

Evergreen Seniors Outdoor Club

Board Meeting: Friday, September 22, 2023

9 am at Brentwood Co-op Auditorium



Meeting attended by:

First Name	Last Name	Position	Attended?
Jennifer	Aikenhead	Social Director	Present
Carolyn	Ardell	Summer Transportation Director	Present
Dane	Bridge	Vice-President	Present
Barb	Brunton-Johnstone	President	Present
Peter	Dankers	City Hikes Coordinator	Absent
Kyra	Fisher	Summer Hiking Director	Present
Sharon	Hanwell	Secretary	Present
Douglas	Kosowan	Winter Activities Director	Present
Harold	Kroeger	Winter Transportation Director	Present
Peter	Kubica	Past-President	Present
Eric	Leavitt	Website Director	Absent
Greg	McKenzie	Winter Activities Director	Present
Joan	McLean	Newsletter Coordinator	Absent
Carol	Morris	Telephone Coordinator	Absent
Hugh	Powell	Treasurer	Present
Kim	Tidswell	Social Director	Present
Cheryl	Whitehead	Membership Support Coordinator	Present
Johanna	Voordouw	Membership Director	Present

Barb Brunton-Johnstone confirmed quorum and the meeting was called to order at 9:00 a.m.

Introductions were made and the agenda was reviewed. Harold Kroeger moved to accept the agenda with additions; seconded by Kyra Fisher. **Carried**

The minutes of the last Board meeting on April 14, 2023 were reviewed. Approval of minutes was moved by Jennifer Aikenhead; seconded by Peter Kubica. **Carried**

New Business

1) Barb: CADS request for involvement

CADS (Canadian Adaptive Snowsports) has reached out to ESOC to see if any of our members would like to volunteer with their group. **Action:** Mike Gervais is one of CADS regular ski instructor volunteers and Greg will ask Mike to write a summary of the volunteer opportunities which need to be filled and then it will be shared with all ESOC members through email.

2) Carolyn: Long Day Trips (e.g. Icefields)

Should we charge an additional fee for long day trips? Carolyn clarified that the only time an extra fee is charged is if a bus trip extends over 300 km or 14 hours. The only trips we have historically done over 300 km are to Waterton and the recent trip to Icefields. After the last trip to Waterton members agreed that the day

was too long so this trip is no longer part of ESOC repertoire. The bus that we use will actually shut off at exactly 14 hours, regardless of where it is located. The timer begins at 7 a.m. when the driver leaves Airdrie. On our recent trip to the Columbia Icefields our driver returned to the Airdrie bus barn with only 15 minutes to spare. The trip was longer as a result of roadworks and washrooms being unavailable at Lake Louise, which resulted in an extra stop with unloading and loading. In future, it was agreed that only trips of a maximum of 13 hours in length will be considered, in order to allow a 60-minute time cushion.

A member has asked whether long day trips could start earlier so that arrival back in town is earlier. It was noted that time changes can be confusing for members and, in the past, has resulted in people arriving too late for the bus. Our current policy is to have bus arrival at 7:30 a.m. and trips leave Montgomery at 8:00 a.m.

Motion: Peter Kubica moved and Jennifer Aikenhead seconded that bus times remain consistent for all trips throughout the year: bus arrival at 7:30 a.m. and bus departure at 8:00 a.m. **Carried.**

- 3) Johanna: Clarification for qualifying for new membership
Continuing members require 12 outings every year, 6 of which must be bus trips. Guests wishing to become members require 3 bus trips within 2 months and will then be added to the waitlist for membership. Preference is given to guests who continue to attend bus trips even after their initial 3 trips, as this is seen as a sign of commitment to the club.
- 4) Kyra: Are there any steps we should be taking to be prepared in case of an increase in Covid cases, as this has been predicted?
It was agreed that Board members will watch for information from Alberta Health to become available before making any specific plans. As of September 22, the AHS website states:
COVID-19 vaccine update
It is anticipated that the updated XBB COVID-19 vaccine formulations will be available in the coming weeks. Individuals should consider delaying their COVID-19 booster dose until the vaccine becomes available.
Once the new booster comes available, we will remind members to consider having the shot. Members may also choose to wear masks if they wish.
- 5) Hugh: Are there additional steps that can be taken to ensure hikers are choosing an appropriate hike for their abilities?
On a recent hike 2 people were unable to complete the hike. One hiker was taken back to the trailhead by the hike leader and the other sat at a suitable spot while the remainder of the group went on and was then picked up, on the return trip.

It was noted that this situation may have arisen because a hiker chose an inappropriate group level but it might also have been a result of the sudden onset of an illness. In planning for next steps:

- The ESOC Trail and Safety Guidelines, posted on the website, were reviewed (see Appendix 2) and can be highlighted for members to review.
- Our policy is that people should always be in groups of 4 which sometimes means that 3 additional people must stop or return when 1 person is unable to continue.
- It is important to consider the circumstances e.g., was a person unable to continue because of the hike difficulty or were they suddenly ill? What are the circumstances at the trailhead? e.g., is there shelter such as a bus or a lodge available there, will the person be alone or are there many people in that location, will radio contact be possible?
- The trip leader will make the decisions as to the best course of action, based on the circumstances at the time. Support or advice can be requested by contacting a member of the Incident Response Team.

