

Evergreen Seniors Outdoor Club

Board Meeting: Friday, March 15, 2024

9:15 am at Nose Hill Library



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	Present
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	Present
Greg	McKenzie	Winter Activities Director	Present
Joan	McLean	Newsletter Coordinator	Absent
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
Valerie	Berenyi	Guest	Present

Barb Brunton-Johnstone confirmed quorum and the meeting was called to order at 9:20 a.m. Barb introduced Val, our guest for this meeting. The agenda was reviewed and Carolyn Ardell moved to accept the agenda; seconded by Peter Dankers. **Carried.**

The revised minutes of the last Board meeting on January 5, 2024 were reviewed. Approval of minutes was moved by Dane Bridge; seconded Kyra Fisher. **Carried**

Reports

- **Barb Brunton-Johnstone, President**

Barb thanked all the Board members for their work this year, sharing that they are a fine group of very capable people whose work she admires and appreciates.

- **Hugh Powell, Treasurer**

Bank Balance 28 Feb 2023 \$17,396.85

Bank Balance 29 Feb 2024 \$23,445.79

Unpaid No Shows 29 Feb 2024 2@\$25 = \$50

Prepaid Park Passes 24 @ \$7.95 = \$190.80 to be recovered @\$10.00 each

Prepaid BBQ deposit Boundary Ranch = \$1,000.00

Cheques not deposited by 29Feb2024: Rosemont AGM = \$182.70

Additional Discussion: Recently an event was revised and the ski trip was cancelled. One member assumed that her registration to ski would be cancelled

for her and was then seen to be a “no-show” and charged the \$25.00 fee. In order to prevent future misunderstandings, when locations or trip options are changed, the Transportation Directors will specifically note in the email that everyone must change their choice or cancel themselves, so that this is clear.

- **Johanna Voordouw, Membership Director**

At year-end 2023-2024 we had a total of 190 members in the Evergreens, of which 43 were Associates and 147 were Full members. Total hikers participating in the 45 outings were 2920 and there were 15 City hikes with 285 participants. Guests were a huge help to get the busses full: 85 guests came out 125 times. We recruited 32 new members. We had to cancel some trips due to low registration, cold weather or smoke.

In January 2024 we had spots for three new members and since March we added 4 more. Our opening total for 2024-2025 is now 181 members with 49 Associates and 132 Full members. Seventeen members did not renew and 15 members moved from Full to Associate membership.

Q: What is the cap for Full members this coming year? 140 or 150?

A: The cap will remain at 150, as stated in the Policies.

Q: Are Associate members allowed to become Full members again when they get their 12 outings in within the years end?

A: ESOC Policy states: 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.

Q: Val Scholefield was an Associate member 2 years ago but forgot to renew it then and now asks to be accepted as an Associate. Is that possible?

Motion: Eric Leavitt moved and Cheryl Whitehead seconded that if a long-time member's membership has lapsed and an application for renewal as an Associate Member is made, it will be accepted. **Carried**

- **Douglas Kosowan & Greg McKenzie, Winter Activities Directors**

This winter season is rapidly coming to an end. Mother Nature has not been entirely cooperative or predictable. Snow was late in coming. For much of the season we were faced with minimal snow and moderate temperatures. This was not a problem for snowshoers/icers/hikers, but finding suitable trip options for the skiers proved to be a particular challenge. Greg McKenzie proved to be an able, experienced and passionate advocate for the skiers.

In mid-January we lost 2 dates to temperatures below -20C. In November, a scheduled trip to Bragg Creek was cancelled as we failed to get 40 registered for

the bus. (Skrastins FILLED a bus to WBC!) Toward the end of February, beginning of March, the Rockies got much more snow although end of season totals will still be well below average.

This recent abundant snowfall and rising temperatures have made programming trips for March rather challenging. Avalanche risk and seasonal melting has turned trip planning into a day-to-day endeavour. Prescribed burns in Kananaskis Village area have added to the uncertainty. Next season we will schedule the trip to the “Green Monster” somewhere between mid-January and the end of February.

I am certainly grateful for the timely insights, shared expertise and feedback that I received members of the Evergreen SOC.

Additional Discussion: Greg shared that this year a new plan for ski lessons was attempted, with lessons taking place on a day other than Thursday. This was not successful so the plan for next year will be to hold the lessons with a Thursday trip, early in December, likely at the Canmore Nordic Centre. Beginner lessons will likely be held in the morning and advanced lessons in the afternoon.

