

Evergreen Seniors Outdoor Club

Board Meeting: Wednesday, January 4th, 2023

7 pm at Brentwood Co-op Auditorium



Meeting attended by:

First Name	Last Name	Position	Attended?
Jennifer	Aikenhead	Social Director	Regrets
Carolyn	Ardell	Winter Transportation Director	Regrets
Barb	Brunton-Johnstone	Vice President	Present
Peter	Dankers	City Hikes	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
Greg	McKenzie	Summer Transportation Director	Regrets
Joan	McLean	Newsletter Editor	Regrets
Kiyoko	Miyanishi	Past President	Present
Carol	Morris	Telephone Coordinator	Present
Bob	Perkins	Treasurer	Regrets
Kim	Tidswell	Social Director	Regrets
Cheryl	Whitehead	Membership Support Coordinator	Present
Johanna	Voordouw	Membership Director	Regrets

Peter Kubica confirmed that we have quorum and the meeting was called to order at 7:03 pm.

The agenda was reviewed; Peter Dankers moved to accept the agenda, seconded by Barb Brunton-Johnston. **Carried**

The minutes of the last Board meeting on September 14, 2022 were reviewed. Approval of minutes was moved by Barb Brunton-Johnstone, seconded by Eric Leavitt. **Carried**

Reports

- Bob Perkins, Treasurer

As of 27 December, our Net assets amount to \$12,203. However, \$826 of this is the stock of club crests that we purchased from Elsie Boutillier. In addition, we have \$262 in prepaid national park passes so our liquid assets are \$11,100. This, as you are aware, is approaching the \$10,000 threshold at which we said we would have to consider taking some action to prevent further erosion of our assets. We should note that we are approaching membership renewal season which ultimately adds some \$3,000 to our account. This will not be properly recognized until the beginning of the next financial year. It is quite difficult to see at this point just what the bus ridership will be for the winter season but we do know that we have to have a full bus in order to break even and that seems

unlikely on a regular basis. My recommendation is that the Board consider increasing the bus fare to \$25 as this will allow us to run the bus at an average of 44 riders in order to break even. We may also want to reinstate the minimum ridership to 35 in order to run the bus. I do not necessarily agree with increasing annual membership fees as well, as it seems that we are able to run full buses more frequently in the summer season and that will help to bolster our assets. We do need to be a little cautious in increasing costs to the membership as we don't want to find our bank account increasing too quickly.

REVIEW OF NOV/DEC 2022 BUS FINANCIALS					
Date	Cost		Collected	No.	Gain/Loss
03-Nov-22	\$ 1,057.35		\$ 860.00	44	\$ (197.35)
10-Nov-22	\$ 0.00		\$ 0.00		\$ 0.00
17-Nov-22	\$ 1,113.00		\$ 1,120.00	55	\$ 7.00
24-Nov-22	\$ 1,113.00		\$ 915.00	42	\$ (198.00)
					\$ 0.00
November	\$ 3,283.35	\$ 3,283.35	\$ 2,895.00		\$ (388.35)
01-Dec-22	\$ 1,113.00		\$ 720.00	39	\$ (393.00)
08-Dec-22	\$ 1,057.35		\$ 710.00	32	\$ (357.35)
					\$ 0.00
					\$ 0.00
					\$ 0.00
December	\$ 2,170.35	\$ 0.00	\$ 1,430.00		\$ (750.35)

As you can see, the past couple of trips have been expensive! We can hold off until the New Year but if we continue with low ridership, I think that we will have to increase the bus fare shortly. If we have three more weeks in December similar to the first two our bank balance will be at about \$10,500. At that point it would seem that we would need to increase the fares in the first week of January. I would suggest \$25 as it is easier to collect on the bus. Even at that we will need to average 44 riders to break even. Please see the Bus Cost Analysis on the next page. I also recommend increasing the minimum ridership to 35. This will limit the loss to an amount similar to the profit realized if the bus is full.