Reports

- Barb Brunton-Johnstone, President: No report
- Hugh Powell, Treasurer

We're in good financial shape. The Bank Statement for 31 August shows a balance of \$19,585.86. Our main outstanding expense is the bill for the bus trips in August which was \$6890.00 and the cheques has been sent to Universal in September. At 1 March 2023, we had \$17,396.85 in the bank.

Our major expenditures are for the bus trips and by my quick calculations, we've made a profit of \$2,363.20 to the end of August. Our other major expenditures have been for:

- Summer BBQ Receipts \$2640.00; Expenses \$3216.44; Subsidy \$7.20 pp
- Fall / Christmas Lunch Glenmore Inn Deposit \$1,200.00
- Insurance \$262.00

The major source of revenue has been the bus fares and to the end of August, we've collected \$32,655.00 plus there are a number of no-shows who have paid by e-transfers which don't show up in the collection but do show up in the bank account.

Additional Discussion:

Greg shared that Seniors Outdoor Club of Calgary (SOCC) has just decided to raise their weekly bus fee to \$30.00.

- Johanna Voordouw, Membership Director:
Membership update from March 2023-September 16th 2023: Full Members: 139; Associates: 49; Total Members: 188
We registered 21 new full members since March. Three members were very late with their renewal and one member moved to BC. We had 40 outings and 1682 members joined the trips. Sixty-nine guests came out 103 times. Three guests are on the waiting list. Two trips were cancelled: May 18 to Buller Creek and the City hike to Sandy Beach on September 5th.
I would ask that the Treasurer send me confirmation when new members have e-transferred their membership fees. Thanks to Eric for sending me the waiver forms and to the Transportation Directors for sending me the event lists.

Additional Discussion:

ESOC set a cap of 150 full members last year, but has been limiting new members to a cap of 140 to allow space for Associate Members to move back to Full Membership as soon as they complete the requirement of 12 trips (including 6 bus trips).

Johanna has noted that a few members have more regularly registered for trips but do not inform Carolyn that they are unable to attend and simply do not show up on the day. These people are required to pay the bus fee however their actions still result in other members being denied a seat. Johanna has offered to call or email individuals who are “no-shows” 2 or more times to remind them of our processes. If this continues, further consequences could be considered e.g., these individuals could be “bumped” when the bus is full.

- Kyra Fisher, Summer Hiking Director
The information Carolyn Ardell provided in her report to the Board, from the start of the Spring/Summer season April 13th to the present, was well summarized.

C-Level Concerns:

I met with Anne Lyon, on Wednesday, September 15 because she wanted to bring the concerns of some C level hikers, to my attention. There is some dissatisfaction with the choice of C-level hikes, despite the fact that representatives of all hiking levels, including Anne, had been sent the Spring/Summer Trip Schedule for their input prior to the beginning of the season. I also sent out an email on August 11, 2023 asking those who had been hiking on C hikes for feedback. The concerns about the suitability of the hikes are mainly based upon rough footing and elevation. For example, on August 3, during the trip to Spencer Creek and Sparrowhawk Tarns one of our members lost footing and fell, sustaining an arm injury while doing the Spencer Creek to Viewpoint, return via the High Rockies Trail. While the distance of 6.5 km and an elevation of 250 m was suitable for C-level hikers, the footing in places was quite treacherous. This had been flagged the previous year by Barb Brunton-Johnstone and a safer alternative was suggested on

our website. (This is the note that was posted on the website for the hike description: “*Please note that the C hike, from SPENCER CREEK to VIEWPOINT return via HRT to Sparrow hawk proved to be particularly challenging due to the rough terrain – loose footing on steep terrain, with steep drop-offs. RECOMMENDED for future C hikes: The HIGH ROCKIES TRAIL from SPARROWHAWK towards SPENCER CREEK, 6 km, 200 m.*”) As well, the link for the safer hike was conveyed to the 2 hike leaders before the hike.

The trip to Pickle Jar did not provide a safe and interesting hike for the C’s. As a result, no one signed up. Anne Lyon wanted to know if the Club really wanted to include C-level hiking and I assured her that C hikers are an important part of ESOC. She suggested that criterion (footing, distance and elevation) for each of the hiking levels – A, B1, B2 and C be developed. She mentioned that hike leaders did not always lead at their level and they should. She suggested a hike leading workshop be offered to club members. I informed her that Peter Kubica and Greg McKenzie had created such a workshop and that it had been offered on the past 2 BBQ days, with many members taking part. She also asked where written records of past hikes were kept. Anne noted that in the past, some members would go out ahead of a scheduled hike, as reconnaissance, so that they were familiar with the route and the terrain. In today’s context this is difficult to do except in special cases. NB: Gerrit went to Takakkaw Falls recently to plan for his upcoming hike.

