

## Minutes: March 2011 Monthly H/B Meeting

**Date/Time:** Tuesday, March 8, 2011

**Location:** Brandeis University (Waltham, MA)

**Attending:** Bob Asch, Jeff Carlson, Stephen Conlin (guest), Ellen Cullen, Abby Driscoll, Brian Glenn, Joyce Horrigan, John Lisker (guest), Bob Kittredge, Bob Knudsen, Julie LePage, Alex Nedzel, Gary Schwartz, Michael Swartz, Dan Wiktor (Acting Chair).

**Come to order:** 6:58 pm

**Minutes of prior meeting:** The minutes from the February 8, 2011 H/B meeting were approved.

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

Bob Kittredge represented H/B at the March Executive Committee meeting and reported that:

- It was suggested that perhaps someone in HB could contribute an article about this year's huge Winter Hiking Program to the MUD. **Action: Abby** will write up an article on this winter's WHP and send it to Geoff Moore for inclusion in the Mud.
- Paul Dale would like to find someone willing to replace him eventually as Executive Committee chairman. Anybody?
- John Lisker would like any problems with Outdoors, particularly trip listings, to be reported to him, so that he can bug the appropriate AMC staffer(s).
- With regard to financial reporting of trips that charge their participants fees: The feeling of the Executive Committee (not actually voted on yet) was that the leaders of such trips should at very least report how much money was collected, how much was expended, and what was done with any excess. And expense receipts should be saved by the leader for at least six months in case their activity committee wants to audit them. **Action:** for the next H/B meeting, **Michael** will propose a revision to the Rules that incorporates these ideas.
- As to how the above information should be handled, Robert Winter of Local Walks volunteered that he has created an "editable PDF" for leaders to fill in and email to their committee's trip reporter.
- Gary added that last month (and not reported at the previous H/B meeting), the Executive Committee had approved an \$850 expenditure for a computer projector and cable at Cabot.

**Treasurer:** Michael reported that:

- The Winter Hiking Program netted \$4000.
- We broke even on the Cardigan Weekend.
- The H/B account balance increased by \$300 over the month of February, ending at \$19,424.

**Trip Coordinator:** Robert submitted a report via e-mail. We continue to run ahead of last year:

- February: 11 trips, 1 instructional trip and 1 slide shows, vs. 8 trips and 1 slide show last year
- March: 10 trips, 1 program, and 1 slide show, vs. 6 trips last year
- April: 3 trips, 1 instructional trip, 1 program and 1 slide show vs. 3 trips, 3 programs and 2 slide shows last year
- May: 2 trips, vs. 8 trips last year

Robert also expressed thanks to the Leadership Award and Event Planning Team of Abby, Maura, Stephen and Judy for mentioning, and continuing to mention, that Trip Planning is DEFINITELY ALLOWED and STRONGLY ENCOURAGED at the evening.

Lastly, Robert reported that some improvements to the AMC Trip System are imminent, the most important of which is that after six years of responsible use of the system by the committees, Joy St approval will end, and the postings should flow faster to the web after trip coordinator approval. What that means is that everyone, especially the trip coordinator, has to be much better at reviewing and editing the postings, as there will no longer be any Joy St editors to clean up the text.

**Harvard Cabin:** Bob Kittredge reported that:

- There were two Above Tree Line Workshops held in February. The first involved 16 people, and turned in a surplus of \$215. Stats from the second workshop are not yet available.
- Next at the cabin: the Advanced Skills Workshop in early April.

**Spring Leadership Program:** Michael reported that there are now 30 participants, plus two on the waiting list.

**Trip Reports:** Joyce reported that reports from February's trips are mostly in.

**Webmaster:**

- Abby and, Dirk continue to work on the trip registration system. They've found out how to include a registration link with a posting on the AMC Trip System. The poster simply needs to use (and refer in his/her text to) the "Include web link(s) in trip description" field in the submission form.
- Documentation for the trip registration system is nearing completion. Next step: Abby will meet with Julie and Gary to create a step-by-step "how to post a trip" document.
- Gary invites people to submit more content on the H/B site - photos too!

