

Evergreen Seniors Outdoor Club

Board Meeting

Friday, October 4, 2024

Nose Hill Library 9:15 AM



Meeting attended by:

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

Dane called the meeting to order at 9:15, confirmed quorum and welcomed everyone.

The agenda was reviewed and two additional items were added:

- Bus Washrooms
- Website Hike Count Statistics.

Peter Kubica moved to accept the revised agenda, seconded by Barb Brunton-Johnstone.

Carried

The July 8th Board Meeting Minutes were reviewed and Barb Brunton-Johnstone moved acceptance of the minutes, seconded by Kyra Fisher. **Carried**

Reports

- **Dane Bridge, President**

Safety has always been a top priority of the club, and I am pleased to see the club

continues to operate safely and has well thought out guidelines for reporting incidents. Day leaders have been diligent at emphasizing keeping together in minimum groups of 4 during bear season. The only grizzly encounter that I was involved with had a group of 9 closely spaced hikers who did not panic. The bear and cub walked right past us and effectively ignored us.

Participation has been so high that we have had to limit the hiking registration to 70 so as not to overwhelm the organizers, the parking facilities and the trails. I sent out a message for the membership regarding the rationale for the limits on the number of weekly participants and the need to restrict carpooling process to 15 hikers.

The club members have generally accepted the decision. It is a pleasure being the president of an organization where the members are willing to accept policy changes and where members can see the practicality of policy changes.

- **Hugh Powell, Treasurer**
 - See Appendix 1 for the Financial report

The Club is in a sound financial position. In the past it has been suggested that assets be kept at approximately \$12,000.00 and presently the Club exceeds that goal by about \$7000.00. Some other clubs are increasing their bus fees but that is not necessary for ESOC at this time. The bus contract comes due in March 2025 and the financial position will be reviewed at that time.

- **Johanna Voordouw, Membership Director**

As of October 1, 2024 we have 192 members, 140 Full and 52 Associate members. There are 61 registered guests at the moment. We have welcomed 14 new full members since January 2024.

A question regarding how we manage membership for people who are injured, have surgery or are awaiting treatment has arisen.

ESOC Policies state:

I. Membership

1. *Applicants will complete a minimum of three outings in a two-month period as a guest.*
2. *Once guests have completed the three outings, they can apply to the Membership Director to join the club. When a waiting list exists, priority will be given to applicants completing the most outings in the twelve months prior to the date the vacancy has occurred.*
3. *New Members' outing requirements will be prorated based on the period of membership in their first year.*
4. *Membership Categories: The term Member when used in this document includes all the following categories, otherwise the following apply:*
 - A. *Full Member - a member who in any year has completed the twelve*

outings requirement as described in these Policies.

- B. Associate Member - a Full Member, who applies to the Board in writing through the Membership Director and is granted relief from the twelve outings requirement for various personal reasons. The Membership Director when directed by the Board will return an Associate Member to Full Member status when the Members' personal situation changes. The outing requirement for that year will be prorated based on the return date.*

Associate Member status is also assigned to a Full Member who has not completed their twelve outings requirement. This Associate Member must complete the twelve outings requirement in the following year to return to a Full Member category.

II. Continuing Membership

- 1. The Club membership is capped at 150 Full Members. This number can be changed by the Board of Directors, subject to approval at the next Annual General Meeting. Membership may rise over the cap only by the return of those Associate Members, who were granted associate status by the Board, to Full Member status.*
- 2. Full Members must complete twelve outings in the Club year March through February, six of which must be bus outings, to be eligible for continuing Full Member status. If a participant self-drives or car-pools to the trailhead for a bus trip and pays the \$25.00 bus fee, then the trip will be counted as a bus outing.*

The current practice is that, when the Membership Director knows members are having surgery or an extended illness, the number of trips the members need to accomplish within a membership year is prorated, based on the amount of time members indicate they will need to be away for surgery/treatment and recovery. Once the members confirm their return date the calculation is made. Full members status does not change until the end of a season.

Action: Dane will send an email message to all members reminding them that if they have an illness/injury/surgery/treatment which significantly impacts their ability to attend ESOC events, they should notify the Membership Director so that she can make an accommodation. The message will also remind Associate Members that they can return to full membership status if they apply to the Board through the Membership Director, as outlined in the ESOC Policy 1. Membership: 4.B (see above).