Additional Discussion:

It was agreed that the processes currently in place will be maintained:

- *Remind all hikers that the Trail and Safety Guidelines are posted on the ESOC website under “Club Policies, Handbook, Bylaws and Forms” and that criteria for A, B and C level hikes are included in this document. (See Appendix 2)*
- *All ESOC members are always invited to suggest hikes for the upcoming season, which they believe are suitable for their level. C level hikers will be reminded that their input is important for a successful year.*
- *Continue to invite representatives of the C hikers to provide feedback on the proposed hikes for the season.*
- *All of the Summer Hike schedules are posted on the website under "ESOC Trip Schedules" and include the years 1999-2022, though 2011, 2020 and 2021 are not included. The 2023 Schedule is posted near the top of the website.*
- *Day Leaders often check in with each of the Hike Leaders at the end of the day to see if there were any new issues or hazards on their hikes that should be considered in the future. This practice will be added to the Day Leader checklist as a reminder.*

Bear Spray

The recent incident in the Montgomery parking lot (August 24th), when a member's bear spray went off under the bus, under an air vent and sprayed her face, caused all those in the bus to start coughing. Ray told all of us to sit down as he drove the bus away from the released bear spray. Subsequently Doug Hamm and I designated our bins for the safe transportation of bear spray. The bins are taken home with us after every hike to prevent them from getting lost. While some of the membership use the bin, many still prefer to clip their bear spray holsters onto their back packs. Hikers will be encouraged to use the bin on each trip.

- Carolyn Ardell, Summer Transportation Director
Our Spring and Summer season began April 13 and will continue until October 26. Of the possible 29 trips originally posted, one was cancelled and 2 destinations were changed due to limitations with respect to bus accessibility. The May 18, event, Bull Creek Hills – Grass Pass, was cancelled due to smoke and poor air quality. This week's event was changed to Moraine Lake, as access to Takakkaw Falls requires an experienced bus driver to manoeuvre the access road with the switchbacks. An experienced driver was not available for this trip. A future event to Bourgeau Lake has been changed for similar reasons. There is limited access to the trail head for a bus and requesting that hikers cross the Trans Canada Hwy to access the trail head is not safe.

Bus transportation is the safest and most environmentally friendly to transport hikers to their trail destinations, however we should consider there is constrained and limited access for large vehicles to some areas. For the most part there are very few areas that prove to be a challenge and our club has no difficulty in filling a bus post Covid.

Many of our trips this Spring Summer season have been “over subscribed” however, seldom has this required the “bumping” of a member. Guests have been bumped and this usually allows for registered members to participate. Sometimes members opt to drive and by doing so this has made more room for others to participate. These members who have “stepped off” the bus should have their trips realized as “bus trips”. However, for the most part, it is not an issue for these members to reach their six required bus trips. It does come into play for Associate Members. They do need to reach their six trips on the bus and it can be difficult if they get “bumped” off. They can be bumped more than once a season. However, I have attempted to keep this as fair as possible.

As Transportation Director, I have had some interesting conversations with members and associate members. The points below require review and clarification.

1. The only person who is exempt from being “bumped” is the Day Leader. This does not include trail leaders.

2. If you opt to drive for a trip, this does not mean you are exempt from being bumped for future trips. However, your trip should count as a “bus” trip.
3. You can only be bumped once during a hiking season. Spring/Summer and Fall/Winter.

Our current contract with Universal continues into the Fall and Winter hiking/skiing season, with a slight reduction in price. Nov 1 to Mar 31, cost is 1120.00 plus GST total 1187.20.

I will be attempting to recruit members to become transportation coordinators. Elizabeth Whitehouse has filled in for me on the bus with collection and reconciliation etc. I will continue to work with Liz to learn the rest of the “job”. Harold Kroeger will be Winter Transportation Coordinator with me filling in for him when he is not available.

Additional Information:

Subsequent to the meeting, the following addition was made to the Day Leader Guidelines reference page as a reminder:

Before the Trip:

Arrange for volunteers to be group leaders for the various hikes. Please remember that the only person who is exempt from being “bumped” from a trip is the Day Leader. Group leaders are not guaranteed a seat on the bus.

- Jennifer Aikenhead & Kim Tidswell, Social Directors:
Summer Barbecue

The annual summer barbecue at Boundary Ranch was very successful. Boundary Ranch was very generous and provided the venue at no cost and gave us a discount on food. Eighty-eight 88 people registered for the event; this included our bus driver who was complimentary. We had a last-minute cancellation due to Covid and the money was refunded but the club still had to pay for the meal.

80 members paid \$30	\$2400.00
6 members paid \$40	\$240.00
Total money collected	\$2640.00
Boundary Ranch Bill	\$3216.44
Final cost (subsidy)	\$576.44
Therefore, the club subsidy was \$7.20 per member (\$576.44 divided by 80)	

The Fall Luncheon is booked for November 23, 2023 and a deposit of \$1200 has been paid. The luncheon costs are to be determined after we receive the updated menu. It is recommended that we open the event to guests and members on the waiting list. Sheila Perkins has generously offered to make our amazing Christmas Baskets again for this years' luncheon. A membership email will be sent out at the

beginning of October requesting gift donations for the Christmas baskets. Sales of tickets for the Christmas basket draw was very successful last year with proceeds subsidizing the cost of the fall luncheon.

