

Evergreen Seniors Outdoor Club

Board Meeting: Friday, January 5, 2024

1:30 pm 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	Absent
Peter	Kubica	Past-President	Present
Eric	Leavitt	Website Director	Present
Greg	McKenzie	Winter Activities Director	Present
Joan	McLean	Newsletter Coordinator	Present
Carol	Morris	Telephone Coordinator	Present
Hugh	Powell	Treasurer	Present
Kim	Tidswell	Social Director	Absent
Cheryl	Whitehead	Membership Support Coordinator	Present
Johanna	Voordouw	Membership Director	Present

Barb Brunton-Johnstone confirmed quorum and the meeting was called to order at 1:32 p.m. The agenda was reviewed. Hugh Powell moved to accept the agenda; seconded by Peter Kubica. **Carried**

The minutes of the last Board meeting on September 22, 2023 were reviewed. Approval of minutes was moved by Sharon Hanwell; seconded by Kyra Fisher. **Carried**

Reports

- Barb Brunton-Johnstone, President
Barb expressed her thanks to all board members for doing their jobs so effectively, as this has made for a very smooth year.

The Rocky Mountain Ramblers Association and ESOC have joined together to renew a ZOOM subscription. The ESOC cost is \$50.00 which is approximately 1/3 of the annual cost since ESOC will not likely use it as much as the Ramblers. Barb can be contacted to set up ZOOM meetings for any committee or sub-group that would benefit from an online meeting e.g. organizing one of the summer/fall lodge hiking trips or planning for an ESOC event.

An ESOC member has been contacted regarding concerns about skiing alone, rather than remaining with a group. This is a serious violation of ESOC safety

guidelines. Reminders of these processes/expectations will continue to be made by Day Leaders on each trip.

- **Hugh Powell, Treasurer**

A simple financial status:

Cash in Bank 31 Dec 2023	\$25,903.49
Unpaid No-shows (5@\$25)	<u>\$125.00</u>
Total Assets	\$26,028.49
Minus: Universal November Cheque	\$3,528.00
Universal December Cheque	\$4,704.00
Parks Canada 4 passes @\$7.65	<u>\$30.60</u>
Total Outstanding /Owing	\$8,262.60
Available cash:	\$17,765.89

There may be some miscellaneous costs not yet submitted.

The bus trips from March to December inclusive resulted in a profit of \$4,522.20 calculated as the Amount Collected on the Bus minus Universal's Cost minus Park Pass Payments plus No-Show e-transfers minus William Watson Lodge fees. Previous No-Show payments, made on the bus, were just included in the Amount Collected on the Bus.

Additional Discussion: The process for documenting "No-Show" payments was clarified and Hugh will share his lists with the Summer and Winter Transportation Directors. Hugh also noted that he is interested in finding a more efficient program for tracking the financial work of the club. QuickBooks was suggested, as was checking with other clubs to see what they are using.

- **Johanna Voordouw, Membership Director**

Membership Report as of December 31, 2023: At this moment we have 148 Full Members and 43 Associate Members for a total of 191 members. In September 2023 we agreed to keep the membership cap at 140, but that Associate Members could become a Full Member as soon as they achieved their 12 outings. This has happened with 9 Associate Members. In addition, one Full Member asked to become an Associate due to family circumstances.

The ESOC membership has had a combined total of 2552 outings, including the AGM, BBQ, and Fall Lunch. We have had 53 outings, including 12 City Walks. Two Thursday outings (18/5 & 26/10) were cancelled and the outing of 16/11 was converted to self-drive. One City Walk (05/09) was cancelled due to smoke. Ninety guests participated 170 times in our trips, some with 0-6 outings. Especially over the summer, some guests and some Associate Members were

bumped due to over-registration on the bus and some keen guests were bumped multiple times.

Additional Discussion: The ESOC policy for bumping when the bus is full was reviewed and was confirmed to be a very fair process.

Adjustments were made to the Full and Associate member policy during the 2023-2024 year so that Associate members were able to move to Full status as soon as they achieved their 12 trips. This temporary change was made because of the impact of Covid on our membership. Going forward for 2024-2025 ESOC will return to the Membership Policy as outlined in the ESOC Policy document with a cap of 150 Full Members:

Membership

4. *Membership Categories: The term Member when used in this document includes all the following categories, otherwise the following apply:*

A) Full Member - a member who in any year has completed the twelve outings requirement as described in these Policies.