I have one other thought, if the nature of the membership has changed so that we have much lower interest in Winter (which appears apparent so far) we could consider having a different price for Summer when we can anticipate full buses (say \$20 in summer, \$25 in winter) This is just a thought at present, not a

recommendation. However, at \$20 we will only break even with a full bus. Everyone's thoughts would be appreciated.

- Johanna Voordouw, Membership Director
ESOC has 177 members: 149 Full and 28 Associate Members. There are 10 guests with 3 or more outings so some can likely be accommodated as full members in the new year. We have had more than 80 guests on the bus and 14 became new members.
- Carolyn Ardell, Winter Transportation Director
Thursday November 3, 2022 was our first Fall/Winter outing and I assumed Bus Coordination from Harold Kroeger and Greg McKenzie. Nine weeks have gone by since the start of the Fall/Winter season and during this time I have ordered 6 buses and cancelled 2 buses due to cold weather or lack of riders.

Currently we are listing events as a "Winter Outing", which is not conducive to attracting participants. There is difficulty in planning ahead in the winter however it is understood events may need to be changed and or cancelled due to weather.

The Winter Transportation Director, working with the proposed Day Leader for the event could post the events 2 weeks ahead with registration open the Friday prior. This I believe would improve participation from previous guests as well as members. Winter participation and interest is lower than the Summer, which in turn effects the ridership on the bus and makes it a challenge to "fill the bus." There are some weeks that we should consider "self drive" events. The past two weeks during the Christmas season are a prime example. The following list indicates the number of riders. We cannot continue to run a bus with a loss each time.

Bus Cost Analysis				
Riders	Fare	Collected	Bus Cost	Gain/Loss
30	\$ 25.00	\$ 750.00	\$ 1,100.00	\$ (350.00)
31	\$ 25.00	\$ 775.00	\$ 1,100.00	\$ (325.00)
32	\$ 25.00	\$ 800.00	\$ 1,100.00	\$ (300.00)
33	\$ 25.00	\$ 825.00	\$ 1,100.00	\$ (275.00)
34	\$ 25.00	\$ 850.00	\$ 1,100.00	\$ (250.00)
35	\$ 25.00	\$ 875.00	\$ 1,100.00	\$ (225.00)
36	\$ 25.00	\$ 900.00	\$ 1,100.00	\$ (200.00)
37	\$ 25.00	\$ 925.00	\$ 1,100.00	\$ (175.00)
38	\$ 25.00	\$ 950.00	\$ 1,100.00	\$ (150.00)
39	\$ 25.00	\$ 975.00	\$ 1,100.00	\$ (125.00)
40	\$ 25.00	\$ 1,000.00	\$ 1,100.00	\$ (100.00)
41	\$ 25.00	\$ 1,025.00	\$ 1,100.00	\$ (75.00)
42	\$ 25.00	\$ 1,050.00	\$ 1,100.00	\$ (50.00)
43	\$ 25.00	\$ 1,075.00	\$ 1,100.00	\$ (25.00)
44	\$ 25.00	\$ 1,100.00	\$ 1,100.00	\$ 0.00
45	\$ 25.00	\$ 1,125.00	\$ 1,100.00	\$ 25.00
46	\$ 25.00	\$ 1,150.00	\$ 1,100.00	\$ 50.00
47	\$ 25.00	\$ 1,175.00	\$ 1,100.00	\$ 75.00
48	\$ 25.00	\$ 1,200.00	\$ 1,100.00	\$ 100.00
49	\$ 25.00	\$ 1,225.00	\$ 1,100.00	\$ 125.00
50	\$ 25.00	\$ 1,250.00	\$ 1,100.00	\$ 150.00
51	\$ 25.00	\$ 1,275.00	\$ 1,100.00	\$ 175.00
52	\$ 25.00	\$ 1,300.00	\$ 1,100.00	\$ 200.00
53	\$ 25.00	\$ 1,325.00	\$ 1,100.00	\$ 225.00
54	\$ 25.00	\$ 1,350.00	\$ 1,100.00	\$ 250.00
55	\$ 25.00	\$ 1,375.00	\$ 1,100.00	\$ 275.00