Additional Information:

There is space for 100 people at the luncheon so registrations will be accepted until the limit is reached. People will be asked to make their payment at the same time as they register. The cost of the Fall Luncheon will be \$45.00 and the Social Directors would like to request a subsidy for ESOC members.

Motion: *Kim Tidswell moves that ESOC subsidize the Fall Luncheon costs for members up to a maximum of \$10.00 each, making the cost \$35.00. Guests will pay \$45.00. Seconded by Kyra Fisher. **Carried.***

- Eric Leavitt/Mike Gervais, Website Administrator
The web site has been working reasonably well with only a few glitches that have been easy to remedy. Mike Gervais and Eric have held a couple of meetings about the Web Administrator changeover which is tentatively planned for next March.

The following are some possible changes to the web site. I would appreciate feedback about the proposal as well as any other suggestions that people might have. If there is agreement on these changes, we would ask Curtis Fraser for a quote on the price of making these changes.

Here are the proposed changes:

Improvements to the Evergreens Website.

1. For Social Events – allow people to specify their dietary choices

We could incorporate a “Locations” choice that would allow people to specify their dietary or other requirements when registering. This would reduce the number of emails that get sent to the people organizing the event. It might include a default choice if people didn’t select something.

2. Tracking the number of trips per member

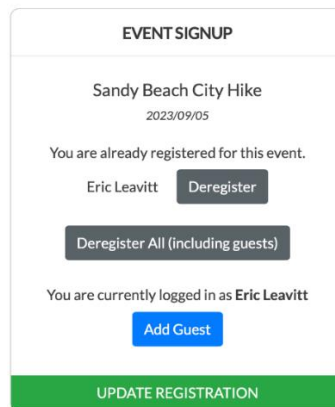
Currently when people are uncertain about the number of trips, they have registered for they have to ask our Membership Director. It would be possible to keep track of the number of outings that people register for and include a way for people to see which trips they have registered for. It wouldn’t be possible to separate out bus trips from other trips in this total.

One way they could view their registrations would be to include a Registered Outings under the Howdy, similar to the edit your profile. They could then count up the number of trips including the number of bus trips.

The Membership Director would be able to view totals from the Dashboard.

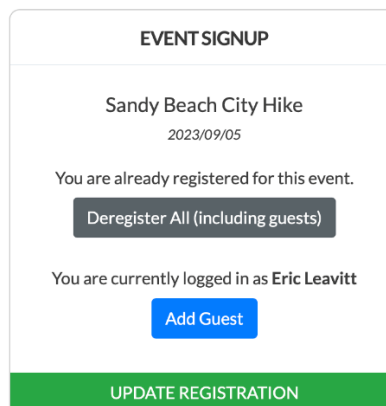
3. Changes to the deregistration process.

The current method of deregistering has caused some difficulty to members. People are having trouble deregistering themselves. After registering the Event Signup looks like this.



The screenshot shows a web form titled "EVENT SIGNUP". Below the title, it says "Sandy Beach City Hike" followed by the date "2023/09/05". A message states "You are already registered for this event." Below this, the name "Eric Leavitt" is displayed next to a dark grey button labeled "Deregister". Underneath is another dark grey button labeled "Deregister All (including guests)". A line of text says "You are currently logged in as Eric Leavitt" above a blue button labeled "Add Guest". At the bottom of the form is a green button labeled "UPDATE REGISTRATION".

If one clicks on Deregister this is the message they see:



This screenshot is similar to the previous one, showing the "EVENT SIGNUP" form for "Sandy Beach City Hike" on "2023/09/05". The message "You are already registered for this event." is still present. However, the "Deregister" button is no longer visible. The "Deregister All (including guests)" button remains. The text "You are currently logged in as Eric Leavitt" and the "Add Guest" button are still there. The green "UPDATE REGISTRATION" button is at the bottom.

Even though one has deregistered the message says that You are already registered for this event. What people then do is click the Update Registration which reregisters them. (For now, I tell people to refresh the site and then the message says Register, but this is confusing. If one uses the Deregister all button this is the message that one sees, which clearly tells them they have been deregistered. However, the message at the bottom says Update Registration.

EVENT SIGNUP

Sandy Beach City Hike
2023/09/05

You have successfully been removed from this event.

