

## Minutes: October 2010 Monthly H/B Meeting

**Date/Time:** Tuesday, October 12, 2010

**Location:** Home of Bob Kittredge (Newton, MA)

**Attending:** Bob Asch, Ellen Cullen, Jeff Carlson (guest; chapter Executive Committee), Silvia Dubinsky, Stan Dunbar, Robert Freed, Brian Glenn, Joyce Horrigan, Phil Jones, Bob Kittredge, Bob Knudsen, Julie LePage, Kevin McAllister, Gary Schwartz, Michael Swartz, Dan Wiktor, George Hovorka.

**Come to order:** 7:00pm

**Minutes of prior meeting:** The minutes from the September 14, 2010 H/B meeting were deferred to the November meeting for correction:

- Spring Hiking Program – Cardigan \$95/weekend
- Michael Swartz's amendment which was emailed to Silvia

### **October Boston Chapter Executive Committee Meeting:**

- Reimbursements – Spring Leadership Training if applicable (from Michael)
- Website is not ready yet and it looks like 1-2 months of testing
- Noble View (in Russell, MA) bathhouse is opening soon
- Speaker for annual meeting on November 7 will be Ed Webster
- 2011 Fall Gathering will be hosted by the Boston Chapter. Ingrid Shuttleworth, Bicycle Chair, is still looking for affordable accommodations & meeting space
- Leadership recognition grants are on track for next month
- Volunteer-led camps (3 Mile Island & Cold River Camp) are reaching out to the chapters to try and fill their earliest week (late June) and late, self-service weeks following Labor Day
- Major Excursion Committee leadership program in November in CT
- There is a push to reinvigorate/restart the Bos Chapter Membership Committee
- It was approved that the Exec Committee will cover the costs of a new LCD projector to be owned by the H/B committee. **Action:** It was mentioned that H/B should consider asking the Exec Committee for funds to cover a low-cost laptop for slideshows, meetings & programs. Silvia will take this action.

**Treasurer:** Michael said that he closed out the spring hiking program costs in early October. There are currently four outstanding items and the committee balance is "just over \$13,000".

**Trip Coordinator:** Robert reported that:

- October has been busy for fall trips, in-line with last year:

- 7 in Sept vs. 10 last year
- 18 in Oct vs. 20 last year
- Trip planning meeting on October 13, 2010. If you are attending, bring trips with you.
- Silvia asked if there could be a monthly trip reminder sent monthly. **Action:** Robert will initiate a monthly trip deadline reminder.

**Harvard Cabin:** Bob Kittredge

- Joe Comuzzi's map & compass program netted \$450.
- Judy has 21-22 participants for the October 15-17 weekend, plus a waiting list.
- Nov will be Rich Reardon (for Gordon) & Mark Breslow
- Reservations for Jan & Feb. The winter program will be there in Dec.

**Trip Reports:** Joyce (not present yet)

- Two items to be addressed are 1) not filing reports and 2) not signing/submitting waivers:
  - Reports absolutely must be filed
  - Guide cards are allotted based on these reports
- **Action:** Joyce to send a periodic reminder to leaders and co-leaders to file their trip reports.
- When she arrived, Joyce reported that the waiver problem is resolving itself as a side effect of the trip report follow-up efforts.

**Webmaster:** Gary reported on the trip registration system

- It needs some tweaks, but is ready to go live
- Approximately 200 people using it now
- Features a hierarchy:
  - Leaders sign up; get approved; list trips
- Testing: Julie, Brian, registrars for the winter program
- It was agreed that there would be no announcement at the trip planning meeting regarding the system. **Action:** Limited announce/solicitation for some new testers during tweaks
- Also, Dick Kuchner was mentioned as being the volunteer who is building this system from scratch
- Draft of instructions for use – Bob Knudsen volunteered to assist with this task

**Leader WFA Requirement/Refresher:**

Much discussion continued with regard to the WFA refresher course and leader WFA requirements. The refresher course would consist of:

- 3-4 patients and scenarios
- Course materials would be sent to participants during the week leading up to the course
- This course would not qualify as SOLO Certification
- Offered to leaders who have taken full WFA course at least 2 times previously.