At the July 8th meeting it was agreed that the following issues would be revisited:

- Do we have too many members? This question comes as full members have had to be bumped from trips on occasion.

Johanna shared that approximately 90 full members regularly come on events over the course of the summer. About 10-15 full members come fewer than 5 or 6 times. We also have a number of Associate members who are trying to regain their Full Membership status.

Motion: Barb Brunton-Johnstone moved that we reduce our cap to 145 Full Members; seconded by Douglas Kosowan. **Carried**

- Guests are also often bumped, especially from summer trips. Currently guests need to attend 3 outings within 2 months in order to apply for membership. Should the qualification period be increased to 4 months? Could the outings include city hikes or should they all be bus trips?

Motion: Eric Leavitt moved that guests need to attend 3 outings within a six-month period in order to apply for membership; seconded by Douglas Kosowan. The motion was amended by Barb Brunton-Johnstone and seconded by Peter Kubica to state: Guests need to attend 3 bus outings within a six-month period in order to apply for membership. **Carried as amended.**

Action: Eric will update the website and Sharon will update the Policies to reflect this change.

Additional Discussion: Clarification was sought regarding which additional events are considered to be Club events and counted towards Membership. It was agreed that Ski Lessons which are held as part of a regular Thursday event, will be counted as an event. Ski Lessons which are held on another day will not be counted. This information will be shared with participants by the lesson coordinator. On occasion multi-day trips are organized by an ESOC member and the membership are invited to indicate their interest, by email, to the contact person. These trips do not count towards ESOC Membership.

Johanna has discovered that the Hike statistics on the website are not accurate. Eric shared that this may be because cancelled trips must have their registrations deleted or they count as completed trips. **Action:** Eric will go through the cancelled trips and delete the registrations so that the attendance statistics are accurate.

- **Carolyn Ardell & Harold Kroeger, Transportation Directors**

The Spring and Summer season began April 4 and will continue until October 31.

Of the possible 29 trips originally posted, 3 were cancelled due to less than 40 registered due to weather and 2 destinations were changed due to limitations with respect to bus and trail accessibility. The May 9th Event had Canmore as a destination and this was changed to Lake Minnewanka and June 20 was to be Windy Peak Hills and this was changed to Bull Creek Hills. May 23, Wasootch, June 27 Windridge and Sept 12 Buller Pass were cancelled due to less than 40 registered.

Many of our trips this Spring-Summer season have been over subscribed. Sometimes members opt to drive and by doing so this has made more room for others to participate. However, this is not practical for all destinations. Full Members are seldom bumped but it has become difficult for Associate members to stay on a registration. Just to clarify for everyone the following still applies.

1. The only person exempt from being “bumped” is the Day Leader. This does not include trail leaders.
2. If you opt to drive for a trip, this does not mean you are exempt from being bumped for future trips. However, your trip will count as a “bus” trip.
3. Full Members can only be bumped once during each hiking/activity season: Spring/Summer and Fall/Winter.

Our current contract with Universal continues into the Fall and Winter hiking/skiing season, with a slight reduction in price. The November 1, 2024 to March 31, 2025 cost is \$1150 + GST for a total of \$1219.00, meaning that we need 49 people on the bus to cover the cost ($49 @ 25.00 = \$1225.00$).

A new contract will be required for the start of the Spring Summer Hiking season.

Thank you to Harold, and Liz for their support and assistance during the past season. We will continue to work together as Transportation Directors.

Additional Information:

Carolyn shared that during the Calgary water main issues she notified both the City of Calgary and the Montgomery Community Association President that we would move our pick-up/drop-off location to Signal Hill to support the work on the mains and the resulting road closures. Both were very appreciative of the help.

- **Kyra Fisher, Summer Hiking Director**
Brief summary of the 2024 season:

This Summer Trip season has been very time consuming to administer/ co-ordinate for various reasons. Of approximately 30 trips about 1/3 were cancelled or changed for a number of reasons due to insufficient registration, weather conditions, bear closures, renovation closures, change of hikes and Day Leaders etc. Any time changes are made to the trips listed on the Summer Trip Schedule it can take days to resolve as well as involving the Day Leader, the Website Director and the Transportation Director. The summer trip schedule spans 7 months whereas the winter activities happen over 5 months.

