Edmonton Outdoor Club

Meeting Minutes, March 26, 2013

# Attendees

|  |  |  |  |
| --- | --- | --- | --- |
| Susan Dack | Larry Leitch | Mark Gibbons | Ian Murdoch |
| Larry Carroll | Michel Lamontagne | Sandie Sundgaard | Charlotte Bowman |
| Brent Stephens | Rhonda Scheurer | Donna McKenzie | Colleen Rea |
| Keith Barnes | Jeff Shaw | Andrew Hollands | Dennis Nolan |
| \*Kris Kendell |  |  |  |

# Standing Items

## Officers Reports

### President - Susan Dack

Collected some information from some naturalist organizations - shared with the team.

Started doing some liaising with the Grant MacEwan Mountain Club and the Alpine Club (Edmonton Section).

### Volunteer Coordinator - Rhonda Scheurer and Ian Murdoch

Rhonda - Have been passing things more and more over to Ian, who has been really running with things.

Ian - Have a number of great candidates on the horizon, including Christine Murphy, Kris Kendell, John Biollo, Audrey Hermanutz, Ben Kline and Sarah Chilleen.

### Treasurer - Donna McKenzie

Our web site outage of March 1st was caused by our not paying our Dotster (domain name registration) bill. I didn't get the reminder e-mail that the bill was due. Rhonda has formed a task force to help prevent and mitigate things like this happening in future.

As for how much money we have, we're loaded.

### Newsletter - Sandie Sundgaard

Newsletter is pretty much ready to go and Sandie plans to have it out within the next few days. She has articles from Andrew, Michel, Larry C, Susan, Ian and Rhonda.

### Sponsorship – Larry Carroll

Pursuing sponsorship (banner ads) from Rocky Mountain Soap and Track and Trail.

For Photo Awards, been pursing prizes from Don's Photo, Vistek, and McBain. Vistek seems the most promising... and the most enthusiastic.

### Safety – Andrew Hollands

Other than Mark's April Fool's event, there have been no safety concerns with posted events.

### Communications - Jeff Shaw

All is well.

### Photos – Mark Gibbons

Refreshed the scrolling slide show on the homepage.

Added a photo contest page to the web site, with a banner ad.

Drafted an e-mail to be sent to members. Will need an exec member to send that e-mail out.

# Old Business

## Coordinator Payment/Refund Policy – Donna

Donna knows what she wants the policy to be and just has to send it along to Karl for inclusion in the volunteer manual, and to Ian for inclusion in a volunteer newsletter.

## Anniversary Party - Susan

We have about 50 people signed up so far - good turn-out.

Susan has confirmed the tentative number with the venue, and will confirm the final number closer to the date.

Susan will arrange for one free drink ticket (to be covered by the club) with the venue.

Susan will plan an Ice Breaker activity.

Mark and Larry will work together on planning the photo contest, and will work on trying to arrange a photo slide show.

Sandie will get Mardi Gras beads to someone for the Anniversary Party, which will be worn by volunteers to identify who the volunteer members are.

## Accident Reporting - Andrew

We still need to put together a policy and process for accident reporting. Susan will forward what Joanne was working on, and Rhonda will forward information about what the COC does.

# New Business

## Nordegg Reputation Issues - Susan

The manager of the Shunda hostel continues to hold caution about EOC groups visiting their facility. Susan did a lot of research but was not able to uncover any recent issues - the issues seem to stem from an incident that happened several years ago. She suggests speaking directly with Sparrow if we want to book an event out there and hopefully there won't be any further problems. Between Saeed's efforts at improving our reputation, and Susan's efforts to discuss and repair, we feel that we've done all that we can, other than be a good group to have on-site.

## Summer BBQ - Sandie

Sandie will book a picnic site for (approximately) the last weekend of August. We will have the BBQ at Coronation Park again because it has drastically better transit accessibility than Hawrelack Park. Ian has volunteered to help Sandie with planning the BBQ.

## Picnic Sites - Sandie

The City of Edmonton now has online booking of picnic sites. Sandie has set up an ID/Password which EOC volunteers can use to book picnic sites:

Address: ereg.edmonton.ca

ID (barcode): 760974

PIN: 430467

Ian will include this information in a volunteer newsletter. Rhonda will ask Karl to add to the volunteer manual.

## Disaster Recovery Plan, aka "Plan B" - Rhonda

Rhonda has started working on a plan for mitigating our risks with regards to the things that can go wrong for the club (mostly, but not exclusively, the web site). Karl has tossed in some ideas as well.

Rhonda recruited Sandie and Andrew to join herself and Karl in finishing off a draft of the plan.

## Past President Position - Susan

Susan would like to remain on the team in a "Past President" position, and has suggested the following job description:

- Mentor the new president as required

- Chair meetings as required/requested

- Act as ambassador and liaison with other local organizations

The team enthusiastically approved this new position.

## Newsletter Frequency - Larry C

Larry noticed that on the Partners and Sponsors page it says that the member newsletter is done about once a month, which is not correct. Sandie confirmed the newsletter is done quarterly. Larry will follow up with Karl to have the page updated.

## Counter on Homepage - Larry C

Larry wants visitation stats for the EOC homepage. He doesn't want a visible counter on the homepage. We'll have to find out from Headway Systems what can be done in that regard. Larry will follow up with Karl to follow up with Headway.

## Executive/Admin Team for 2013/2014

The new team for 2013/2014 was formed, as follows:

|  |  |
| --- | --- |
| President | Rhonda Scheurer |
| Vice President | Andrew Hollands |
| Secretary | Sandie Sundgaard |
| Treasurer | Donna McKenzie |
| Assistant Treasurer | Michel Lamontagne |
| Safety and Equipment Officer | Andrew Hollands |
| Volunteer Coordinator | Ian Murdoch |
| Communications Manager | Jeff Shaw |
| Webmaster | Karl Waskiewicz |
| Newsletter Coordinator | Sandie Sundgaard |
| Photo Historian | Mark Gibbons |
| Assistant Photo Historian | Larry Leitch |
| Sponsorship Officer | Larry Carroll |
| Past President | Susan Dack |

# Next Meeting

Next meeting is scheduled for May 9, 2013.

# Action Item Summary

|  |  |
| --- | --- |
| **What** | **Who** |
| Commence forwarding feedback e-mails to Volunteer Coordinator | Jeff |
| Send contacts for Wilderness First Aid to Andrew | Larry L |
| Send Coordinator Payment/Refund Policy to Karl for coordinator manual and Ian for volunteer newsletter | Donna |
| Arrange for one free drink ticket (to be covered by the club) for the Anniversary Party | Susan |
| Plan an Ice Breaker activity | Susan |
| Plan the photo contest, and see about arranging a photo slide show for Anniversary Party | Mark & Larry L |
| Pick up Mardi Gras beads from Sandie (to be worn by volunteers at Anniversary Party) | Rhonda |
| Forward accident report information from EOC past to Andrew | Susan |
| Forward accident report information from COC to Andrew | Rhonda |
| Include picnic site information in volunteer newsletter | Ian |
| Ask Karl to add picnic site information to coordinator manual | Rhonda |
| Follow up with Karl to have the newsletter frequency updated on the Partners/Sponsors page | Larry C |
| Follow up with Karl regarding web site usage stats | Larry C |