- **Kyra Fisher, Summer Hiking Director**

The Evergreen Summer Trip Schedule was put together with a planning committee consisting of representation from all hiking levels. Those involved were Greg McKenzie, Peter Kubica, Hugh Powell, Anne Lyon, Barb Brunton-Johnstone and Kyra Fisher. The process began on January 24th at the Brentwood Coop Auditorium. Barb Brunton volunteered to be the facilitator. The initial schedule, devised by Kyra, was then put under considerable scrutiny by the very experienced committee members. Subsequently, the first revised draft schedule was sent out to all Board members; to Anne Lyon, John Boyd and Colin Johnston; as well as a number of experienced club members who provided excellent feedback – Steve Whittingham, Jane Fraser, Jane Heward, Al Miller and Keith Bagnall. This season we have tried to be more sensitive to the needs of our C hikers. As such Anne Lyon will be working with John Boyd and Colin Johnston to reconnaissance, when required, some of the proposed hikes. We have asked that they put forth any desired revisions at least 2 weeks prior to the trip. Because I had computer problems, Barb did considerably more than she should have and for that I am eternally grateful! The many-many-times-revised schedule was finally completed on March 11th. Solicitation of day leaders was done prior to this meeting both through email and a bus signup sheet. Mentorship for day leaders will be available if and when required. While working on the Summer Trip Schedule, we were very cognizant of recent shifting weather patterns. As such, a list of alternate/additional possible destinations was created if drought and fire conditions become severe this summer. We have tried to come up with an interesting selection of hikes, either ones we have not done for some time or new ones. As well we have included old favourites. Thank you to all those involved in creating this trip schedule. Your input was very much appreciated!

Additional Discussion: Board members were invited to indicate if they were willing to act as mentor and a sign-up sheet was circulated. The summer schedule will be posted as “Events” on the website very soon and an email will be sent asking for volunteers for the few remaining Day Leader openings.

- **Harold Kroeger, Winter Transportation Director**

Year to date – excluding March 14

- Bus trips: 4 full & 11 not full
- Cancellations: 3 with 1 due to lack of registrations, 2 due to weather
- Total number on the bus: 705 with an average per outing of 47
- Total number in cars: 39 with 19 paid
- No shows: 34

Total assuming all no shows have paid = 18,950

Bus costs of 15 X 1176.00 = 17,640

Thanks to Liz Whitehouse, Carolyn Ardell and Greg McKenzie for assisting with bus coordination.

Additional Discussion: As of March 15th, all no-shows have paid.

- **Carolyn Ardell, Summer Transportation Director:** no report

- **Peter Dankers, City Hike Coordinator**

It was another successful and exciting year for hikes in the City. A total of 15 hikes were organized with a total of 337 registrations, consisting of 309 members and 28 guests. The number of individual members who participated at least once in a city hike was 86 and 21 for guests. The minimum number of participants was 15 and the maximum 30. Since its inception, 108 members have attended at least one city hike.

Highlights for this year were the Reader Rock Garden, the Paskapoo Slopes, Stanley Park and Mallard Point.

An article has been submitted to the Newsletter detailing some of the encounters we had on the trails and some of the stories that were told about the parks we visited. Also included in the newsletter article is the following clarification on the eligibility of City Hikes for full membership requirements:

One point of clarification: City hikes can count to maintain your full membership requirement of 12 hikes per year. However, you must have a minimum of 6 Thursday hikes on the bus (or your own car). This can be complemented by attending the AGM, the Fall luncheon, the Summer BBQ or participating in City hikes. So, if you attend the AGM and the Fall and Summer events, a maximum of three City hikes will count for your full

membership requirement. If you don't attend any of the other events, a maximum of six City hikes can be used.

For the 2024-2025 season 16 City hikes are planned. Quite a few of these are to areas we have not visited before such as Sage Meadows, Valley Ridge, Haskayne Park, Lasso Loop and the Cranston Escarpment.

- **Eric Leavitt, Website Administrator**

The web site seems to be working fine. I will be preparing an annual report for the AGM that will go into details about updates, etc.

- **Cheryl Whitehead, Membership Support Coordinator**

This Member Services report is a reminder to myself to ensure that the permission of Evergreen members and/ or their family is obtained prior to circulating a card on the bus. Similarly, ensuring the confidentiality and privacy of the member and/ or their family would likely apply to direct emails through the Evergreen website.

