

**Date:** 2009-12-14  
**Time:** 7:15pm – 9:00pm  
**Attending:** Alison, Dan, Erik, Jenn, Matt, Shannon, Victor  
**Regrets:** Julian

<b>Presenter</b>	<b>Priority</b>	<b>Item</b>	<b>Time</b>
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**Officers' Reports**

Shannon	H	Treasurer's report Balance as of Nov 30, 2009 – positive balance of \$4,050.85 Banner ads pending renewal – Erik handling for now, to transition to Shannon <b>Action:</b> Treasurer to provide accounting breakdown to Secretary	5 min
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Victor	H	Volunteer Coordinator's report <b>Action:</b> Volunteer Coordinator to provide report to Secretary	5 min
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**Other Business**

Victor	H	Proposed policy on lectures <b>Action:</b> VC to provide policy to Secretary <b>Action:</b> Secretary to polish English, post to GoogleDocs by Dec 21. <b>Action:</b> Final approval from Board members by Dec 31.	5 min
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Victor	H	Volunteer policies – leave of absence, reinstatement Event requirement - 1 active event per quarter or 8 in the past 12 months Leave of absence to be requested by Volunteer to VC <b>Action:</b> Policy revisions to be provided to Secretary by VC <b>Action:</b> Further discussion on Forum by all Board members	10 min
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Victor	H	Executive exceptions to minimum events <b>Decision:</b> Board meetings to be posted as events <b>Decision:</b> Agendas and Minutes to be posted to web – event writeup	5 min
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Victor	M	FAQ entries re: executive – selection, meetings, etc <b>Action:</b> Questions and proposed answers to be posted to the Forum – all	15 min
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Victor	M	New policy creation process Identify issue Reported on forum Discussion on forum Propose policy Draft policy Draft approved based on content Language editing	5 min
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Posting of final draft to GoogleDocs  
 Final approval by Board  
 Delegate to WebMaster for posting to web  
 Communication of policy to stakeholders

Matt M Volunteer Training Policy - progress report 15 min  
 Policy will be effective January 1, 2009. Applications for 2009 reimbursement must be submitted by Jan 31, 2010. Budget for 2009 training will be established before Jan 31, 2010. Volunteers must be in good standing. Certification must be current. Two year window for running related events will be as of Jan 1, 2009.

Reimbursements will be made at least two times per year, to be established by the Treasurer and the Training Officer

**Action:** Training Officer to add 'total reimbursement at discretion of Executive Board'  
**Action:** Training Officer to add 'identify which specific event types are covered by the training'  
**Action:** Training Officer to modify application form: certifying body/organization  
**Action:** Training Officer to modify form: Official Use Only – Checklist of current event types; identify which are applicable on a per application basis

**Action:** Training Officer to provide revised document to Secretary  
**Action:** Secretary to post document to GoogleDocs for final approval

Alison M Officer level role - discussion and definition 5 min  
**Action:** Web-Master to edit sign-up page to indicate to new members that their information will be accessible to anyone working for the TOC in a volunteer capacity

Alison L Fundraising opportunity – Bruce Trail Marker poster 5 min  
 Defer until future Volunteer Event

Victor L New Policy section in Volunteer Handbook 15 min  
**Action:** Dan to Identify all individual policies by name, locate words for each, post list of existing policies to Forum  
**Action:** Secretary to create PDFs of each policy  
**Action:** Web-master to create Policy page including all policy names  
**Action:** Web-master to link policy names to policy documents

Victor L Bruce Trail Guide D3 Hike promotion 5 min  
 Proposal: first 2 volunteers to complete 8 D3 hikes with minimum of 10 participants per event in 2010 will receive a current Bruce Trail Guide  
**Action:** Secretary to draft notice by Dec 18  
**Action:** VC to email all volunteers by Dec 22 and update Volunteer Announcements

Victor L Volunteer mentoring 15 min  
 Proposal: new volunteers assigned to an experienced coordinator to learn how to coordinate similar events  
 Need list of mentors and event types  
 Need list of mentees

**Action:** Training Officer to define program outline on Exec Forum

All – Other Business 10 min

President reviewed electronic waivers with Rhonda. Legal opinion – electronic equivalent to paper in terms of weight with court. Guest and child participants still covered by paper waivers.

**Action:** Jenn to confirm cost/implementation with Rhonda before Dec 31, 2009

**Action:** Erik to communicate to banner advertisers – cheques to be made out to Shannon and sent to her address

**Action:** Erik to update role number for Andrew F and Stacy P to same setting as Rich F

**Action:** VC to re-communicate need to correctly use no-show option for late drop-outs (within 24 hours), at next Volunteer meetings

**Action:** Erik to investigate moving Forum to current ISP

**Action:** Jenn to start identifying forums/threads which need to be 'trimmed'

Meeting adjourned at 9:30pm