

Evergreen Seniors Outdoor Club
Board Meeting Minutes
May 16th 2018

Board Members Present

- Jane Fraser
- Craig Barnstable
- John Boyd
- Eric Leavitt
- Lynn Whittingham
- Hugh Powell
- Barb Brunton
- Greg McKenzie
- Carol Morris
- Stefa Fassina
- Gary Kerr
- Bob Perkins
- Jenny Aikenhead

Minutes

Meeting called to order at 11.00 by Jane Fraser.

1. Welcome to New Board Members.
2. Quorum established.
3. Motion to accept Board Meeting Minutes of March 7th 2018 – approved.
4. Agenda order revised, radio protocol and privacy policy added.
5. Motion to appoint Lynn Whittingham as Membership Director Position
Moted by Greg McKenzie.
Seconded by Hugh Powell.
Carried.
6. Motion to appoint Barb Brunton to Co-Summer Hikes Director to assist
Peter Fisher for the remainder of the year.
Moted by Lynn Whittingham.
Seconded by Carol Morris.
Carried.
7. Web site – Eric Leavitt
Log into the new site has been tested.
Eric will be responsible for any log in problems.
Web site cannot store emails for couples with shared emails addresses, the
recommendation for separate emails was made.
6 members do not have emails and bogus addresses will be created by
Eric.

New members will be asked to provide email addresses otherwise ones will be created.

Another Meeting is planned re Website Development to review new suggestions and ideas.

The Website will be ready for trial and testing in approximately 2 months.

8. Personal Information Protection Policy -Jane Fraser.

The draft the policy was discussed and changes made.

Motion was made to accept the Personal Information Protection Policy with recommended changes.

Motioned by Barb Brunton.

Seconded by Lynn Whittingham.

Carried.

The amended policy below will be added to the Club Policies and posted on the New Website.

Personal Information Protection Policy May, 2018.

Evergreen Seniors Outdoor Club (ESOC) is committed to safeguarding the personal information entrusted to us by our members.

This policy outlines the principles and practices we follow in protecting your personal information.

Personal information means information about an identifiable individual.

This includes, but is not limited to, an individual's name, home address and phone number, cell phone number, email address and emergency contact (name, phone numbers and relationship).

We collect only the personal information that we need for the purposes of providing services to our members, including personal information needed to:

- Enroll a member in an activity
- Send out club related information to members
- Reach an emergency contact

ESOC Bylaws state "The information in the register of members is to be used for club purposes only."

We normally collect member personal information directly from our members. In rare instances, we may collect your information from other persons with your consent or as authorized by law.

We will ask for consent to collect, use or disclose member personal information, except in specific circumstances where collection, use or disclosure without consent is authorized or required by law. We may assume your consent in cases where you volunteer information for an obvious purpose.

We assume your consent to continue to use and, where applicable, disclose personal information that we have already collected, for the purpose for which the information was collected.

Our website may include links to third party websites. We are not responsible for the privacy practices of these websites.

The materials found on this website are protected by Canadian and other copyright laws. By using our website, you consent to the terms of this Personal Information Protection Policy.

We reserve the right to modify this policy. Any changes will be noted by a change in the date of the policy.

If you have any questions regarding the privacy and security practices of this site, please contact us at:

Evergreen Seniors Outdoor Club

evergreenseniorscalgary@gmail.com

A release will be required for each individual whose photo appears on the website.

The Special Outdoor trips, Policy V, Section 9 will not be covered by this Policy.

9. Director and Co-ordinator Updates

a) Treasurers Report - Bob Perkins

Bus Operating Cost

As of May 16 2018 the numbers for the bus are as follows:

of trips: 9

Amount paid to Bus companies: \$9,240

Amount collected: \$9,251 - \$91 (park passes) = \$9,160

Average ridership (including no shows); 50.1

Net Loss: \$80.00 (\$0.18 per ticket)

Financial Position

As of May 16, our financial position is as follows:

Bank Balance: \$17,435

Liabilities: \$2,100 (unpaid bus fares)

Assets: \$1,000.00 (deposit at Heritage park)

\$ 190.35 (prepaid park passes)

Net Assets: \$16,525

Miscellaneous

The bus costs have now increased for the Summer season to \$1,050 per trip. This means we need 53 passengers every week in order to continue to break even (not counting any contributions from in town hikes). This seems to be an unlikely event. We can therefore look forward to an overall loss on bus operations.

