

Evergreen Seniors Outdoor Club

Board Meeting: Wednesday, September 14th, 2022

7 pm at Brentwood Co-op Auditorium



Meeting attended by:

First Name	Last Name	Position	Attended?
Jennifer	Aikenhead	Social Director	Present
Carolyn	Ardell	Winter Transportation Director	Present
Barb	Brunton-Johnstone	Vice President	Present
Peter	Dankers	City Hikes Director	Present
Kyra	Fisher	Summer Hiking Director	Present
Sharon	Hanwell	Secretary	Present
Douglas	Kosowan	Winter Activities Director	Present
Harold	Kroeger	Summer Transportation Director	Present
Peter	Kubica	President	Present
Eric	Leavitt	Website Director	Present
Position Open		Membership Support	
Greg	McKenzie	Summer Transportation Director	Regrets
Joan	McLean	Newsletter Editor	Present
Kiyoko	Miyanishi	Past President	Present
Carol	Morris	Phone Coordinator	Regrets
Bob	Perkins	Treasurer	Regrets
Kim	Tidswell	Social Director	Present
Johanna	Voordouw	Membership Director	Present

Peter Kubica confirmed that we have quorum and the meeting was called to order at 7:00 pm.

The agenda was reviewed; Barb Brunton-Johnstone moved to accept the agenda, seconded by Jenny Aikenhead. **Carried**

The minutes of the last Board meeting on May 2th, 2022 were reviewed. Approval of minutes was moved by Barb Brunton-Johnstone, seconded by Eric Leavitt. **Carried**

Reports

- Bob Perkins, Treasurer

The end of August represents the end of the second quarter of the financial year and the following reflects the position of the Club at that point:

Current Bank Balance	= \$17,314	financial year end	= \$17,778
Current Assets	= \$ 1,363		= \$ 213
Current Liabilities	= \$ 4,200		= \$ 4,212
Net Assets	= \$14,478.25		= \$13,780

The Year end details are posted on the website.

The Club remains in good financial condition which means we can continue to maintain the existing pricing structure for bus fees and membership fees.

The following are details for the current year (2022-2023)

Bus Activities YTD:

21 trips

Average ridership = 47

Loss = \$1,490

Social Activities:

BBQ: A subsidy of \$536.85 was required (\$8.13 per member) in order to make the event break even.

Expenses

All expenses incurred (excluding social events and bus costs) have amounted to \$954.00

*Additional Discussion: In order to break-even 50 people are needed on the bus when we charge \$20.00 per person. Bob has recommended that we keep a reserve fund of \$10,000.00. We can continue to subsidize the bus and special events until we reach this level. **Action:** The financial information will be revisited in 2023, in case there are significant changes.*

- Greg McKenzie & Harold Kroeger, Summer Transportation Directors
Covid continues to affect our trips in a number of ways: masking and other protocols on the bus, a number of people avoiding the bus entirely, and a few cancelling at the last minute due to suspected Covid-19. We waive the \$20 fee if people are cancelling for suspected Covid-19 reasons. This has happened three or four times. We simply thank them for being cautious and thinking of others on the bus. Despite Covid-19, we have done remarkably well in numbers on the bus. We usually had 50 or more. Only once, on a really rainy day did it drop to 32. On four occasions we had almost 70 hikers register with 10 to 15 more choosing to drive to the trailhead rather than take the bus. This many on the bus and in cars made it a challenge to coordinate for the Day Trip Leader. Those who drove were mostly Covid-cautious folks. Many of those driving made a voluntary \$10 donation such that the Club did well on these trips. A happy but unintended consequence of so many drivers is that not a single member had to be bumped this year. Three guests were bumped recently. We may want to increase the number of Members we take in as winter is coming and there will be more empty seats. The reason for a cap on membership was to avoid members being bumped from the bus. This hasn't happened at all this year. I have been away for three trips and could not handle the bussing duties. Harold Kroeger has really stepped up and done a great job. He is now very good at it. Even when I'm around and

handling routine bus matters, Harold has been looking after the guest administration which involves ensuring that we have waiver forms and vaccination information. He and Eric enter their data into the User list on the website so that the names show up on the attendance list along with their Park Pass information, if they have one. Most guests do not have a member sponsor, therefore it's particularly important to have unsponsored guests' emergency contact data readily available should something befall that person. Harold or I have an up-to-date list of guests in our possession when on the bus. Harold and I used to chase folks to update their Park Passes as we noticed an absence of a number on the sign-up sheet, Kirk Odland has now volunteered to be what I call the "Park Pass Prodder." He's already well into chasing those who are not up to date.

