

# Evergreen Seniors Outdoor Club

## ANNUAL GENERAL MEETING

Thursday, April 11<sup>th</sup>, 2024

12:30 pm at Rosemont Community Association



Barb Brunton-Johnstone called the meeting to order at 12:30 pm.

Quorum was confirmed with 108 members in attendance.

### Introduction of the 2023-2024 Board and Coordinators

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

The agenda was reviewed; Sharon Hanwell moved to accept the agenda, seconded by Jane Ebbenn. **Carried**

The minutes of the last Annual General Meeting on April 6, 2023 were reviewed. Approval of the minutes was moved by Liz Hryciw, seconded by Jane Fraser. **Carried**

**Business Arising From the 2023 AGM:** None

## Motions passed during the 2023-2024 Board Meetings

**Motion:** Bylaw VII. Amendments to Bylaws and Policies, Article (2) states: Any changes to Club Policies by the Board during the year shall be presented for ratification by the membership at the Annual General Meeting. In accordance with this policy Sharon Hanwell moved that the following decisions, made over the course of the 2023-2024 year, be ratified by the ESOC membership:

- If the bus is not full, each participant (member or guest) on ESOC trips will pay \$25.00, even if people chose to drive themselves.
- If a participant self-drives to the trailhead and pays the \$25.00 bus fee, then the trip will be counted as a bus trip.
- The minimum bus registration for each bus trip will be increased from 35 to 40 people.
- Bus times will remain consistent for all trips throughout the year: bus arrival at 7:30 a.m. and bus departure at 8:00 a.m.
- The revised Incident Report and Incident Reporting Guidelines are accepted and posted to the website.
- If a long-time member's membership has lapsed and an application for renewal as an Associate Member is made, it will be accepted.
- The ESOC members holding the following positions will have signing authority on the ESOC bank account:
  - President
  - Vice-President
  - Past-President
  - Treasurer.

This will take effect as quickly as possible, after the new Board is voted in at the AGM each year.

- If a member's health circumstances require that they drive, rather than ride the bus, the fee may be reduced at the discretion of the Transportation Director.
- The ESOC Document Retention Schedule is 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.
- The position of "Chief Incident Coordinator" will be added to the ESOC Board.

Seconded by Greg McKenzie **Carried**

## REPORTS

Hugh Powell, Treasurers Report: 1 March 2023 – 29 February 2024



Evergreen Seniors Outdoor Club  
2654 Signal Hill Heights SW  
Calgary, Alberta  
March 13, 2024

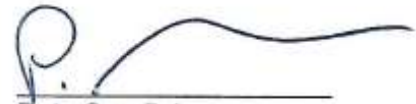
**EVERGREEN SENIORS OUTDOOR CLUB  
(A NOT-FOR PROFIT ORGANIZATION)  
Financial Report  
For Fiscal Year Ending 29 February 2024**

**Financial Reviewers' Statement**

We are members of the Evergreen Seniors Outdoor club, and in this capacity and in accordance with the By-Laws, have reviewed the financial statements of the Evergreen Seniors Outdoor Club.

Within the scope of our review, and after examination of the documentation provided to us in the course of the review, we are of the opinion that the financial statements fairly present the results of the Evergreen Seniors Outdoor Club operations for the fiscal year and the position at 29 February 2024 on an accounting basis consistent with that of the previous year.

  
Keith Johnstone

  
Pete Serafini

Calgary, Alberta  
3 April 2024

## EVERGREEN SENIORS OUTDOOR CLUB

Year end 29 February 2024

### TREASURER'S REPORT

The attached Financial Statement includes the Balance Sheet, the Income Statement and the Cash Flow Summary for the 2023 -2024 Evergreen Seniors Outdoor Club (ESOC) fiscal year.

The financial statements followed the cash method of accounting.

- TD Bank balance 28 Feb2023 = \$17,396.85
- ESOC Profit 2023 – 2024 = \$6,048.94 according to Income statement
- Calculated balance expected  $\$17,396.85 + \$6,048.94 = \$23,445.79$
- TD Bank Balance 29 Feb 2024 = \$23,445.79 AGREED

The reconciliation of the 29 February 2024 ESOC cash balance to the TD Bank statement was completed as follows:

- Outstanding cheques = \$182.70 Rosemont AGM Hall Cheque #822 19Feb2024
- Accounts Payable = \$4,704.00 from Universal

There were Outstanding Accounts Payable for the first 4 trips in February totalling \$4,704.00 as Universal Coach issues Invoices for each trip but we pay monthly. The last invoice for 29 February was issued 6 March 2024 and ESOC cheque to Universal #827 for February for \$5,880 was issued on 13 March 2024. There was one deposit of \$1,025 for the trip 29 February 2024 which was deposited but not posted until 01 March 2024.

The biggest source of Income was the bus fares \$60,985.00 which included the collection on the bus and the No Shows who paid their fares to the treasurer. The biggest cost item was the Universal Coach fees totalling \$53,986.80. As the accounting is on a cash basis with a cheque being deposited after 2022 -2023 year end and thus appearing as income but the cheque for February 2024 Universal does not appear in this year's cash flow. Similarly the fares for the 29 February 2024 trip wasn't posted by TD until 01 March 2024 so doesn't appear in our Income total. Bottom line is that we're showing a profit \$6,971.25 for the bus.

