

Evergreen Seniors Outdoor Club

Board Meeting: Wednesday, March 29th, 2023

7 pm at Brentwood Co-op Auditorium



Meeting attended by:

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

Peter Kubica confirmed that we have quorum and the meeting was called to order at 7:00 pm.

The agenda was reviewed; Peter Dankers moved to accept the agenda, seconded by Kiyoko Miyanishi. **Carried**

The minutes of the last Board meeting on January 4, 2023 were reviewed. Approval of minutes was moved by Barb Brunton-Johnstone, seconded by Carolyn Ardell. **Carried**

Reports

- Bob Perkins, Treasurer
EVERGREEN SENIORS OUTDOOR CLUB Treasurers Report
1 March 2022 – 28 February 2023

Financial Results

At last years AGM we agreed that we should further reduce the Club equity and this has been achieved.

The Balance Sheet shows that the equity of the club at Financial Year End was \$12,551.60 this represents a decrease of \$1,228.15 or 9.78% from the prior year.

The Cash Flow report shows that we started the year with a bank balance of \$17,778.80 and ended the year with \$17,396.85 or a decrease of \$381.95 This statement reflects all transactions during the financial year.

This year we added e-transfer capability for the members convenience. However, there is a cost involved, this past year we paid \$125 in service charges for the deposits. Because of the nature of our account, we were not able to use Auto Deposit so this has necessitated entering a password when making a payment.

Some may wonder why I asked that a standard password be used. This is because it becomes a chore for the Treasurer to process hundreds of deposits when everyone is making up their own password. This may sound like a small thing but it does make the process much faster. The reason is that an answer (even if correct) may have several different possible variations. For example, if the question was “what is the name of our club?”. Possible answers could be (a) Evergreens (b) evergreens (small cap), (c) ESOC, (d) esoc, (e) Evergreen Seniors Outdoor Club etc. It is not possible to make that many guesses on each payment.

The detailed numbers are shown in the copies of the Balance sheet and Cash Flow report that are attached to this report.

Summary

As usual, for discussion purposes I have chosen to divide our finances into three areas.

Bus Operations

Bus operations are always the largest expense incurred by the Club.

In the financial year we completed 43 trips with an average ridership of 48. Our total payment to bus companies was \$45,122 or an average of \$1,049 per trip (previous year \$21,779 for 23 trips, average \$947 per trip). The difference in cost per trip reflects the reduction in discounting applied by Universal Coach Lines due to COVID.

Our overall loss was \$1,943 or, put another way, \$0.94 per person per trip. The previous year showed a loss of \$2.07 per person per trip. We completed our sixth year with Universal Coach Lines without any difficulties. Universal has continued to be flexible in pricing, offering discounts where we did not fill the bus but, as mentioned above, the discounting has been reduced.

We found it necessary to increase the bus fare to members to \$25 per trip, this was implemented with Board approval in January and has eliminated losses on subsequent trips.

This became necessary as the Club Equity at the end of December was rapidly approaching the \$10,000 threshold that we had previously set as the point where such action would become required.

While the new fare results in minor “profits” on some trips we have to bear in mind that Universal is still discounting the amount that can be charged according to our contract and the contract is due for renewal this year so ultimately our costs will increase. The current fare is I feel robust enough to withstand such increases.

The attached bus costs report reflects the actual trips made during the financial year. The number of persons shown per trip includes “no shows”. It does not match the Cash Flow Summary due to the late billing/payment cycle, which affects February costs.

General Expenses

Our general expenses represent all expenses of the Club excluding Bus Operations and Social Events. This includes insurance, donations, AGM expenses, Membership director’s expenses, Treasurer’s expenses, web site costs etc. these expenses are covered by our membership dues.

This year we showed a surplus of \$701 for these items on the Cash Flow report (last year a surplus of \$1,143). However, if we adjust the pre paid membership expenses to reflect the current year, the surplus is actually \$621.00.

The only unusual expenditures during the year were the purchase of club crests (\$910) and club shirts (\$1,106).

Social Events

Fortunately, we were able to hold our usual social events again this year.

The Board authorized a subsidy of up to \$10 per member for the Fall Luncheon and the BBQ.

Thanks to the success of the Raffle (a profit of \$1,020), the Fall Luncheon made a loss of only \$376 which represents a subsidy of \$3.65 each for the 135 members who attended the event.

The BBQ showed a loss of \$536 which represents a subsidy of \$8.13 each for the 66 members who attended the event.

Auditors

I want to once again express my thanks to the auditors for their efforts to understand my files! – Hugh Powell and Craig Barnstable.

Treasurer

It has been my pleasure to serve as your Treasurer since 2014 but I shall be retiring at this time. Hugh Powell has agreed to be my replacement.