Carolyn Ardell will take over as the Winter Bus Director starting November 1.

- Kyra Fisher, Summer Hike Director
Preparing for the summer hiking season entails a lot of work! Even though Barb Brunton-Johnstone was very happy to hand over this position to me, she was and still is an excellent mentor. I would not have been able to take over this position without her guidance. Thank you, Barb!

Members' ideas for hikes were solicited far in advance of coming up with the Summer Hike schedule. Thirty-one hikes for all the various hiking levels, were compiled with input from members representing the various hiking levels. Volunteers to be Day Leaders were also solicited. Because volunteers were sought early in the season a lot of shuffling resulted when their travel plans were solidified!

Our club could not function, or function as well as it does, without volunteers. I am always VERY appreciative when members volunteer. As Summer Hike Director I have had to learn new programs such as Dashboard and learn to negotiate my way through the Evergreen site. Barb, Eric Leavitt and Carolyn Ardell have been very patient, helpful and particularly kind to me!

As the Summer Hike person, initially I was also required to look after all the radios. I had to ensure that they were delivered to the bus weekly all charged and then take them home after the hike. I cannot remember, but it was either Hugh or Greg who came up with the idea of having someone in charge of looking after the club's radios. Amy Trewhitt volunteered. Her reasoning was that it was something which she could do which would be helpful. It is one less thing to look after and I am so appreciative that Amy "stepped up to the plate."

I am at a B2 level, however, there are many B1 hikes I can do, but at a slower pace. There are others who also feel this way. As such, when there is a B1 hike which I and others feel they can do, the solution is to have at least 2 hike leaders

– one for the faster hikers and one for the slower ones. This appears to be working well.

I am finding the C level problematic at times. I would appreciate input from the Board. I will also seek ideas from C level hikers.

- Often the C level hike is much shorter than the other hikes and so the C level hikers have a long wait once they have finished their hike.
- It is hard finding as interesting hikes for the C level.
- Unfortunately, as we get older, what we were able to do years before, often no longer applies. Some hikers accept this and make the appropriate transition to the lower-level hikes. Some unfortunately do not. This can be problematic as an older hiker can slow the group as well as putting themselves at risk to injury.

In closing, it has been a good summer with great hikes!

Additional Discussion: As indicated in the report above there have been concerns that some ESOC members are having difficulty keeping up with their hiking group and in a recent case a member needed to be physically supported in order to make it back to the bus. It is important that all members make safe and reasonable decisions about their own hiking capabilities. When it is determined that decisions are not safe and reasonable the President or the Summer/Winter Coordinator will speak with the individual to ensure that appropriate hikes are chosen and, if there is not an appropriate hike available, that the member does not attend that week.

- Johanna Voordouw, Membership Director
The Evergreen Sen Outdoor club has 175 members: 148 Full and 27 Associates. From March 10 to September 8, 1287 members came out on 22 trips. We had 50 guests who came out 100 times. We welcomed 13 new members and 4 guests are in the pipeline to become members. We also have new guests via the city walks on Tuesdays, which are becoming quite popular.

Additional Discussion: Two of the guests on the waitlist will be invited to become members to meet our membership cap of 150. In the winter there are usually fewer members signing onto the bus, so it is anticipated that there will be sufficient opportunities for guests to participate on bus trips. It is anticipated that more openings for full membership will be available at year end, which is February 28, 2023.