It was discussed that the most useful information and training occurs during the scenarios. Stan asked what the professional guide requirement is – answered by Gary: WFR. Some committees require AMC volunteers need to be current in WFA.

A motion was made by Michael and seconded by Bob K. to:

Accept the refresher course for the H/B WFA requirement beginning May 1, 2011 with a re-evaluation one year from its inception (spring 2012).

The motion passed.

Julie stated that it is in good faith for the leaders to take the refresher. Self policing was discussed, as was mentioned the position of a WFA coordinator. Stan suggested that we solicit an opinion from Joy St. **Action:** People should share ideas with Silvia re: candidates for WFA Coordinator - a position to ensure/monitor leader WFA training to meet H/B requirements

Julie also suggested that another full WFA course be added just after the Spring Leadership Program to fulfill the new H/B WFA requirement. **Action:** Matt will coordinate a full WFA course to coincide with Spring Leadership Program.

**Winter Hiking Program:** Brian Glenn

Dates are Tuesdays, November 2, 9, 16 & 30

Outgoing coordinator Brian said things are “rolling along”. Phil & Abby Driscoll will be taking over, but Brian was present to update the committee:

- There will be no speaker this year. This is to accommodate additional program information
- Huge response & many signed up.
- Many trips are planned.
- The manual is undergoing final chapter reviews by very senior people (Julie, Gary and others).
  - Review copy will be available the weekend of Oct 25 to the winter program committee.
- The program has been announced on many forums (Outdoors, MUD, VFTT, etc).
- One of the classes (right now the third class on 11/16) will be held at Eastern Mountain Sports in Boston.
- H/B announcement goes to 1450 people.

Phil noted that Abby has taken on many tasks, done wonderful work, and she could (possibly) be a solo winter hiking program coordinator next year.

Phil wanted to know who will be holding the editable copies of the manual after the revisions and program. It was noted that the chairs should always have access to the docs. Answer: Keith Moore, Gary and Silvia will have access to editable, up-to-date copies of the WHP manual.

**Spring Hiking Program:** Bob Knudsen

- Noted that after the manual is edited, the editable copies will go Bob Knudsen, Gary, and Silvia.
- Dates for program are set for April 19 & 26, May 3, 10 & 17, and Cardigan Lodge on May 20, 21, 22.
- Plan is to get the schedule up on the website by January 1, 2011.
- Go live for sign-ups in April.

Bob suggested, with the treasurer's input, that the program costs be increased by \$1 for both member pricing (from \$45 to \$46) and non-member pricing (from \$50 to \$51). This increase would be for organization and reporting purposes only: Registrations are paid on Paypal, which purportedly does not allow a person paying for a H/B registration to note for which event or program he or she is paying [*Ed. AN 11/10/2010: PayPal actually does allow this*]. By changing the prices, the treasurer will then know that when someone makes a Paypal payment in an amount of \$46 or \$51, he or she is paying for the Spring Hiking Program.

It was decided that the prices will be held at \$45 and \$50 for now, but this would be an action item going forward. **Action:** Michael and Silvia will vary prices slightly to help the Treasurer match specific revenues with their corresponding programs.

#### **Spring Leadership Coordinators:**

Silvia reported that Erik Abel and Reji James (a YM leader) will be the Spring Leadership Program coordinators:

- Typical program limit is in the range of 20-25 participants.
- Boston Chapter Exec Committee has asked the H/B committee not to limit due to the cancellation of the Fall Leadership Program, and demand is expected to be high.

#### **Leader Subsidies:**

Kevin offered two ideas to make applying for subsidies simpler:

- Once a leader has led a trip, they can apply for WFA reimbursement
- Allowing leaders to apply for a WFA subsidy if the full course has been taken within the 12 months prior to the trips being led.

