

## Minutes

Attending: Jenn P, Jim O, Alison M, Shannon H, Erik S, Rob H  
 Regrets:  
 Minutes: Alison M

### Meeting convened at 7:20pm

1. Event Crashing      Member <name withheld> recently crashed an event, and was rude and argumentative with the event coordinator.  
                                  <name withheld> membership has been locked pending a decision by the Executive regarding <name withheld> continued status with the TOC.  
**Action**                    **Contact <name withheld> to let <name withheld> know <name withheld> behaviour has been discussed by the Executive, and to see if <name withheld> would like to present <name withheld> side**                    **Jenn**
  
2. Volunteer Training Programme  
                                  Jenn presented proposed text for a Training Reimbursement policy  
**Action**                    **Training Officer bullet to be transferred to the training role page**                    **Alison**  
**Action**                    **Balance of text to be added to the Coordinator Manual**                    **Jenn**
  
3. Succession Planning      A quarterly Volunteer Information Session will be held on the same date between 1330 and 1500.  
                                  An Executive Information Session will be held on October 25 between 1500 and 1700.  
                                  This session will be open to all volunteers.  
**Action**                    **Notify volunteers**                    **Shannon**
  
4. 2010 TOC Badges      The club will purchase 100 units of the TOC 2010 badge from EmblemTek  
**Action**                    **Alison to coordinate update of graphic with Jason**                    **Alison**  
**Action**                    **Place order with EmblemTek**                    **Alison**
  
5. Child Waiver      Jim presented proposed text for a Child Waiver for the TOC.  
                                  Erik suggested adding the TOC logo, a line to indicate that the Child Waiver is event specific and to identify the event for which the waiver applies.  
**Action**                    **Update text to include TOC Logo and Event Specific references**                    **Erik**  
**Action**                    **Create link to Child Waiver on Waiver page**                    **Alison**  
**Action**                    **Notify volunteers**                    **Shannon**
  
6. Newsletter      This item has been deferred for future discussion

name

7. Awards Awards will be given at the 2009 AGM  
The list of award categories will be provided to all volunteers at the Volunteer Information Session on October 25
- Action** ***Notify volunteers that nominations will be required*** ***Shannon***
8. Photos Volunteers are still having problems creating and populating photo albums for their events
- Action** ***Review/Revise instructions*** ***Alison***  
**Action** ***Demonstrate creation/population of an album at the Volunteer Information Session*** ***Alison***
9. Medication The question was raised as to the responsibility of an event coordinator to administer medication to a member who is unconscious or otherwise unable to give clear direction to the person providing assistance.
- It was determined that there is no legal obligation on the part of the event coordinator to provide assistance, however the coordinator should inform the member that the coordinator is uncomfortable administering medication under such circumstances.
- The member assumes all risk if they continue to participate in an event knowing that the event coordinator may not be able/willing to provide medical assistance.
10. Incorporation Need to reconcile the information we currently have with what we perceive to be needed.
- Options need to be provided to the Volunteers at the October 25 Volunteer Information Session.
- The types of insurance are Comprehensive General Liability and Directors' Liability. Alison attended an information session at the Vaughan Business Enterprise Centre regarding setting up a not-for-profit organization.
- Action** ***Post Business Plan to GoogleDocs*** ***Alison***  
**Action** ***Contact Atlanta and Maryland OCs to determine how/what level of coverage they purchased*** ***Jenn***

**Meeting adjourned at 10:20pm**