Recruiting for the Summer Hiking Director's Position:

It has been very difficult to recruit someone for this position. No one appeared to want this role! In order to find a replacement, it was decided, in consultation with Barb Brunton-Johnstone, to involve 2 people. Sharing the work load appears to have been a good solution for Transportation Directors, Social Directors, as well as the Winter Activities position. Interest in assuming the Summer Hiking Director's position when it was to be shared with two members, as opposed to doing it "solo," made the role more appealing. When approached about taking over the Summer Hiking Director's position both Debra Komar and Deborah Waldock expressed interest, especially since they would be able to work together and share the work. Barb Brunton-Johnstone and I will be meeting with them October 28th.

What is very important to keep in mind, as with any volunteer position, is that club members are always willing to assist in any capacity. Both Debra and Deborah will have our support – Barb, Eric Carolyn and myself, as well as from other key club members. That support is crucial for the success of our club!

I have created a description of what is involved in being the Summer Hiking Director (with the assistance of Barb and Eric) and included a time table indicating dates by when certain things need to happen. In January, a sheet will be circulated on the bus to obtain member's ideas for the preliminary 2025 Summer Trip Schedule.

Additional Information: Many Board Members acknowledged the need to find support people who can help with their roles when they are away, especially on extended holidays. Members who have held the role in the past and members who are interested in the role have been wonderful at stepping up when asked.

- **Douglas Kosowan & Greg McKenzie, Winter Activities Directors**
Winter for the Evergreens will begin November 7th, 2024 and end March 27th, 2025. Boxing Day falls on a Thursday in 2024.

The Snow Days Festival in Banff and Lake Louise will include Thursday, January 23rd and 30th. Hopefully we will have better weather this year.

I circulated a sign-up sheet for Day Leaders on the bus yesterday and 10 members have volunteered already.

I will continue as the Winter Trip Coordinator for this year, being very ably assisted by Greg McKenzie. This will be my last year serving in this role.

- **Eric Leavitt, Website Director**

The website is working well. There was a problem with sending emails that was caused when I changed the evergreens email password. Curtis Fraser quickly rectified the problem.

One of the Website Director's duties is to respond to *Contact Us* emails. Since March 1, 2024 I have received 42 guest waiver forms. The current Summer Message will be switched to a winter message at the end of October. I will send out the proposed information for input from Board Members before the switch-over.

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

The summer luncheon at Boundary Ranch was once again very well received. We had 85 members and 4 guests attend, and we treated the Bus Driver to lunch.

The total cost including gratuity & GST	\$3434.51
Total collected from members (85 X \$30)	\$2550.00
Total collected from guests (4 X \$40)	\$ 160.00
Subsidy provided by ESOC	\$ 724.51 = \$8.52 per member

Plans are in the works for the Fall Luncheon on November 28th at Glenmore Inn. We have started the collection of donations for the raffle baskets and Jennifer will send out an email reminder about how the raffle works, the need for donations and the donation pick-up dates. Information will be posted on the Evergreen site regarding the lunch the last week of October.

Please consider a \$10.00 subsidy for Members for the Fall Luncheon.

Here is the estimate for the Fall Luncheon on November 28th, 2024

Room charge and Bartender \$548.20 includes GST for room and bartender fee (no tip) and Bus driver meal

Meal	Buffet	\$22.00 pp
	Turkey	\$8.00 pp
	GST	\$1.50 pp
	Gratuity 18%	<u>\$5.40 pp</u>
	Food Total	\$36.90 pp

If 80 attendees the room cost is \$548.20 divided by 80 = approximately \$6.88 per person. The total per person = 36.90 + 6.88 = \$43.78.

Therefore, the recommended cost is \$45.00 for guests and \$35.00 for ESOC members with a \$10.00 subsidy.