Date	Registrations	Guests	Location	Gain/Loss
Nov 3	45; 5 no-shows	4	West Bragg Creek	Loss
Nov 10	ESOC Fall Luncheon			
Nov 17	55	5	Sheep Valley & Diamond Valley	Gain
Nov 24	43	5	Fullerton Loop, Elbow Valley	Loss
Dec 1	39; 7 no-shows	4	Lake Louise	Loss
Dec 8	32	0	Lake Louise	Loss
Dec 15	50 (48 on bus)	5	PLPP William Watson Lodge	Loss
Dec 22	Extreme cold & low registration		Bus Cancelled	NA
Dec 29	Low registration		Bus Cancelled: Self Drive to Canmore & West Bragg Creek	NA

From the information above there is only 1 bus out of 6 where the cost of the bus was covered by the registrants. In addition to this there are currently 4 outstanding “no-shows” to be collected.

I would like to put forward that the minimum registrations for a bus to run be raised from 30 to 35. At 35 the club is still having to subsidize the bus. Perhaps it is also time to raise the cost of the bus to \$25.00.

Additional Information: Carolyn is in discussion with Universal Coach Line regarding our contract for March 1, 2023 to February 29, 2024.

- Douglas Kosowan, Winter Activities Director
Members have volunteered to be day leaders for all weeks in January and February and leaders are still needed for 3 weeks in March. Our bus enrollment seems to be lower and it was questioned why this might be the case. One reason may be the rise in cases of Covid-19, Influenza and RSV. Eric shared that he previously received 2-3 requests from potential guests each week but is now only receiving 1 a week. Suggestions offered for improving participation include:
 - Eric has updated the information on our website so that guest have a link which provides important details about the club and our processes. The current information focuses on winter trips and this will be updated in the spring for the hiking season.
 - Eric is also emailing previous guests to invite them to attend that week's trip if the bus is not full. **Action:** Eric will create an invitation template, gather feedback from Board members and then email it out when there is room on the bus.
 - Regularly utilize sites such as William Watson Lodge as this provides opportunities for members to take up shorter activities and then go inside to warm up, rest or gather for lunch. If desired, an activity can be continued in the afternoon.

Action: Douglas and Carolyn will continue to monitor trip enrollment and all Board Members will reflect upon any other suggestions for increasing the number of guests and/or people on the bus.

- Jennifer Aikenhead & Kim Tidswell, Social Directors
The Fall Anniversary Luncheon was a great success with a wonderful turn out. The raffle proved to be very popular and was a great boost to the finances.

Fall Anniversary Luncheon Financials 2022				
Income				
Ticket sales	\$4,100.00			
Raffle ticket sales	\$1,095.00			
Total Income		\$5,195.00		
Expense				
Deposit	\$1,200.00			
Balance paid	\$4,135.60			
Cake purchase	\$100.00			
S Perkins (basket costs)	\$75.00			
Refunds by e transfer	\$60.00			
Refund overpaid	\$60.00			
Total Cost		\$5,630.60		
Profit / Loss		-\$435.60		
Subsidy by Club		-\$4.23	per member	
Registration		September	October	November
Paid or nc	136	25	99	12
Cancelled and refunded	2			
Total accounted for	134			
Guests	31			
Members	103			

- Peter Dankers, City Hikes
The Evergreen City Hike program has been very successful in 2022. A total of 11 hikes were organized with a total of 232 participants, 211 members and 21 guests. Several of the guests have tried out the City Hikes first and later became members of the Club. Sixty-two club members have been on at least one City Hike. The most popular hike was to Bowness and Baker Parks with 34 participants. We had to split the group in two to keep it manageable. Mike Gervais has been so kind to

donate two radios to the Club to be used for the City Hike Program. This is very much appreciated and I want to thank Mike for his generosity.