Note: See Appendix 1 for The Balance Sheet Comparison Report and Appendix 2 for Cash Flow Summary Report

Additional Discussion:

- *Bob is working on an Income Statement, as was prepared last year and this may be shared in the future.*
 - *All of the membership fees for the year have been collected however, not all are reflected in tonight's report.*
 - *Bob shared that a fee is charged for e-transfers when a large number are made in the same month, which is often the case for ESOC. There is no fee in the months will no or few transfers.*
 - *Kyra thanked Bob for all of his years of work as ESOC Treasurer. He has been a strong, stable force on the board and with the finances and will be greatly missed on our Board.*
- Johanna Voordouw, Membership Director

Thankfully we are seeing light at the end of the COVID- tunnel. February 2022 till March 2023 was a good hiking, skiing, and snowshoe year. We had 46 successful outings with only 5 cancelled bus trips because of low attendance or cold weather. We also had 14 very interesting Tuesday City walks organized by Peter Dankers. Guests joined us on hikes on many Thursdays, contributing to filling the bus.

In the course of the year, we raised the full membership number to 150 to accommodate these loyal guests.

In March 2022 we started out with 166 members; 138 full and 28 associate members. We welcomed 24 guests as new members in the past year.

After the renewals for the year 2023-2024, 21 members did not renew. Twenty-eight full members did not make their 12 outings, and therefore became associate members. Sadly 3 members passed away in the past year.

Overall, this means that we now have 170 members of which 122 are full and 48 are associate members. Since March 2023 14 new members have joined the Evergreens and this is included in the 170 members. Approximately 140 members came out 2500 times on 46 hikes. Sixty guests came out 145 times and resulted in 38 new members.

Thank you to Eric for all the website assistance and to Bob for handling all the email transfers.

Additional Discussion:

- *The ESOC website will now be updated to reflect the current membership for 2023-2024.*
- *Can an Associate Member be a Day Leader? Yes.*
- Carolyn Ardell, Winter Transportation Director
Thursday November 3, 2022 was our first “Fall/Winter” outing.

The Fall/Winter session consisted of 23 weeks and during this time 5 events did not require a bus due to cold weather, lack of riders or an ESOC special event – Fall Luncheon and AGM. There were 18 bus requests for our Fall/Winter season.

Initially listing our trips as “Winter Outing”, was not conducive to attracting participants. I am suggesting that for the next Winter season we post our trips at least 3 weeks in advance with the understanding that the trip may need to be changed due to snow, or road conditions and or weather.

This past Fall/Winter Season, Rick Dobson sent out an invitation to our guests to invite them to join us for the next outing. This was fabulous as it encouraged our guests to keep coming out and joining in the Events. It is the participation of the guests that keeps a bus viable in the Fall/Winter months. Events during the two weeks during Christmas generally has low bus ridership. Now that we are out of COVID this may not be the case next Fall/Winter Season.

From November 3 to Jan 6, there 6 events where there was a loss to the club. After January 11, 2023 when the bus fee was raised to \$25.00 there were no further losses to the club with our current contract price for Universal.

Date	Registered	Guests	No Shows	Location	Notes
Nov 3	45	4	5	West Bragg Creek	Loss to club
Nov 10	Bus Cancelled: ESOC Fall Luncheon				
Nov 17	55	5	0	Sheep Valley & Diamond Valley	

Nov 24	43	5	0	Fullerton, Elbow Valley	1 self drive pd; Loss to club
Dec 1	39	4	0	Lake Louise	very cold -32; Loss to club
Dec 8	32	0	0	Lake Louise	Loss to club
Dec 15	50	5	0	PLPP William Watson Lodge	48 on bus; Loss to club
Dec 22	Bus Cancelled: Extreme cold & low registration				
Dec 29	Bus Cancelled: Self-drive to Canmore & West Bragg Creek due to low registration				
Jan 6	43	7	1	Lake Louise	Loss to club
Jan 12	54	0	2	PLPP – William Watson Lodge & Upper Kananaskis	Fee increases to \$25.00
Jan 19	47	0	1	Chester Lake & Burstall Pass	
Jan 26	55	1	0	Emerald Lake	
Feb 2	47	6	2	Lake Minnewanka	
Feb 9	54	6	0	Banff Townsite	
Feb 16	46	6	5	Upper Kananaskis & William Watson Lodge	
Feb 23	Bus Cancelled: Extreme cold				
Mar 2	53	7	0	Mount Shark & Marushka Lake; changed to WWL & Upper Kananaskis	2 walk-ons for a total of 55
Mar 9	46	5	1	PLPP – William Watson Lodge	
Mar 16	55	4		Kananaskis Village & Ribbon Creek	
Mar 23	55	1	4	Lake Louise	1 walk-on guest

I have been approached by another bus company, to consider their services. I would like to confer with Greg McKenzie and Harold Kroeger with respect to this. Universal has been very good to the club and has been willing to work with our club to absorb some of the loss when the ridership was low. However, it is good to ensure we are informed and stay current.

I am asking that Greg and Harold join me in a meeting with Canada Coach to see what they can offer.

