

Executive Meeting Minutes

Date: 2012-01-24
Time: 18:56 - 21:30
Attending: Erik, Ghanesh, Jenn M, Jessie, Julian, Andrew

Scheduled Business

Item #1

<i>Presenter</i>	<i>Priority</i>	<i>Item</i>	<i>Time</i>
Jenn M	M	Format for the Year, and Roles	19 min
Discussion:		Discussion of meeting format, Executive rules Target of 4-6 Meetings for the year (depending on need) in addition to regular email correspondence Underline that the President has no voting powers Volunteer Management - Activity (Erik to produce reports, Julian to contact) - Volunteer Meetings (Julian) - Joining (Erik) - Conflict Management (Jenn M)	

Item #2

Presenter	Priority	Item	Time
Jenn M	M	Long Term Vision	35 min
Discussion:	<p><i>Focus on Volunteer Recruitment</i></p> <ul style="list-style-type: none"> - More Info Sessions - Follow-up with interested members (e.g. one week after the meeting) <p><i>Incorporation of the Club</i></p> <ul style="list-style-type: none"> - Manageable fee for incorporation (~\$600) - Club funds in a 3rd party name - More limited liability <p>VOTE: "Should we incorporate?" 5 Yes, 0 No</p> <p><i>Clarify Requirements for Volunteership</i></p> <ul style="list-style-type: none"> - 5 outdoor events - 2 volunteer references - Clear Code of Conduct for Volunteers (including protection of member privacy) - Survey potential volunteers at the Info Meeting (What is your interest? Background?) <p><i>Consider Graduated Levels for Volunteers</i></p> <ul style="list-style-type: none"> - We already do this minimally with mixed enforcement (In City, Out of City) - Levels: In City, Out of City, Wilderness <p><i>Consequences of the above decisions</i></p> <ul style="list-style-type: none"> - Numerous changes to the website (About Us and Volunteer Manual sections) will need to be made - Volunteer Info Session documentation will need updating 		
Action:	Erik to follow-up on incorporation and identifying site/documentation to update		

Item #3

Presenter	Priority	Item	Time
Jessie	M	Increasing the Activity of Members	6 min
Discussion:	<p>Getting active non-volunteers involved</p> <p>Bring back the volun-told concept</p> <p>Encouraging volunteers on the attendance lists of full events to consider splitting when there are long waiting lists</p>		

Item #4

Presenter	Priority	Item	Time
Jenn M	M	Conflict Resolution	2 min
Discussion:	Conflict Resolution between parties. Members / Volunteers / Executive		
Action:	Jenn M & Julian to submit a proposal		

Item #5

Presenter	Priority	Item	Time
Jenn M	M	Communication to Volunteers	28 min
Discussion:	<p><i>Children on TOC events</i></p> <ul style="list-style-type: none"> - The use and storage of paper waivers (children) - Transportation of kids should primarily be done by the parent rather than other drivers - Children requiring child seats must be driven in a parents' car. 		
	<p><i>Pictures</i></p> <ul style="list-style-type: none"> - Preference for the use of Fotki so that the club can more easily maintain photos for slideshows, etc - Verify Jenn P is still comfortable performing the Photo Historian role - Simplify self-use instructions 		
	<p><i>Site Documentation</i></p> <ul style="list-style-type: none"> - Ensure the Safety Policy is placed together with the Code of Conduct and club Mission Statement - Review of posted documentation necessary in general 		
	<p><i>Forums</i></p> <ul style="list-style-type: none"> - Shifting to a new forum set hosted by the club which shares login information with the site. - Verify that the new forums are acceptable - Shift over anything from the old forums still required - Lock, but leave available the old forums for those who would like 		
	<p><i>Incident Reports</i></p> <ul style="list-style-type: none"> - Highlight the requirement of incident reports with volunteers 		
	<p><i>Notes on Sign-up</i></p> <ul style="list-style-type: none"> - Attendees may enter notes on sign-up, ensure these are usefully visible to the volunteers - Highlight as necessary with the volunteers at the next meeting 		
	<p><i>Donations</i></p> <ul style="list-style-type: none"> - Remind volunteers that a donations report email should be sent for each event separately - Encourage members to report donations received within the event write-up - Keep the names of badge-buyers 		
Action:	Ghanesh to simplify the current upload instructions for Fotki		
Action:	Jenn to communicate changes to volunteers		
Action:	Jessie & Erik to look at review of posted documentation generally		
Action:	Ghanesh to review the existing Incident Report form		

Item #6

Presenter	Priority	Item	Time
Jenn M	M	Insurance	11 min
Discussion:	<p>Many insurers will only cover certain types of events. Insuring only some events would be problematic.</p> <p>Co-operators has recently been pushing insurance, though this would require official non-profit status (which is hefty administratively.)</p> <p>Follow-up with COC, EOC, and Hike Ontario.</p> <p>Layout options to volunteers at next meeting.</p>		
Action:	Jenn M to follow-up with an assist from Andrew		

Item #7

Presenter	Priority	Item	Time
Ghanesh	M	Safety Committee	18 min
Discussion:	<p>Safety Committee Membership</p> <p>Review of Ice Travel and uses of ice to go to the committee.</p> <ul style="list-style-type: none"> - how can we mitigate it? - comparison vs. other clubs - look at quinzhees specifically 		

Item #8

Presenter	Priority	Item	Time
Ghanesh	M	Safety Incidents and Reviews	14 min
Discussion:	<p>Safety Coordinator and the volunteer to do follow-up with an injured member</p> <p>Scrutinizing an event's description vs. its difficulty</p> <p>Required Items for Events:</p> <ul style="list-style-type: none"> - Whistles for volunteers, and encourage their adoption for all members - Flashlights for events which could run late into the day - Map - Charged Phone - Paper list of details and contacts <p>Look for 3rd party safety seminars (e.g. 5 Winds)</p>		
Action:	Ghanesh to share his event safety checklist with the volunteers		

Item #9

<i>Presenter</i>	<i>Priority</i>	<i>Item</i>	<i>Time</i>
Jenn M	M	Gear for Volunteers	7 min
Discussion:	<p>Previously the club has sporadically given away some gear to volunteers. Investigation of institutionalizing this practise.</p> <ul style="list-style-type: none"> - Becoming a volunteer: share a whistle/light combo - 5 hosted events: First Aid Kit - 10 hosted events: T-Shirt <p>Follow-up with the above retroactively with existing volunteers (for those who don't already have them)</p> <p>VOTE: Provide volunteers with gear in a more formal, proscribed fashion (as above)? Yes: 5, No: 0</p>		
Action:	Erik to follow-up on gear procurement		

Item #10

<i>Presenter</i>	<i>Priority</i>	<i>Item</i>	<i>Time</i>
Jenn M	M	Event Crashers	12 min
Discussion:	<p>There were some recent event crashers on an event. While we can be quite certain of one of their identities, an earlier error in identification casts some doubt.</p> <ul style="list-style-type: none"> - Add a notation to the suspected individual, watch him (talk to volunteers as appropriate) 		
Action:	Erik to clean-up old Notifications		

Item #11

<i>Presenter</i>	<i>Priority</i>	<i>Item</i>	<i>Time</i>
Jenn M	M	Difficulty Notifications	3 min
Discussion:	<p>Can we alert members when they are signing up for high difficulty events automatically?</p> <ul style="list-style-type: none"> - Does this already exist? 		
Action:	Jenn to investigate		