I am planning to continue the program for 2023. After a short break, the first hike will be on January 17 in Dale Hodges Park followed by Fish Creek South and Nose Hill West. I will post these hikes on the website. The paths in these parks are all cleared of snow during the winter so they should be good for walking, but I will check them a few days before to make sure they are safe.

*Additional Discussion: **Action:** Eric Leavitt will create a position description for the City Hike role. Peter Kubica will review the Policies and the Handbook to determine whether the City Hikes position can be a “Director” or a “Coordinator.” Information will be shared at our next meeting.*

- Cheryl Whitehead, Membership Support
Peter welcomed Cheryl and thanked her for taking on this role. She has already begun reaching out to members.
- Eric Leavitt, Website Administrator
I have included details about the various charges associated with the website within this report.

Website Backup Service Used This Week: After the extensive failure of the web site hosting, we subscribed to Jetpack backup. This backup service was used to restore the website for the first time this past week. The website became inaccessible after a Plugin was updated. I was able to restore the website using the latest backup on Jetpack. The process, which took about 30 minutes (mostly uploading files), was successful without any intervention on my part, except initiating the backup. There was no loss of data as providentially the latest backup had been stored just before the failure. I had been wondering if the cost was warranted but believe we should maintain the service. It might have been possible to use the backups stored by our web hosting company but given the ease of restoring using Jetpack directly leads me to recommend that we continue the service.

Web site hosting online performance: There have been occasional short web site outages over the past months, but these typically only last a few minutes before service is restored.

Website costs summary: note all charges are paid using my credit card, which is then reimbursed by the club.

Web hosting: Our website is hosted on Web Hosting Canada. The next payment of \$323.64 is due on May 2, 2023. This will cover a period of 3 years.

Web site domain: evergreenoutdoorclub.org The domain is still on INMotion Hosting. The cost to register the domain is \$19.99 annually. The next payment is due April 3, 2023. At some point it could be switched to Web Hosting Canada.

Jetpack Backup: The annual cost is \$156 and renews on February 19, 2023.

Plugin Charges: We use WP Admin Columns for which there is an annual charge of \$89. The next payment is due on November 24, 2023.

We also have a lifetime license for WP Sheet Editor.

Preparing for a New Web Administrator

In preparation for this I am documenting the duties of the web administrator which includes:

Regular Maintenance:

- Reviewing and Updating Plugins
- Updating web pages as needed
- Investigating any issues with the web page
- Seeking assistance from our web page designer, Curtis Fraser, as needed
- Maintaining licences as needed
- Checking website to ensure data has been entered correctly

Routine Support

Responding to people who contact us via the contact us page

- Send an initial email
- Forward waivers and proof of vaccine
- Sign up guests
- Enter guests into guest data base

Maintain documentation on how to do stuff

Assist members and directors as needed.

Old Business

Action Items Arising from the September 14, 2022 Meeting

Completed:

- **Action:** ESOC financial information will be revisited in 2023, in case there are significant changes.
 - **Result:** Bob Perkins will continue to provide reports at Board Meetings
- 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.
 - **Result:** The information was shared in the Fall 2022 Newsletter
- 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.
 - **Result:** Cheryl Whitehead has offered to take on this role.
- 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.
 - **Result:** We had a great response with 5 former members in attendance. This included 1 founding member.
- **Action:** It was suggested that a 30th Anniversary cake might be an appropriate dessert and Jennifer will discuss this option with the Glenmore Inn staff.
 - **Result:** Cake was arranged and shared in the Fall Luncheon invitation.
- **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.
 - **Result:** Sample sizes could not be arranged but detailed sizing information was available on the website. The website was found to be too difficult to manage the shirt orders. Instead, orders were made directly to Carol and e-transfer payments were made to Bob. Shirts were delivered at the Fall Luncheon.