You are currently logged in as **Eric Leavitt**

[Add Guest](#)

[UPDATE REGISTRATION](#)

Suggested Change

1. After Deregistering either oneself or a guest but not all the guests the message should be the same as for the Deregister all - that they have been successfully removed from the event. The Update Registration message should only be visible on the next visit to the Event Signup page or after refreshing the web

Additional Information:

The Board supports all of the recommendations suggested by Eric. In addition, the following suggestions were made:

- *Provide a total number of participants for each trip choice so that it is clear what the group sizes are when registration closes. It is understood that changes may still occur on the bus on the day of the trip.*
- *Is it possible to print a list of the participants by trip option e.g., all the A hikers going on trip 1, all the B1 hikers going on trip 2., etc.?*
- *A note explaining the difference between the number of trip registrations and the number of trips actually attended should be included so that people understand that a discrepancy may occur. For example,*
 - *a last-minute cancellation due to illness or “no show” might still be seen as a registration, however it would not count as a trip attended.*
 - *the trip registration numbers will include all the city hikes attended but only 6 of these hikes will count towards full membership.*
- *It was noted that a change to allow the same trip to be listed more than once for separate hiking levels (e.g. B1 and B2), on the same event is in place, but old events were often set up with combined levels. When using old events as the basis for new ones, it is advantageous to split the levels before people start registering so that the Day Leader has a better idea of the number of people hiking at each of the different levels and can then pick hike leaders accordingly.*

- Peter Dankers, City Hike Coordinator

The City Hikes continue to be popular with the membership. Since the AGM, 9 hikes were scheduled. An average of about 20 people showed up with a range between 15 and 30. Only one hike had to be cancelled because of a high-risk smoke advisory. All participants were contacted by phone or e-mail. Unfortunately, 2 people could not be reached and showed up at the trailhead where they were met by Johanna and Gerrit Voordouw who volunteered to do this task. The Sandy Beach hike has been rescheduled for a later date. All City Hikes for the remainder of the year are now posted on the Website.

A draft description for the City Hike Coordinator position has been sent out by email to the board for feedback. I made a few editorial changes and added clause 3.

City Hike Coordinator

The City Hike Coordinator will develop and execute a hiking program covering all quadrants of the city of Calgary and its immediate surroundings. Hikes will be scheduled every third week throughout the year with a one-month break during the winter holiday season.

Responsibilities: The City Hike Coordinator:

1. Will select trip destinations with input from members
2. Posts the schedule on the Website and updates the schedule if destinations are changed or cancelled
3. Informs participants if a hike is cancelled
4. Ensures trips are appropriate for C level hikers and do not contain any obstacles or hazards
5. Ensures conditions are safe, especially during the winter season
6. Ensures safe and adequate parking is available at the starting location
7. Recruits substitute day leaders when the coordinator cannot attend
8. Appoints assistant day leaders when the group has more than 25 participants or when the conditions of the trail warrant smaller groups
9. Ensures the appropriate means of communications, including working radios, are available during the trip
10. Has a list of telephone numbers of participants available during the hike
11. Takes attendance before starting the hike
12. Provides the list of participants to the Membership Coordinator
13. Coordinates emergency response when needed
14. Reports incidents
15. Provides an overview of activities to the Board of Directors and to the AGM

Additional Information:

The City Hike Coordinator role description was accepted by the Board with one small revision:

Hikes will be scheduled **on a regular basis, for example on every third week throughout the year**, with a one-month break during the winter holiday season.

This change provides flexibility for the coordinator to adjust the timing in case of any extenuating circumstances which may arise over the course of the year.

- Joan McLean, Newsletter Editor
 - Joan was unable to attend the meeting but shared that the Spring Newsletter is posted on the website and she is open to suggestions for future issues.
- Cheryl Whitehead, Membership Support Coordinator

The first nine months of 2023 have been eventful for Evergreen members, their families and friends. On a sombre note, individual Evergreen members ensured that we were aware of the following Celebrations of Life:

 - Jerry Stride (January 17, 2023)
 - Kirsten West (March 12, 2023), predeceased by her Husband, Ole "Jorn" West (April 20, 2018)
 - Margaret Johnston, Wife of Colin Johnston (April 14, 2023)
 - Carla Olson (August 13, 2023), Wife of new Evergreen member, Harvey Olson.
 - Barbara Lees, wife of Murray Lees, who died on their 66th Wedding Anniversary on September 12, 2023.

On a sunny afternoon, on July 12, 2023, Evergreens were invited to visit the Memorial Bench for John Morck, who had died on October 7, 2022. At John's request, his Wife, Marg, handed out John's favorite ice cream treat, as we shared memories of hiking and snowshoeing.

Cards were circulated on the Evergreen bus for illnesses, injuries and special Birthdays, including the 80th Birthday of Glen Campbell.

A sincere "Thank-you" to Sheila Perkins, who used her creativity to replenish the dwindling supply of those cards. I appreciate having extra cards to carry on the bus.

And, "Thanks", as well, to the unsung crew of Evergreens, including Kyra Fisher, Dorothy Lloyd, Anne Lyon, and Carol Morris, who keep me posted. And, to Eric Leavitt, who patiently coached me - so that I can use the Evergreen Dashboard to send Members Support emails. My goal is to send an email to all Evergreens, to reach those people who might not have been on the bus when a card was circulated.

- Sharon Hanwell, Secretary: See Old Business
- Peter Kubica, Past President: See Old Business

- Dane Bridge, Vice President

I do not have anything specific to report. But want to mention that after the 2023 Annual meeting and a board meeting, I am much more aware of how many volunteers make the Evergreens function. I will do my best in my upcoming year as President to call on the tradition.