- Peter Dankers, City Hike Director
The first city hike was held on Tuesday, May 17 and 5 more followed, spaced 3 weeks apart. They are becoming increasingly popular with 14 participants on the first hike to 24 on the last one. A total of 99 members and 11 guests participated

in the hikes. Forty-one club members have been on a city hike at least once, which is about 25% of the club membership. This shows that there is a need for this activity or at least, that it is appreciated. The feedback is very positive. Hikes have been scheduled till the end of the calendar year. I would like to organize hikes during the winter but keep it a bit more flexible, depending on weather and trail conditions. Covid-19 protocols are strictly adhered to and waivers are always checked.

In the past, a \$2.00 contribution was asked from participants, reportedly for some liability reason. I don't quite understand this and would like to have some direction how to proceed. It would amount to between \$30.00 and \$50.00 in revenue, but would create some administrative hassle. If there is a valid reason, I don't have any problem collecting this money.

According to our rules and regulations a maximum of 6 city hikes can be used towards the total annual number of hikes required to keep full membership. Some members appreciate this because they cannot go on the regular Thursday bus hikes as often as they would like for various reasons, but they still want to be a full member. Should this number stay the same or does it need to be revised?

Additional Discussion: In the past, members attending city hikes paid a \$2.00 fee as the hikes were on Thursdays and took people away from attending the bus trips. Now that the city hikes occur on a Tuesday, there is no need to a fee. The rule that a maximum of 6 city hikes will count towards full membership will be maintained. The Board agreed that the city hikes have been an excellent initiative and thanked Peter for all his work in providing hikes that are flexible in length of time and pace and are spread throughout the city.

- Eric Leavitt, Website Administrator

Web Site Status: The web site has been working well with only minor outages. We do have a separate back-up system running. It hasn't been needed so far. We also periodically back-up members, registrations, and events.

Guest Data Base: There is now a category for guests in the User Data base. Guests do not have log-in privileges. The advantages of doing this include: emails sent to everyone registered for a trip include all guests in the data base; if they have a National Park Pass it shows up in the registration sheet, and the Membership Director can do a search on the guest to see how many trips they have completed. If a guest becomes a member, it is straightforward to change their status to Member.

Web Site Changes: Our web site designer is working on the following requests:

- To make it possible to use the same location with different difficulty levels on the same trip. Currently if we wish to use the same location twice in a trip, we have to create a duplicate of the location with slightly different

wording. This creates additional trail locations. Curtis is working on making it possible to distinguish between locations on a trip by their degree of difficulty.

- Curtis has implemented the ability to archive items such as Registrations, Trips, etc., so they can be saved for future reference. This has been tested by archiving all the Car Trips that we set up during the pandemic. I will work with directors who might wish to utilize this feature. For example, we could archive registrations for a previous year in case people question their totals. This would limit the number of registrations that show up “Published” to the current year. Another possible use would be to archive trips once a season is completed. The archive would be there if one wishes to copy a trip description to use in a new season. As mentioned, this will only be done in collaboration with the appropriate Director(s).
- Jennifer Aikenhead & Kim Tidswell, Social Directors
The Summer Barbecue was held at Boundary Ranch on 21 July 2022. The final bill from the ranch was \$2396.00 minus the \$1000.00 deposit which made the total owing of \$1396.00. Our subsidy for 66 members x \$8.00 was \$528.00. We collected \$1860.00 added to the \$528.00 subsidy equals \$2388.00 which leaves a \$8.00 deficit. This was incurred as the Bus Driver’s meal was not factored in. Bob Perkins mailed a cheque to Boundary Ranch for the amount owing. The prepayment by e-transfer and cheques was successful, however there was some confusion as some members did not sign in on the webpage and some members removed their names in error. Next year the sign-up sheet will be locked after the closing date. The barbecue was well attended and 3 people cancelled due to illness. Members gave positive feedback on the meal and service. There were discussions amongst some members about returning to William Watson Lodge for our Barbecue in 2023. We would like the board to have a short discussion regarding the summer barbecue location.