Additional Discussion:

- *It was suggested that we have a second person to work as the Summer and Winter Transportation Directors. Instead, the current directors offered to provide coverage for each other when needed and other board members such as Greg, Eric and Peter offered to help when neither of the Transportation Directors are available.*
- *Consideration will be given to cancelling the buses around Christmas depending on when the holidays fall.*
- *It was agreed that emails will only be sent to guests when trips are clearly undersubscribed. Recently we have had very full buses and have invited guests and then had to bump them which must be frustrating for them.*

- Greg McKenzie & Harold Kroeger, Summer Transportation Director

Covid continued to affect our trips in a number of ways: masking and other protocols on the bus, a number of people avoiding the bus entirely, a few cancelling at the last minute due to suspected Covid. We waive the \$20 fee if people are cancelling for suspected Covid reasons. This has happened three or four times. We simply thank them for being cautious and thinking of others on the bus.

Despite Covid, we have done remarkably well in numbers on the bus this past summer. We usually had 50 or more. Only once, on a really rainy day did it drop to 32. On four occasions we had almost 70 hikers register with 10 to 15 choosing to drive to the trailhead rather than take the bus. This many on the bus and in cars made it a challenge to coordinate for the Day Trip Leader. Those who drove were mostly Covid cautious folks. Many of those driving made a voluntary \$10 donation such that the Club usually broke even on these trips. A happy but unintended consequence of so many drivers is that not a single member nor guest has had to be bumped this year.

I was away for three trips and could not handle the bus duties. Harold Kroeger has really stepped up and has done a great job. He is now very good at it. Even when I'm around and handling routine bus matters, Harold has been looking after the Guest administration which involves ensuring that we have waiver forms and vaccination information. He and Eric enter their data into the User list on the website so that guest names show up on the attendance list along with their Park Pass information, if they have a Park Pass. Most guests do not have a member sponsor, therefore it's particularly important to have unsponsored guest emergency contact data readily available should something befall that person. Harold or I have an up-to-date list of guests in our possession when on the bus. Harold and I used to chase folks to update their Park Passes as we noticed an absence of a number on the sign-up sheet. Kirk Odland has now volunteered to be what I call the 'Park Pass Prodder'. He's already well into chasing those who are not up to date.

Universal Coach lines continued to give good service in every way. They even subsidized some of the trips if the bus was not full.

Carolyn Ardell took over as the Winter Bus Director starting November 1.

- Douglas Kosowan, Winter Activities Director

The first year for this new Winter Trip Director is rapidly coming to an end. I would like to thank all of the members for their enthusiasm, support, feedback and suggestions. I would also like to acknowledge the members who stepped up and volunteered to be Day Leaders, particularly those who took on this role on

more than one occasion. Special mention goes to Ann Nickerson who, in response to strong feedback from the skiers within the club, was willing/able to switch the destination from Lake Louise to PLPP. However, the award for staying cool under pressure surely must go to Greg McKenzie who was able to switch from Mt Shark to PLPP when the Smith-Dorrien Road proved to be impassable. Lesser mortals would have wilted in that situation.

We missed 2 days due to extreme cold. One day was converted to a U-drive due the Christmas season and the uninspiring destination (e.g. Bragg Creek) resulting in a low registration. Next year we may consider Banff or Lake Louise to perk up the destination at least!

Greg McKenzie has volunteered to assist me next year with skiing options and recruiting day leaders.

Next year I will endeavor to 1) aggressively seek out people to assume the role of Day Leaders, 2) recruit backup Day Leaders to help the snowshoers with choosing skiing options and the skiers with snowshoeing options and 3) to have the schedule firmed up (subject to weather, snow conditions, etc.) at least 3 weeks in advance, and 4) firm up the process for reserving/paying for WWL.

With one season under my belt and Greg's assistance, my next year's resolutions should fall nicely into place.

- Jennifer Aikenhead & Kim Tidswell, Social Directors

The Summer Barbecue was held at Boundary Ranch on July 21st, 2022. The cost for members being \$25.00 and non members \$36.00. A subsidy for members was \$8.00. It was a beautiful day with 73 people attending for a hamburger luncheon and the staff at Boundary Ranch provided excellent service. Member feedback regarding food and the setting was very positive. Some members requested returning to William Watson Lodge, but unfortunately, they can only accommodate 50 people.

Christmas Luncheon was held at the Glenmore Inn on November 10th, 2022. This was a special occasion as it celebrated our 35th Anniversary the club. Founding members and Past Members were invited to this Special Occasion and 134 people attended. The club subsidy for members was \$10.00, with the cost for past and present members being \$30.00 and \$40.00 for guests.

Congratulations and a big thank you to Bernie Nemeth and Peter Kubica who spent many hours reviewing photographs and providing an amazing presentation of previous hikes and hikers. Sheila Perkins we are ever grateful for her amazing skill in making all the wonderful baskets for the Christmas raffle. Sheila shops all year and then has a big push before the Luncheon to complete the Baskets. Bob

Perkins also needs a big thank you for all the accounting he did, trying to juggle payments for the Anniversary shirts, the Luncheon and supporting Sheila.

