

Edmonton Outdoor Club – Volunteer Meeting Minutes

Wednesday January 6, 2010 6:30 pm

Runway 29 Lounge

In attendance: Rhonda Scheurer, Brent Stephens, Mark Gibbons, Donna McKenzie, Christine Tupper, Ryan McKenzie, Sandie Sundgaard, Paul Carter, Susan Dack, Mae Beck (Recorder)

Items:

1. **EOC Forum** Since the forum has been underutilized, has received a lot of SPAM and has had too many cross postings, it was decided that effective immediately the forum will be discontinued. The forum will remain there to preserve old messages however will not be promoted to the membership. Alternatively, EOC is switching over to a Facebook based system. There is a 'Volunteers Only' group created as well as a fanpage for the general membership. Rhonda informed that the COC created a new Social Media Communication Manager position solely to manage their forum. It was suggested that monitoring the forum could be added to the job description of an existing position within the EOC or a new position could be created. As the EOC is not as big as the COC, no new position will be created at this time. It was suggested that Sandie include this item in the Winter Newsletter to inform the general membership. Ryan will follow up with an email to explain how to access the 'Volunteers Group' forum on Facebook.

2. **Difficulty Ratings versus Over-estimation of Membership Capabilities on Hiking Events.** This subject arises when the membership capabilities are not in sync with the difficulty ratings posted on an event. Several points were discussed and suggestions were made to ensure that the events are as successful as possible:

- * Coordinators need to plan for group management (refer to safety manual)
- * If there is a slower member(s) on a faster hike and vice versa, have a contingency plan in place – implement a “buddy system” if possible, especially if there is another coordinator on the hike who may be willing to assist with the varied paced members
- * Coordinator needs to clearly explain the difficulty level on the initial posting, specifically outlining the intensity of the event, even stating such things as: “don't sign up if you can't keep up” or “don't sign up if you aren't willing to hike at a slower pace”

- * Provide clear examples of the pace i.e. “hiking at a pace of 4 km per hour” or “hiking at a pace of 8 km per hour” are helpful to the member when reading the posting
- * Communicate at the onset of the event to reiterate the specifics regarding the pace of the hike, and the difficulty rating, as this gives the option to the members to self-select OUT of an event if they so choose at that time
- * Communication throughout the event may be necessary if a member(s) hasn't been able to stay with the rest of the group i.e. let's meet at the forked trail ahead or designated marker
- * Use the online feature of the NOTATION MECHANISM on a member's account if they have attended an event with unmatched capabilities, this will flag the individual when they sign up for other events

3. **Feedback** Any coordinators receiving feedback (complaints or otherwise) may redirect the member to address the directors if they have a comfort level in doing so. As a team of volunteers, we should be consistently approachable to receive feedback from the membership and relay it back to the directors. Members are often more comfortable offering their feedback to a coordinator than stating it formally in an email to the directors. Feedback can then be relayed to the directors in those cases.

4. **Elections** It was confirmed that everyone in their current positions (including Larry who was not in attendance) will be willing to continue at the onset of the next fiscal year with the exception of Shirley McCuaig who currently holds a Director position of Sponsorship and will be stepping down at the end of her term.

As this is a Director Position, it generated some discussion and questions. Should we advertise for this position to the general membership? Should we advertise for this position to the volunteers only? Should we advertise for a Sponsorship position only to the general membership without attaching the duties of a Director? Should there be a natural progression of a coordinator to be in a Director Position? Should an existing volunteer in another capacity become a Director? It was decided that the criteria for the positions would be reviewed and the EOC needs to look at the rules before coming to a decision on this issue. Ryan mentioned that he may send out an email to the volunteers only to see if there is any interest in fulfilling the Sponsorship role. This item will be BROUGHT FORWARD to the next meeting prior to the AGM.

5. **Newsletter** Sandie distributed a draft of the upcoming Winter Newsletter requesting suggestions and feedback.

*It was suggested that a Table of Contents be added to the Newsletter for easier access to articles

*It was suggested that Sandie add an introduction of herself to the Newsletter to personalize it for distribution

*It was stated that there is no rush to get the Winter Newsletter out immediately and perhaps to wait until at least the end of next week to ensure that all information is gathered and compiled for distribution

6. **2010 Celebration Party Event** -- Meeting to be held at the conclusion of the volunteer meeting – all who are interested in volunteering at the event were invited to join the planning coordinators and attend the meeting.

7. **Promotional Items Store** Mark informed that he is deleting the promotional items store site link due to lack of interest. EOC will still offer the promo wear for giveaways however the items will no longer be available for membership orders.

8. **First Aid Kits** Mark will be receiving 15 first aid kits this Saturday which were purchased by Jason. Mark will email all volunteer coordinators to see who is in need of a kit.

9. **National Park Passes** Paul suggested that the EOC purchase a couple of Nat'l Park Passes to have in our possession to save money and distribute on a rotational basis as the need arises for EOC events. This generated lots of positive discussion and will be an item BROUGHT FORWARD to the next meeting agenda for a decision.

10. **Agenda Building** Susan suggested that indecisions, unconfirmed topics and other selected items be BROUGHT FORWARD to the next meeting's agenda for further discussion, decision and resolution. Mae (Secretary) will begin to assemble the agenda items for the next meeting and will happily receive any additional agenda items for the next meeting.

11. **Next Meeting:** Wednesday March 3rd, 2010 at 6:30 p.m. at Sandie's place, River Grande Condo, 9008 99th Avenue, Suite 336