Motion: Jennifer moves that a \$10.00 subsidy be provided for each ESOC member who attends the Fall Luncheon on November 28, 2024. The cost per

ticket would be \$35.00. Seconded by Eric Leavitt. This motion was amended by Barb Brunton-Johnstone and seconded by Douglas Kosowan to state that a \$15.00 subsidy be provided for each ESOC member who attends the Fall Luncheon on November 28, 2024. The cost per ticket would be \$30.00. **Carried, as amended.**

- **Peter Dankers, City Hike Coordinator**

So far this calendar year 12 City hikes have been organized, all of them well attended. Most hikes were new additions to the growing inventory. During the summer season, hikes were posted one week before the scheduled date to have a better handle on the expected weather and select the most appropriate location for optimum shade or minimum mud. The remaining 4 city hikes for this year have been posted on the website. There will be a break for the Holiday - Winter season and the program will resume at the end of January 2025. For the new season I will ask all members to submit suggestions for new locations or let me know which favourite hikes they would like to see included in the schedule.

Additional Information: In answer to questions regarding the City Hike role, Peter shared that he has 2 radios which were donated by John Morck so he doesn't need to access the radios used on Thursdays. These are helpful when the group is split into 2 smaller groups or when the trail has many intersections. Peter also takes the contact numbers of the hike participants with him in case there are unexpected events. On several occasions they have been helpful when the group got temporarily separated.

- **Membership Support Coordinator**

Carol Rose Skelly was welcomed as our new Membership Support Coordinator and was provided with the updated role description. **Action:** Carol will prepare a message letting members know that she is now in the role and Dane will send it to all members. Carol will also talk with Anne Lyon as she maintains contact with many members.

- **Joan McLean, Newsletter Editor:** No report

- **Carol Morris, Telephone Coordinator**

Carol shared that the 3 members that she is in contact with by telephone will not likely be attending ESOC events due to health issues and changes in their living arrangements. As they are the only people who have been requesting telephone updates, Carol believes that this role may no longer be needed. She will continue for the remainder of this term and then plans to resign.

Action: It was agreed that any connections which should be maintained after April 2025, will be taken over by Membership Support. Carol and Carol will collaborate to combine the two roles and will bring forward a plan at the next meeting.

Carol Morris was thanked for all her diligent work in keeping contact with our members who do not make use of technology.

- **Sharon Hanwell, Secretary:** No report; document updates are shared as part of Unfinished Business
- **Liz Whitehouse, Vice President:** No report
- **Barb Brunton-Johnstone, Past President**
Our Zoom subscription is currently shared with the Ramblers Club and it expires at the end of October. As Barb will no longer be on both boards, she suggested that we let the year subscription lapse. If we need to have a Zoom Meeting in the future a subscription can be purchased for one month, at a cost of approximately \$25.00 as we will likely only need it for 1 large meeting e.g. the AGM. Barb is happy to continue being our Zoom expert and will set everything up, if the need arises.

Completed Action Items from March 15th & July 8th Board Meetings

- ❖ **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.
 - **Result:** Complete. Sharon has revised the Incident Coordinator Emergency Procedures page.
- ❖ **Action:** Dane will craft a message for the membership regarding the rationale for the carpooling process.
 - **Result:** Complete
The following message was emailed to all ESOC members on July 13, 2024: The Evergreen Board has decided to limit the number of hikers for Thursday hikes to a maximum of 70 with 55 on the bus and 15 allowed to drive. The decision was made to be able to manage the number of people on the trails and in the parking lots, and to reduce the work load on the bus organizers. If you are not in the 70 hikers that are allowed weekly, we encourage you to carpool with other hirers and go to a different location. You will not be welcomed to join a in the hike if you are not within the 70. We recognize that there will be some dissatisfaction with this policy but it is necessary for managing a large hiking group.
Dane Bridge, President

Unfinished Business from March 15th & July 8th Board Meetings

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

- **Result:** The draft was emailed to the Board on September 17 for review and feedback. This was a discussion item at the meeting and the following clarifications/changes were made.
 - Under Bus Organization:
 1. Morning bus departure 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. *Note: We are not following the consistent 8 am departure policy. Shall we change this policy?*
Decision: Maintain the policy as it exists. The Board may choose to make an exception if there is a good reason.
 - Appendix 1: Bumping
Are we trying to only bump full members once a year or once in a season?
Decision: Once in a season.
 - Appendix 2: Document Retention
Should “Annually maintained” be changed to Current + 1 so that we maintain the previous copy?
Decision: Yes.