- **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.
 - **Result:** Eric loaded the latest drafts of the club handbook and policies onto the club documents page. They are available as word documents and pdfs. Eric requested suggestions or questions by November 21, 2022 and utilized that feedback in the final draft.
- **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 ESOC, 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 ESOC members.
 - **Result:** Members are aware that badges are for sale.
- **Actions:** Board members are asked to review the Conclusions of Service and Function Timeframe and Responsibility & Risk Assessment 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.
 - **Result:** Barb compiled the feedback and provided a workplan by email on November 22, 2022. She proposed that progress be tracked at each Board Meeting.
- **Action:** Peter Kubica will confirm whether our bus driver carries a satellite device.
 - **Result:** Our bus driver always carries a satellite communication device and is aware that he can use the device to seek help for ESOC emergencies. In addition, three of our members carry their own satellite communication devices: Keith Bagnall, Peter Kubica and Greg McKenzie.
- **Action:** Barb will prepare information regarding a multi-day hiking trip and share with ESOC membership by email, to see if there is interest in this opportunity.
 - **Result:** An email was sent out to members on September 18 and by September 22 the trip was almost full.
- **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.

- **Result:** Members have volunteered and Doug has sent emails requesting help with the remaining dates.
- 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.
 - **Result:** The hall is booked and the fee will be \$456.45 and this includes a \$300.00 damage deposit which will be returned if there are no issues.
- It was 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.
 - **Result:** No one has volunteered to organize a trip. This is likely because so many members are taking advantage of the opportunity to go to Europe on the trip organized by Barb Brunton-Johnstone.

Ongoing:

- 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.
 - **Update:** Peter received the copy of our insurance policy and will now consult Norman Hall.

Issues for discussion

1. Bus Fees and Minimum Attendance Requirements
Motion: Eric Leavitt moves that the minimum number of passengers for a bus trip be 35, effective January 12, 2023. Seconded by Carol Morris. **Carried Unanimously**

Motion: Eric Leavitt moves that the bus fare be increased to \$25.00, effective January 12, 2023. Seconded by Douglas Kosowan. **Carried Unanimously**
2. Membership Fee
Motion: Eric Leavitt moves that ESOC Membership Fees be increased to \$30.00. Seconded by Cheryl Whitehead. In Favour: 4; Against: 5; **Motion failed**

Discussion:

- There should be a distinction between the Membership Fee and the Bus Fee. The Membership Fee is to provide the general revenue needed for the running of ESOC. The bus fee should pay for the costs of the bus. Do we really need an increase in general revenue and if so, what are the costs that have increased or are new?
- Does this provide enough funds to make a difference to our revenue?
- We should stop subsidizing the BBQ and Fall Luncheon and instead charge the individuals who attend the full cost of the event.
- This motion could be tabled for the AGM for general discussion and the fee increase would then begin in February 2024.

Motion: Eric Leavitt moves that the ESOC Membership limit be removed and that all guests who fulfill the requirements of the club be invited to join. Seconded by Harold Kroeger. In Favour: 3; Against: 7; **Motion failed**

Discussion:

- At the 2022 AGM membership voted against this same motion.
- Would this action lead to a substantial increase in attendance?
- People will be confirming their membership for 2022 very soon and some Full Members may become Associate Members, leaving space for new Full Members.
- It is important to keep limits so that people do meet the club requirements for active membership, rather than “just” staying on the books.
- We have not had to bump very many guests/members from the bus this year. Some people have volunteered to drive/carpool so that others can take the bus, which has been very helpful.
- We should wait to see what the 2023 bus costs are when our contract is negotiated by February 28, 2023. The new costs will take effect on March 1, 2023.

3. Resilience Workplan: Barb Brunton-Johnstone

Board members are asked to review the plan (see Appendix 1) and their areas of focus and provide updates at upcoming meetings.

- **Document Retention:** We will distinguish between documents that are foundational and need to be retained and documents which are “operational” and are kept by the person in the role in order to ensure the smooth working of that role and can be shared with the next person who takes on the role. **Action:** Sharon will confirm the contents and location of the President’s documents and the financial documents and create a proposal for Document Retention based on a sample from Barb.
- **Action:** Eric is investigating the archiving capabilities of our website and will report back next meeting.