B) Associate Member - a Full Member, who applies to the Board in writing through the Membership Director and is granted relief from the twelve outings requirement for various personal reasons. The Membership Director when directed by the Board will return an Associate Member to Full Member status when the Members' personal situation changes. The outing requirement for that year will be prorated based on the return date. Associate Member status is also assigned to a Full Member who has not completed their twelve outings requirement. This Associate Member must complete the twelve outings requirement in the following year to return to a Full Member category.

Motion:** Johanna moved that ESOC accept the guests who have completed 6 or more trips this year as full members this month, rather than waiting until February. Seconded by Greg McKenzie. **CARRIED

Motion Discussion: Johanna is aware of a number of current members who will not be continuing due to moves or personal circumstances. There are also a number of Associate Members who will not be able to achieve full membership in the upcoming 8 weeks. Even though this decision could be delayed until membership renewals are confirmed, it seems highly unlikely that making this decision now will result in exceeding our membership cap. By accepting 6 new members now, we honour the commitment of these guests and ensure that they will not be bumped if the bus is full in January and February.

Additional Note: Guests who become Full Members in December through January pay the membership fee when they accept the offer. They do not have to pay the Membership Renewal Fee in February.

- Kyra Fisher, Summer Hiking Director: no report

- Carolyn Ardell, Summer Transportation Director: no report
- Jennifer Aikenhead & Kim Tidswell, Social Directors:
The Fall Luncheon at Glenmore Inn was very successful. We had 106 members and 9 guests attend and we collected \$1079 from the raffle and silent auction (maybe the auction was a little too silent). We collected \$4070.00 from guests and the cost of materials was \$60. The total bill from Glenmore Inn was \$4735.36. Since the raffle once again was such a success, due to Sheila Perkin's hard work and the contributions of really generous, fun and diverse items from club members, we took in enough cash so we don't require the board subsidy that we requested at the last meeting. In fact, we are able to return \$353.64 to the club bank account. Members seem to really enjoy the Glenmore Inn location and food quality so we will continue to consider them for future fall luncheons.

Sheila Perkin's is retiring from the basket designing task after many years of assembling delectable baskets that have enticed members into buying many, many raffle tickets. Her artistry will be missed but we are very pleased that new ESOC member, Setsuko Moulton, will be taking over the position.

We will be looking at possible venues for the Summer Luncheon, tentatively on July 18, but will definitely consider Boundary Ranch once again. We will also look at some more possibilities in the Calgary area. A handful of members have suggested that a BBQ at a location such as William Watson, might be an option but the social committee feels a choice that requires a small group of people to do a lot of work is not as attractive as pursuing a catering arrangement.

Motion: Jennifer Aikenhead moved and Carolyn Ardell seconded that we subsidize the cost of the 2024 BBQ, up to \$15.00 each for members. Guests will pay the full rate. (Note: In this case guests are defined as partners or spouses of members rather than as non-members who would like to attend.) **CARRIED**

- Eric Leavitt, Website Administrator
There are no issues with the web site. It has been performing relatively well with only a few short outages from time to time. There have only been a few instances where people needed my assistance with logging in to the website - all of them involved requests to reset passwords.

Update on Upgrade: Here is a summary of the requested upgrades:

1. Listing Guests' Names in the Registration List by Last name, first name.
2. Adding Guest User names automatically to guest registrations
3. Allowing each member to see the trips that they have registered for and include the number of trips per member in the User database.

4. For Social Events – allowing people to specify their dietary choices or other options
5. Including totals for each chosen location on the Print Registration sheet
6. Showing a list of registrations by choice of Location and Difficulty similar to the Print Registrations Sheet.
7. Changing how we register and deregister from Events/Trips to that recently implemented for the SOCC site.

Curtis Fraser has completed the requested upgrades and I have tested them on a test website. Greg has also viewed the test website. The changes have now been implemented on our website and are accessible to all members.

Additional Information: Mike Gervais is no longer able to take over as the Website Administrator. Eric has offered to continue in the role and the offer was enthusiastically accepted, with a round of applause. Eric also noted that he has completed documentation that will support others in stepping into this role in the future.

Action: The suggestion that the new report that shows which members have chosen which trip option be listed alphabetically by members last name was offered. Eric will arrange this with Curtis.

- Peter Dankers, City Hike Coordinator
The City Hikes are on a winter break and will start again on Tuesday January 30, 2024 with a hike in Dale Hodges Park to commemorate Dale Hodges who passed away on December 31, 2023. He was a city councillor for 30 years and a big proponent of green space in the city.

