

Date:	2010-11-30
Time:	19:00 - 20:40
Attending:	Alison, Jenn P, Erik, Stacey, Julian, Jenn M, Cynthia, Andrew

Presenter	Priority	Item	Time
Scheduled Business			
Jenn P	H	Executive Membership Transition	
Discussion throughout the evening regarding the passing of responsibilities. Specifics are detailed below in 'Other Business'.			
Action: The official transition will happen on January 1, 2011			
Jenn P	M	Meeting Minutes for Sep 2010	
Action: Meeting Minutes to be updated by Andrew to clarify Jenn P followed up the bulletin board discussion with "communication" (in the forums) rather than an email.			
Other Business			
Alison	M	Insurance Quotations	
Alison has been pursuing insurance for the TOC. Two 'Request for Quotations' had been sent out; one got a response and the other did not.			
Action: When received, Alison to forward any quote to Andrew.			
	M	Steph's title	
Discussion of the naming and recognition of past presidencies.			
Action: Stephanie to be given the title of 'Founder' and listed on the Volunteer page by Erik . (Jenn P to get a 'Former President' title come January.)			
	M	Update to web pages	
Current executive pages exist in ASP rather than HTML, which introduces a barrier to updating them swiftly.			
Action: Alison to attempt updating the executive pages to the latest version (Erik to possibly provide the ASP files)			
Action: Stacey to update the Volunteer FAQ			
	M	Policy for adding members to an event manually	
Currently a volunteer may add a member to an event manually (via 'Add Member to Event'). This action circumvents the electronic waivers.			

		Action: Communique to be sent to all volunteers by Stacey , letting them know that paper waivers must be collected for members added manually.
	M	Reconcile outstanding volunteer donations
		Discussed were concerns regarding the reporting of collected donations and how we might ensure transparency and enhance security. Alison mentioned she currently lists the total collected on the event write up, which is a commendable avenue. Also considered was asking volunteers with large amounts outstanding (\$50 to \$100) to 'clear their accounts' at the turning of the year.
		Action: Erik to investigate and (as possible) implement an SQL query to list volunteer and event pairings for which there is donation total. Action: The need to report and pay donations in a reasonably timely manner to be reinforced by Stacey .
	M	Moving to a new forum system
		Erik has been investigating a new 'locally hosted' forum system. Action: Erik and Stacey to investigate migrating existing forum data to the new system (and if possible, shared login credentials with the main site)
	M	Future Volunteer meetings
		Ideally volunteer meetings are not a venue for exploring issues, but to 'cap' them. When possible, we should alert the volunteer base of emerging issues in the forums and promote discussion there prior to the meeting itself.
		Action: Executive to decide on noteworthy topics and to post them to the forums.
	M	Future Transitions
		Going in to the current transition, there was some discussion about the date it was to happen. Decision: While the upcoming transition will happen on Jan 1, future transitions will happen on Dec 1
	M	Gas Price Formula Updates
		We reviewed questions about the existing formula used for carpool reimbursement
		Action: Stacey to take over updating the gas prices from Jenn P
	M	Housekeeping
		To go along with the executive transition, there are a number of 'housekeeping' items to be completed.
		Erik's Actions: <ul style="list-style-type: none"> • Remove Alison from content@ and other emails • Jenn M and Stacey to receive content@

- The content label at the bottom of each event to read “Stacey and Jenn M” instead of only “Stacey”
- Cynthia to be copied on president@
- Jenn M to be copied on safety@
- All traces of rocky@ to be expunged
- Give new Exec members access to the ‘Executive Forum’
- Site change responsibility for other remaining ‘forwarders’

Alison’s Actions:

- Erik to be made admin of the current forums

Jenn P’s Actions:

- FTP password to be transferred to Cynthia

Stacey’s Actions:

- Site change responsibility for ‘titles’

Jenn M’s Actions:

- Site change responsibility for ‘labels’

Everyone’s Actions:

- Provide Alison with (non-forwarding) email accounts to associate with the TOC’s Google Documents

	n/a	Agenda for the next Executive Meeting
		<ul style="list-style-type: none"> • Follow-up on carpool reimbursement • Select dates for the TOC Picnic and AGM, publish these to the membership
Date: January 11, 2011 (tentatively) at Cynthia’s apartment		