A special thank you to all members who donated money and gifts for the raffle and to all the past and present members that were gently cajoled into selling the raffle tickets. The raffle was so successful that the club subsidy was reduced from \$10.00 to \$3.65 per member!

Thank You to Kyra Fisher also played a big part by taking photographs of the special event. Congratulations to Carol Rose-Skelly, who was responsible for the design and sales of the commemorative shirts. The shirts are a wonderful reminder of the amazing outdoor club to which we belong. Thank you to all the volunteers, that are too many to mention, who make this club so successful.

We expect to hold the summer BBQ at Boundary Ranch and the Fall Luncheon at Glenmore Inn in 2023, as we have established very positive relationships with both venues and they provide exceptional venues and food for very reasonable costs.

Budget for AGM Refreshments and Summer BBQ:

We appreciate the financial support of the board for our social events as this has allowed us to offer a couple very popular luncheons for our members. We have 2 options for this summer's luncheon. Boundary Ranch has generously agreed to provide the same service as we had last summer. There would be no cost for the venue and the burger meal (burger, Caesar salad, beans and brownies/ice cream and coffee, tea and iced tea) would be \$29.50 per person plus GST \$1.40 per person and 18% tip, \$5.81 per person for a cost of \$36.29 per person. Pop and alcoholic beverages are extra. We could have a short hike before lunch and book the bus for transportation. We would ask the board to subsidize each meal by \$10 and we would expect somewhere between 75 to 90 attendees.

Jenny also looked at the Shrine Centre in the northwest (5225 101 St NW). We would be required to pay a venue fee of \$1000 and then use caterers to supply a similar meal - cost would be in the \$27 range if we had at least 80 attendees. We would ask for the board to cover the cost of the venue rental. No bus transportation would be required.

There was some interest in having the luncheon at William Watson Lodge, but inquiries confirmed it would not be available to us.

We will be contacting Glenmore Inn soon to book the Fall Luncheon and will report back to the board when we have confirmed the venue. A deposit of \$1000.00 will be required.

As it has been suggested that attendees bring their own lunch to the AGM, we will supply coffee, tea and lemonade as well as cookies and fruit at the meeting. Supplies will cost between \$220 – 250.00.

Motion: Jennifer Aikenhead moves that a subsidy be provided so that the July 2023 BBQ tickets can be priced at \$30.00 for ESOC members and \$40.00 for non-members. Seconded by Barb Brunton-Johnstone. **Carried.**

- **Peter Dankers, City Hikes**

The current version of the City Hikes program started on May 17, 2022 and runs every third Tuesday. Since the beginning, a total of 15 hikes in all quadrants of the city were organized. The hikes typically start at 10:00am and wind down around noon. At the start of the hike a brief overview of the history of the park is given and during the hike details of the natural environment are discussed. A total of 321 participants registered for the hikes, 291 members and 30 guests. About 50% of all club members, or 71 people, have been on a city hike at least once. The program has grown from a modest 14 people to a maximum of 34 people per hike. Occasionally the group split into two smaller groups to manage the numbers better. Thanks to Gerrit Voordouw and Bernie Nemeth who helped me out when I was not available or when the group was too big. All hikes are checked ahead of time to assess suitability and safety. Two-way radio communication during the hikes has been made possible by a generous donation of radios by Margaret Morck.

Hike #	Date	Location	Distance	Members	Guests
1	May 17	Weaselhead	6.5 km	14	0
2	June 7	West Nose Creek	6 km	12	2
3	June 28	Bowmont Park & Botanical Gardens	6 km	16	1
4	July 19	Griffith Woods	7 km	14	4
5	August 9	Douglas Fir Trail	7 km	22	1
6	August 30	Fish Creek West	6 km	21	3
7	September 20	Nose Hill East	7 km	22	3
8	October 11	12 Mile Coulee	6 km	26	2
9	November 1	Carburn Park	6 km	17	1
10	November 22	Bowness Park & Baker Park	7.5 km	32	2
11	December 13	Pearce Estate & Inglewood	6 km	15	2
12	January 17	Dale Hodges Park	7 km	27	5
13	February 7	Fish Creek South	7 km	14	2
14	February 28	Nose Hill West	6 km	18	1
15	March 21	Confederation Park	6 km	21	1
	TOTAL			291	30

Additional Discussion:

- *It was confirmed that Incident Reports are only completed if medical attention is required at the event or shortly afterwards.*
- *Peter has 14 more hikes lined up for the upcoming weeks.*
- Cheryl Whitehead, Membership Support Coordinator
Cheryl continues to send cards, make phone calls and visit members and this support has been welcomed and appreciated.
- Kyra Fisher, Summer Hiking Director
The Evergreens 2023 Summer Trip Schedule was posted Monday, March 27th on the Evergreen website under Member Resources and Club Documents. The daunting task was made easier by the generous contribution of many experienced Evergreen members – Barb Brunton- Johnstone (my predecessor), Eric Leavitt, Hugh Powell, Greg McKenzie, Keith Bagnall, Anne Lyon and Bernie Nemeth. Thank you all, I very much appreciated all your assistance.