Updates on Evergreen members include:

- Mary Kelly, well-known Evergreen member and spouse of Peter Kubica, is progressing with her walking and well on the way to recovery following very successful surgery for spinal stenosis in mid-January 2024. Mary has had good company in her recovery with foster dog Jax, a lab retriever, who also has back problems.
- Elizabeth Ziegler, had left foot surgery by her longtime Podiatrist, in early February 2024. Elizabeth, who is currently wearing an open-toed sandal, is planning to progress to regular footwear in early April, and then to hiking boots, later in April. Perhaps, we will see Elizabeth on a social outing soon.
- Dick Wilson, longtime Evergreen member, has just moved into the Bow Crest Care Centre, 5927 Bowness Road NW. Dorothy Lloyd, his spouse, says that Dick would love to have company as he settles into his new digs.
- Keith Bagnall, having completed his six months of chemotherapy for his non-Hodgkin's Lymphoma, has returned to cross-country skiing, looking as good as ever. On the way through, Keith particularly enjoyed the visits with his daughter, who lived and worked from Calgary for several weeks.
- Diane McCallum is frustrated with delays with obtaining appointments and treatment with Alberta Health. Following her November 1, 2023 double mastectomy for breast cancer, Diane was seen by the Oncologist on January 9, 2024, and referred for radiation therapy. Diane, who has excellent friend support and a very positive lifestyle, reports that her first radiation therapy appointment starts at 5 PM on March 14, 2024.
- Joan Smith, who has been a full Evergreen member for more than 20 years, has been Anemic since January 2024. While her medical status is being investigated and followed, Joan plans to continue walking with

friends. Accordingly, a card will be circulated for Joan on the Evergreen bus to Kananaskis on March 14, 2024.

That's all for now.

- **Jennifer Aikenhead & Kim Tidswell, Social Directors**

Both social luncheons sponsored by ESOC were well attended and members, for the most part, are happy with the venues. We are presently arranging the Summer 2024 BBQ on July 25th, at Boundary Ranch. We looked into alternate venues in the area and couldn't find any options that provided the location and service for anywhere near that offered by Boundary Ranch. We have submitted a \$1000 deposit to the Ranch and requested a \$15/member subsidy for the Summer BBQ but have not finalized costs at this time.

Finances for the Summer Barbecue at Boundary Ranch July 2023

The total Bill from Boundary Ranch:	\$3,216.44	
Minus the deposit:	<u>\$1000.00</u>	
Amount Owning:	\$2,216.44	Hugh submitted a cheque.

We had 88 people attend the barbecue:

5 guests attended and paid \$40.00 pp = \$200

82 members attended and paid \$30 pp= \$2,460

1 free guest attended [bus driver]

Total collected fees collected was \$2,660

Total Bill	\$3216.44
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Minus fees from Non subsidized guests	<u>\$ 200.00</u>
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Sub Total	\$3,016.44
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Minus Fees from 82 members	<u>\$2,460.00</u>
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Total Subsidy needed	\$ 556.44*
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*556.44 divided by 82 members + bus driver lunch = subsidy of \$6.80 pp

Finances for the Fall Luncheon at Glenmore Inn November 2023

Due to excellent raffle ticket sales for Sheila Perkins beautifully crafted baskets stuffed full of generous donations from club members, the social committee did not require any subsidy for the luncheon and in fact, was able to contribute \$353.64 to the club bank account.

106 members attended	\$3710.00
9 guests (minus \$45 for Ray, Bus Driver)	\$ 360.00
Raffle sales (\$1079 minus \$60 for materials)	<u>\$1019.00</u>
Total collected	\$5089.00
Minus Total bill from Glenmore Inn	<u>\$4735.36</u>
Total Profit	\$353.64

Additional Discussion: Given the club's strong financial position consideration of a larger subsidy for social events might be considered. Further discussion will take place closer to the next event.

Motion: *Jennifer Aikenhead moved and Douglas Kosowan seconded that a \$150.00 budget be provided for refreshments for the AGM on April 11, 2024. Carried.*

- **Joan McLean, Newsletter Editor:** No report
- **Carol Morris, Telephone Coordinator**
Jo Bands, Rob Cormack and Art Johnson have all renewed their Associate Memberships. They like to be included in club happenings and with their names on the Membership list, others can contact them directly. Art has shared that he does not answer his phone, but does respond to text messages.
- **Sharon Hanwell, Secretary:** See New Business
- **Peter Kubica, Past President**
Peter shared that he has been happy to be of service to the club and honoured to have been given the opportunity to work as VP, President and Past-President. Peter celebrated the work done on digitizing much of the information he received in the "President" box so that, instead of a huge box, he is able to pass along one folder for the Treasurer and one folder for the new President. The other documents are now available on the ESOC website. He is also pleased with the work that has been done to formalize incident reporting processes and create the "Incident Coordinator" role. He will continue to participate in ESOC in whatever ways he can.

