

H/B Monthly Meeting Minutes– February 11, 2020

DATE/TIME: Tuesday, February 11 meeting at 7:00pm

LOCATION: c/o Rob Zoletti (Needham)

1. Introduction/Welcome

Attendance: Elizabeth Ryan, Casey Ajalat, Paul Terenzi, Robert Freed, Stephen Conlin, Alex Bernsen, Jess Halvorsen, Morgane Treanton, Katie Bartel, Keith Watling, Rob Zoletti, Chao Xie (by video)

2. Minutes - January 11th - Minutes approved without objection

3. Operational Updates (if needed beyond the written updates) (30 min)

Functions (Executive Committee; Treasurer; Trip Coordinator; Harvard Cabin; Trip Reporter; Leadership)

Programs (WHP; SHP; WFA; Lecture Series); active projects, Social Media

- April HB meeting date conflict: scheduled meeting date conflicts with SHP. Agreed to change to 4/16/20 in Belmont.

Executive Committee (Elizabeth Ryan)

- Notes are posted.
- Invested reserves proposals are due 3/2/20.
- Leadership training is 4/9 and 4/15 at City Square; 4/24-4/26 on the Cape.
- Earth Day and other conservation efforts are ongoing. Coordinate with other committees so as not to overlap events.
- Trip difficulty rating system is in progress. Target date is to switch everything over 4/1/20, but technical details are still being worked out.

Treasurer's Report (Rob Zoletti)

- Audit completed on time and submitted.
- \$11,589.96 balance is reconciled.
- Current financials:
 - BOA=\$12,212.69 + PP= \$6,601.05 = \$18,813.74 total
 - Higher than normal because of Presi Range hike (\$5420 holding until payout in May/June); \$30 per person loss because of PayPal fees. Decision: discuss with Alex Nedzel.
- 1/25/20 Meeting of the Treasurers - 30 ppl, treasurers from various AMC groups attended. Issues: still more than 30 bank accounts; some use PayPal, some don't; trying to determine next financial software platform; chapter uses Citizens and HB uses BOA. Consolidation of chapter finances might take awhile. Wait for direction from chapter level.
- Assistant Treasurer position to be posted soon

Spring Hiking Program - Casey Ajalat

- SHP is posted. 32 approved; 16 tentative. Some families are signing up.

- WM Guides are ordered.
- Trips are being set up. Issue: who is being listed as leader of individual hike? Liability issue. Casey and Morane to figure it out offline. Update next month.

Trip Approvers - Keith Watling and Morgane Treanton

- No updates

Harvard Cabin- Elizabeth Ryan for Mark Warren

- Canceled last two months
- Work weekend coming up. Advertise to leaders.

HB Announce: Need to find a HB Announce person.

Social Media - Alex Bernsen

- Feedback on what committee is looking for re: social media?
- Currently, things are posted in Facebook HB Group
- Goal should be to post anything of importance to HB on FB, like SHP/WHP even w/o exact dates
- Clarify permission rules - there is a consent form online (signed paper necessary) - Decision: include with trip waiver form and post on our website
- Alex will send a reminder email that social media is a way to advertise hikes
- Minutes should be posted to social media also. *KB to send approved minutes to everyone + Alex.*

4. Discussion Items

- a. 2020 Leader Appreciation event
 - Date TBD; limited menu.

- b. Leader retreat update (Elizabeth + Keith)
 - 4/18/20, half day, at Thoreau Club, Concord MA. Keynote after lunch (1-2pm)
 - DEI training before lunch (1 hour)
 - Smaller breakout to discuss leader-designated topics (e.g., best practices for screening; ultralight backpacking)
 - Keynote speaker is Ty Gagne, author of *Where You'll Find Me*
 - Speaker fee suggestion: \$500? Check with Faith Salter about club precedents. Elizabeth, Keith, and Rob to agree on the fee.
 - Capacity is 225; goal is 50-75. Active leader/coleader list is 130.
 - Elizabeth to announce the event.

- c. Inactive leader policy draft (Alex)
 - Draft is good. Change wording for lapsed options.
 - No more distinction between coleader and leader candidate (good)
 - Use ActDB to verify. Have coleaders show up like leaders do. Can use REGI to double-check.
 - ActDB has drawbacks (e.g., listing only one coleader)
 - Technical details must be worked out, but the policy is sound
 - Question - regarding the lapsing notice for a leader - option 2 - would the leader have to reapply, or would they be voted on by the committee? Clarify that after the leader does those coleads, it comes back to committee for review. Alex to update/clarify.

- Who gets included in the leaders list? Listserv is different than the active leader list. E.g., alums would be removed from the email list, but then we lose contact with them. Suggestion: have a two tier email list -- (1) active list, (2) active list + alumni. Some culling should happen, but don't want to lose track. Further discussion at a later date.
- Clarification - once a coleader goes inactive, do they need to redo leadership training? Should it be mandatory or discretionary?
- Missing: a one-year notification for coleaders. A coleader is considered inactive after two years. They should be notified at the one-year mark. Is the omission intentional or a mistake? Alex to clarify.
- Question: if leader/coleader drops out of a hike, does that count/not count? ER to ask Alex.
- Leadership coordinator will implement the policy.
- Decision: Alex to incorporate feedback and resubmit for a vote in March.

d. Leadership Applications Coordinator position

- Pam Wilmot to step back. Need to fill position. Involves judgment on application; pulling reports (self eval + leader eval); obtain missing evals from leaders; determine if applications meet minimum criteria (e.g., is WFA current/does trip meet the seasonal requirements); then submit final report to committee a week in advance. Can recruit from the leader list, but they ultimately must be approved as a committee member. Person should have some leadership training experience as well as four-season experience.
- Possible to automate the process? E.g., automatic email to leader after each trip (pre-filled forms with certain data); and follow-up within a week.
- Stephen Conlin or Jess Halvorsen offered to fill the role on interim basis. Casey and Chao to help with technical aspects.
- HB Committee now has 3 open positions: assistant treasurer, HB Announce, Leadership Application Coordinator
- Suggestion: recruit more people to Committee with an email blast and host at City Square
- Suggestion: spend some working time in subcommittees to minimize the amount of time spent on calls outside of monthly meetings.

e. 2020 goals and working time

- See document ***[ER to post?]***
- Achieved ~50% of goals. Outstanding items: member survey and conservation

5. To do for March Meeting:

- Suggestion: recruit more people to Committee with an email blast and host at City Square
- Suggestion: spend some working time in subcommittees to minimize the amount of time spent on calls outside of monthly meetings.
- Suggestion: everyone to post their updates in OneNote
- To do at March meeting: inactive leader policy; determine how to post SHP program trips in ActDB; draft and post leadership application coordinator job description

6. Next Meetings

Tuesday, March 10 - Alex Nedzel (Lexington)
 Thursday, April 16th - Stephen (Belmont)
 Tuesday, May 12th - Morgane (South Boston)
 Tuesday, June 9th - Elizabeth Ryan (Billerica)

Meeting adjourned at 8:51pm.