Recently I developed a health situation. A prostate partial blockage has impaired the function of my kidneys. The kidneys have not been providing enough freshly cleaned blood to enable me to do those hikes with 500 to 700 m elevation gains. I am scheduled for a prostate operation October 18. I will not be able to participate in most of the weekly hikes until about mid-December. However, I am looking forward to cross country skiing after that.

- Carol Morris, Telephone Coordinator
Carol was unable to attend but shared that one of our associate members, Elsie Boutillier, will be leaving us and moving to Vernon, B.C. in early October 2023.
- Douglas Kosowan/Greg McKenzie, Winter Activities Director
Douglas circulated the list for winter activities dates and asked board members to sign-up. This list will be circulated on the bus and by email so that all members have an opportunity to choose a date when they can be a day leader while having their calendars available. The intention is to offer 3 snowshoe and 3 skiing opportunities each week. New day leaders will be offered mentorship by an experienced day leader, as was done this summer. This process worked very well and was much appreciated by the new leaders.

Action: Greg McKenzie will ask Carol Rose Skelly if she will organize cross-country ski lessons this winter season, as has been done in the past.

Action: Greg McKenzie will create a list of the members who have taken the trip leader course, as well as those people who have volunteered to be trip leaders in the past. The list will be posted on the website under “Day Leaders Guidelines and Information.”

- Harold Kroeger, Winter Transportation Director: No report

Old Business

- **Action:** Barb Brunton-Johnstone will let Peter Serafini know not to pursue satellite devices for the club.
 - **Result:** Completed in April 2023.
- **Action:** Sharon Hanwell will create a proposal for Evergreen document retention.

- Peter Kubica and Sharon met to compare the tubs of information held by the president and secretary and then created an ESOC Document Retention Schedule Proposal. Board Members provided feedback at the meeting and those changes were made. Any additional feedback was requested to be given by September 30th and if no feedback is received by that date, the revised forms will be posted on the website and shredding of old documents will begin. The revised plan is attached in Appendix 3.
- **Action:** Incident Response processes will be updated as needed.
 - Peter Kubica and Sharon Hanwell have updated the Incident Reporting Guidelines to provide additional guidance on what is an incident and why incident reports are completed. In addition, it was agreed that the reports will be posted on the website dashboard in a password protected area only accessible by Board Members. In addition, it was agreed that the final paper copies of the reports will be kept in a binder held by the Secretary. The reports will no longer be sent to the Treasurer and forms will be amended to note this change. Board members were given until September 30th to provide any additional feedback and if no feedback is received by that date, the revised forms will be posted on the website. The revised Incident Reporting Guidelines are attached in Appendix 4.
 - *Note: During the meeting it was agreed that both the President and the Secretary would have paper copies of the Incident Reports if a protected area on the website was not possible. As Eric has created such a pathway, only the Secretary will hold the paper copies.*
 - **Action:** *Subsequent to the Board Meeting it was determined that the Incident Response Team should be invited to give feedback on the Incident Reporting Guidelines. Appendix 4 may need to be updated as a result of that feedback and Sharon will provide an update at our next Board Meeting.*
- **Action:** Resilience Workplan Update – See Appendix 1
 - Barb Brunton-Johnstone asked that board members review any areas of their responsibility and provide updates.

Note: A summary of Action Items “in progress” is provided in Appendix 5

Meeting adjourned at 11:23 am.

Appendix 1:
Resilience Workplan *(updated April 3, 2023)*

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.
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	A meeting was held with volunteers and Incident Response worked out. A copy was sent to Board members Peter K will present at AGM. The Incident Coordinator file will be updated following the AGM.
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.		
8.			
B. Member communication			
1. Include Volunteer Recognition in Newsletter		Joan McLean	Joan is including articles on volunteers in the newsletter.

Appendix 1:
Resilience Workplan *(updated April 3, 2023)*

Extra Actions	Comments	Who/ Leader	Status
			Anyone can submit ideas or write an article.
2.			
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	The Day Leader document was developed and website will be updated after the AGM.
5.			
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	

Appendix 1:
Resilience Workplan *(updated April 3, 2023)*

Extra Actions	Comments	Who/ Leader	Status
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	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?		???	
6.			
7.			
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 a training session in summer; documented

Appendix 1:
Resilience Workplan (updated April 3, 2023)

Extra Actions	Comments	Who/ Leader	Status
			recommendations; encouraging following them A New Group Leader document was developed incorporating Incident coordination; it will be updated on the website. Another Group Leader training session will be held in July before the BBQ.
3. Day Leader training/support	Training sessions, mentoring, encourage shadowing or co-leadership	Greg McKenzie, Peter Kubica	Mentoring needs to be developed. Shadow mentoring is to be encouraged.
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	???	This is now stored on the website, accessible from Dashboard
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)
9.			
10.			
11.			

Appendix 2

EVERGREEN SENIORS OUTDOOR CLUB

Trail and safety guidelines

General

Please wear your club name tag in a visible place to facilitate meeting and knowing others.
Please complete the medical & emergency contact information slip that is with the name tag.
Arrive early for the bus in order to have time to load and to depart on time.