Michael Swartz noted that leading two trips is not a difficult requirement. Many in attendance agreed.

Kevin further explained the second idea as simply making the order of requirements simpler for those applying for a subsidy:

- The current order is: Lead Trip #1, Lead Trip #2, WFA Course (following trip leads), Apply for Reimbursement
- Kevin's proposal is: WFA Course (anytime within the 12 months prior to applying for reimbursement), Lead Trip #1, Lead Trip #2, Apply for Reimbursement.

Kevin proposed a motion to allow leaders to apply for the WFA subsidy (reimbursement) following two trips led and the WFA certification course anytime within the 12 months prior to submitting the application.

This was seconded by Julie and passed by the committee.

Kevin proposed a motion to amend the H/B Subsidy Program Rules document to reimburse for WFA certification and leading two trips, instead of requiring two trips being led with CPR certification and two trips being led with WFA certification.

This was seconded by Brian and passed by the committee. **Action:** Kevin will update the document accordingly.

**Leadership Applications:** Ellen

Ellen presented a three-season leadership application for Phil Jones. The committee approved the application and congratulated Phil.

**Holt Trail:** Michael & Stan

In place for the last 20 years is a ban prohibiting the use of the Holt Trail on Cardigan by the Winter Hiking Program. A year ago there was heated discussion regarding this ban and at that time, as no committee member had been up the Holt in some time. The decision was left that folks who enacted the ban 20 years ago had more knowledge of the Holt than the committee did (last year).

Michael and Stan volunteered to visit the Holt Trail and report their findings to the committee:

- The trip was up the Holt Trail to the Firescrew
- Michael stated that he immediately thought the Holt was “too dangerous for beginner hikers”
- Stan agreed, noting that he has 15 years experience leading out of Cardigan. “Too Dangerous!”

The committee, on the advice of their trip report, is leaving the ban in place.

Kevin stated that he disagrees and thinks leaders should be able to decide on their own. Stan noted that this ban is for the Winter Hiking Program and beginner trips are not screened.

**Assignment of Mentors to New Leaders:** Kevin

- Everyone gets a mentor during the period of the leadership class
- More formalization – What to do after training/picking up after the program moves on
- We need to be proactive, not reactive
- Julie stated that this is being done, but probably not as organized as it should be

**Agenda Items for Future Meetings:**

- Minutes from the September 14, 2010 H/B meeting (Alex) – **November meeting**
- Amend/update H/B rules to reflect policy changes since 2000 (Alex) – **Future meetings TBD**

### Future Meetings:

- Wednesday, November 10, 2010 – Yang Tse Restaurant in Lexington
- Tuesday, December 14, 2010 – Michael Swartz at Brandeis University
- Tuesday, January 11, 2010 – Bob Knudsen in Woburn

**Adjourn:** 9:13pm

### Recap of Action Items:

- **Silvia** will request funds from the Chapter to purchase a laptop computer for use by H/B.
- **Robert** will initiate a monthly trip deadline reminder.
- **Joyce** to send a periodic reminder to leaders and co-leaders to file their trip reports.
- **All** - Solicitation for trip registration system testers during tweaking period.
- **All** - Identify candidates for WFA Coordinator - a position to ensure/monitor leader WFA training to meet H/B requirements.
- **Matt** will coordinate a full WFA course to coincide with Spring Leadership Program.
- **Kevin** will amend the H/B Subsidy Program Rules document to authorize reimbursement of WFA certification expenses simply as soon as the leader/co-leader has both successfully completed the WFA course and has also successfully led or co-led two trips.
- **Silvia** and **Michael** will vary prices slightly in order to help the Treasurer match specific revenues with their corresponding programs.

Minutes taken Jeff Carlson

Edited by Alex Nedzel

Approved by the H/B Committee 11/10/2010