**Wilderness First Aid (WFA):**

- Jeff reported that two full WFA programs at Joy Street are on the schedule: June 18-19 and November 5-6. Both will be SOLO-run.
- **Action: Gary** will rope in Aaron in order to arrange a late April date for a 1-day refresher program session.

- **Action: Gary and Jeff** will research and disseminate a list of all extant WFA course options in the area over the coming months.
- To give leaders an opportunity to take advantage of the June Joy street WFA session or any offsite offerings happening before then, the committee voted to extend the start date for the new H/B WFA requirement from 5/1/2011 to 6/19/2011.
- **Item for our next meeting:** How do we implement an honor system for WFA certification?

**Spring Hiking Program:** Bob Knudsen reported that:

- 28 people have registered so far.
- Hikes/dates/leaders are all lined up, and the course sections and lecturers are lined up.
- The last planning meeting for the course takes place on March 22.
- Bob is asking contributors to submit all edits/updates to the manual by March 15. He plans to send the manual to the printer on March 18.

**Leader Applications:** Ellen presented an application from Matthew Pearson for Three Season Leader. The committee approved the application. Bob Asch is now the Leader Application Coordinator. Ellen has one application in process, and will hand it off to Bob. **Action: Gary** will update the necessary website links and forwarding aliases to reflect the change

**Leader Training Subsidy applications:** None to report for February.

**Leader Appreciation:** Abby reported that:

- Voting materials and publicity have been sent out.
- **Action: Gary** will send the co-leader list, including telephone numbers, to the Leader Appreciation Committee. The committee will divvy up the names across all H/B Committee members so that personal invites can be extended by telephone to all co-leaders, including this year's latest crop.

**Trip Participant Complaint:** The Committee went into **Executive Session** for approximately an hour to address a participant complaint against an H/B leader that Silvia had received by e-mail and forwarded to the committee. After coming out of executive session, the committee approved a motion to assign **Alex (Action)** the task of sharing the committee's findings and consensus with the leader involved. **Action: Dan** will update Silvia on the evening's discussion, and **(Action) Silvia** in turn will follow up with the participant.

**Next Meetings:**

- Wednesday, April 13, at the home of Bob Kittredge
- Wednesday, May 11, at the home of Alex Nedzel
- Tuesday, June 14, at the home of Dan Wiktor

**Adjourn:** 9:55pm

### Recap of Action Items:

- **Abby** will write up an article on this winter's WHP and send it to Geoff Moore for inclusion in the Mud.
- **Michael** will develop and propose a revision to the H/B Rules that incorporates the likely financial reporting requirements discussed by the Executive Committee.
- **Abby** will develop a proposed roll-out plan for the new trip registration system and present it at the April H/B meeting. (carryover from February)
- **Gary** will rope in Aaron in order to arrange a late April date for a 1-day WFA refresher program session.
- **Gary and Jeff** will research and disseminate a list of all extant WFA course options in the area over the coming months.
- **Gary** will update the necessary website links and forwarding aliases to reflect the change in Leader Applications Coordinator from Ellen to Bob Asch.
- **Gary** will send the co-leader list, including telephone numbers, to the Leader Appreciation Committee. That committee will divvy up the names across all H/B Committee members so that personal invites can be extended by telephone to all co-leaders, including this year's latest crop.
- With the Leader involved, **Alex** will share the Committee's findings and consensus with respect to a participant complaint.
- **Dan** will update Silvia on the evening's discussion of the participant complaint, and **Silvia** in turn will follow up with the participant.

### Future Agenda Items:

- Propose a revision to the H/B Rules that incorporates the likely financial reporting requirements discussed by the Executive Committee. (Michael/April)
- Proposed roll-out plan for the new trip registration system. (Abby/April)
- Discussion: how do we implement an honor system for WFA certification? (Jeff/April)

Alex Nedzel - v2 FINAL 3/21/2011