Equipment

Dress in suitable clothing and come prepared for unexpected weather conditions or mishaps.
Pack a lunch and plenty of liquids, especially in hot weather. Suggestions for your backpack:
bus fee, medications, water bottle(s) &/or thermos, hat, gloves, sun screen, sunglasses, insect repellent, map, first aid kit, whistle, emergency blanket, hand &/or foot warmers, sweater, rain jacket & pants, warmer jacket or layers as needed, extra socks, extra boot laces, compass, etc.

Bear spray and hiking or ski poles must be placed in the compartments underneath the bus.

Organization

Except for city hikes, the members and guests will divide into four or more groups at the departure point so that each leader has a smaller number of people to keep track of and to ensure that no one undertakes an activity that they may not be able to complete or enjoy in the allotted time.

Groups are typically divided into 4 levels in which people can **easily** complete the following in **4-5 hours**:

A: Most active	10-20 km distance	400-900 meter elevation gain
B1: Moderate speed	8-16 km distance	400-700 meter elevation gain
B2: Moderate speed, shorter distance	5-12 km distance	300-650 meter elevation gain
C: Shorter distance at a slower pace	3-6 km distance	100-300 meter elevation gain

For safety, everyone must stay in a group of 4 or more with a designated leader and sweep, so that in the event of an emergency, two can go for help without leaving anyone unattended.

Each group will have an experienced leader appointed who will give direction on the trail and keep the group together. The leader will appoint a sweep to ensure there are no stragglers. Both the group leader and the sweep should have a radio. Groups should not leave until everyone is off the bus.

A guest must participate in the C level activity on the first outing unless a Member can verify the guest's ability. A member who brings a guest will participate with the guest unless arrangements are made with a group leader who will take responsibility for the guest.

If in difficulty, use your group radio or your whistle. Whistles can be heard further than the human voice. One blast from each party to signify where they are. Three blasts to signify danger or call for help. If a larger animal is encountered, stay calm and try to slowly retreat.

When all is said and done, let's take care of each other.

Jan. 2020

Appendix 3

ESOC Document Retention Proposal

Background for President Files/Binders

The ESOC President has a series of files and binders documenting the work over time and includes the following:

- Green Book
 - Society financial returns 2010-2019, History
 - Job descriptions, Policies, Bylaws, Newsletters 2007-2020
- Black Book: Photo Collection 1993
- White Binder: Memberships, phone lists 1993-2011
- Black binder: AGM agendas and Minutes 2004-2021
- White binder: Survey results 2011, 2012]
- White envelope: Incidents Reports
- Various files:
 - Correspondence
 - Website Services contract
 - AGM and Bylaws 2018
 - Misc notes

Background for Secretary Binders

The ESOC Secretary stores 8 large binders documenting the work of the Club since 1992. Each year the following headings have been used and information is collected and placed in a binder:

- Board Meeting Minutes
- Annual General Meeting Minutes
- Membership List: names and contact numbers, sometimes addresses
- Hiking Schedule: this ranges from detailed charts (e.g., date, destination, km, elevation, time, comments) to simple lists of the name and phone number of the Day Leader
- Skiing/Snowshoeing Schedule: sometimes there is a list of locations and other times the section is empty
- Newsletters
- Correspondence: emails, information that must have been of interest to the club on topics such as dehydration, bee stings, websites about hiking and senior resources, copies of letters and replies relating to hiking/skiing issues e.g., trail maintenance advocacy in Kananaskis Provincial Park with support from Peter Loughheed.

Proposal:

1. Executive approve a Document Retention Schedule including timeframes, format and responsibility for ESOC documents (see attached).
2. Physical documents older than specified in the Retention Schedule will be shredded.
3. Digital documents older than specified in the Retention Schedule to be deleted from the website annually, as they are replaced with newer documents.
4. Digital documents to be stored on ESOC Website using the existing groupings and titled with the year, accessible by all members. The only exception will be Incident Reports which will be password protected and only accessible by Board Members.
5. Documents and physical artifacts to be retained are to be stored with the secretary.

Evergreen Senior Outdoor Club Document Retention Schedule

Created & Approved September 30, 2023

Document Type	Format	Retention Period	Responsibility
ESOC History: - documents from the first 2 years of the club - Membership Lists for each year	Digital & Paper	Forever	Secretary
Certificate of Incorporation: paper copy to be kept with ESOC History	Digital & Paper	Forever	Secretary
Bylaws: Current & previous filed with Province	Digital	Forever	Secretary
Policies	Digital	Forever	Secretary
Not-for-Profit Annual Return	Digital	7 years (none for 2020 due to Covid)	President
Annual Audited Financial Statement	Digital & Paper	7 years	Treasurer
Special & Annual General Meeting Minutes <i>Note 1: The AGM Minutes will include a list of each summer and winter event as part of the Summer & Winter Activities Directors reports.</i> <i>Note 2: AGM Minutes documenting a bylaw change that is over 7 years will be kept with the bylaws.</i>	Digital	7 years (2015/2016 as there was no AGM for 2020)	Secretary
Summary of Executive Members	Digital	Annually maintained	Secretary
ESOC Handbook	Digital	Annually maintained	Secretary
ESOC Insurance Policy	Digital	Annually maintained	Treasurer
ESOC Incident Reports	Digital (password protected) & Paper	7 years	Secretary
Summary of Executive Policy Motions Passed	Digital	Annually maintained	Secretary
Board Meeting Minutes	Digital & Paper	Current plus 2 years (2021/2022)	Secretary
Membership Lists	Digital	Current	Membership Director
Membership Forms	Paper or digitally signed digital copies	Current plus 2 years	Membership Director
Guest Waiver Forms	Paper or digitally signed digital copies	Current plus 2 years	Membership Director
Hiking & Skiing Trip Schedules	Digital	10 years	Summer Hiking Director & Winter Activities Director
Newsletters	Digital	Current plus 2 years	Newsletter Editor
Day Leader Guidelines & Checklist and Group Leader Guidelines	Digital	Annually maintained	Past-President
General Correspondence & Emails	Digital & Paper	Shared/summarized in Board Minutes	Secretary

