location: Name & address

Carpool Directions: Detailed directions to the meet-up location

Carpool Question: If you want to ask your carpool drivers to specify passenger/equipment capacity, etc.

Member & Non-Member Costs: Just insert the #

Cost Includes: DETAILS! Cost of event (& advise if including GST or without), Admin fee (Paypal is either 5% or \$1.50 depending on which is higher), & any other req'd costs

Voluntary Donation: \$2 (unless it's already a paid event, then it's up to you if you want to charge attendees an add'l amount)

Cancellation/Partial Attendance Statement: Automatic blurb

Additional Notes: You could add more info here or at the bottom of the Itinerary

Save Event: (Draft Only, Post Directly to Calendar, Send Notification to Subscribing Members)

Edmonton Outdoor Club - Officer Area - Manage Content: EOC Events

Please fill in as much detail as possible.

Start Date/Time:

Carpool Departure Time: (if applicable)

Registration Opens:

* Select a future date only if/when you wish to post an event without allowing registration until a certain date

Registration Cut Off:

Duration:

Title:

Event Coordinator(s):

When creating a new event, you are automatically selected as the Event Coordinator. To add more Event Coordinators Ctrl-Click their names.

Type:

Adventure, Bike, Climb, Dance, Downhill Ski, Hike, Horse, Learn, Meeting, Overnight, Scramble, Skate, Snowshoe, Social, Sport, Urban Hike, Volunteer, Water, X-Country Ski

Easy

Easy to Moderate

Moderate

Moderate to Difficult

Difficulty Rating :

Difficult

Advanced

(see

<http://www.edmontonoutdoorclub.com/events/difficultyratings.asp>

for more info)

Dogs:

Are Permitted or Not ?

Who's Invited:

Members & Guests or Members Only

Age Restriction:

All Ages Welcome, 13 & Older, 18 & Older, 21 & Older

Maximum Group Size:

Maximum Guests Size:

Minimum Group Size:

Maximum # Guests per Member:

Itinerary:

Required Items to Bring:

Recommended Items to Bring:

Location:

Directions:

Travel:

This Event Will Have a Carpool – Yes or No ?

If carpooling, allow meet at event? – Yes or No ?

Total Km (round trip) NUMBERS ONLY:

km (will be multiplied by 0.20 to calculate approximate vehicle expense)

Carpool Location:

Carpool Directions:

Carpool Question:

If you want to ask your carpool drivers to specify passenger/equipment capacity, etc.

Cost: Participants Will Make Payment to EOC Prior to Event – Yes or No ?

Member Cost: \$

Non-Member Cost: \$

Cost Includes: (

Voluntary Donation: \$

Cancellation/Partial Attendance Statement: Automatic blurb when event has been set up.

Additional Notes:

7. MEC Night Survey Results – Sandie reported some very interesting feedback as follows:

SURVEY RESULTS FROM THE MEC INFO NIGHT

Are you a member of the EOC? **Yes – 45 No – 5**

How did you hear about us? **Friend – 12, Internet search/web – 21, University – 1, Existing member – 3, Commercial/connects on CTV – 1, MEC Night – 2, Word of mouth / grapevine – 4**

What kind of outdoor activities do you enjoy?

- 31** Urban Hikes
- 30** Nature Walks (Learning)
- 42** Mountain Hikes
- 43** Camping
- 40** Backpacking
- 25** Cycling/Mountain Bikes
- 32** Snowshoeing
- 28** X-Country Skiing
- 18** Skating
- 29** Canoeing / Kayaking
- 15** Dragon Boats

Other: meandering, rafting, learning, fishing, climbing, survival

What kinds of other events would you like to see posted? **photo-hikes, rock climbing (2), wall climbing, downhill skiing/snowboard, social, learn, ski touring, more dog friendly events (2), backpacks, social gathering, scrambles (2), snowshoeing, survival (2) / medical survival**

Any other comments/feedback about the club?

- Seems very friendly club – enjoyed my first hike with you guys.
- Great coordination & lots of events. Good job!
- Good club
- Just joined, 1st event
- Love the club & appreciate all of the volunteers hard work. J
- Amazing!
- Very fun!! J

- I love EOC. J
 - Awesome club!
 - Excellent way to meet people in a fun atmosphere
 - We're rockin'!
 - It is awesome!
- **Event Planners – some are disorganized – don't know what's going on with own event / don't keep group together**

Susan requested ideas for backpacking conditioning as she would like to coordinate some events including a learning component for the members. As so much of this has been done in the past, feedback may be given to Susan via emails.

8. Treasurer's Report – Donna informed that the bank balance is currently at \$1800.00 however an additional \$400.00 was collected this evening in donations. Donna reported that she is happy with the new arrangements of coordinators handling money for their own events.

9. Sandie presented some preliminary information about venues for the Welcome 2011 Party Event. It was agreed that the EOC would subsidize a sit down meal at the Old Spaghetti Factory on Friday January 14, 2011. The Event fee for the members will be \$15.00 and it was agreed that the club will pick up the additional costs for the meal. Narmin, Mae and Susan will form a committee to coordinate this event and meet in mid-December to organize the event.

10. Promotional Items – It was suggested that the club could look at purchasing and stocking some promotional items for newcomers as well as some items which could be used as rewards or giveaways to existing members in good standing. Everyone was asked to bring some ideas and sample of promotional items to the next meeting where we can discuss intents and purposes, costs and quantities.

11. Volunteer Roles and Responsibilities – Do you see that changes need to be made to any of the position descriptions? If so, please advise the Directors regarding any changes to the duties and responsibilities via email.

The Sponsorship Position is available.

Donna would like a person to become a “back-up” treasurer in the event of her absence.

Peter stated that club officers need to focus on their own responsibilities first and foremost and try not to cross over to the responsibilities of other officers of the club.

Also, Peter requested that if a volunteer has any issues or concerns with another volunteer, it is appropriate to bring those concerns forward to that individual first for resolution before going through improper channels.

12. Beefs and Bouquets for the good of the club.

General Comments and Discussion:

Thanks to Sandie for preparing tip sheets and researching the venues for the Welcome 2011 Party Event.

Thanks to all volunteers for your contributions to the betterment of the club.

Please always RSVP your attendance to the host and secretary for each meeting to plan for the munchies.

Question? Can we post these meetings as an event for volunteers only? We will discuss with Karl at the next meeting.

Event Photos – Suggestion to start using Facebook for EOC Event photos. Let's try it and see how it works but we will pay for one more year with Fotki to ensure we don't lose our photos, plus we will need to discuss this with our Photo Historian, Larry.

13. Next Meeting is scheduled for Thursday January 6, 2011 at 6:30 pm at Sandie's place. **HOWEVER THAT HAS SINCE CHANGED AND THE MEETING HAS BEEN RE-SCHEDULED FOR WEDNESDAY JANUARY 5, 2011 AT 6:30 PM AT SUITE 221 BONNIE DOON MALL, Susan's place of employment.**