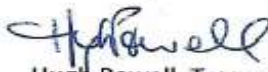
There were 45 bus trips this year, 5 cancellations and no bus booked for AGM and Fall Lunch. On the trip to Moraine Lake, we had 2 buses so effectively we had 46 bus trips. There were 2343 paying passengers and 85 no shows and the average number of passengers was 50.9. As of 29 February, there were 3 unpaid No Shows but they have since paid. There were a number of members who drove and paid and their payments appear in the "Fare Collection" amount.

The other big cost items were the Summer BBQ and the Fall Lunch. Both were well attended and only required a small club subsidy. The total costs were \$9,012.00 and the total income from dinner ticket and the raffle for the Fall Lunch was \$7,789.00. A big thanks must go out to all the people who donated items for the baskets and to Sheila Perkins and the social committee for organizing and preparing the baskets.

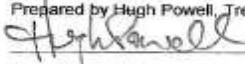
As we go into the next year there are some items that may impact our costs this year. Universal has been very understanding with the ESOC hiking club with reduced rates in the winter and dealing with the changes in diesel and labour prices. We only had to pay a premium price once last year when we went to the Athabasca Ice Field to cover the longer distance and time. We have a contract with Universal until 31 March 2025. Parks Canada have been quite understanding with the parks passes for our passengers and access for buses but they have been changing access and parking conditions for 'private' vehicles. Similarly William Watson Lodge has welcomed us but they have been charging us a \$12 booking fee and \$20 for use of the main Lodge.

I would like to thank the people who collect the money on the bus, do the reconciliation, deposit the money and send me copies of the sign up sheets, deposit slips, and reconciliation with comments on No Shows etc so that I can hopefully correctly enter this info into the spread sheets and track payments. Cash is preferred. Bills only no coins as the ATMs won't accept coins. E-transfers are here for events and memberships but they take a significant amount of time and paperwork to keep track of them as the TD Bank statements don't give people's names, just the last 3 digits of the code. The bank also charges us if we have more than 30 transactions per month.

I would like to thank the 2 auditors: Peter Serafini and Keith Johnstone who may help me sort out the reports before I publish them.

  
Hugh Powell, Treasurer.

2 April 2024.

|  <b>Balance Sheet Comparison February 2023 to February 2024</b>             |                     |                     |                   |                     |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|---------------------|-------------------|---------------------|--|
| <b>Balance Sheet</b>                                                                                                                                           |                     |                     |                   |                     |  |
|                                                                                                                                                                | <u>Current Year</u> |                     | <u>Prior Year</u> |                     |  |
| <b>Assets</b>                                                                                                                                                  |                     |                     |                   |                     |  |
| Bank Statement                                                                                                                                                 | \$                  | 23,445.79           | \$                | 17,427.50           |  |
| Cash Float                                                                                                                                                     | \$                  | -                   | \$                | -                   |  |
| Pre-paid Fall Lunch Deposit                                                                                                                                    | \$                  | 1,000.00            | \$                | -                   |  |
| Prepaid Natl Park Permits                                                                                                                                      | \$                  | 145.35              | \$                | 248.50              |  |
| Pre-paid W.W. Society                                                                                                                                          | \$                  | -                   | \$                | -                   |  |
| Promo items                                                                                                                                                    | \$                  | 826.00              | \$                | 2,016.42            |  |
| <b>Total Assets</b>                                                                                                                                            |                     | <b>\$ 24,591.14</b> |                   | <b>\$ 17,676.00</b> |  |
| <b>Liabilities</b>                                                                                                                                             |                     |                     |                   |                     |  |
| Bus Payments                                                                                                                                                   | \$                  | 5,880.00            | \$                | 3,339.00            |  |
| Admin Expenses                                                                                                                                                 | \$                  | -                   | \$                | -                   |  |
| Misc Expenses                                                                                                                                                  | \$                  | -                   | \$                | -                   |  |
| Prepaid Membership Dues                                                                                                                                        | \$                  | 2,521.26            | \$                | 2,800.00            |  |
| <b>Total Liabilities</b>                                                                                                                                       |                     | <b>\$ 8,801.26</b>  |                   | <b>\$ 6,139.00</b>  |  |
| <b>EQUITY</b>                                                                                                                                                  |                     | <b>\$ 15,789.88</b> |                   | <b>\$ 11,537.00</b> |  |
| Prior Yr                                                                                                                                                       | \$                  | 11,537.00           | \$                | 17,274              |  |
| Current Change                                                                                                                                                 | \$                  | 4,252.88            | -\$               | 5,736.50            |  |
| <b>Current Yr</b>                                                                                                                                              |                     | <b>\$ 15,789.88</b> |                   | <b>\$ 11,537.00</b> |  |
| Prepared by Hugh Powell, Treasurer<br><br>President, Barb Brunton-Johnstone |                     |                     |                   |                     |  |
| 2024-04-02                                                                                                                                                     |                     |                     |                   |                     |  |



