

# EDMONTON OUTDOOR CLUB

## Meeting Minutes, May 16, 2012

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### Attendees

Susan Dack

Larry Leitch

Rhonda Scheurer

Donna McKenzie

Larry Carroll

Ian Murdoch

Ian Johnston

Christine Tupper

Mae Beck

Sandie Sundgaard

Dave Forbes

Keith Barnes

### Remote/Teleconference:

Narmin Hassam-Clark

Karl Waskiewicz

### Standing Items

#### Treasurer Report – Donna McKenzie

Club has \$1716.73 in the bank and \$1141.34 in PayPal for a total of \$2858.04.

“Bottom Line” report is broken. Rhonda to investigate.

Susan requested reimbursement of \$7.96 for popcorn for meeting. Request approved and reimbursement issued by Donna on the spot.

### Officers Reports

#### Susan Dack – Executive

Executive activity has been quiet with the exception of the member issue discussed below.

#### Rhonda Scheurer – Volunteer Coordinator

Happy to have Ian Murdoch on board as Assistant Volunteer Coordinator.

No members currently training to join the volunteer team. Geoff Falconar has withdrawn his application due to time constraints. We are hoping that Louise Versteeg and Andrew Hollands (plus others) may step up soon.

#### Larry Leitch – Photo Historian

Photo contest went well at the AGM. Came in under budget – costs approximately \$75.

We are receiving less photos from events than we have in the past.

Larry C suggested displaying the photos electronically at AGMs rather than using printed photos on story boards. The team discussed and decided that, for a variety of reasons, we prefer to keep the story boards and continue using printed photos for the photo contest.

Larry C offered to drum up prizes for photo contest winners for next AGM.

Ian J didn't realize we even had a photo contest. Suggested adding that information to our post-event e-mail template. Team agreed.

### **Karl Waskiewicz – Webmaster**

Have not done much with the web site and haven't had time during the past several months to work on the web site refresh. Hoping to be ready to ramp that up by September meeting.

Completed one bug fix regarding displaying a person's position on the Waiting List.

## **Old Business**

### **Mission/Vision/Values Statements**

The statements as developed in our January meeting have been well received and accepted. They are ready to be posted to the web site.

### **Accident Report Forms**

We had planned some updates to the accident report form as proposed by Joanne. We haven't got a safety officer at this time to finish developing the form so we will use the form we currently have for now. The form will be posted in Files for Coordinators on the web site.

### **6<sup>th</sup> Year Anniversary Party – Update**

The AGM was really good, although numbers were low.

Feedback from the team:

- Bill it as an "Anniversary Party" event. The AGM portion of the event will be minor and will be included in the itinerary, but not in the event title.
- Event should be free with menu items available to those who care to order food.
- Planning and communication should happen earlier.
- Rhonda has offered to "project manage" the planning of the next AGM.
- Team likes Billiard Club as the venue for the AGM. It is quiet and free, and they are very accommodating.

### **Party Planning**

The team agreed that we should try to host all three of our big annual events consistently at the same time each year to make it easier for planning (both for volunteers and members):

- 1) Holiday Party: 2<sup>nd</sup> weekend of January (IS THIS CORRECT??)
- 2) Anniversary/AGM: 2<sup>nd</sup> Friday of April (assuming that is NOT Easter)
- 3) Summer Barbecue: Last weekend of August

## Newsletter

Is there a newsletter scheduled?

Narmin would like to include a gear swap section in the newsletter.

Need someone to do the newsletters – Jeff is great for handing the member communications (ie. the “Contact Us” page), but doesn’t seem into doing newsletters. Sandie volunteered to take on this role and get a newsletter compiled and sent to members in June.

## Web Site Refresh

## New Business

### Officers for 2012-2013

Director e-mail forwarder to be removed and Larry, Donna and Rhonda to be added to Executives e-mail forwarder.

Officers confirmed for 2012-2013:

- President: Susan Dack
- Vice President: Larry Leitch
- Treasurer: Donna McKenzie
- Secretary: Rhonda Scheurer
- Volunteer Coordinator: Rhonda Scheurer
- Assistant Volunteer Coordinator: Ian Murdoch
- Photo Historian: Larry Leitch
- Webmaster: Karl Waskiewicz
- Sponsorship Officer: Larry Carroll
- Communications Manager: Jeff Shaw
- Newsletter Coordinator: Sandie Sundgaard
- Safety Officer: Vacant Position

### Money Collected by Coordinators

We need a more clearly defined process for coordinators regarding refunding money collected for paid events which do not go ahead as scheduled. Some ideas/suggestions:

- If an event is cancelled, money should be refunded within 48 hours of cancellation.
- If an event is postponed to a TBD date, money should be refunded within 48 hours as though the event was cancelled.
- If an event is postponed to a definite date, paid registrants should be offered a refund or a spot on the new date. Refunds should be processed within 48 hours.