The Fall Luncheon is to be held on Thursday, November 10th at the Glenmore Inn. The estimate is for 80 people to attend. The total cost for a Turkey Dinner will be \$3124.21 which includes the room rental \$295.00, a bartender for \$120 plus GST and Gratuity. The cost per person is estimated at \$40.00. If less than 60 people attend there will be an additional cost of \$15.00 per person. A subsidy of \$10 for members and retired members has been requested, which would make a cost of \$30.00. Guests would pay \$40.00. If we require a screen, it rents for \$45.00 and the LCD projector costs \$200.00. These costs are not included in above budget. Sheila Perkins has graciously agreed to continue with assembling the gift baskets for the Luncheon. She will contact us if she needs assistance. When we post the event on the web page, we will ask for donations for the gift baskets.

Additional Discussion: William Watson Lodge has shared that they now have a limit of 50 people for functions where people are seated at tables. This means that we cannot host our summer BBQ at the Lodge as we always have more than

*50 people attending. **Action:** Jennifer will share this information with ESOC members.*

- Carol Morris, Phone Co-ordinator
There are still 4 individuals I contact re: any updates to club activities. Sometimes Art Johnston wants to be informed and other times he accesses his email at the library and then signs up for trips there. However, he is not aware of any short notice changes prior to a trip.

Issues for discussion

1. President's Updates: Peter Kubica
 - Greg McKenzie and Peter Kubica led a course for Hiking Leaders at our Summer BBQ. The course was designed to build capacity in more members so that they will feel comfortable leading hikes and this helps to ensure that the responsibilities for our hikes becomes a shared responsibility throughout the club. Twelve members attended and the documents utilized that day are available on the website for all members to review. The names of those who attended the course are being shared with Day Leaders.
 - The yearly Alberta Government Non-profit forms have been submitted. We are required to share the names of the members holding the following positions: President, Past- President, Vice-President, Treasurer and Secretary.
 - Peter was contacted by another outdoor club in Calgary with questions regarding the liability of directors of non-profit organizations as well as a new provincial act called "Freedom to Care." **Action:** It was agreed that Norman Hall will be consulted about these issues as he is an ESOC member and a retired lawyer. The results of the consultation will be shared at an upcoming meeting.
2. Resignation of Dorothy Lloyd in Membership Support: Peter Kubica has emailed the membership to request a volunteer to take on this role and has not yet received any replies. **Action:** The position will remain open and board members will think about members who might be willing to take on the role if approached. Suggestions should be emailed to Peter Kubica.
3. Fall Luncheon & 30th Anniversary of ESOC: It was agreed that former members of the ESOC will be invited to the Fall Luncheon. **Action:** The Social Committee and Peter will encourage current members to let them know of the contact information for any former members who may be interested in attending.

Motion: Joan McLean moves that ESOC founding members and our Bus Driver be invited to the Fall Luncheon at the expense of the Club.
Seconded by Barb Brunton-Johnstone. **Carried**

Motion: Eric Leavitt moves that there be a \$10.00 subsidy for all ESOC members and former members to attend the Fall Luncheon. Seconded by Joan McLean. **Carried**

Jennifer shared that the basket raffle may provide sufficient funds to pay for the technology rental. **Action:** It was also suggested that a 30th Anniversary cake might be an appropriate dessert and Jennifer will discuss this option with the Glenmore Inn staff. A slide show of the history of the ESOC will take place after dinner.

4. Anniversary Shirt Proposal: Carol Rose-Skelly has suggested an anniversary shirt for interested club members. It would come in different unisex sizes from XS to XXL, and be made of dry wick material. The price for 50+ orders would be \$20 with no cost to the club and we need to order in bulk. This would be a great commemoration of the club's anniversary. If the Board approves,



Carol would be willing to take orders and perhaps Eric could design a sign-up on the ESOC website. We need people to commit to a size 2 to 3 weeks ahead and then Carol would order just what we want. People could e-transfer money to the Treasurer and we could hand out the T-shirts at the Fall luncheon. Carol would be happy to be the contact person for any questions.

Motion: Jennifer Aikenhead moves that Carol Rose-Skelly arrange for ESOC Anniversary Shirts for purchase by members. Seconded by Doug Kosowan. **Carried**

The consensus was that blue would be the most appropriate colour for the shirt.

Actions: Peter and Carol will arrange for members to see sample sizes in order to make the most appropriate choice. Eric Leavitt offered to set up an “event” on the website so that people can order the shirts and identify the size needed. Peter will have Carol contact Eric with all the necessary details.