## Income Statement 2023-2024

| Category                   | Current Year |                      | Prior Year |                      |
|----------------------------|--------------|----------------------|------------|----------------------|
| <b>Income</b>              |              |                      |            |                      |
| Bank rebate                | \$           | 59.40                | \$         | 59.40                |
| Membership Sales           | \$           | 3,781.26             | \$         | 800.00               |
| Web Host Rebate            | \$           | 14.69                |            |                      |
| Promo items                | \$           | -                    | \$         | 1,264.00             |
| Donations                  | \$           | 20.00                | \$         | -                    |
| <b>Other income Total</b>  | \$           | <b>3,875.35</b>      | \$         | <b>2,123.40</b>      |
| <br><b>Bus Fares</b>       | <br>\$       | <br><b>60,985.00</b> | <br>\$     | <br><b>43,360.00</b> |
| <br>Fall Lunch             | <br>\$       | <br>5,149.00         | <br>\$     | <br>5,255.00         |
| BBQ                        | \$           | 2,640.00             | \$         | 1,860.00             |
| <b>Social Events Total</b> | \$           | <b>7,789.00</b>      | \$         | <b>7,115.00</b>      |
| <br><b>TOTAL INCOME</b>    | <br>\$       | <br><b>72,649.35</b> | <br>\$     | <br><b>52,598.40</b> |
| <br><b>Expenses</b>        |              |                      |            |                      |
| AGM expenses               | \$           | 408.40               | \$         | 11.55                |
| Bank Fees                  | \$           | 266.22               | \$         | 261.84               |
| Donations                  | \$           | 100.00               | \$         | 420.00               |
| Equipment purchase         | \$           | 128.91               | \$         | 158.51               |
| Gratuities                 | \$           | 195.00               | \$         | 150.00               |
| Insurance                  | \$           | 262.50               | \$         | 281.25               |
| Memberships                | \$           | -                    | \$         | 155.00               |
| Membership expenses        | \$           | 298.34               | \$         | -                    |
| Newsletter                 | \$           | -                    | \$         | -                    |
| Promo items                | \$           | -                    | \$         | 2,016.42             |
| Sunshine Expenses          | \$           | -                    | \$         | -                    |
| Treasurer expenses         | \$           | 3.50                 | \$         | 20.00                |
| WebSite hosting            | \$           | 1,911.79             | \$         | 516.68               |
| <b>Expenses Total</b>      | \$           | <b>3,574.66</b>      | \$         | <b>3,991.25</b>      |
| <br><b>Bus Costs</b>       |              |                      |            |                      |
| Bus costs                  | \$           | 53,986.80            | \$         | 43,467.00            |
| Bus Costs (unpaid)         | \$           | -                    | \$         | -                    |
| Park Passes                | -\$          | 131.05               | \$         | -                    |
| William Watson Lodge Fees  | \$           | 158.00               | \$         | 264.00               |
| <b>Bus Costs Total</b>     | \$           | <b>54,013.75</b>     | \$         | <b>43,731.00</b>     |
| <br><b>Social Events</b>   |              |                      |            |                      |
| Fall Lunch                 | \$           | 4,795.56             | \$         | 5,630.60             |
| BBQ                        | \$           | 4,216.44             | \$         | 2,396.85             |
| <b>Social Events Total</b> | \$           | <b>9,012.00</b>      | \$         | <b>8,027.45</b>      |
| <br><b>TOTAL EXPENSES</b>  | <br>\$       | <br><b>66,600.41</b> | <br>\$     | <br><b>55,749.70</b> |
| <br><b>Profit/Loss</b>     | <br>\$       | <br><b>6,048.94</b>  | <br>-\$    | <br><b>3,151.30</b>  |



## Cash Flow Summary 2023-2024

| Category                   | Current Year |           | Prior Year |           |
|----------------------------|--------------|-----------|------------|-----------|
| <b>Income</b>              |              |           |            |           |
| Bank rebate                | \$           | 59.40     | \$         | 59.40     |
| Membership Sales           | \$           | 2,921.26  | \$         | 800.00    |
| Membership sales Prepaid   | \$           | 860.00    | \$         | 2,800.00  |
| Promo Items                | \$           | -         | \$         | 1,264.00  |
| Web Host Rebate            | \$           | 14.69     |            |           |
| Donations                  | \$           | 20.00     | \$         | -         |
| <b>Other income Total</b>  | \$           | 3,875.35  | \$         | 4,923.40  |
| <b>Bus Fares</b>           | \$           | 60,985.00 | \$         | 43,360.00 |
| <b>Fall Lunch</b>          | \$           | 5,149.00  | \$         | 5,255.00  |
| <b>BBQ</b>                 | \$           | 2,640.00  | \$         | 1,860.00  |
| <b>Social Events Total</b> | \$           | 7,789.00  | \$         | 7,115.00  |
| <b>TOTAL INCOME</b>        | \$           | 72,649.35 | \$         | 55,398.40 |
| <b>Expenses</b>            |              |           |            |           |
| AGM expenses               | \$           | 408.40    | \$         | 11.55     |
| Bank Fees                  | \$           | 266.22    | \$         | 261.84    |
| Donations                  | \$           | 100.00    | \$         | 420.00    |
| Equipment purchase         | \$           | 128.91    | \$         | 158.51    |
| Gratuities                 | \$           | 195.00    | \$         | 150.00    |
| Insurance                  | \$           | 262.50    | \$         | 281.25    |
| Memberships                | \$           | -         | \$         | 155.00    |
| Membership expenses        | \$           | 298.34    | \$         | -         |
| Newsletter                 | \$           | -         | \$         | -         |
| Promo Items                | \$           | -         | \$         | 2,016.42  |
| Sunshine Expenses          | \$           | -         | \$         | -         |
| Treasurer expenses         | \$           | 3.50      | \$         | 20.00     |
| WebSite hosting            | \$           | 1,911.79  | \$         | 516.68    |
| <b>Expenses Total</b>      | \$           | 3,574.66  | \$         | 3,991.25  |
| <b>Bus Costs</b>           |              |           |            |           |
| Bus costs                  | \$           | 53,986.80 | \$         | 43,467.00 |
| Park Passes                | -\$          | 131.05    | \$         | -         |
| William Watson Lodge Fees  | \$           | 158.00    | \$         | 264.00    |
| <b>Bus Costs Total</b>     | \$           | 54,013.75 | \$         | 43,731.00 |
| <b>Social Events</b>       |              |           |            |           |
| Fall Lunch                 | \$           | 4,795.56  | \$         | 5,630.60  |
| BBQ                        | \$           | 4,216.44  | \$         | 2,396.85  |
| <b>Social Events Total</b> | \$           | 9,012.00  | \$         | 8,027.45  |
| <b>TOTAL EXPENSES</b>      | \$           | 66,600.41 | \$         | 55,749.70 |
| <b>Profit/Loss</b>         | \$           | 6,048.94  | -\$        | 351.30    |
| Opening balance            | \$           | 17,396.85 | \$         | 17,778.80 |
| Closing balance            | \$           | 23,445.79 | \$         | 17,427.50 |
| Difference                 | \$           | 6,048.94  | -\$        | 351.30    |

