

Date: 2011-01-18

Time: 19:00 - 22:30

Attending: Cynthia, Erik, Jenn M, Jenn P, Julian, Stacy, Andrew

## Scheduled Business

### Item #1

<i>Presenter</i>	<i>Priority</i>	<i>Item</i>	<i>Time</i>
Cynthia	M	Email vs. Forum for Executive Discussions	
<b>Discussion:</b>	Try to drive discussion to the new forum that Erik has setup in order to more clearly keep past Executive discussions archived for future members		
<b>Action:</b>	Erik to make the new forum available to the Executive		
<b>Action:</b>	Everyone to try to move discussion there		

### Item #2

<i>Presenter</i>	<i>Priority</i>	<i>Item</i>	<i>Time</i>
Cynthia	M	How often should the Executive plan to meet?	
<b>Discussion:</b>	Every 2-3 months (as consistent with past Executives). Try to keep as much business virtual as possible.		

### Item #3

<i>Presenter</i>	<i>Priority</i>	<i>Item</i>	<i>Time</i>
Cynthia	M	Volunteer use of the forum	
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>* Use the 'Volunteer Announcements' on the calendar page to highlight important discussions</li> <li>* Encourage discussion of club issues therein</li> <li>* Start new threads as appropriate</li> </ul>		

### Item #4

<i>Presenter</i>	<i>Priority</i>	<i>Item</i>	<i>Time</i>
Cynthia	M	Succession Planning	
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• Be open to deputizing people as a way to gauge interest and provide preliminary introduction to executive topics</li> <li>• Photo Historian: encourage volunteers to take the lead on uploading images; let them know that file size is no longer limited; look at using a DropBox if image transfers are necessary (for large files)</li> </ul>		
<b>Action:</b>	Jenn P to contact Perkin regarding the set up of a DropBox system		
<b>Action:</b>	Cynthia/Everyone to investigate an "Exec Info Meeting"		

### Item #5

<i>Presenter</i>	<i>Priority</i>	<i>Item</i>	<i>Time</i>
Cynthia	M	Executive Elections	

<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• Ensuring the Executive remains a group which can work together easily, and maintaining the 'tone' of the club argues for an unelected body</li> <li>• Make a process available for the suggestion of other club members for service</li> <li>• Vital to stay in touch with the club's volunteers and membership at large, and to be accountable to concerns and opinions</li> <li>• Clearly publicize the process for and dates involved with showing interest in Executive membership</li> </ul>
<b>Action:</b>	<b>Erik</b> to produce an initial draft on the criteria for application
<b>Action:</b>	<b>Everyone</b> review at the next meeting

**Item #6**

<b>Presenter</b>	<b>Priority</b>	<b>Item</b>	<b>Time</b>
Cynthia	M	Fundraising for 3rd parties	
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• Leveraging our membership to fund 3rd party organizations through internal (rather than participation in external) drives is inappropriate</li> <li>• The Bruce Trail in particular is very important to the operation of the TOC.</li> <li>• Look for ways we can support the Bruce Trail meaningfully</li> </ul>		
<b>Action:</b>	<b>Jenn M</b> to investigate ways with the Bruce Trail we might support them (e.g. Trail Building, having the TOC subsidize BT memberships/maps)		
<b>Action:</b>	<b>Erik</b> to investigate comp'ing the BT a banner (either in the upper right rotation, or in the lower left)		

**Item #7**

<b>Presenter</b>	<b>Priority</b>	<b>Item</b>	<b>Time</b>
Cynthia	M	Volunteer Recruitment and Training	
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• Encourage/continue/increase discussion with the general membership about volunteering</li> <li>• Consider an event for new volunteers as run by an experienced volunteer to provide additional mentorship and information</li> <li>• Look into hand-out cards containing emergency details</li> <li>• Do more to highlight the proper equipment a volunteer should have on an event</li> </ul>		

**Item #8**

<b>Presenter</b>	<b>Priority</b>	<b>Item</b>	<b>Time</b>
Cynthia	M	Co-hosted Events	
<b>Discussion:</b>	<p><i>Definition:</i> A co-hosted event is an event any non-member can participate in directly with our members; there is no defined separation or intrinsic group identity. (e.g. Races, Movies, Treetop Trekking. A class booked exclusively for TOC members would not be considered co-hosted.)</p> <p>Co-hosted events will be allowed going forwards, but must keep a 'group' philosophy. This can be accomplished through the use of a carpool or clear social components before/after the event.</p>		
<b>Action:</b>	<b>Cynthia</b> to draft a post for the volunteers on co-hosted events		

**Item #9**

<b>Presenter</b>	<b>Priority</b>	<b>Item</b>	<b>Time</b>
Cynthia	M	Volunteers' remittance of member donations	
<b>Discussion:</b>	Technical issues remain in the way of automating a system which will notify volunteers and the executive of outstanding accounts. (i.e. events which do not have a reported donation total)		
<b>Action:</b>	<b>Erik</b> to get Stacy's help in crafting the requisite SQL statement		
<b>Action:</b>	<b>Stacy</b> to underline the importance of reporting with the volunteers		

**Item #10**

<b>Presenter</b>	<b>Priority</b>	<b>Item</b>	<b>Time</b>
Cynthia	M	Use of Helmets and Safety Gear	
<b>Discussion:</b>	The club policy on the use of helmets and safety gear needs to be updated to consider ice hockey. Should other sports require additional safety gear? What is the policy for other clubs?		
<b>Action:</b>	<b>Jenn M</b> to propose a helmet policy for ice hockey and to consider additional measures		

**Item #11**

<b>Presenter</b>	<b>Priority</b>	<b>Item</b>	<b>Time</b>
Cynthia	M	TOC Picnic	
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• Book 2 dates this year and keep the second as a 'rain date'</li> <li>• Engage volunteers directly in the organization of sports and activities during the picnic</li> <li>• Specify BBQ hours clearly on the event posting. Disallow Schneider's Steakettes.</li> </ul>		
<b>Action:</b>	<b>Andrew</b> to ensure the volunteers are made aware of the dates as soon as possible to avoid scheduling issues.		
<b>Action:</b>	<b>Andrew</b> to book dates (avoiding the major 'island festivals')		

**Item #12**

<b>Presenter</b>	<b>Priority</b>	<b>Item</b>	<b>Time</b>
Cynthia	M	Using direct payment to the volunteers instead of a Treasurer	
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• The COC now uses direct payment to volunteers rather than the intermediary of a Treasurer</li> <li>• Follow-up with a discussion of the pros/cons at next meeting</li> </ul>		
<b>Action:</b>	<b>Cynthia/Andrew</b> to ensure this topic is placed on the next Agenda		

**Item #13**

<b>Presenter</b>	<b>Priority</b>	<b>Item</b>	<b>Time</b>
Cynthia	M	Volunteer Meetings	
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• Quarterly meetings are no longer required now that Email Transfers are available to all major online banks (with the addition of PC Financial)</li> <li>• However, consider additional 'appreciation' events</li> </ul>		

## Uncheduled Business

### Item #14

<b>Presenter</b>	<b>Priority</b>	<b>Item</b>	<b>Time</b>
Cynthia	M	Executive Announcement	
<b>Discussion:</b>	• Place notice of the new Executive on the 'Announcement' section		