5. ESOC Policies: Eric Leavitt has offered to review the club policies to ensure that they are up-to-date. The last review was held in 2018, therefore some revisions need to be made. **Action:** Eric will flag items which require board input and bring them forward at an upcoming board meeting. At the AGM in April 2023 members will be asked to approve any new policy statements.

6. ESOB Badges: Elsie Boutiller bought badges for the club several years ago and paid for them herself. These can be resold to club members. The purpose of the motion is to allow for more efficient distribution of the badges to club members.

Motion: Joan McLean moves that ESOB purchase the remaining badges (approximately 100) from Elsie Boutiller at \$7.00 per badge. Seconded by Bob Perkins. **Carried**

Actions: Joan will work with Bob Perkins to arrange for payment to Elsie and Joan will hold the badges. Joan will also work out ways for the badges to be available for sale to members e.g. at the Fall Luncheon. In addition, when new members are invited to join ESOB, they will be offered the opportunity to purchase a badge at the same time as they are paying their registration fee. Bob will accept e-transfer payments for the badges from ESOB members.

7. Conclusions of Service and Function Timeframe and Responsibility & Risk Assessment: Barb Brunton-Johnstone provided a brief overview of the Service & Function Timeframe & Responsibility and the Risk Assessment documents (see Appendix 1 & 2 below) which include the work completed at the Board workshop in June. Barb noted that there are many "Extra Actions Needed" to reduce the risks to the club and these are listed on the Risk Assessment Worksheet. These tasks can be grouped under the following categories:

- Update procedures and post on website (each director); also self-drive procedures
- Member communication
- Day Leader support (Update Day Leader binder and procedures, training workshop)
- New Member Orientation
- Encourage volunteers
- Create external backups (paper and/or digital) for all key files regularly

Details on suggestions related to each of these can be found on the 'Extra Actions Needed' column of the Risk Assessment worksheet, as well as indication of who should participate in this work.

Actions: Board members are asked to review the documents in greater detail and then share any changes, questions or concerns with Barb by September 23rd. In addition, Barb asked that the Board consider volunteering for one/some of the jobs. Barb will then make a task list from the responses and provide it to the Board the following week.

The Board thanked Barb for her excellent work in coordinating the assessments and acknowledged how helpful the assessments & actions are in moving the ESOB forward in a successful manner.

8. New Business

- **Satellite Phones:** Some of our members carry their own satellite devices (e.g. SPOT Satellite Communication Devices) on our trips as they provide prompt connection to emergency services. It was suggested that consideration be given to purchasing a device for Club use. These devices cost approximately \$300.00 and have a monthly fee. They require set-up on a personal computer and users need to be very familiar with the workings of the program and the device. It was agreed that satellite devices are best kept as a personal choice. In case of emergency, decisions will be made through consultation between the hike leader, the day leader and the bus driver, as outlined in the ESOC policies. **Action:** Peter Kubica will confirm whether our bus driver carries a satellite device.
- **Multi day hiking trip for 2023:** In the past, ESOC members have often been offered the opportunity to attend a multiday hiking trip at some point in the spring or summer. Barb Brunton-Johnstone has been in contact with a company that will provide an 11-day, self-guided trip to 3 centers in Switzerland, catering to people with a variety of hiking levels. The company will arrange accommodation, transfers to and from the airport and between hotels, breakfast and dinner and maps/GPS information, for an approximate cost of \$4250.00. Airfare of approximately \$1500.00 will be the responsibility of participants. The trip will likely be in June 2023 and could accommodate 10 to 18 people. It was agreed that this opportunity should be provided to ESOC members and their friends or family members, recognizing that this is not an official ESOC trip. Instead, the trip would be arranged through the travel company, with Barb volunteering to facilitate communication between the company and the people who may chose to participate. **Action:** Barb will prepare information and share with ESOC membership by email, to see if there is interest in this opportunity.

It was also suggested that someone may like to organize another hiking trip opportunity for a shorter time period, at a location closer to Calgary, such as was organized to Icefall Lodge near Golden, BC for 4 days in the summer of 2022. **Action:** Board members will consider whether they will take up this opportunity.