ESOC Handbook	Digital	Annually maintained	Secretary
ESOC Insurance Policy	Digital	Annually maintained	President

Motion: Barb Brunton-Johnstone moved that the ESOC Policy document be accepted, with the updates noted above. It will be posted to the website as soon as possible. Seconded by Johanna Voordouw. **Carried.**

- ❖ **Action:** Sharon will make updates to the Incident Report and the Incident Report Guidelines based on the March feedback and both documents will be brought forward for final approval at the next Board meeting, after the AGM.
 - **Result:** The final drafts were emailed to the Board on September 18.

Motion: Sharon moved that the updated ESOC Incident Reporting Guidelines and Incident Report Form be accepted as presented and posted to the ESOC website. Seconded by Carolyn Ardell. **Carried.**

- ❖ **Action:** Sharon will provide the password for accessing the Incident Reports to the Chief Incident Coordinator, the President, Vice-President, and the Incident Coordinators.
 - **Result:** Once the Incident Reporting Guidelines are approved each of the above members will be given the password and access process.
- ❖ **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.

- **Result:** A request for updates/feedback was made after the March meeting and 5 submissions were received and incorporated. The updated Handbook was shared by email on September 16th along with the request for any further feedback to be sent ASAP.

Additional Discussion: Hugh does not believe that the Treasurer should be responsible for receiving and reviewing the ESOC Insurance policy. Instead, the President will take on this responsibility. Once the new policy has been reviewed, the President will either bring questions or concerns to the Board for discussion or will notify the Treasurer to make the payment. The Handbook will be revised to reflect this change.

Motion: Sharon moved that the updated ESOC Handbook be accepted as presented, with the Insurance revisions, and posted to the ESOC website. Seconded by Barb Brunton-Johnstone. **Carried.**

- ❖ **Action:** Carolyn, Harold and Liz will work together to create a message outlining the information on bus registration and bumping to share with the entire membership so that everyone is aware. The message on the event page will also be adjusted to clarify the driving process.
 - **Result:** Carolyn and Harold answer questions about bumping as they arise from members. No further action needs to be taken.

New Business

- ❖ Is the limit of 70 participants per week effective? A member asked whether there should be consideration of booking a second bus for hikes with large registrations.

It was agreed that the cap seems to be working well and is generally well accepted by the membership. We will maintain our plan to have 1 bus and a maximum of 15 additional participants, car pooling as much as possible. We will not book a second bus.

- ❖ Board of Directors replacements for 2025-2026:
 - Vice President (male)
 - David Fulton has indicated that he will consider this role. Dane will connect with him.
 - Summer Hiking Director (1 or 2 people)

- Debra Komar and Deborah Waldock may be willing to be co-directors. Kyra is currently working to arrange a meeting to discuss the role with them.
 - Winter Activities Director
 - Douglas will ask Greg McKenzie if he is interested in continuing in this role.
- ❖ Self-Driving Guidelines (Sharon): **This is unfinished Business, to be discussed at the next meeting in February 2025.**
 - During COVID-19 ESOC developed guidelines so that Thursday trips could still be planned, posted on the website and members could sign up and then drive themselves to the meeting place. It was recently suggested that the guidelines be reviewed and updated for those times when the bus is cancelled but members would still like to plan an activity and self-drive. Before continuing further with this work please consider whether it is necessary to develop a specific process given that trip cancellation usually happens on a Tuesday night and then planning a replacement Thursday activity needs to happen quite quickly. At the present time, a member with an idea for a replacement activity usually emails ESOC members with a suggestion and the request that those interested email back by a certain time. The group then establishes a meeting place and the activity goes forward. A draft version for Self-Driving is provided in Appendix 2 for consideration.

Do we need a more formal process (Appendix 2: Option 1 or 2) or is the practice above a sufficient description?