During the Fall season 5 hikes were held, with the Paskapoo Slopes being the most interesting one. The Sandy Beach hike, which was cancelled in the summer due to smoke, was rescheduled and the Sue Higgins Park hike was changed to neighbouring Carburn Park because Sue Higgins Park has now been completely converted to a dog park. Bernie Nemeth was the leader for that hike because I could not attend due to a scheduled hernia operation.

A series of 16 new hikes have been scheduled for the 2024 season. I am in the process of scouting them all out. They include: Sage Meadows, Haskayne Park, Valley Ridge, Valley View, Lasso Loop, Cranston Escarpment, Nose Creek Park and many others. I will post the first 8 on the website shortly.

- Joan McLean, Newsletter Editor
The newsletter is almost ready to go and will be sent out in the next few days.

- Cheryl Whitehead, Membership Support Coordinator
Member Services activity has been steady since our September 22, 2023 meeting. As has been our custom, a card was circulated on the bus, often followed by an email re: Evergreen members who had experienced a significant change in their health, family or home situation.

This past quarter, those Evergreens with notable medical conditions include Keith Bagnall and Diane McCallum. Both plan to return to hiking in the Spring of 2024.

Losses include Barbara Lees, beloved wife of Murray Lees, who died September 14, 2023. In addition, longtime Evergreen member Peter Fisher, died of cancer on October 9, 2023.

Changes in home situation include Norman Wardlaw, who is currently at AgeCare Bow Crest. His wife, Carole Wardlaw is happily ensconced at Chartwell, Colonel Belcher, where she often plays the grand piano after dinner.

My sincere thank-you to those Evergreen members who have kept me posted by email or phone. And as always, thanks to Sheila Perkins, who has kept me stocked up with her hand-made cards. Also, a special thank-you to Frances Chapman, who provided a dozen cards featuring a variety of her own paintings.

- Sharon Hanwell, Secretary
The public library offers meeting rooms and the closest library to our current location will be Nose Hill Library (near the Sir Winston Churchill Pool). Rooms can be booked a month in advance so for next meeting I will try to arrange for Nose Hill Library and if it is not available, we will return to the Brentwood Coop Community Room.
- Peter Kubica, Past President: No report, see Old Business
- Dane Bridge, Vice President: No report
- Carol Morris, Telephone Coordinator
Rob Cormack and Jo Bands are glad to have regular phone calls and updates on Club Activities. Art Johnston has requested that he phone me. Elsie Boutillier says "Hi" to all from Vernon, B.C. She is delighted with their move and the ability to hike, snowshoe and downhill ski now.

- Douglas Kosowan & Greg McKenzie, Winter Activities Directors
The month of November was essentially an extension of the summer hiking season.

Last year, we cancelled outings due to cold weather. This year we are struggling with lack of snowfall. Finding areas with sufficient snow for skiers is proving to be a challenge. Recently the Club had a hiking/icers only day in the Kananaskis Village area.

The warmest December on record meant that much of the minimal snowfall has not stayed around. While we are expecting colder weather in the future weeks, we really need much more snow on the ground.

Since December, we have been to Lake Louise and PLPP twice each and Lake Minnewanka once. Next week we are going back to Lake Louise. The long bus ride is the price we have to pay to have a full program.

This season we have only cancelled the bus once. We cannot get Evergreens excited about paying \$25 to go to West Bragg Creek.

We have a Day Leader for each date this winter season. Two potential leaders have had to withdraw due to injuries or other commitments. Greg McKenzie and Douglas Kosowan have stepped up to backfill.

Splitting the role of Winter Trip Director between a dedicated skier and hiker/snowshoer is proving to work very well.

Additional Information:

*It was noted that when trips are listed on the website, it is important to state whether the options are for skiing, snowshoeing or hiking, as this is not always evident. **Action:** Douglas will make the edits in the website, with Eric's support.*

Our bus driver, Brenda, recently shared that if a winter trip is planned on the Smith-Dorrian Highway and Peter Lougheed Provincial Park staff are notified of the date in advance, they will contact Volker Stevin to sand the road. Douglas or Greg will make these calls going forward.

- Harold Kroeger, Winter Transportation Director
There have been 7 bus trips from November 2, the start of the winter season, until December 28. One trip was cancelled due to lack of registrations and one Thursday was the fall luncheon.