- **Winter Activities Schedule:** Doug Kosowan is beginning work on the winter activity schedule. This schedule works differently than the summer schedule because it is very dependent on snow conditions. **Action:** Doug will be sending out an email to all members asking for people to volunteer as the Day Leader for specific dates. Eric has offered to work alongside Doug as he learns about how to utilize the website capabilities to input information and facilitate planning.

- It was agreed that the Annual General Meeting will be held on April 6, 2023 at Rosemont Community Centre. **Action:** Sharon Hanwell will book the hall.

Meeting adjourned at 9:01 pm.

Appendix 1

Evergreen Seniors Outdoor Club Service and Function Timeframe and Responsibility

	Service or Function Name	Criticality	Preferred Freq	Max. Outage	Board Member Resp.
S1	Outdoor activities (walk, hike, snowshoe, xc ski)	High	Weekly	1 mth	
F1	Bus Trips	Moderate	Weekly	6 mths?	Summer & Winter Transportation Coordinators, Summer & Winter Activities Directors
F2	Curated outdoor events with leaders	High	Weekly	1 mth	Summer & Winter Activities Directors
F3	Website Registration for Events (Bus, Car Trips)	High	Daily	1 mth	Website Director, Summer & Winter Activities Directors
F4	Receive & Dispense Money	Moderate	Daily	1 mth	Treasurer
F5	Guidance to participants on appropriate group	Moderate	Weekly		All?, Summer & Winter Activities Directors
F6	Categorization of activity level	Moderate	Weekly		Summer & Winter Activities Directors
F7	Car trips	Moderate	Weekly when bus not running	1 mth	Summer & Winter Activities Directors
F8	In-town walks	Minor	Ad hoc – when bus not running or long days		In-town walk volunteer?, Summer & Winter Activities Directors
S2	Social Connections	High	Weekly	1 mth	

Evergreen Seniors Outdoor Club Service and Function Timeframe and Responsibility

F1	Bus Trips	Moderate	Weekly	6 mths?	Summer & Winter Transportation Coordinators, Summer & Winter Activity Directors
F9	Communication to Members	Moderate	Monthly	2 mths	President, Phone Coordinator, Membership Support
F10	Social Events	Moderate	Ad hoc	6 mths	Social Director
F11	Newsletter	Moderate	Quarterly	6 mths?	Newsletter Editor
F12	Website (Club Documents, Calendar, email)	Moderate	Daily	1 week	Website Director
F13	Members list	High	Weekly	1 month	Membership Director
F3	Website Registration for Events (social)	Moderate	Monthly	2 mths?	Website Director, Social Director
F7	Car trips	Minor	Weekly when no bus	1 mth	Summer & Winter Activity Directors
F8	In-town walks	Moderate	Weekly when no bus or long ride	1 mth	In-town walk volunteer?, Summer & Winter Activity Directors
S3	Manage Club	Moderate	Weekly	3 mths?	
F14	Maintain Financial Records	High	Weekly?	1 Month	Treasurer

Evergreen Seniors Outdoor Club
Service and Function Timeframe and Responsibility

F15	Manage Membership	High	Weekly?		Membership Director
F16	Recruit Board Members	Moderate	Annually		President, departing Board Members
F17	Hold Board Meetings	Moderate	Quarterly		President, Secretary
F18	Maintain Website (general)	Moderate	As req'd	1 week	Website Director
F4	Receive & disburse money	Moderate	Weekly?	1 mth?	Treasurer
F20	Hold AGM	Moderate	Annually	1 mth?	President

Appendix 2

Evergreen Seniors Outdoor Club Risk Assessment Worksheet

Risk	Likelihood	Impact on Club functions	Mitigation/Comments	Extra Actions Needed	Who
Website Unavailable:					
- Loss of website content/capability	Low	Major (F1,F3,F2,F7,F9,F12,F13,F15, F18)	We are using a separate backup provider to that provided by our hosting company. Eric & Johanna – routinely download users/registrations/events lists by exporting to a local hard drive (<i>Done now??</i>)	Consider Trip Leader binder with Member & Guest List including Emergency Contact Info Printed Master Lists held by..... Make a file of Members outside the website	Website Director has the backup
- Internet outage throughout Calgary	Low	Major (F1,F3,F2,F7,F9,F12,F13,F15, F18)	Several internet providers, risk of all being down at once are low. Revert to phone communication if prolonged – need current downloaded or hardcopy member contact lists		