**Motion:** Kiyoko Miyanishi moved to accept the Treasurer's Report and Financial Statements for 2023-2024. Seconded by Jane Ebborn. **Carried.**

**Motion:** Hugh Powell moved that Keith Johnstone & Bob Perkins be accepted as the auditors for the 2024-2025 fiscal year. Seconded by Jane Fraser. **Carried.**

*Additional Questions & Discussion:*

*Q: Members asked if there was a preferred way to make payments for club events. Hugh reviewed the challenges experienced by each method and shared that there isn't one "perfect" way. The 3 options of cash, cheque and e-transfer will all continue to be offered.*

*Q: Can we afford to lower the bus limit of 40 members/guests since we have so much money? Currently we require 50 or 51 passengers in order to break even on each bus trip so we are subsidizing the bus for trips with an enrollment of 40 to 49. In addition, the bus company is entitled to add a diesel surcharge if costs go up or if a trip exceeds 10 hours. So far, they have been very accommodating and have not added these charges. The recommendation is that we continue with the 40-passenger limit.*

**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 322 participants. Guests were a huge help in getting 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 have added 4 more. Our opening total for 2024-2025 is now 183 members with 52 Associates and 131 Full members. Sixteen members did not renew and 18 members moved from Full to Associate membership.

I would like to thank Eric for all his support with "computering"!

*Additional Note: Johanna prepared a chart of the number of trips each member completed in 2023-2024 and it was available at the back of the hall for members to view.*

**Kyra Fisher, Summer Hike Director**

This will be my last year as summer hike director. It has been a challenging experience but also, extremely rewarding as I learnt a lot and really appreciated all the assistance I received from experienced club members. This year, I worked with a committee comprised of Barb Brunton-Johnstone, Greg McKenzie, Hugh Powell, Peter Kubica and Anne Lyon. The committee was selected for their expertise as well as representing the

different hiking levels A, B1, B2 and C.

The initial planning committee took place on January 24<sup>th</sup>. The final draft was completed March 11<sup>th</sup> when it was posted on the Evergreen website. However, before the Summer Trip Schedule was completed a draft was sent to all the Board members and others for their input – Steve Whittingham, Allan Miller, Keith Bagnell, Jane Heward and Jane Fraser. Anne Lyon recruited both John Boyd and Colin Johnston to assist in the selection of hike venues better suited to the C hiking level. This will entail a reconnaissance when necessary. A special thanks to Eric Leavitt and Carolyn Ardell for their Dashboard expertise!

As I have mentioned on numerous occasions, those members who volunteer, really contribute greatly to the spirit and quality of our club. A call for Day Leaders resulted in an incredible response. Also, the successful mentorship program instituted last year for new day leaders, is continuing this year.

The hikes in the 2024 Evergreen Summer Trip Schedule were selected from members suggestions, club favourites, some trips we have not done for some time as well as a few new destinations. We tried to create an interesting and varied selection of trips. A- level hikers need to be challenged while C- level hikers prefer hikes which are not overly taxing – not as long, less elevation and the terrain (footing) needs to be a consideration. Please bear in mind that because of the unpredictability of the weather and the possibility of forest fires this summer we might need to make some changes to the schedule.

I will be away from May 7<sup>th</sup> to May 28<sup>th</sup> and in my stead, Peter Serafini and Mary (Irish) Rappel will be available if anything untoward arises. Closer to the time I will send out an email with a bit more info.

Thank you EVERYONE! I have enjoyed my time as Summer Hike Director and I very much look forward to a fun summer of hiking with you!

### **Douglas Kosowan, Winter Activities Director**

This winter season has come to an end. Mother Nature was 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. In March, the bus was cancelled due to poor weather conditions resulting in insufficient numbers registering for the bus. 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. In March, the abundant snowfall and rising temperatures made programming trips 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.

This winter we offered ski lessons at the Canmore Nordic Centre on a Wednesday, rather than Thursday. Only two members signed up which is less than in previous years when we offered the lessons in conjunction with a regularly scheduled bus trip. Next winter we will go back to the more traditional format.

Over the course of the winter season, I was certainly grateful for the timely insights, shared expertise and feedback that I received from members of the Evergreen SOC.

*Additional Discussion:*

*Suggestion: Could we considering having the summer season begin after the AGM or as weather allows, rather than beginning at the first of April? The new Board will discuss this idea at the next meeting.*

*Appreciation: Members spoke in favour of the ski lessons and shared how helpful they have found them, both as beginners and as intermediates. This is a great way to encourage more people to become skiers. Next year the plan is to offer beginner lessons in the morning and then have some of the intermediate skiers in the club mentor the new beginners in the afternoon. It was noted that the lessons need to be at the Canmore Nordic Centre because the instructors cannot teach in the provincial park.*

**Carolyn Ardell, Summer Transportation Director**

The Spring Summer hiking season of 2023 started April 13, 2023 and continued for 28 weeks to Oct 26, 2023. For the Spring Summer season April 1 to October 31, we required 49 people, (paying \$25.00) registered to cover the cost of the bus.