The 30 trips, plus the hikes linked to the various levels of ability – A, B1, B2 and C were selected in a number of ways. I also wanted to make the trips varied. Memberships' suggestions were solicited. Old favourites were included - Moraine Lake to see the larches, Bow Valley Provincial Park, Mt. Lipsett & the Highwood Pass, Wind Ridge, and Sunshine for the flowers and Drumheller for the unique landscape and cacti! Hikes that we have not done for a long time – the Columbian Icefields, Johnsons Canyon and Mount Ware & Gorge Creek were included. I had to be conscious of the memberships' abilities and preferences. A level hikers need to be challenged. C level hikers prefer hikes which are not overly taxing – not as long, less elevation and the terrain needs to be a consideration.

It is important to bear in mind that the schedule is not written in stone. We have to keep some flexibility due to the fluctuating weather pattern. Not all trails are accessible due to the upgrading of trails. Canmore is an example for instance.

Although the Trip Schedule has been completed there is still a lot of work to be done- all the trips and hikes need to be posted on Dashboard. Day leaders will be required for each week of the summer season.

My report at the AGM will be more inclusive of the entire year.

Additional Discussion:

- *Irish Rappel & Kathy Gibson will cover for Kyra in May and June, with support from Barb Brunton-Johnstone.*

- *Day Leaders will be requested on a chart outlining each summer trip during the March 30th bus trip and again at the AGM on April 6.*
 - *Having a mentor for new Day Leaders has proven to be extremely helpful and encourages new people to take on the role. The opportunity to request a mentor will be shared when the request for Day Leaders is made.*
- Eric Leavitt, Website Administrator: Annual Report

Web Site Performance

During the past few months there have been several instances where the web site was temporarily unavailable. It was determined that this was occurring because we were exceeding some of the usage limits under the terms of our service. This has been rectified by upgrading our service to the next higher level at Web Hosting Canada (WHC). This costs us about twice what we were paying.

This is probably due to the large number of media files, especially maps that we have uploaded to the web site. We are investigating whether we can reduce the amount of space occupied by the files.

There were two instances where one of our Plugins caused our web site to crash. This was rectified by reloading the web site from a backup. Our web designer, Curtis Fraser, investigated the cause of the failure and we now have a procedure in place that should prevent further issues with the particular plugin.

Continuity Planning

I am pleased to announce that Mike Gervais has agreed to become a co-web administrator. Over the next few months I will be helping Mike come up to speed. As part of this I have begun to develop more complete documentation on the duties of the web administrator.

Summary of Web Administrator Activities

Here is a short summary of the Web Administrator activities

Web Site Maintenance

Update plugins as necessary

Pay subscription fees

Very occasionally restore web site from backups

Interface with the web designer, Curtis Fraser, for support as needed.

Assisting Members with the Web Site

Assist Members and Board Members with accessing the site as needed. An example would be resetting a password for them.

Specific Support for Board Members and Day Leaders

Assign Roles to Board Members

Adjust Roles as needed

Assist Membership Director

Responding to Contact Us Enquiries

Answering people who contact the club using the Contact Us Page – emails are directed to the evergreenseniorscalgary@gmail.com. This typically varies from one to three per week. Some companies and individuals use this page to try and sell services, etc. These messages are ignored. 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 and information about our outings, and how to become a member.

Maintain a 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.

Summary

Except as detailed above the web site has been reliable.

The ability to view people's desired activities continues to assist Day Leaders in planning for their outing.

The backup plan has proved worthwhile.

Additional Discussion:

- *Eric clarified that Guest data is retained on the website so that we have all the documents required for return trips. Guests may not log into the website however. The Website "Dashboard" lists all full and associate members as well as the guests. It is possible to create a list of members/guests by role, if needed.*
- Carol Morris, Telephone Coordinator
Currently there are 3-4 members receiving regular phone calls to update them on Club activities and news, especially those notices that come via email. One member will call me when he wishes for more information. Two members have no computers and 2 are experiencing computer issues.

They all have appreciated receiving...