❖ Training Planning

It was suggested that an “education” piece would be helpful at the AGM as a way of keeping all members up to date on best practices. Peter Kubica will plan a presentation on the work of a Day Leader in hopes of encouraging members to take on this role. Another topic to consider could be Avalanche Awareness as we are sometimes in areas where signs warn of avalanche and should all be aware of cues to watch for when hiking, snowshoeing and skiing.

We also discussed the need to ensure that all the website documents for Day Leaders, Group Leaders and Emergencies be reviewed to ensure that they are aligned. **Action:** Peter Kubica and Sharon Hanwell will discuss this further.

❖ Bus Bathrooms

Some members have expressed concern that they cannot use the washrooms on the bus. This seems to have been a policy during COVID-19 but it was agreed that

this should no longer be in place. Members are welcome to use the washroom on the bus.

❖ AGM Date for 2025:

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

The AGM will be held on Thursday, April 3, 2025. **Action:** Sharon will book the Rosemont Community Centre.

- ❖ Our next meeting will be held in January/February. Sharon will send out a message with the proposed dates. We will plan to meet at the Nose Hill Library again but this will be confirmed a month ahead of the final meeting date.

Adjourn at 12:04 pm.

Note:

*A summary of the Action Items from this meeting
is available in Appendix 3*

Appendix 1: Financial Report

Account: BUSINESS - CHEQUING - 5003088 \$29,380.92 ▼

Current Balance Available Balance
\$29,380.92 \$29,380.92

Balance Date: Oct 01, 2024

View All Transactions 30 days | 60 days | 90 days | 120 days

Search by Month (up to 18 months)

Date +	Transaction Description +	Withdrawals +	Deposits +	Balance
Oct 01, 2024	View more E-TRANSFER ***ASR		20.00	\$29,380.92
Oct 01, 2024	View more E-TRANSFER ***4UP		20.00	\$29,360.92
Oct 01, 2024	View more E-TRANSFER ***NzY		25.00	\$29,340.92
Oct 01, 2024	View more E-TRANSFER ***wCP		25.00	\$29,315.92
Oct 01, 2024	View more E-TRANSFER ***ZrD		25.00	\$29,290.92
Sep 27, 2024	ACCT BAL REBATE		4.95	\$29,265.92
Sep 27, 2024	MONTHLY PLAN FEE	4.95		\$29,260.97
Sep 27, 2024	TD ATM DEP 007843		10.00	\$29,250.97
Sep 27, 2024	TD ATM DEP 007840		1,365.00	\$27,885.97
Sep 20, 2024	GC 8098-DEPOSIT		1,285.00	\$26,600.97
Sep 06, 2024	GC 8075-DEPOSIT		1,350.00	\$25,250.97
Sep 03, 2024	View Cheque CHQ#00846-2140960420	53.50		\$25,255.92
Total :		\$58.45	\$4,129.95	

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All transactions to the close of the previous BUSINESS day will be downloaded. [View supported versions of the software downloads.](#)

Legal Notes

[Print](#)

Outstanding Cheques

- Universal (August) \$6,300 Cheques 848 & 849
 - Greg McKenzie (Bear) 157.50 847
 - Cheryl Whitehead (Bellefleur) 13.64 831
- \$6,471.14

To be Billed

Universal September 3 trips \$3,780.00

Σ 10,251.14

AVAILABLE CASH

= 29,265.92 - 10,251.14

= \$19,014.78

Appendix 2

Notes to consider...

- The original guidelines are entitled Option 1 and the original text is in black. These processes were in place during COVID-19. In this version members' names were listed rather than their role. In this revised version the role is used.
- Now that COVID-19 is not the issue, I believe the purpose of this document is to put processes in place when the bus is cancelled but a group is interested in self-driving/car pooling and meeting up at an agreed upon location. Changes in blue reflect my revisions.
- Questions:
 - Are these trips still to be considered to be an ESOC event?
 - **Feedback is that these ARE events and will be counted for attendance purposes but not as a bus trip.**
 - Are the Website Director, Winter/Summer Activity Directors and the Transportation Directors willing to help with the organization as it seems to be labour intensive in a short space of time?
 - **Feedback received:** As pointed out, the self-driving trips were initiated during COVID when we weren't running bus trips. In that situation the trips could be placed on the web site in advance. If a similar situation arises, I think we can handle without needing a manual, based on the circumstances.
 - Would a simpler option be a better process? Option 2 offers a possibility.