Two of the hikes planned, had to be changed due to no access for a bus and difficulty of access for the bus. Bourgeau Lake did not have sufficient access room for a bus and Takakkaw Falls access is challenging and very few drivers are willing to drive the switchback up to the day use area. This may affect our trip planned for this year.

We will continue to follow the process for those who wish to self drive. If the bus is full then no fees will be collected. If, the bus is not full, then the bus fee will be collected from those who are self driving. Our bus fee does go up as of April 1, 2024 and we will require 51 registered to cover the cost of the bus until Oct 31. At this time our Winter rate comes into effect and we will require 50 registered.

Below is a listing of all of our 2023 Spring-Summer trips and the number registered for each trip.

- April 13 West Bragg: 47 registered; bus operated at a loss
- April 20 Sibbald area: 43 registered; bus operated at a loss
- April 27 Mesa Butte/Curley Sand: 56 registered
- May 4 Drumheller: 55 registered
- May 11 Sheep River/Long Prairie Ridge: 49 registered
- May 25 Wasootch Ridge & Kananaskis Village area: 43 registered; bus operated at a loss
- June 1 Little Elbow Area: 55 registered
- June 8 Johnston Canyon & Rockbound Lake: 55 registered
- June 15 Helen Lake & Bow Lake: 55 registered
- June 22 Bow Valley PP/Yamnuska: 48 registered plus 14 Self Drives
- June 29 Mt. Ware & Gorge Creek: 47 registered; bus operated at a loss
- July 6 Wind Ridge/Pigeon Mountain: 53 registered
- July 13 Mt. Lipsett/Highwood Pass: 55 registered
- July 20 Kananaskis Village area/Summer BBQ: 50 registered
- July 27 Sunshine/Sunshine Village: 52 registered
- Aug 3 Spencer Creek/Sparrowhawk Tarns: 55 registered
- Aug 10 Tent Ridge, Rummel, Karst Springs: 55 registered
- Aug 17 Columbia Icefields: 55 registered
- Aug 24 Chester Lake, Burstall Pass: 55 registered
- Aug 31 Cory Pass, C-Level Cirque and Stewart Canyon: 55 registered
- Sept 7 Picklejar Lakes/Lineham Ridge: 51 registered
- Sept 14 Highwood Pass Area: 55 registered
- Sept 21 Moraine Lake area: 102 registered on two buses
- Sept 28 Takakkaw Falls: changed to Bull Creek Hills/Grass Pass
- Oct 5 Lake Louise
- Oct 12 Stanley Glacier/Marble Canyon: 55 registered
- Oct 19 Rawson Lake, Upper Kananaskis Lake: 55 registered
- Oct 26 Barrier Lake area: Cancelled

*Additional Discussion:*

*Thanks were offered for all the work Board members do to organize the trips each week.*

**Harold Kroeger, Winter Transportation Director**

**2023/2024 Winter Bus Trips Summary**

- November 2, 2023 to March 28, 2024
- November 2, 2023: Prairie Mountain/Powderface, # registered: 53 bus, 9 cars

- November 9, 2023: Barrier Lake, # registered: 58 bus (2 no-show spots filled), 5 cars
- November 16, 2023: West Bragg Creek, cancelled
- November 30, 2023: Banff area, # registered: 49 bus, 7 cars
- December 7, 2023: Lake Louise, # registered: 56 bus, 0 cars
- December 14, 2023: William Watson Lodge area, # registered: 55 bus, 4 cars
- December 21, 2023: Lake Louise, # registered: 46 bus, 2 cars
- December 28, 2023: William Watson Lake area, # registered: 41 bus, 2 cars
- January 4, 2024: Lake Minnewanka, # registered: 50 bus, 2 cars
- January 11, 2024: Lake Louise area, cancelled
- January 18, 2024: Peter Lougheed Provincial Park, cancelled
- January 25, 2024: Lake Louise area, # registered: 55 bus, 2 cars
- February 1, 2024: Banff area, # registered: 46 bus, 0 cars
- February 8, 2024: Lake Louise area, # registered: 43 bus, 0 cars
- February 15, 2024: Peter Lougheed Provincial Park, # registered: 51 bus, 2 cars
- February 22, 2024: Emerald Lake, # registered: 49 bus, 0 cars
- February 29, 2024: Lake Louise area, # registered: 41 bus, 2 cars
- March 7, 2024: Chester Lake & PLPP, # registered: 47 bus, 2 cars
- March 14, 2024: Evan Thomas & Kananaskis Village, # registered: 51 bus, 0 cars
- March 21, 2024: Lake Louise area, cancelled
- March 28, 2024: Peter Lougheed Provincial Park, # registered: 55 bus, 2 cars.