However, I do not recommend a rate increase at this time, as the amount of our bank balance is well in excess of our minimum requirements.

The only unusual expense so far this year has been the payment of \$500 to Curtis Fraser as the initial installment for the web site development.

b) Summer Hiking – Barb Brunton/Peter Fisher.

There are 5 vacancies for day leaders. Eric Leavitt volunteered for the Whaleback Trip.

Barb to email members asking for volunteer Day Leaders.

Information will be sent to the Day Leader reminding them of the role's responsibilities and maps where available.

Proposal for responsibility for the radios –

- i. One person be responsible for the radios, charge radios, check codes.
- ii. Eric Leavitt offered to take on this role and find a backup when not hiking.
- iii. This will be on a trial basis.

c) Overnight Hiking Trips - Hugh Powell.

July 23-26th to Jasper

21 People are registered, 1 person a nonmember.

7 rooms booked.

Trip not endorsed by the ESOC, Hugh will get releases.

d) In Town hikes – Carol Morris.

4 Hikes to be scheduled.

e) Summer Transportation – Greg McKenzie.

Full buses and carpools on 2 trips.

New temporary site frustrating, Greg has increased the number of registrants for trips to accommodate the program limitations.

f) Social - Stefa Fassina.

The Barbecue is booked for July 12th. A request will go out for volunteers.

g) Membership -Lynn Whittingham.

I now have Ole's records, i.e. documents, files and emails back to 2012.

You can see in his work how he cared for the club as he kept neat, up-to-date, well organized records.

Thank you to Jane, Greg, Eric and Gary for helping me in the transition period.

May Statistics:

Full Members	127
Associate Members	32
Total membership	159
Membership Cap	130

Expect possible new membership application tomorrow for Paula Williams

2018-19 Membership forms and payments

5 Unpaid Members

In summary, the 5 members were last contacted on March 3rd 2018, two months ago. Payment was due Feb. 28, 2018.

The Board recommended, informing these members by mail, that they have been removed from the ESOC membership.

Unpaid dues for out of town members can be made by e-transfer.

2018-19 Outings spreadsheet is set-up & up-to-date

Unfortunately, neither the interim nor the final ESOC website will be able to automatically tally and display the number of outings a member has done. I requested the following to be included at the top of that page on the new website: " The "Number of Trips" shown for members does not adjust automatically but will be updated periodically. Please check the upper right corner for the date of the last update. The upper right corner would say "Last updated on _____(date)."

New member_information package - updated. It includes:

- Introductory letter
- Society Bylaws
- Policies
- Trail and safety guidelines
- Membership application, Commitment Statements and Waiver form.
- Name tags & medical capsules - will try to encourage all members to have these with them on outings.

h) Sunshine report- Sheila Perkins.

I want to thank June Sobon for looking after my duties while I was away.

June took care of the card for Ole West and apart from that I am not aware of anything else that has taken place and I hope that it stays that way!

i) Phone co-ordinator - Elsie Boutillier.

Five people remain on the phone list. Jo Bands and Rob Cormack are not able to hike at this time for medical reasons. Lucie Baradoy and Maria Melnychuk continue to hike suitable terrain for their abilities and MJ Butala is actively involved year-round according to her availability. I have some concerns about the new website and the complexities required to navigate it in order to sign up or remove people on the phone list. The interim website is working well.

j) Newsletter – Joan McLean.

Newsletter has sent out by email or Canada post to Members.

10. Discussion on day of week for in town hikes.

Pro and cons discussed re changing time and dates of in town hikes.
Any decision on changing the hikes was postponed until the next Board meeting.

11. Wording for Social Director Duties as per Cheryl Campbell

Cheryl Campbell recommended changes for responsibilities and wording for the Social Director position. Cheryl will be contacted re suggestions.

12. Club Brochure.

Needs updating,
Photo of dog should be removed.
New web site and link needs to be added to the brochure.
Suggestions for changes, should be sent to Jane.

13. New Logo

Spelling error on the old logo.
Recommendation - to run a competition for members for submissions for a new logo design.

Meeting adjourned at 13:00