During discussion it was agreed that next steps will be:

- **Action:** *Peter will create a short version of Emergency Procedures as a portable reference for members. Once this is in place, it will be shared with the Board and the location for this information will be determined. Possibilities include:*
 - *on the back of each member's ESOC nametag*
 - *as an addition inside the nametag holder*
 - *providing a paper copy to each Incident Coordinator to carry in their backpacks on all trips*
 - *adding a paper copy to the Radio box so that it always accessible to the Day Leader on the bus*
- **Action:** *Peter will revise the Day Leader checklist so that:*
 - *the Incident Coordinator information is easier to locate*
 - *the names of the Incident Coordinators at each drop-off location are highlighted.*

- **Action:** *Peter or Sharon will compile the documents for the Day Leader into one document and the documents for the Group Leader into another.*
- **Dane Bridge, Vice President**
Dane shared that he has greatly appreciated having the past year to become much more familiar with the processes of the club and is looking forward to taking on his role as President.

New Business

- 1) **Bus Costs:** Our bus costs will be going up with the new Universal contract. What actions should we take? Possibilities include:
 - maintain the status quo and pay any potential losses, while monitoring the situation
 - increasing the minimum number of participants for trips before cancelling e.g. from 40 to 43
 - increasing bus fees.

It was agreed that we will maintain the bus cost of \$25.00 and the minimum participation number of 40. ESOC is in a good financial situation and it is important to minimize the need to cancel trips as members need to be confident that they can participate in an outing each week.

- 2) **Self-Drive:** Our policy is to require anyone who self-drives to pay \$25.00 when the bus isn't full. Currently, we have 2 members (a couple) who regularly drive because 1 is immunocompromised and has been advised not to be in close quarters with groups of people (e.g. as occurs on a bus). They regularly attend and pay \$50.00. Should we give one or both of them a special (lower) rate, and if so, can we make it a general policy that people can apply to the Board for this special rate if they find themselves with health-related restrictions?

Motion: Eric Leavitt moves and Peter Kubica seconded, that if a member's health circumstances require that they drive, rather than ride the bus, the \$25.00 fee may be reduced at the discretion of the Transportation Directors. **Carried.**

- 3) **Signing Authority for the ESOC Bank Account**

Motion: Sharon Hanwell moved and Eric Leavitt seconded that the ESOC members holding the following positions have signing authority on the ESOC bank account and that this takes effect as quickly as possible, after the AGM each year:

- President
- Vice-President
- Past President
- Treasurer.

Carried.

4) Document Updates & Revisions: Sharon

- Document Retention Update

The revised Documentation Retention Schedule was provided for review – see Appendix 1.

Motion: Sharon Hanwell moved and Peter Kubica seconded that the ESOC Document Retention Schedule be approved as revised and adopted as part of the ESOC Policies Document. All documents that are not part of the plan or that are not within the term limits will be shredded. **Carried.**

- ESOC Policy Document Revisions: The ESOC Policy document has been revised to include some policies which were located while working on the document retention process and the policies which were implemented this year. A copy, a work in progress, was provided and will be further updated after this Board meeting.

Action: Sharon will prepare a final draft of the Policy Document to be shared for approval at the first Board Meeting after the AGM.

- Historical Documents: The documents have been uploaded to the webpage and are currently held in two locations:
 - Some documents are on the webpage e.g. Audited Financial Statements, Board and AGM Minutes (past 7 years)
 - Other historical documents can be found by going into the Dashboard under Media Library (e.g. Bylaws, Policies, Membership Lists, etc.) All ESOC members can access the Media Library and can view the files. (The only exception is the Incident Reports which are password protected.)

See Appendix 2 for “Accessing Historical Documents” which contains further instructions on how to find the files.

- Incident Response Guidelines and Form: The Incident Report and the Incident Report Guidelines have been shared with all Board Members and all Incident Coordinators. Feedback received has been incorporated and new information has been added as a result of locating the “Non-Compliance” policy.