In addition to the above documents, we know that all Board Members maintain documents which pertain to their particular role, in the format of their choosing (digital or paper). At the end of their term, Board Members will pass along any useful documents to the incoming Board Member so that the transition will be as seamless as possible. All other documents will be shredded.

Appendix 4

Evergreen Seniors Outdoor Club: Incident Reporting Guidelines

Revised September 2023

This document is intended to provide guidelines for the completion of the Incident Report Form. Day and Group Leaders are encouraged to become familiar with the form. It is advantageous to have an idea of the information required so that in the event of an incident, some notes (mental or otherwise) can be made during the incident.

What is an incident?

Generally, an incident is defined as any event or situation which:

- significantly impacts the health or well-being of a member or guest e.g., fall resulting in a head injury or a broken bone. First aid is required by another member or EMS.
- results in a near-miss, where injuries did not occur but could have as a result of an identified risk or situation e.g., bear spray accidentally going off on the bus, member losing their group
- causes significant disruption to the processes of the club e.g., lost individual or group and other agencies are called in to assist in locating them; bus accident/breakdown
- could attract negative media attention or a negative profile for the club. e.g., lost hikers, property damage.

When in doubt, consult with the Club President or Vice President.

Why are Incident Reports completed?

Incident reports are completed as a record to:

- determine the cause of the incident or near-miss, document any actions taken and to consider any corrective actions which will reduce or eliminate the risks in the future
- inform the ESOC Board of situations which have arisen or may arise on our trips
- document a situation in case there are further repercussions.

Who should complete the form?

Normally the form will be completed by the Day Leader, the Incident Coordinator, or their designate, with input from the Group Leader and other persons who were directly involved in the incident.

Where is the Incident form?

The form is available on the Club website under Member Resources/Club Documents/ESOC Incidents and Reporting Guidelines. There is an electronic version of the form that can be downloaded and completed digitally. Alternatively, there is a PDF file that can be printed and then completed manually.

When should the form be completed?

Typically, the form is completed as soon as possible after the event has concluded (for example, the evening following the incident), when memories are still fresh.

What information is required?

The report is intended to capture the essential details of the incident, with all of the questions in the form being answered or, if not applicable, that "NA" be inserted. As such the rule of "less is more" is applicable. Most fields are self-explanatory but the following points provide further guidance.

- Location: Latitude/longitude coordinates are helpful, or failing that, the trail name and approximate location along the trail.
- Prevention of future incidents: It is critical to have an understanding as to whether existing procedures/guidelines are adequate for the protection of the members or if they need to be amended. Any comments as to where procedures proved to be inadequate and suggestions for improvement will be welcome.
- Addendum: A separate addendum may be included with comments and suggestions from other witnesses or individuals who supported the incident response.

Who receives the form?

The completed form is sent to be President of the Club for review. The President or Vice President may seek further details e.g., regarding Club procedures, trail and safety guidelines.

Who keeps the form?

The finalized form is to be retained by the Secretary of the Club and stored in a restricted access area of the website.

Appendix 5

Summary of Action Items for upcoming meetings:

For next meeting:

- **Action:** Greg McKenzie will ask Mike Gervais, one of CADS regular ski instructor volunteers, to write a summary of the volunteer opportunities which need to be filled and then it will be shared with all ESOC members through email.
- **Action:** Greg McKenzie will ask Carol Rose Skelly if she will organize cross-country ski lessons this winter season, as has been done in the past.
- **Action:** Greg McKenzie will create a list of the members who have taken the trip leader course, as well as those people who have volunteered to be trip leaders in the past. The list will be posted on the website under “Day Leaders Guidelines and Information.”
 - **Result:** Posted on October 1, 2023
- **Action:** Subsequent to the Board Meeting it was determined that the Incident Response Team should be invited to give feedback on the Incident Reporting Guidelines. Appendix 4 may need to be updated as a result of that feedback and Sharon will provide an update at our next Board Meeting.
- **Action:** Barb Brunton-Johnstone asked that board members review the Resilience Workplan (Appendix 1) and update their areas of responsibility.

For 2024 AGM:

- **Action:** We will make the motion for new signing officers at our AGM in April 2024, in order to facilitate a timely transition.