4. Emergency Response: Peter Kubica

Some members are reluctant to take on the role of Day Leader because of the responsibility of dealing with emergencies that may arise. The creation of an Emergency Response Team is proposed and would be made up of people who have experience in this area, are comfortable in dealing with a crisis and have the leadership skills to facilitate the actions that must be undertaken. **Action:** Peter will coordinate the ERT and invite members to take up this work. Barb has offered to help brainstorm the types of roles that need to be part of the team. Members will also be asked to share if they are qualified to provide First Aid.

5. Covid Policy Review: Barb Brunton-Johnstone

Given that the Covid-19 situation is evolving it was agreed that the Board should revisit our policy at each Board Meeting. Our current policy requires that members be double-vaccinated and that masks be worn at all club events.

Motion: Barb Brunton-Johnstone moves that we remove the requirement that members provide proof of vaccination in order to attend ESOC events, effective January 12, 2023. Seconded by Eric Leavitt. In favour: 6; Against: 2; **Carried**

It was agreed that we would still encourage members to keep their vaccinations up to date, for their own protection.

Motion: Douglas Kosowan moves we remove our requirement that members wear masks on the bus and at ESOC events, effective January 12, 2023. Seconded by Cheryl Whitehead. In favour: 1; Against: 9; **Motion Failed.**

Discussion:

- Masks should be a personal choice
- Masks are proven to be effective in limiting the spread of infection.
- COVID-19 and Influenza cases are still being reported after bus trips and these infections are likely to be with us for months and maybe years.

Action: The Covid-19 masking policy will be revisited at each Board Meeting.

6. Grant Application: Peter Serafini has volunteered to look into/apply for grants, etc. to fund club activities or special expenses (e.g. if we want to invest in or subsidize satellite phones and service or to support advertising for our club to encourage new members). He has contacts in other not-for-profit sports organizations who have suggested some avenues if our club is interested. It was agreed that this could be very useful information and Peter Serafini be invited to look into the possibilities. **Action:** Barb Brunton-Johnstone will contact

Peter Serafini to go ahead with an investigation of potential grants for ESOC.
Peter Kubica will review the Policies and the Handbook to determine whether the Grant Exploration position can be a “Director” or a “Coordinator.” Information will be shared at our next meeting.

7. ESOC Policies and Club Handbook Review:

Motion: Eric Leavitt moves that the revised ESOC Handbook and ESOC Policies be accepted and posted on the website. Seconded by Barb Brunton-Johnstone.
Carried Unanimously

8. William Watson Lodge: W\WL now charges us \$20.00 to use the day lodge, along with a \$12.00 reservation fee. The \$32.00 is paid in cash from the Bus Fee for that day. It was also confirmed that W\WL can only accommodate 50 people sitting in the lodge and eating a meal.
9. Radio Coordinator: Douglas Kosowan will look after the radios during the months of January and February. Amy Trehwitt will resume this role in March.
10. Reward Bus Vouchers: In the past vouchers have been given to the member(s) who attended the most trips in a year. It was agreed that we would discontinue this practice.
11. New Business: None

Meeting adjourned at 8:59 pm.

Appendix 1

Evergreen Seniors Outdoor Club Resilience Workplan

Evergreen Seniors Outdoor Club Resilience Workplan			
Extra Actions	Comments	Who/Leader	Status
A. Update procedures and post on website			
1. Review all documents and update to reflect current practices	Reflect current procedures; assign responsibility to do updates whenever changes made in future	Eric Leavitt	Policy and Handbook Document updated by Eric and reviewed by Board; those updated documents on website for comments by Nov. 21
2. Update self-drive procedures	Include when to do self-drive, when these count towards Club outings to maintain membership, suggested donations	Barb Brunton-Johnstone	
3. Document procedure if bus not available	Maintain list of alternate bus companies	Bus Coordinators	
4. Establish Incident Response process	Formalize procedures for incidents (missing people, injuries, etc.) on outings. Identify some senior experienced people to coordinate response. Committee of experienced members; how to handle if someone has to turn back	Peter Kubica	
5. Clarify document retention		Sharon Hanwell	
6. Establish protocols to balance "safety" vs social	Principles to guide such things as when to add or remove requirements for participants safety (e.g. masks, vaccine requirements)	?????	
7. Emphasize need and responsibility to check for adverse conditions (e.g. trail or road closures, fire/smoke)	Include in Activity Director, Bus Coordinator, Day Leader responsibility list as appropriate.		
B. Member communication			
1. Include Volunteer Recognition in Newsletter		Joan McLean	Joan is including articles on volunteers in the newsletter. Anyone can submit ideas or write an article