Option 2 tries to cover the situation when a trip is cancelled on the Tuesday before a trip. I think is just too short to try and create a detailed process on creating an alternative trip. I don't think we need a formal process to cover that situation. What we have done is a few of us contact other people who might be interested and try and arrange an outing. I don't see why we need a formal process for those situations. People can self-organize as they choose, without the need to involve the web site.

Option One:

ESOC Self-Driving Trip Guidelines

These guidelines are to be used on occasions when the bus is cancelled and a group of people choose to set up a trip travelling by self-drive or car pool. In this situation, one person will need to take the initiative to be the trip leader for one activity, e.g. an "A" ski trip. Another person will need to be the leader if another activity is also proposed, e.g. a "B" snowshoe trip.

Setting a hiking destination:

- ~~The A volunteer~~ Trip Leader will contact the Winter or Summer Activity Director and share an **activity** ~~hike~~-destination, trailhead parking location, approximate ~~hiking~~ distance and **elevation**. ~~Climb~~. The Activity Director can help with providing suggestions on suitable locations and details on the stats for the hike, if necessary.

Putting car hike event on website:

- The Summer/Winter Activity Director will set up the basic event on the website, which will **only** be open for registration ~~a week before the hike date.~~ **for approximately a day, as the bus will likely only be cancelled on Tuesday evening.** If there was a situation where the bus was cancelled with earlier warning, the registration would begin earlier and end at a time agreed upon by the Trip Leader and Transportation Director. ~~—It will be set up for a maximum of 10 participants with any additional people going onto a waitlist.~~
- The Trip Leader will review the event posting and either edit it with additional information or changes ~~if desired,~~ or let the Website Director know the changes needed so they can be made. Additional requests (e.g. for ~~if you would like~~ participants to bring radios if they have them), ~~or any other equipment, put that should be added to the event description.~~
- The Trip Leader **must register for the trip.** ~~—remember to register yourself for the trip!~~

~~1-2 days (Tuesday Wednesday before the hike:~~

- ~~Greg McKenzie~~ The **Transportation Director** ~~Bus Coordinator~~ will close registrations for the event at 6 pm on Wednesday. If ~~Anyone~~ who wants to register after that ~~(and there is room on the hike),~~ they should contact the Director by phone or email and the Director will contact the Trip Leader.
- ~~Greg McKenzie~~ The ~~Summer or Winter~~ **Transportation Director** ~~Bus Coordinator~~ will send a guest waiver form and emergency contact form to each guest registered for a trip. The guests must complete the forms and scan/photograph them **and return the forms by email and keep a copy of the emergency contact information in their backpack.** The **Transportation Director** ~~Bus Coordinator~~ will send a copy of this information to the Trip Leader and the Membership Director. ~~(Johanna Voordouw)~~

~~—NOTE~~

~~o current COVID restrictions require a strict limit of 10 people, keeping a 2m distance between themselves at all times.~~

~~o people are accepted on a first come/first served basis. There is no priority for members over guests. Members are encouraged to sign up early—they can take their name off the list later if necessary (should be done before Tuesday 6pm).~~

- ~~Greg~~ The **Transportation Director** ~~Bus Coordinator~~ will email the emergency contact info for any guests to the trip leader and the trip leader will upload this information to a cellphone or print it out and bring it on the trip.
- **Any final details about the trip will be emailed to the participants by the Trip Leader.**
- ~~The emergency contact info for all members on the trip will be uploaded or printed from the website (Club Documents). Having the emergency contact info stored on a cellphone or on paper will be helpful in case of an incident during the hike as cell service may not be available at the location. The emergency contact information should also be sent with someone going to a location to get help.~~

Day of the Trip:

Trip Leader will:

- print off the list of those registered to 'take attendance' at the trailhead; signatures are not required
- not delay leaving if members who signed up aren't there at the pre-arranged time, out of respect for those who did come on time and are ready to go
- review the planned route with participants, ~~and requirement to keep 2m apart at all times (including when you are telling them the plan!). Ensure everyone carries a mask while hiking so they can put it on if a situation arises where the 2m separation between themselves and other people cannot be maintained~~
- ~~consider~~ appointing a Sweep to ensure no-one falls behind
- check who has radios with them
- enjoy the [trip hike](#)!
- make sure all participants are back [at the parking area](#) before leaving [at the end of the day](#).