- the Membership list (thanks Johanna)
- mailed ESOC newsletters (thanks Joan) and
- mailed summer hike schedule (thanks Eric).
- Joan McLean, Newsletter Editor
The Newsletter is produced three times a year: Summer, Winter and Spring.
Four members receive their newsletter by mail. Submissions or article ideas can be submitted to joanmcl@shaw.ca

Old Business

Action Items Arising from the September 14, 2022 and January 4, 2023 Meetings

Completed:

From September 2022:

- Peter Kubica was contacted by another outdoor club in Calgary with questions regarding the liability of directors of non-profit organizations as well as a new provincial act called “Freedom to Care.” **Action 1:** It was agreed that Norman Hall will be consulted about these issues as he is an ESOC member and a retired lawyer. The results of the consultation will be shared at an upcoming meeting.
 - **Update:** Peter received the copy of our insurance policy and will now consult Norman Hall.
 - **Result:** The insurance policies have been reviewed and the insurance company was contacted for clarification. ESOC has third party insurance as part of a combined package with 7 other hiking clubs. This covers all members for damages to another person. Medical expenses will be covered to a maximum of \$5000.00. We also have property damage insurance coverage in the amount of \$250,000. A one-page copy of the insurance summary will be distributed to Board members.
 - ESOC is also protected under “Freedom to Care” which is a provincial program of liability protection for volunteers who are acting in good faith within their scope of duty. Details are on the website under Freedom to Care Act: <https://www.alberta.ca/freedom-to-care.aspx>

From January 2023:

- Eric Leavitt is emailing previous guests to invite them to attend that week’s trip if the bus is not full. **Action 2:** Eric will create an invitation template, gather feedback from Board members and then email it out when there is room on the bus.
 - **Result:** After thinking about this Eric believes that any email that goes out to guests should be sent by the Bus Coordinator as Carolyn did recently. There is no need for a specific template as this would just complicate sending an email.

- **Action 3:** Douglas Kosowan and Carolyn Ardell will continue to monitor trip enrollment and all Board Members will reflect upon any other suggestions for increasing the number of guests and/or people on the bus.
 - **Result:** There have been no new suggestions to date but members will continue to be encouraged to bring guests.
- Document Retention:
 - **Action 4:** Eric is investigating the archiving capabilities of our website and will report back next meeting.
 - **Result:** Even though there appears to be an option for archiving a document, the document doesn't actually change or move position. doesn't do anything to the document. We are accumulating documents on the web site - e.g. AGM Minutes. Board Minutes, News Letters, past summer hiking schedule, etc. but will need to set a policy for how long we retain old documents on the web site. Keeping documents for historical purposes should probably be done off line. For now, Eric will not delete any documents on the web site.
- **Action 5:** Peter Kubica will coordinate the Emergency Response Team and invite members to take up this work. Barb has offered to help brainstorm the types of roles that need to be part of the team. Members will also be asked to share if they are qualified to provide First Aid.
 - **Result:** The group of volunteers agreed on a better name: Incident Coordinator. We have 8 volunteers who agreed to help in case of injury or missing person. Incident Coordinator Emergency Procedures will be developed and distributed to the Board. Peter will present the plan at the AGM and place it on the website. More volunteers will be welcome.
- **Action 6:** The Covid-19 masking policy will be revisited at each Board Meeting.
 - **Result:** Barb Brunton-Johnstone will bring forward a motion at the March 29th Board Meeting. In preparation for this motion the members who attended the March 23rd trip were invited to indicate, by show of hands, whether they would support optional mask wearing. Approximately 40 people supported this change and 5 or 6 people indicated that they would not be happy with such a change.
- **Action 7:** Barb Brunton-Johnstone will contact Peter Serafini to go ahead with an investigation of potential grants for ESOC.
 - **Result:** Barb has contacted Peter and he is checking into possible funding options for purchases, such as a couple of satellite devices for use by the Emergency/Incident Response Team.

- **Action 8:** Peter Kubica will review the Policies and the Handbook to determine which Board positions are considered to be a “Director” and which should be a “Coordinator.”
 - **Result:** After reviewing the Bylaws and Club Policies 12 Board positions will be proposed: President, VP, Past President, Secretary, Treasurer, Membership Director, Website Director, Social Director, Winter Activities and Summer Hiking Directors, Winter and Summer Transportation Directors. This will be an agenda item at the March 29th Board Meeting.

Ongoing:

- **Action 9:** Eric Leavitt will create a position description for the City Hike role.
 - **Update:** Peter Dankers will be asked to create the role as he is most experienced in the details of the job.
- **Action 10:** Sharon Hanwell will confirm the contents and location of the President’s documents and the financial documents and create a proposal for Document Retention based on a sample from Barb.
 - **Update:** Listings of the documents held by the President, Secretary and Treasurer have been created and the next step of creating a proposal for document retention has begun. A plan will be shared at the next board meeting.

Issues for discussion

1. AGM: Peter Kubica
Our AGM will be held on April 6, 2023 at the Rosemont Community Centre. We need a quorum of 40% of our membership which is 68 people. A reminder of the meeting will be made on the bus on March 30th and emailed along with the agenda in the next few days. Members will be asked to sign-in at the door as the AGM counts as an Evergreen event. Reports will be shared by the Directors and the Treasurer’s Report will be accepted along with a motion regarding the Auditors for next year. In addition, the new board will be determined and any ESOC Policy change motions will be brought forward for ratification. Members may choose to make motions from the floor and Greg McKenzie has indicated that he will bring forward a motion for an increased membership fee.