C. Day Leader support			
1. Re-instate Day Leader binder	Available on bus include phone numbers/websites (e.g. Kananaskis Park Offices, albertapark.ca for closure info), member and guest list with emergency contact info – who to manage and how to get to the Day Leader each week?	Activity Directors (Winter & Hike)	
2. Include lists of alternate hikes on website and in Day Leader binder	Get from Website (List of Trail Locations in each Trail Location Group) and from hiking books	Activity Directors	
3. Collect and maintain info on pick up / departure points	Maintain list of problem areas (e.g. Dry Island...do not drive down – park at top and walk down, areas where bus may not be able to drive into (e.g. Yamnuska, Corey Pass, Pipestone) If in doubt, check with bus driver the week before	Bus Coordinators	
4. Restructure Day Leader procedures – update and simplify	Current “Day Leader Responsibilities” is too long and overwhelming, but checklist too short for inexperienced people	Peter Kubica with Activity Directors	
D. New Member Orientation			
1. Check registrants’ suitability for the activity	Summer/Winter Activity Directors to be made aware of specific member issues when reported.	Summer Hike Director / Winter Activity Director	
2. Review activity options for each week to ensure time/distance/climb suitable for the level posted (considering expected trail conditions)	Include in responsibility of Summer Hike Director / Winter Activity Director C hikers should not be included in B events unless they are known to have the ability to do so	Summer Hike Director / Winter Activity Director	
3. Develop/formalize new member orientation	Include email/handout to New Members	Kim Tidswell	
4. Add to Eric’s welcome message to Guests		Peter Kubica, Eric Leavitt, Carolyn Ardell	Message updated. Trail info not included as would make message too long
5. Buddy system for new members and guests?		???	
E. Create external backups (paper and/or digital) for all key files regularly			
8. Make a file of members and their contact info and store outside the web provider location	Stored where? Frequency?	Eric Leavitt	Being done now?

F. Encourage volunteers			
1. Increase awareness of requirements for each Board and Volunteer position	Update responsibility document and any resource material for each Board & Volunteer position, include spotlight on different positions in newsletter?	All, Joan McLean	
2. Group leader training/support	Training Sessions, Mentoring, encourage shadowing or co-leadership	Greg McKenzie, Peter Kubica	Peter and Greg did training session in summer; documented recommendations; encouraging following them
3. Day Leader training/support	Training sessions, mentoring, encourage shadowing or co-leadership	Greg McKenzie, Peter Kubica	
4. Co-leaders	Have co-leaders for Board and other functions		
5. Recruit/train/support new Board members	Need longer time to gain skills/knowledge needed for some positions than others	Barb Brunton-Johnstone	
6. Keep copy of Guest info	Make available to Membership Director, Bus Coordinators, Activity Directors	???	
7. Recognition of volunteers (but no incentives)	General recognition and specific recognition of new or exceptional volunteers at BBQ, Fall Luncheon, Newsletter	???	
8. Improve definition of hikes/ski/snowshoe	Ensure useful maps included showing trail; validate distance/elevation; note any special considerations in Trail Location records	Barb, Winter & Summer Activity Directors	Barb updating trip stats as anomalies reported, and making notes on the website when issues have been identified (e.g. trail condition making travel harder than distance/elevation would suggest)