335 total bus passengers	X \$25.00	= \$8375	Almost 48 people per trip
26 travelled by car with 9 car payments	X \$25.00	= \$225	Car payments are not required when the bus is full
25 “no-shows” (2 due to Covid); 7 “no-shows” paid on the bus	X \$25.00	= \$175	
TOTAL		\$8775	
Total collected on the bus		\$8785	\$30 was paid to William Watson Lodge & \$40. was collected for park fees
Total bus costs during this period		\$8274	
<i>Note: No-Show payments made on-line are not included in the above figures</i>			

The warm weather has no doubt contributed to the good bus turnout and no weather-related cancellations.

Huge thanks are extended to Liz Whitehouse, Carolyn Ardell and Greg McKenzie for helping with the bus coordination and all that involves. Having Liz as another person to call on, has been a godsend. Perhaps a reminder should be sent from the club regarding the on-line payment address and the need for prompt payment to avoid reminders.

Old Business

- Document Retention: Peter Kubica

As per the Document Retention Schedule (see Appendix 2) the following documents have been scanned and are now posted in a special section on the website:

- ESOE AGM Minutes: 7 years of records
- Annual Audited Financial Statements: 7 years of statements
- Annual Return for Society & Non-Profit: 7 years of statements
- All historical ESOE Bylaws changes I could find
- Past Club Policies

The following documents are in the process of being scanned and posted to the website:

- ESOE Membership Lists from 1992 to Present
- ESOE Board Member & Volunteer History Chart
- ESOE Historical Documents from 1992-1995

Motion: Peter Kubica moved and Jennifer Aikenhead seconded that the paper copies of the following documents be shredded:

- ESOE AGM Agendas & Minutes, older than 2015
- Annual Returns for Society & Non-Profit, older than 2015.

All paper copies of ESOC Newsletters will be provided to Joan McLean for her review and will then be shredded.

CARRIED

- **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.
 - **Result:** Mike referred Greg to the CADS website. Greg will create a brief message about the volunteer opportunities and Joan McLean will add this to the upcoming ESOC newsletter.
- **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.
 - **Result:** Intermediate ski lessons have been organized for January 16, 2024 at the Canmore Nordic Centre. Registration is now full with 6 people attending. Beginner lessons are being offered on February 2, 2024, also at Canmore Nordic Centre. Registration for a maximum of 10 people is now open.
- **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:** The list was posted on the website under the heading “Day leader Guidelines and Information” 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.
 - **Result:** The revised Incident Report and Incident Reporting Guidelines are included in Appendix 3 with revisions highlighted in yellow. If the Board approves these final drafts they will be posted to the website.
 - **Motion:** Sharon Hanwell moved and Carolyn Ardell seconded that the revised Incident Report and Incident Reporting Guidelines be accepted and posted to the website. **CARRIED**
- **Action:** Barb Brunton-Johnstone asked that board members review the Resilience Workplan (Appendix 1) and update their areas of responsibility.
 - **Result:** No new updates at this time

New Business

1) Board Members for 2024-2025: Barb Brunton-Johnstone

The President and Vice President will move into their new roles and the other Board Members in attendance all agreed to remain in their positions for the upcoming year. Peter Kubica will move on from Past President, and will be offered a new role, if he is interested. Jennifer Aikenhead would be happy to pass the Social Director role onto someone else, if anyone is interested.

Dane will consider who to approach to take on the 3-year term of Vice President-President-Past President. The club has tried to alternate male and female presidents in the past, so a female candidate for VP would fit that pattern for 2024-2025.

Action: The Board members who were absent will be contacted by Barb Brunton-Johnstone to confirm their wishes.

2) Annual General Meeting

Bylaws Section V: Meetings 1. The Club shall hold an Annual General Meeting in the first three weeks of April at a time and place specified by the Board. At least two clear weeks advance notice of the meeting must be given through mail, newsletter or electronic means of communication. The minimum order of business at this meeting shall be to receive the audited financial statements of the Club, receive reports of the Directors and to elect a new Board.

Our AGM will be held on April 11, 2024 at the Rosemont Community Centre. A notice will be sent to all members by March 21, 2024 and will include a summary of the board motions for the year along with the proposed agenda.

Our next Board Meeting will be held at 9:15 on March 15, 2024, either at the Nose Hill Library or the Brentwood Coop Community Room.

3) Kyra Fisher: 2024 Summer Trip Planning 2023

- Evergreen membership was asked for their trip/hike suggestions – a list was circulated on the bus several times; as well, an email was sent out to all members. Some members approached me directly requesting specific trips/hikes.
- No committee from the different levels – A, B1, B2 and C was formed
- In lieu of a committee, a draft copy was sent to Hugh Powell, Eric Leavitt, Greg McKenzie, Barb Brunton- Johnstone, Anne Lyon. Input at times was sought from Keith Bagnell and Bernie Nemeth. Carolyn Ardell's assistance was also solicited at times.
- The recommendations, if at all possible, were incorporated. Club favourites such as Moraine Lake during Larch season were included. As well some trips the Club had not done in years, such as the Columbia Icefields was included.