Summary of bus trips from November 2, 2023 to March 28, 2024:

- Number of trips: 17 (bus was full: 5; bus was not full: 12)
- Number of bus cancellations: 4 (2 weather related, 2 insufficient registrations)
- Total number on the buses: 808 (average 47.5 per outing)
- Total number of “no shows”: 37
- Total number that travelled by car: 41

Financial breakdown:

|                                                             |                    |
|-------------------------------------------------------------|--------------------|
| • collections on the bus: 807 X \$25, 1 free pass           | \$20,175.00        |
| • no shows: 37 x \$25, assuming all paid                    | \$925.00           |
| • car payments: 19 x \$25.00, not required when bus is full | <u>\$475.00</u>    |
| <b>TOTAL:</b>                                               | <b>\$21,575.00</b> |
| <b>Bus Cost: 17 x \$1,176</b>                               | <b>\$19,992.00</b> |

*Note: The above financial breakdown is from bus records only, not the Treasurer's records.*

The 2023/2024 season was a success with favourable weather conditions (perhaps to the chagrin of the skiers) and the good support for bus trips.

A huge thanks you to Carolyn Ardell, Liz Whitehouse and Greg McKenzie for assisting with bus coordination.

### **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 25<sup>th</sup>, 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 Owing:                       | \$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         |
| Minus fees from Non subsidized guests | <u>\$ 200.00</u>  |
| Sub Total                             | \$3,016.44        |
| Minus Fees from 82 members            | <u>\$2,460.00</u> |
| Total Subsidy needed                  | \$ 556.44*        |

\*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         |

### **Peter Dankers, City Hikes 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**

#### Web Site Performance:

The performance of the web site has been consistent in the past year, with only a few short periods where it was down. I continue to assist people as needed when they encounter difficulties logging on or registering for trips.

#### Updates to the Website:

You can now see a list of all the trips you have registered for in the current club year. To view your registrations, click on **Member Resources** after logging in, and select **Registrations**. This will show you a list which you can use to keep track of how many events you have been on this year. This list was reset on March 1.

You can quickly see a list of who has signed up for each location on a trip. To see this click on a trip and select **View Registrations by Location**. This listing, (which can be printed if desired), shows who is signed up for each trip option.

You can of course still view a list of everyone signed up for the trip by selecting **Print Those Registered**. An added feature to this view is that there is a count of how many people are signed up for each Option/Location.

The registration process was updated to make it easier to sign up guests or to delete your registration or change your selected option.

The Membership Director can now view a cumulative Hike count (Event) can be viewed for all members. It is reset each March 1. This was added to assist the Membership Director in tracking the number of trips by members and guests.

The Social Directors can now set up options for Social Events so people can indicate their menu choice for themselves and any guests when they register. It may be tested for the Summer Barbecue.

Here is a short summary of what the Website Administrator does during the year.

- Web Site Maintenance
- Update plugins as necessary
- Pay subscription fees
- Very occasionally restore web site from backups
- Interface with the website designer, Curtis Fraser, for support as needed.
- Assist Members and Board Members with accessing the site as needed. An example would be resetting a password for them.
- Respond to Contact Us Enquiries
- Answering people who contact the club using the Contact Us Page – emails are directed to the [evergreenseniorscalgary@gmail.com](mailto:evergreenseniorscalgary@gmail.com). This typically varies from one to three per week. All messages from people who contact us to ask for more information about the club, are answered. This includes how to join us on a trip, information about our outings, and how to become a member.
- Maintain the Guest Data Base. With assistance from the bus coordinator the club maintains a guest data base. This includes their email, emergency contacts, and National Park Pass information.

*Additional Discussion:*

*Eric shared that our website “Contact Us” page receives messages from approximately 150 people a year and about ¾ of our new members join us after viewing the website, making*

*contact and then joining our trips. He noted that our club is very welcoming and members do an excellent job of caring for new guests and new members so that they feel welcome.*

*Question: What fees are paid to maintain our website? Approximately \$200-\$300 are paid for website hosting and we also contract Curtis Fraser, our website designer, to make revisions and improvements to our website as they are needed.*

### **Cheryl Whitehead, Membership Support Coordinator**

A heart-felt Thank-you to the ongoing input from Evergreen members to advise of significant changes in the health, participation and celebratory status of Evergreen members and their spouses.

Losses of such former long-term and well -known members include:

- Peter Fisher who died on October 9, 2023, with his Celebration of Life upcoming on April 13, 2024. Peter, an avid Hiker, particularly enjoyed the unofficial Saskatchewan Nordic Outdoor Club at Pazzar's Pub after the bus.
- Barbara Lees, wife of Murray Lees, who died on September 12, 2023. Barbara had been Treasurer and Murray was Bus/ Winter Hiking Coordinator as evidenced in Evergreen Newsletters dating back to the early 2000's era.

Spouses of current Evergreen members include:

- Margaret Johnston, wife of Colin Johnston, died April 23, 2023. Her Celebration of Life, arranged by their daughters, was on August 3, 2023 at Kootenay Lake, their summer home.
- Carla Olson, wife of Harvey Olson, died after a short illness, on August 13, 2023. Harvey, a brand-new Evergreen member at that time, seems actively engaged with Evergreens and family activities.

Evergreens with significant illnesses, include:

- Joyce Morrison, who has wonderful family support, is in Hospice with cancer. Joyce was a longtime Evergreen telephone coordinator in the days before computers. Fittingly, Joyce has arranged for Val Scholefield (Tel: 403.239.4140) will facilitate any telephone calls or visits with former Evergreen members.
- Keith Bagnall, who after 6 months of treatments, has returned to Evergreens and travel to Ottawa to visit his daughter.
- Diane McCallum, whose surgery and treatments have been ongoing since November 1, 2023, is hoping to return to hiking this coming Spring to Summer.

Surgeries, musculoskeletal, have Mary Kelly and Elizabeth Ziegler, progressing in their recovery programs. Similarly, Greg McKenzie, Dane Bridges and Bob Morris (husband of Carol) have benefited from their surgeries.