Formalizing the Incident Coordinator Role:

- Should there be a Board Member, in addition to the President, responsible for reviewing Incident Reports and their follow-up?
- Should all (or a set number) of the Incident Coordinators see the incident reports and have the opportunity to comment on

improvements to avoid future incidents? (Note: Currently there are 7 Incident Coordinators: Keith Bagnall, Barb Brunton-Johnston, Jane Fraser, Peter Kubica, Eric Leavitt, Greg McKenzie, Steve Whittingham.)

Motion: Greg McKenzie moved and Carolyn Ardell seconded that the position of “Chief Incident Coordinator” be created to facilitate the sharing and review of all Incident Reports and the creation of recommendations, by the Incident Coordinators. **Carried.**

Process: When an Incident Report is prepared it will be sent to the Club President, the Secretary and Chief Incident Coordinator. After the report has been reviewed and recommendations have been made, the Chief Incident Coordinator will send the final report to the President and to the Secretary for filing and posting.

Action: Sharon will provide the password for accessing the Incident Reports to the Chief Incident Coordinator, the President and the Incident Coordinators.

Action: Sharon will make updates to the Incident Report and the Incident Report Guidelines based on the above motion and processes and both documents will be brought forward for final approval at the next Board meeting, after the AGM.

- **Accessing Guest Emergency Information:** While reviewing Transportation Director responsibilities the question of who has access to Guest Emergency Information arose. There are currently 9 people who have access: Curtis Fraser, Eric, Greg, Carolyn, Harold, Johanna, Craig B, Jane F and Sharon. Access is important in case of an emergency but printing the information for each trip is very cumbersome. In addition, ESOC has a responsibility to protect member’s private information. In case of an emergency, who should have access to this information? Possibilities include:
 - Only those listed above
 - All Board Members
 - Some Board Members and Incident Coordinators?

Action: Eric will create the new category “Incident Coordinators” so that all Board members and Incident Coordinators will be able to access member and guest emergency contact information from the website, should the need arise.

- **ESOC Handbook:** Updates are being made to the role of the Transportation Director and it seems timely to have all Board Members review their roles to ensure that they accurately reflect the job. Could that

review occur before our next Board Meeting so that any areas of discussion can be brought up at the meeting?

Action: Sharon will email each of the Board members a copy of the ESOC Handbook so that they can review their job description and make any revisions that might be necessary. A due date for revisions will be set so that the revised document can be shared before the next Board meeting. Any areas for discussion will be reviewed at the meeting and the document can then be approved and posted.

5) Annual General Meeting

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.

Action: Greg will organize 3 different walks from the Confederation Park area and post them on the website for sign-up by members who choose to participate.

Action: Sharon will prepare the AGM Agenda and send it to all Board Members for feedback and then email it to all members before March 28th. Barb will post the agenda on the website.

Action: Set up for the AGM:

- Board Members are asked to come help set up the room beginning at 11:00.
- Jennifer & Kim will arrange for refreshments, to be served beginning at 12:00.
- Sharon will bring a Membership list for everyone to sign as they arrive.

Old Business from January 5

- **Action:** Barb Brunton-Johnstone asked that board members review the Resilience Workplan and update their areas of responsibility.
 - **Result:** No updates since January. Barb will review the plan after the AGM and bring it forward at the next 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.
 - **Result:** Registration information is now in alphabetical order.
- 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.
 - **Result:** Trip options are now clearly labelled as skiing, snowshoeing or hiking.

- 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 (Peter Dankers, Harold Kroeger, & Kim Tidswell) will be contacted by Barb Brunton-Johnstone to confirm their wishes.
 - **Result:** Peter, Harold and Kim will all remain on the board for the coming year.
- **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.
 - **Result:** The Winter Newsletter had already been distributed and Spring isn't good timing to advertise for ski volunteers. Greg will work with Mike in the summer to see if advertising for the coming year is still needed. If so, Greg will prepare a message for the Fall Newsletter.

Meeting adjourned at 12:12 p.m.

Note:

A summary of the Action Items from the March 15th meeting is available in Appendix 3.