After the hike:

- The Trip Leader will send an email to the Membership Director (~~Johanna Voordouw~~) ~~johannavoordouw@gmail.com~~ and copy Barb Brunton ~~bbrunton@telusplanet.net~~ listing the names of people who went on the trip and indicating any no-shows, for Club records.

Self-Driving Costs:

- [No bus payment will be collected or submitted for these events, but passengers are encouraged to pay their driver \\$25 or another mutually agreed amount to compensate for gas and other travel costs \(e.g. car wash\).](#)

Option Two

ESOC Self-Driving Trip Guidelines

These guidelines are to be used on occasions when the bus is cancelled and a group of people choose to set up a trip travelling by self-drive or car pool. In this situation, one person will need to take the initiative to be the trip leader for one activity, e.g. an "A" ski trip. Another person will need to be the leader if another activity is also proposed, e.g. a "B" snowshoe trip.

Setting a destination and initial preparation:

- The Trip Leader will email all ESOC members who signed up for the cancelled event and share a proposed activity, the level of the activity (A, B1, B2, C), destination, trailhead parking location, approximate distance and elevation and the start time. [The Summer/Winter Activity Director and the Membership Director will be included in the email.](#)

- Only members who are interested in joining the activity will reply to the Trip Leader's email.
- The Trip Leader will compile a list of members who plan to attend and send them a message confirming the start time and trailhead parking location and any other final details.
- Participants will organize themselves into car pools, if desired.

Day of the Trip:

Participants will:

- email or phone the Trip Leader if they are unable to attend
- ensure that they arrive at the meeting point in time to organize themselves so that the activity can begin on time

Trip Leader will:

- print a list of those attending and 'take attendance' at the trailhead; signatures are not required
- not delay leaving if members who signed up aren't there at the pre-arranged time, out of respect for those who did come on time and are ready to go
- review the planned route with participants
- appoint a Sweep to ensure no-one is left behind
- check who has radios and bear spray with them
- make sure all participants are back at the parking area before leaving at the end of the day.

After the hike:

The Trip Leader will send an email to the Membership Director listing the names of people who went on the trip and indicating any no-shows, for Club records.

Self-Driving Costs:

- No bus payment will be collected or submitted for these events, but passengers are encouraged to pay their driver \$25 or another mutually agreed amount to compensate for gas and other travel costs (e.g. car wash).

Appendix 3

Summary of Actions from October 4, 2024 for review at the January/February 2025 meeting:

Action: Dane will send an email message to all members reminding them that if they have an illness/injury/surgery/treatment which significantly impacts their ability to attend ESOC events, they should notify the Membership Director so that she can make an accommodation. The message will also remind Associate Members that they can return to full membership status if they apply to the Board through the Membership Director, as outlined in the ESOC Policy 1. Membership: 4.B

Action: Eric will update the website and Sharon will update the Policies to reflect the following change: Guests need to attend 3 bus outings within a six-month period in order to apply for membership.

Action: Eric will go through the cancelled trips and delete the registrations so that the attendance statistics are accurate.

Action: Carol Rose-Skelly will prepare a message letting members know that she is now in the Membership Support role and Dane will send it to all members. Carol will also talk with Anne Lyon as she maintains contact with many members.

Action: It was agreed that any connections with members who have been supported with phone calls which should be maintained after April 2025, will be taken over by Membership Support. Carol Rose-Skelly and Carol Morris will collaborate to combine the two roles and will bring forward a plan at the next meeting.

Action: Peter Kubica and Sharon will make a plan to ensure all the website documents for Day Leaders, Group Leaders and Emergencies are reviewed and revised so that they are aligned.

Action: Sharon will book the Rosemont Community Centre for the AGM on Thursday, April 3, 2025.

Action: Our next meeting will be held in January/February. Sharon will send out a message with proposed dates. We will plan to meet at the Nose Hill Library again but this will be confirmed a month ahead of the final meeting date.