Both Anne Lyon and Art Johnston had celebration 85<sup>th</sup> Birthday breakfasts this first quarter of 2024. Art, who is no longer able to hike with the Evergreens, plans to do a short walk & attend the upcoming AGM.

Sixteen cards have been circulated on the bus, and then delivered or mailed over the April 2023 to April 2024 year.

Once again, I am reminding myself to ensure that permission is obtained from Evergreen members/ their Family, before a card is circulated or an announcement is made on the bus. Similarly, this privacy and confidentiality policy would apply to direct emails to the Evergreen membership.

### **Joan McLean, Newsletter Editor**

Three ESOC newsletters are prepared each year: Spring, Summer and Fall/Winter. Contributions of articles, pictures and ideas are always most appreciated. Three ESOC members do not have email capability and are therefore mailed a print copy. The only costs for the newsletter are for photocopying and mailing.

### **Carol Morris, Telephone Coordinator**

When the Evergreen Club started in 1992 all members received telephone updates. It was the only method of signing up for hikes or receiving information regarding the Club. This method has changed to sign up via the technology of computers, emails and smartphones. There remain 3 members of our club who do not have that technology and continue to receive updates. Jo Bands and Rob Cormack receive phone calls, and Art Johnston via text messages. Art requests that anyone wishing to contact him do so via text messages as he does not answer his phone.

Elsie Boutillier, who was also on the list, moved, during this past year, to Vernon, B.C. with her husband. She wishes to be remembered to the Evergreens and loves her move as she can hike and cross-country ski right from her back door.

### **Sharon Hanwell, Secretary**

Over the course of this year Peter Kubica and I worked on a Document Retention Plan for the ESOC, after having each received a huge box full of binders and papers collected since 1992. Many of our documents have been uploaded to the ESOC website:

- Historical documents from the first 3 years of the club: 1992-1995
- All Bylaws and Policies
- 7 years of
  - Annual Returns for Society and Non-Profit
  - Annual Audited Financial Statements
  - AGM Agendas & Minutes

- 10 years of Hiking & Winter Trip Schedules
- 2 years of Newsletters and Board Meeting Minutes
- Current copies of our ESOC Handbook and Guiding documents e.g. Day Leader Guidelines, Incident Reporting Practices.

We will keep paper copies of the Historical Documents from 1992-1995, our certificate of incorporation and our incident reports. Board members will also maintain records pertaining to their roles and will pass those along when their term is finished. Many documents are going to be shredded as they are no longer necessary. A copy of the Document Retention Plan was circulated today for your information and will be provided in the final minutes of this meeting, along with a chart showing how to access documents on the website. Both documents are on our website.

- Appendix 1: ESOC Document Retention Plan
- Appendix 2: Accessing Historical Documents

### **Barb Brunton-Johnstone, President**

My year as President has flown by! I was fortunate to take over the position last year, with a well-functioning club providing great outdoor and social opportunities to hundreds of us seniors. I'm pleased that the Club is at least as good now as it was when I started.

Evergreens continues to be in a strong financial position, we have a reliable website to support our operations, and offer interesting and varied outdoor and social options to our members throughout the year.

We have a vital membership with a steady stream of enthusiastic new members renewing our ranks. We have great participation in our bus outings and at social events, and willingness to help with the many tasks that help the club run smoothly.

Communication with members is exemplary, with informative and interesting newsletters sent out regularly, compassionate contact with current and former members, results of Board meetings sent out by email after each meeting and better organization of club documents to be accessible to those who need them.

In closing, I would like to express my appreciation for all the volunteers who allow the club to operate, providing enjoyable outdoor and social activities to all of us. In particular:

- Day Leaders for the bus trips each week
- Hike, Ski, Snowshoe leaders – several each week
- Helpers at social events
- Those who help manage the radios, check for park pass expiration, and otherwise assist board members in their duties

- All board members who have enthusiastically and capably worked all year and who have all agreed to stay on for next year

I am looking forward to another enjoyable year, with Dane Bridge taking over as President.

**Appreciation for those completing a term on the Board:** Peter Kubica, Past President.

Barb recognized and thanked Peter for his work over the past 3 years and shared that he has agreed to stand for a role that was created at the past Board Meeting: Chief Incident Coordinator.

### Nominations

The Nominees for the 2024-2025 Board of Directors and Coordinators are as follows:

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

Seeing no nominations from the floor, the nominees for the 2024-2025 Board of Directors and Coordinators were acclaimed.

### New Business:

Fall Luncheon Basket Raffle: Setsuko Moulton was introduced to the membership and has agreed to take over the job of collecting and creating the baskets. Please watch for emails with requests for donations in September.

**Dane Bridge: Incoming President**

Dane shared his commitment to taking up the role of president and invited suggestions and feedback from the membership. He is looking forward to the coming year.

