

**Date:** 2010-09-21  
**Time:** 7:05pm – 9:20pm  
**Attending:** Alison, Erik, Jenn, Julian, Shannon, Stacy

Presenter	Priority	Item	Time
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**Officers' Reports**

Stacy	H	Volunteer Coordinator's report <b>Action:</b> Volunteer Coordinator to provide electronic quarterly report to Secretary	5 min
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Shannon	H	Treasurer's report <b>Action:</b> Treasurer to provide electronic accounting breakdown to Secretary	5 min
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**Scheduled Business**

Erik	M	TOC Shirts Shirts have been ordered	
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Alison	M	Incorporation An application has been submitted to Elliot Special Risk for quotation	
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Alison	M	Member Survey A Member Survey Questions thread has been created under Board Index > Volunteer Stuff > Executive Forum: <a href="http://toc.rezqgeek.com/viewtopic.php?f=28&amp;t=1787">http://toc.rezqgeek.com/viewtopic.php?f=28&amp;t=1787</a>	
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Jenn	M	Role for Stephanie Amman Jenn contacted Stephanie, who has agreed that she would like to remain involved with the TOC in an informal capacity. Her role is to be determined at a time convenient to Stephanie.	
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Jenn	M	Response to Jim O Jenn responded to Jim O in the Volunteer Forum, regarding his issues with the TOC.	
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**New Business**

Jenn	M	Response from Jim O Jenn indicated that she would consider all issues closed if she had not had a response from Jim within 2 weeks of sending her email to him.	
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Jenn	M	Backcountry/Overnight check-in The issue of having coordinators report in on return from an overnight or back-country event was discussed. An item will be published in the next published issue advising all members to have their contact information up-to-date on the TOC website.	
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Alison M 2011 TOC Badges  
**Action: Order 200 units.**

Erik M AGM Update  
A venue has been booked  
Stacy will prepare a 'quote' game  
**Action: Stacy to review event writeups for suitable quotes**  
The AGM will include a gear swap  
T-shirts will be distributed and available for sale  
An executive transition meeting will be the first item of business  
**Action: Erik will create a photo show**  
Snacks, finger food and soft drinks will be purchased from Costco  
**Action: Erik to purchase supplies**  
**Action: Shannon will provide Chinese food containers**  
**Action: Shannon will provide a projector**  
**Action: Alison will provide a screen**  
**Action: Jenn will present awards in various categories**  
First Aid kits will be presented to new volunteers  
**Action: Jenn – ensure sufficient quantity of FA kits on hand**

Alison M Executive Page  
**Action Item: Erik will create an executive page for the website**  
**Action Item: Alison will supply initial content**  
**Action Item: Erik will move the current Agenda/Minutes link to the new page**

Stacy M Volunteer FAQ  
Stacy is updating the text of the Volunteer FAQ  
**Action: Stacy to provide revised text to Erik**  
**Action: Erik to update web page**

Stacy M Volunteer Status  
**Action: Stacy to send notices to inactive volunteers reminding them of their requirements**

Alison M MEC Night  
Item deferred to new Executive

Alison M Rhonda – status  
Alison advised the executive that Rhonda Schurer, the owner of the TOC site code, has given the source code to the TOC, free of all encumbrance. Rhonda will no longer automatically support the site but is available on a contract basis.

Alison M Transition Tasks  
**Action: All executive members must define their transition tasks for the new executive**

Jenn M Certifications

**Action: Stacy to update volunteer bios as appropriate**

Jenn M Volunteer Transactions

**Action: Shannon to reconcile current outstanding donations and payments for the AGM**

**Action: Erik to set up an automatic email reminding volunteers to provide donation information**

Alison M Insurance

**Action: Send 2<sup>nd</sup> insurance application for quotation**

Stacy M Co-Hosted Events

**Action: Stacy to contact Chetan regarding co-hosted events**

**Action: Stacy to advise all volunteers that all co-hosted events must be cleared through the Volunteer Coordinator before being posted until further notice**

Meeting adjourned at 9:20pm