Risk	Likelihood	Impact on Club functions	Mitigation/Comments	Extra Actions Needed	Who
People:					
- Lack of Member participation in events	Medium	Moderate (F1,F7,F8,F20)	Offer outings for all activity levels each week; bus protocols to allow most members to feel safe riding the bus	1.Check on suitability for all levels (time/distance/elevation gain) 2. Protocols to balance “safety” v. Social Aspect. No matter what we do, some people won’t ride bus. (HP says ESOC is a “BUS” Club). 3. New member orientation 4. Handout/email to New Members 5.Add to Eric’s Welcome message to guests: send trail info and trail and safety guidelines	3 – Kim 4-Carolyn 5- Peter
- Lack of Volunteers (Board, Social Event helpers, Day Leaders, Hike Leaders, etc.)	Medium	Major (F1,F2,F5,F7,F8,F10,F11,F16,)	Consider incentives or recognition. Have documents and current procedures available to hand-off to new people	1.Awareness of each Board position – confidence to put name forward. 2.Training sessions/mentoring for group leaders. Encourage shadowing Day and Group Leaders 3.Have Co-leaders for many functions 4. Recognition at BBQ and Xmas but no “incentives” 5. Hike Leaders / Group – define the hikes	1-Carolyn 2&3 – Peter & Greg

Risk	Likelihood	Impact on Club functions	Mitigation/Comments	Extra Actions Needed	Who
Facilities:					
- Bus Company not able to provide bus	Medium	Moderate (F1)	1Self-drive procedures in place (could be improved); we have lists of alternate bus companies 2Should Self-drive be advertised in addition to bus trips (policy)?	1Post as Self-drive -If bus not available call for another bus/company -Investigate why no bus -Bus Director maintain list of alternate bus companies -Self drive at short notice, e.g. Tuesday night if insufficient registrants – Post A/B1/B2/C hikes if possible 2Self-drive hikes to different destinations than the bus should not be advertised on the website; information on suggested donations should be provided to those who choose to self-drive with a bus trip.	Barb and Bus Directors
- Parks closures	Medium (has happened in past 5 years)	Moderate (F1,F7)	Lists of alternate hikes on website and in hiking books	Lists of alternate hikes in <u>dayleader binder</u> Albertapark.ca for closure info	Activity Directors (Kyr, Doug)
- Departure or <u>Pick up</u> points closures	High	Minor (F1)	Alternate points have been used on short notice in the past.	Check with the driver the week before Keep list of problem areas e.g.: Dry Island – do NOT drive down; park at top & walk down;after-trip bus access: <u>Yamnuska</u> , Corey Pass, Black Prince (winter), <u>L.L.Pipestone</u>	Bus Directors (Greg, Harold, Carolyn)

Risk	Likelihood	Impact on Club functions	Mitigation/Comments	Extra Actions Needed	Who
Natural Disasters:					
- Natural Disasters, e.g. Pandemic, Flood	Medium	Moderate (F1,F7,F8,F10)	We've handled these ad hoc before. Adjust procedures to comply with situation and gov't orders	1. Get hardcopy/PDF of Member List & Emergency Contacts -copy in <u>Dayleader Binder</u> -Membership Director maintain copy on personal computer -Include Guest List 2. Adjust to Government Regulations 3-Dayleader/Activity Director to check status before Thursday e.g. Trail closures/Fire & Smoke/Road Closures (<u>Dayleader</u> workshop should provide this info. Communications is key) 4. Review current documentation for accuracy and inclusion.	1-Carolyn
Financial:					
- Lack of Club money	Low	Minor (F4)	Monitor to ensure funds don't fall below \$10K; adjust spending and fees as required		