The list of nominations for 2023-2024 Board of Directors is as follows and will be put forward at the Annual General Meeting on April 6, 2023:

Position	Candidate
President	Barb Brunton-Johnstone
Vice President	Dane Bridge
Past President	Peter Kubica
Secretary	Sharon Hanwell
Treasurer	Hugh Powell
Membership Director	Johanna Voordouw

Social Co-Directors	Kim Tidswell & Jennifer Aikenhead
Summer Hiking Director	Kyra Fisher
Summer Transportation Director	Carolyn Ardell
Winter Activities Director	Doug Kosowan & Greg McKenzie
Winter Transportation Director	Harold Kroeger
Website Director	Eric Leavitt
City Hikes Coordinator	Peter Dankers
Membership Support Coordinator	Cheryl Whitehead
Newsletter Coordinator	Joan McLean
Telephone Coordinator	Carol Morris

2. Board of Directors Membership: Peter Kubica
Old Business Action Item 8 confirms our ESOC Directors as outlined in our Bylaws and Policies. After some discussion, it was agreed that, at the moment, we do not have a need for any additional Directors or Coordinators. It was noted that any ESOC members who may be interested in coming on the board in the future will be invited to attend meetings so that they understand the workings of the board and can gather more information about the requirements of the various positions.
3. Emergency Response Plan & Incident Coordinators: Peter Kubica
As shared in Old Business Action Item 5, updated processes are now in place. See Appendix 3 for Incident Coordinator Emergency Procedures. This information will be shared at the AGM.
4. Updated Day Leader & Group Leader Files: Peter Kubica
These files have been updated and are available on ESOC website.
5. Liability Insurance Issues
Peter reviewed information relating to regarding our Insurance Plan. See Old Business: Action 1. In addition, Peter will be having a one-hour free consultation with an Alberta Government lawyer during the week of April 3, 2023 to gather more information regarding the Freedom to Care Act. Bob Perkins noted that our insurance plan also includes two million dollars coverage in case a lawsuit is brought against the ESOC.
Action: Peter will share what he learns about the Freedom to Care Act at our next meeting.
6. Petition of Unvaccinated Member:
In considering a request for restoration of full membership the ESOC Policies were referenced. Section 1 Membership Sub-section 4: Membership Categories states: 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.

There are a number of members who were not able to meet the twelve-outing requirement by the end of February 2023 because of Covid-related issues. It was deemed most equitable to continue to follow the existing twelve-outing policy with the modification that, for this year only, as soon as Associate Members who were Full Members in 2022-2023, complete 12 events after March 1, 2023, they can ask to be moved from Associate to Full Membership. Members will be reminded that 6 of the 12 outings must be bus trips and that up to 6 city hikes can be counted as outings as well. This information will be shared at the AGM.

7. Review of Covid Policy: Barb Brunton-Johnstone

Motion: Barb Brunton-Johnstone moves that mask wearing be optional on the bus and at ESOC events effective after the April 6, 2023 Annual General Meeting. Seconded by Kim Tidswell. In Favour: 8; Against: 4. **Carried**

Unfinished Business

The following agenda items will be carried forward to the next Board Meeting:

Grant application for the purchase of satellite devices

Club Crests

Review of Resilience Workplan (Appendix 1 of January 4, 2023 Minutes)

New Business

None

Note: Action Items from this meeting are summarized in Appendix 4

Meeting adjourned at 9:10 pm.

Appendix 1

Balance Sheet Comparison February 28, 2022 to February 23, 2023

Balance Sheet

	<u>Current Year</u>		<u>Prior Year</u>	
Assets				
Bank Statement	\$	17,396.85	\$	17,778.80
Cash Float	\$	0.00	\$	0.00
Pre-paid Fall Lunch Deposit	\$	0.00	\$	0.00
Prepaid Natl Park Permits	\$	267.75	\$	213.00
Pre-paid W/W. Society	\$	200.00	\$	0.00
Promo Items	\$	826.00	\$	0.00
Total Assets		\$ 18,690.60		\$ 17,991.80
Liabilities				
Bus Payments	\$	3,339.00	\$	1,492.05
Admin Expenses	\$	0.00	\$	0.00
Misc Expenses	\$	0.00	\$	0.00
Prepaid Membership Dues	\$	2,800.00	\$	2,720.00
	\$	0.00	\$	0.00
Total Liabilities		\$ 6,139.00		\$ 4,212.05
EQUITY		\$ 12,551.60		\$ 13,779.75
Prior Yr	\$	13,779.75	\$	17,273.6
Current Change	\$	(1,228.15)	\$	(3,493.85)
Current Yr		\$ 12,551.60		\$ 13,779.75