- My goal was to include members suggestions as well as trying to create an interesting choice of hikes for the trips.
- I learned a lot from this experience. I received positive feedback as well as suggestions to make the hikes more C user friendly – length, elevation and footing. Some trips had to be changed due to their unsuitability – Bourgeau for instance. Trips for the beginning of the season required a lot of input from more experienced hikers because of the weather and hiking conditions. Many were changed!
- Having mentorship assistance from members really boosted the number of members volunteering to be Day Leaders! Thank you, Barb Brunton, Eric Leavitt, Carolyn Ardell, Greg McKenzie, Steve Whittingham....

2024

- For the 2024 Summer Season I would very much appreciate advice from Board members as to whether a selection committee should be struck as opposed to my *modus operandi* for 2023.
- Planning 30 trips with hikes suitable for 4 levels of ability is a huge task. As well, entering a minimum of 120 hikes into Dashboard was very time consuming, despite the fact that we do have an impressive list of trips/hikes already entered.
- The Board members are welcome to make or send suggestions to me.
- Any assistance would be most appreciated!

Additional Discussion: Board members shared that they have found having a workshop with a small hike selection committee to be very helpful. The wealth of knowledge shared, the opportunity for discussion and the ability to brainstorm or work through potential problems meant that, at the end of a half day, a very good plan was in place. Members also noted that the discussion helped to build shared understanding between people at different trip levels. Pre-work was essential to the process and ideas such as bringing schedules from the last 3 years as well as recommendations from the Summer Trip Director were very useful. Many board members offered to support Kyra in creating a summer plan and loading it on the website: Carolyn, Peter K. Barb, Greg, Hugh, and others.

Meeting adjourned at 3:35 pm.

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 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
Annual Return for Society & Non-Profit	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 3

Evergreen Seniors Outdoor Club: Incident Reporting Guidelines

Revised January 2024

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/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 member or guest, 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. Complex situations may require additional time for investigation and to ensure that different perspectives or suggestions are included. The Club President should be made aware of the incident as quickly as possible, along with the anticipated timeline for reporting.

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 or who have suggestions for the future.

Who receives the form?

The completed form is sent to the 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 ESOC Secretary as a paper copy and also stored as a digital copy in a restricted access area of the website.



INCIDENT REPORT FORM

Evergreen Seniors Outdoor Club

BASIC INFORMATION OF INCIDENT			
Date of incident		Time	
Location details	Latitude:	Longitude:	
Activity type	() SKI () SNOWSHOE () HIKE () WALK		
Name(s) of person(s) involved in incident			() Member () Guest
			() Member () Guest
Name of Group Leader			
Names of others present			

INCIDENT DETAILS
Trail and weather conditions at the time of the incident
Situation that led to the incident and nature of the incident
Action taken
If injury was involved, please complete the following three items

First Aid treatment given and by whom?

How was patient evacuated or transported to trailhead?

Name of Medical Facility patient transported to (if applicable)?

COMMENTS
PREVENTION OF FUTURE INCIDENTS: Can you recommend any improvements?
Other comments or suggestions?
If more information is available, add an Addendum. An Addendum is attached: Yes No

Person completing the form & their role		Date	
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IMPORTANT NOTES
• The contents of this form are CONFIDENTIAL to the Evergreen Seniors Outdoor Club. • A copy of this report is to be provided to the Club President for approval. • The Club President or VP may seek further details about this incident regarding Club procedures, trail and safety guidelines. • The approved copy is to be retained by the ESOC Secretary.

Appendix 4

Summary of Action Items for upcoming meetings:

For March 15, 2024 Board Meeting:

- The new website upgrades will show a list of registrations by choice of Location and Difficulty similar to the Print Registrations Sheet. **Action:** The suggestion that the new report that shows which members have chosen which trip option be listed alphabetically by members last name was offered. Eric will arrange this with Curtis.
- It was noted that when trips are listed on the website, it is important to state whether the options are for skiing, snowshoeing or hiking, as this is not always evident. **Action:** Douglas will make the edits in the website, with Eric's support.
- The Board Members in attendance all agreed to remain in their positions for the upcoming year: 2024-2025. **Action:** The Board members who were absent will be contacted by Barb Brunton-Johnstone to confirm their wishes.
- **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.