

# Edmonton Outdoor Club

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*Meeting Minutes, October 10, 2012*

## Attendees

Susan Dack	Rhonda Scheurer	Andrew Hollands	Keith Barnes
Larry Leitch	Ian Murdoch	Mark Gibbons	Christine Tupper
Donna McKenzie	Larry Carroll	Sandie Sundgaard	Brent Stephens

## Standing Items

### Officers Reports

#### Treasurer Report – Donna McKenzie

Transaction processing for events has been slow – no change to report.

#### Communications and Newsletter Report – Sandie Sundgaard

Newsletter was sent out today.

#### Photo Historian Report – Larry Leitch

Photos have been slow. The trend seems to be for people to share their photos more on Facebook.

#### Volunteer Coordinator Report – Ian Murdoch

New volunteers: Andrew Hollands

Returning volunteers: Mark Gibbons

Resigned volunteers: Shirley McCuaig and Glen Cedar

Inactive but committed volunteers: Colleen Rea, David Zemrau, Joanne Martineau

Volunteer candidates: Christine Murphy and George Fedosov

#### Sponsorship Report – Larry Carroll

Contacted Deborah and Narmin for information and guidance. Narmin will continue to manage the EOC's relationship with Camper's Village and MEC.

Larry needs web site rights, e-mails forwarded, information and web site training – Rhonda and Karl to follow up.

Sponsors expect donation requests to come more formally, on letterhead – Rhonda to send a template.

Larry to propose some recommendations for offering banner ads in exchange for gifts-in-kind (rather than just the monetary donations).

## Old Business

### Web Site – Karl

Karl not in attendance but team confirmed that items have been completed.

### Newsletter – Sandie

Please submit ideas for next newsletter by December 15<sup>th</sup>.

## **Collect old club waivers from Mark – Rhonda**

Completed. Waivers are in a box on my shelf now.

## **Outstanding Officer Positions – Susan**

### **Safety Officer**

Andrew Hollands expressed an interest in the position. After a review of the duties and requirements, the team voted to put him into the position.

The job description requires a few tweaks, as follows:

- Remove “Identify appropriate rental equipment availability and pricing from multiple rental sources in the Edmonton area” item.
- Add “Be aware and informed of current/seasonal safety concerns and send advisories to volunteer team” item.
- Add “Identify appropriate safety-related training opportunities for volunteers” item.

### **Photo Historian**

Larry L offered the Photo Historian position to Larry C but Larry C declined. Mark G then put his hand up to indicate his interest in taking the position. Larry L agreed to transition the position to Mark and the team voted to make Mark the new Photo Historian.

## **Policy for Paid Events – Coordinators Processing Payments – Donna**

If a paid event is cancelled or postponed, all paid attendees should be refunded within 48 hours. Donna to provide wording to volunteer coordinators for update of coordinator manual, and inclusion in volunteer newsletter.

## **New Business**

### **Sponsors for 2012**

Sandie and Larry C confirmed that Andwa and COC are the only current sponsors. Larry C will begin working on renewing previous sponsorships and getting new sponsorships once he has access to the web site and has had training.

### **Volunteer Recommendations**

Ian asked for volunteer recommendations. Andrew suggested John Biollo and several team members enthusiastically agreed. Ian to follow up with John to find out if he’s interested.

### **Christmas Party**

Narmin requested this agenda item but wasn’t in attendance. We’ve assumed that she would like to lead the committee to plan the gathering. Larry L to confirm with her.

Ian, Larry C, and Keith all volunteered to be on the planning committee with Narmin.

The party will be after Christmas, as usual. The planning committee will decide on a name for it.

Some suggestions for venue:

- Brewsters (too loud)
- Art Expressions
- Billiard Club
- Community halls

## Coordinator Conduct

Susan reminded all team members to be sure to be respectful of all laws and guidelines when coordinating events.

## Dog Events

There are some safety concerns with regards to combined bicycle/dog events. Rhonda mentioned that in Calgary it is illegal to ride a bicycle with a dog on leash. Andrew mentioned prior issues with bikes and dogs – both on- and off-leash. Andrew, as the new Safety Officer, will research and make some recommendations as to how the EOC can safely accommodate combined bike/dog events as we don't want to discourage Michel (or other coordinators) from running these events in a safe and fun manner.

Susan mentioned there are other city bylaws regarding dogs in parks (particularly around where dogs are allowed, and where they are allowed off-leash). These bylaws are not easily accessible via any web site so she will provide information about the bylaws and send them to Karl to update the "DOGS" section on the Rules page in the web site.

## First Aid Kits

The Volunteer Coordinator is out of the simple \$15 first aid kits that we've had on hand and recommends making some changes to our first aid supply practices, as follows:

- 1) Request that current volunteers return the simple kits if they're not using them – they can be redistributed to volunteers who can use them
- 2) All volunteers can request reimbursement for first aid supplies to a total of \$15. Receipts must be provided to the treasurer to receive reimbursement.
- 3) Coordinators running events which require specialized or extra first aid supplies may request reimbursement in excess of \$15. To do so, coordinators should submit a list of required supplies with costs, and an explanation of why they are required. The executive and treasurer will approve or deny these requests on a case-by-case basis.

## Equipify

The club executive received an e-mail from a new "personal equipment rental" web site called Equipify. Larry L looked at the web site and it is very USA-centric (you can't put in a postal code, for example). After some discussion, the team decided that we weren't interested in pursuing any affiliation with this new service.

## Next Meeting

Our next meeting is tentatively scheduled for 6:45 on January 9, 2013.

## Immediate Action Item Summary

What	Who
Set up Larry Carroll with Sponsorship access on web site	Karl
Change partners@ e-mail forwarder to forward to Larry Carroll at <a href="mailto:thelensman@me.com">thelensman@me.com</a>	Karl
Send sponsorship information and letterhead to Larry Carroll	Rhonda
Train Larry Carroll on sponsorship area of web site	Rhonda
Put Andrew Hollands on web site as Safety and Equipment Officer: <ul style="list-style-type: none"><li>- Options</li><li>- Volunteer profile/bio</li></ul>	Karl

<ul style="list-style-type: none"> <li>- Volunteer web access</li> <li>- E-mail forwarder</li> </ul>	
Update the Safety and Equipment Officer job description per the requirements listed above	Karl
Put Mark Gibbons on the web site as Photo Historian: <ul style="list-style-type: none"> <li>- Options</li> <li>- Volunteer profile/bio</li> <li>- Volunteer web access</li> <li>- E-mail forwarder</li> </ul>	Karl
Remove Larry Leitch from Photo Historian: <ul style="list-style-type: none"> <li>- Volunteer profile/bio</li> </ul>	Karl
Confirm that Narmin will lead the "Christmas" party committee	Larry L