Appendix 1



Evergreen Senior Outdoor Club Document Retention Schedule Created & Approved September 30, 2023; Revised March 2024			
Document Type	Format	Retention Period	Responsibility
ESOC History: - documents from the first 3 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 Returns for Society & Non-Profit	Digital	7 years (none for 2020 due to Covid)	President
Annual Audited Financial Statements	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 2

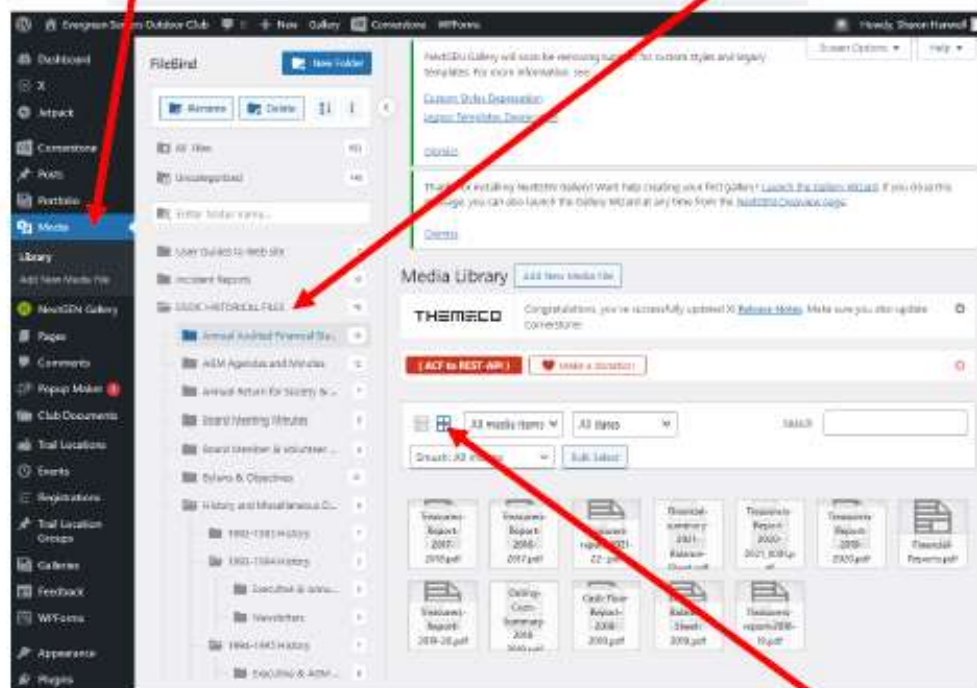
Accessing ESOC Historical Documents on our Website

Go to Dashboard



Welcome!

And then click on "Media." A series of folders will open so that "ESOC Historical Files can be located.



It is easiest to view the documents in the tile format so be sure to click on the 4 square, not the row format, which is to it's left.

Click on a file and a new page will open which shows the title. Click on either “Download file” or “View attachment page” to view/print the file.

Attachment details

Uploaded on: 6 February 2024
Uploaded by: [Daron Hammett](#)
File name: 1954-1955 History - 1994-11-08 Executive Meeting Minutes.pdf
File type: application/pdf
File size: 1 KB

Title: 1954-1955 History - 1994-11-08 Execu
Caption:
Description:
File URL: <http://evergreenoutdoorclub.org/wp->
[Copy URL to clipboard](#)

Required fields are marked *

Added folder: Uncategorized
Click on the folder name to move this file to another folder

Status: Not processed

[View attachment page](#) | [Edit more details](#) | [Download file](#)

Ta-Da!!

Appendix 3

Summary of Actions Resulting from March 15th Board Meeting

For the AGM on April 11, 2024

Action: For our AGM, Greg will organize 3 different walks from the Confederation Park area and post them on the website for sign-up by members who choose to participate.

Action: Sharon will prepare the AGM Agenda and send it to all Board Members for feedback and then email it to all members before March 21st. Barb will post the agenda on the website.

Action: Set up for the AGM:

- Board Members are asked to come help set up the room beginning at 11:00.
- Jennifer & Kim will arrange for refreshments, to be served beginning at 12:00.
- Sharon will bring a Membership list for everyone to sign as they arrive.

For the Board Meeting after the AGM

Action: Sharon will prepare a final draft of the Policy Document to be shared for approval at the first Board Meeting after the AGM.

Action: Sharon will provide the password for accessing the Incident Reports to the Chief Incident Coordinator, the President and the Incident Coordinators.

Action: Sharon will make updates to the Incident Report and the Incident Report Guidelines based on the above motion and processes and both documents will be brought forward for final approval at the next Board meeting, after the AGM.

Action: Eric will create the new category “Incident Coordinators” so that all Board members and Incident Coordinators will be able to access member and guest emergency contact information from the website, should the need arise.

Action: Sharon will email each of the Board members a copy of the ESOC Handbook so that they can review their job description and make any revisions that might be necessary. A due date for revisions will be set so that the revised document can be shared before the next Board meeting. Any areas for discussion will be reviewed at the meeting and the document can then be approved and posted.