Prepared by Bob Perkins, Treasurer

President, Peter Kubica

2023-03-27

Appendix 2

 Cash Flow Summary 2022-2023			
Category	Current Year		Prior Year
Income			
Bank rebate	\$	59.40	\$ 59.40
Membership Sales	\$	800.00	\$ 480.00
Membership sales Prepaid	\$	2,800.00	\$ 2,720.00
Promo items	\$	1,264.00	\$ 0.00
Donations	\$	0.00	\$ 0.00
Other income Total	\$	4,923.40	\$ 3,259.40
Bus Fares	\$	43,360.00	\$ 20,464.00
Fall Lunch	\$	5,255.00	\$ 2,765.00
BBQ	\$	1,860.00	\$ 2,270.00
Social Events Total	\$	7,115.00	\$ 5,035.00
TOTAL INCOME	\$	55,398.40	\$ 28,758.40
Expenses			
AGM expenses	\$	11.55	\$ 21.50
Bank Fees	\$	292.49	\$ 93.88
Donations	\$	620.00	\$ 300.00
Equipment purchase	\$	158.51	\$ 17.96
Gratuities	\$	150.00	\$ 125.00
Insurance	\$	281.25	\$ 266.67
Memberships	\$	155.00	\$ 50.00
Membership expenses	\$	0.00	\$ 95.50
Newsletter	\$	0.00	\$ 90.32
Promo items	\$	2,016.42	\$ 0.00
Sunshine Expenses	\$	0.00	\$ 1.84
Treasurer expenses	\$	20.00	\$ 3.60
WebSite hosting	\$	516.68	\$ 1,050.00
Expenses Total	\$	4,221.90	\$ 2,116.27
Bus Costs			
Bus costs	\$	43,275.75	\$ 20,637.11
Park Passes	\$	191.25	\$ 0.00
William Watson Lodge Fees	\$	64.00	\$ 0.00
Bus Costs Total	\$	43,531.00	\$ 20,637.11
Social Events			
Fall Lunch	\$	5,630.60	\$ 2,702.02
BBQ	\$	2,396.85	\$ 2,371.80
Social Events Total	\$	8,027.45	\$ 5,073.82
TOTAL EXPENSES	\$	55,780.35	\$ 27,827.20
Profit/Loss	\$	(381.95)	\$ 931.20
Opening balance	\$	17,778.80	\$ 16,847.60
Closing balance	\$	17,396.85	\$ 17,778.80
Difference	\$	(381.95)	\$ 931.20

Appendix 3

INCIDENT COORDINATOR - EMERGENCY PROCEDURES

Injured Person

- 1) One of the Incident Coordinator members needs to take charge of the situation. Establish the identity, medical conditions, and physical capability of the injured person through conversation with the injured or by canvassing group members.
- 2) Assess skills and resources immediately available from the group. (First aid skills/kits, contents of people packs) the nature and extent of the injury and apply any first aid available. Determine if there are any members present who could provide medical guidance.
- 3) If needed, dispatch a group of members to the location of the injured member.
- 4) At the location, assess the area for potential dangers and hazards or move the person to a more secure location. If there is a potential spinal injury, do not move the person.
- 5) Keep the injured person warm, comfortable, and off the ground.
- 6) Determine if the injured person can be assisted to walk or ski out.
- 7) If the person is unable to move, call for evacuation by phone or by SOS with a satellite device.
- 8) If there is no satellite device available, contact the bus driver by radio to call for help. The bus driver usually carries one.
- 9) If there is no radio contact, assign a group to go back to the bus.
- 10) A minimum of one person to stay with the injured person and two people to walk for help.
- 11) Check the emergency contact information inside the name tag. (Guest emergency contact information is kept on the bus with the Transportation Director)

Missing Person

- 1) One member of the Incident Coordinator group takes charge of the operation.
- 2) Establish the identity, any medical condition, and capability of the lost person.
- 3) Determine the last known location, and what the person was wearing by canvassing the group members.
- 4) Dispatch a strong group of four persons with GPS and a satellite device to search for the lost person. Establish an area to be searched. Use the radio, whistles, and calls.
- 5) Inform the bus driver and the Day leader of the situation.
- 6) If after 45 minutes there is no sign of the lost person, call for help by the cellphone or satellite SOS.

- 7) Call for volunteers to stay and work with the Warden Service or RCMP when the bus leaves.

CALLING FOR HELP

Kananaskis Country: 911 or 403-591-7767 by voice call or SOS by satellite device.

National Parks: 911 or Banff/Yoho/Kootenay dispatch 403-762-4506 by voice call or SOS by satellite device (SPOT or inReach)

Jasper: 911 or 780-852-3100 by voice call or SOS by satellite device

DO NOT TEXT TO THE PHONE NUMBERS ABOVE!

Appendix 4

Summary of Action Items from March 29, 2023 to be updated at the next meeting:

- **Action:** Peter Dankers has been asked to create the role description for “City Hike Coordinator” as he is most experienced in the details of the job.
- **Action:** Sharon Hanwell will create a proposal for Evergreen document retention.
- **Action:** Peter Kubica will share what he learns about the Freedom to Care Act.