Meeting adjourned at 1:55 pm

## Appendix 1

| <b>Evergreen Senior Outdoor Club Document Retention Schedule</b><br><small>Created &amp; Approved September 30, 2023; Revised March 2024</small>                                                                                                                                                            |                                          |                                                     |                                                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|-----------------------------------------------------|-----------------------------------------------------|
| Document Type                                                                                                                                                                                                                                                                                               | Format                                   | Retention Period                                    | Responsibility                                      |
| ESOC History: <ul style="list-style-type: none"> <li>documents from the first 3 years of the club</li> <li>Membership Lists for each year</li> </ul>                                                                                                                                                        | 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<br><i>Note 1: The AGM Minutes will include a list of each summer and winter event as part of the Summer &amp; Winter Activities Directors reports.</i><br><i>Note 2: AGM Minutes documenting a bylaw change that is over 7 years will be kept with the bylaws.</i> | Digital                                  | 7 years<br>(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<br>(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

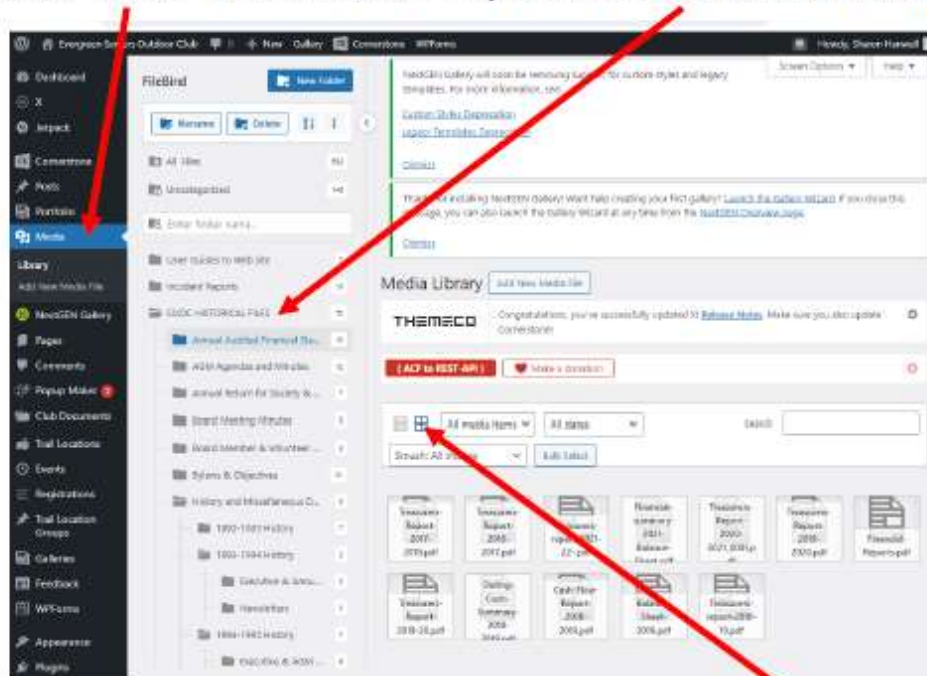
### Accessing ESOC Historical Documents on our Website

Go to Dashboard



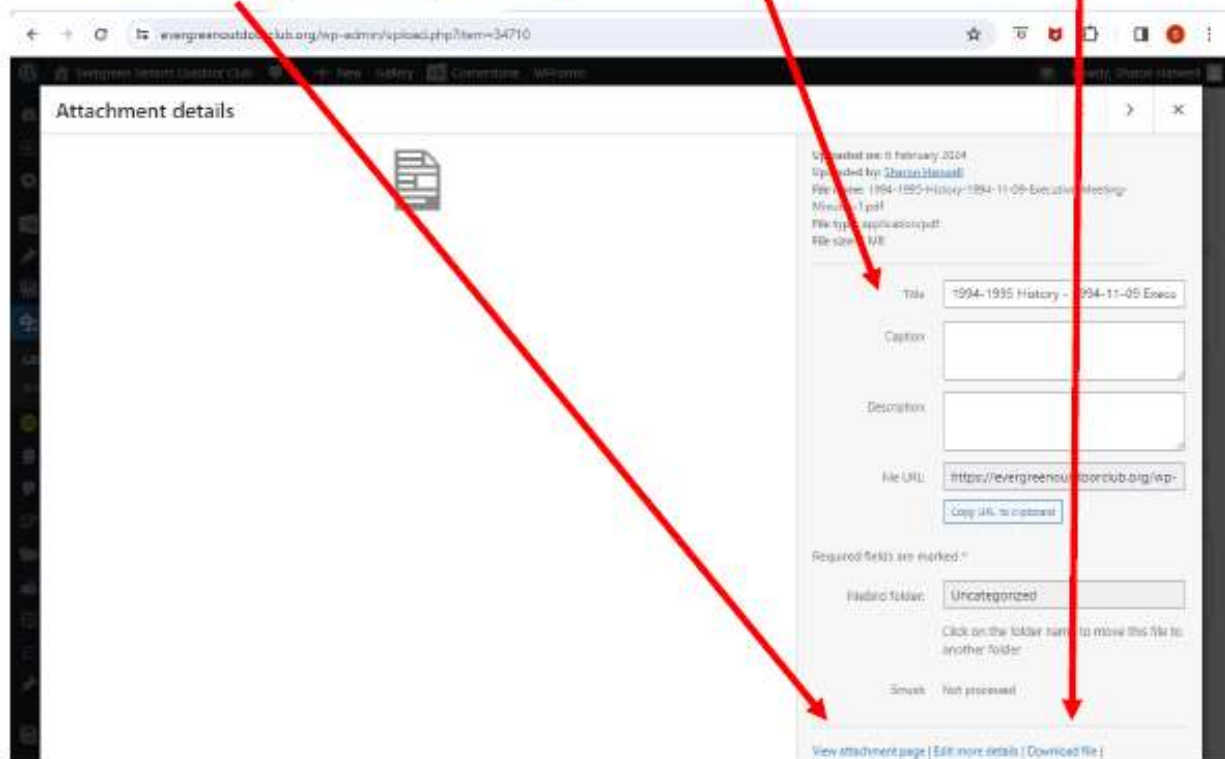
Welcome!

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 its 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.



Ta-Da!!