- Event coordinators may not profit from funds collected for paid events. If there's any extra funds collected they can be returned to attendees or given in to EOC as a donation.

Donna will draft the policy.

Any un-refunded monies collected by coordinators for events that have been cancelled or postponed should be refunded to the members immediately.

### **Joint Events with Other Clubs**

Narmin would like to post some beginner backpacking events which would also be attended by members of the Grant MacEwan Mountain Club. She suggested, and the team agreed, that these people could be added to her events as her guests and submit the hard-copy guest waiver.

### **Courses/Coordinator Role**

Narmin would like to offer an intro rock climbing course in Canmore but she would not attend. The team agreed that this should not be posted as an event without a volunteer in attendance, but it can be promoted by Narmin in the following ways:

- Include a blurb in the newsletter
- Send activity details to all volunteers as an event suggestion/idea

### **Weekend Trips**

Narmin would like to know if anyone has any weekend events planned for the summer as she anticipates requests at her MEC night event. Several coordinators have tentative trips in the works.

Examples:

- Easy warmup backpack in June – Susan
- Hostel with day hikes trip – Dave
- Beginner backpack trip in BC – Ian J
- Mae is planning a trip (sorry the details have eluded me)
- 4-day cycle trip, Icefields Parkway, in August- Rhonda

### **Ange Sommerscott Membership**

This person joined the EOC a while back but has never attended an event. She does, however, send continual annoying e-mails to one of our volunteers under a number of variations of the name (and with a variety of e-mail addresses).

The team agreed to remove her membership, as follows:

- Remove her membership from the web site
- Send her a notification e-mail stating that her membership has been removed; she is not welcome to re-join under another account or name; she should cease contacting our volunteers.

## Waivers

The web site link to the guest waiver and child waiver seems to have disappeared. We can't find it. Karl to investigate and fix.

## Prospective Volunteers Attending Volunteer Meetings

Narmin had mistakenly thought that prospective volunteers are welcome to attend our volunteer meetings. There was one meeting that we had opened up to non-volunteers, but generally speaking, our volunteer meetings are closed. Narmin will encourage prospective volunteers to attend our volunteer info/social events instead.

## Agenda Building

Webmaster – Web Site Refresh

Party Planning

Safety Officer Position

Waivers from Mark Gibbons (in his garage... will forward them to Rhonda during spring cleaning)

Paid Event Policy for coordinators Processing their own Transactions - Donna

## Date and Location for Next Meeting

A weeknight in September 2012 to be chosen by Susan Dack.

## Action Items Summary

Item	Who	When
"Bottom Line" report is broken. Investigate/fix.	Rhonda	
Forward Mission/Vision/Values statements to Karl	Susan	
Post Mission/Vision/Values statements on web site	Karl	
Forward Accident Report Form to Karl	Susan	
Post Accident Report Form in Files for Coordinators	Karl	
Compile Agenda for September Meeting	Rhonda	
Follow Up on Waivers from Mark Gibbons	Rhonda	
Delete director@, directors@ and executive@ e-mail forwarders. Add Larry L, Donna M and Rhonda S to executives@ e-mail forwarder.	Karl	
Draft a sentence/paragraph about the photo contests held at the AGM to be added to the post-event e-mail template	Larry L	
Modify post-event e-mail – add Larry's blurb about photo contest	Karl	
Draft "project plan" for 2013 AGM and coordinate planning activities	Rhonda	
Update volunteer titles and roles after Sponsorship Officer and Safety Officer are finalized.	Rhonda	

Compile and send member newsletter	Sandie	June 2012
Discuss Sponsorship Officer role with Deborah – is she still interested? Larry Carroll wants to take the role.	Susan	Completed
Approach David Z about Safety Officer position	Susan	
Draft policy for coordinators processing transactions for their paid events	Donna	
Follow up on un-refunded monies for cancelled/postponed paid events.	Donna/Susan	
Remove Ange Sommerscott membership. Send her a notification e-mail.	Susan	
Re-add a link to the page with the guest waiver and child waiver to the web site.	Karl	
Post a volunteer info/social event for June or July	Ian M	