

H/B Monthly Meeting Minutes

DATE/TIME: Tuesday, September 15 meeting at 7:00pm

Attendance: Elizabeth Ryan, Morgane Treanton, Katie Bartel, Rob Zoletti, Stephen Conlin, Christine Malinowski, Alex Nedzel, Paul Terenzi, Jess Halvorsen, Alex Bernson. Guests: Jim Robinson, Tom Kenyon, Deb Conrady, Abbie Sookdeo

LOCATION: Zoom Meeting (online)

1. **Introductions and Welcome** – several guests joining
2. **Approve Minutes** – August minutes approved with following edit: WHP plan is based on anticipated leader availability and reduced trip capacity.
3. **Operational Updates**
Functions (Executive Committee; Treasurer; Trip Coordinator; Harvard Cabin; Trip Reporter; Leadership Programs (WHP; SHP; WFA; Lecture Series); active projects, Social Media

Treasurer (Rob Zoletti)

- \$945.20 in PayPal; \$9,235 in BoA
- Reviewed budget for next year – ready to present.

Trip Approver (Morgane Treanton)

- Leaders should be aware of new hike ratings

4. **Discussion Items**

- a. **Committee updates - Elizabeth Ryan**

- 2021 budget drafts are due by 10/15
- There is still a hold on nonessential spending
- Avoid contracts that require nonrefundable deposits (e.g., lodging). If leaders want to do an overnight, should be at AMC facility or similar facility with similar safety protocols and refund policies (Notch Hostel)
- The Club will be in Phase 2 through next summer (Labor Day).
- SHP will be online (reduced trip capacity; overnights will be difficult).
- No in-person leadership appreciation event in first half of year. No leadership training this fall, and unlikely in the spring. Potential to run an online leadership training refresher at the Club level.
- WFA recertification: classes are hard to come by. Likely extend recertification. SOLO has extended their certificates expiration by one year
- Chapter's annual meeting will be remote on 11/8. Presenter: Steve Tasho on conservation efforts.
- Robert Freed is resigning from the Committee.

- b. **Update on Club-level 2019 Audit findings – Elizabeth Ryan**

- The Committee is doing well with budgets, transparency.
- According to club financial manual, any committee with bank account should put together a quarterly report. This could lead to too much extra work for the treasurers. Find a middle ground for reporting.
- Leaders will no longer handle trip fees through personal finances. Going forward, any participant funds must be payable to the Committee rather than leader (check or PayPal). Reimbursements will be requested from the Committee. Develop a reporting form and other procedures. However, if the lodging is AMC property, participants can pay AMC directly for their bunk rather than the leader.
- Leader might need to submit a budget so that the Committee can understand the cost upfront.
- It won't be the norm for the Committee to underwrite the trips upfront if it can be avoided.
- There is a possibility for different procedures based on the type of trip. One procedure may not fit all circumstances.
- The leader could manage the participant list if participants mail the leader the check (payable to HB); leader gathers them and then submits to HB.
- Cash is strongly discouraged.
- YM has policy where the committee will lend funds for large-ticket items; the loan will go directly to the facility; Narragansett done entirely by PayPal.
- Action items: (1) develop various scenarios (huts, campgrounds, facilities, HC) and figure out what procedures need to be put in place. (2) Obtain clarification from Exec Committee and gather information from other Committees. (3) Update the HB rule preventing funds from being advanced for a trip (2.2.5).

c. #BeOnline Events - Morgane Treanton

- Amy Grenier on JMT last week; 50 participants; posted on HB Facebook page
- Upcoming: 10/14 Michael Blair (Beyond 48: Winter Edition), and 11/18 Mauri Eldridge (Climbing Aconcagua)
- Stick to 1 per month

d. WHP 2020 - Jess Halvorsen

- Recap: WHP is happening. Will be based on leader availability and trip size. Aiming for 35 participants and will offer a reduced number of trips. No backpacks or overnight trips; majority of trips will be below treeline.
- Jess confirmed with the church that we won't be using their space; Cardigan will likely be canceled; in process of gathering volunteers for the various roles (Mentors, IT help, counselors, general help for Q&A, etc.)
- WHP schedule might change. There are typically 4 hours of lecture and 2.5 hours of breakout sessions. The material may be limited to 1-1.5 hours online. Certain lectures can be combined; can have dedicated breakout Zoom; etc. Night 5 might need to change as well. Might need to change from Wednesday to Thursday.
- Any L/CL can join in. Zoom should be able to restrict access to participants.
- 35 ppl paying \$25/30; they will all receive the WHP Manual electronically as in past 3 years.
- A question arose as to whether there will be enough leaders to lead the limited trips offered.

e. Inactive leader procedures - Alex Nedzel

- Finish first iteration by Thanksgiving.
- Policy framework is established; the focus now is on process:

- For a leader: contact the lapsed leader and see if they want to continue; if so, follow a similar model to leadership application. HB Committee decides next steps; leader in question then does what is asked of them.
- Any alum would remain on listserv as an “Alum” and the communication they receive would be selective.
- Data source for the lapse is trip reports. If they led for SHP/WHP, that will be made known during initial contact with the lapsed leader.
- COVID could affect the list. Will look at this year, but also 2018 and 2019.
- Need to find the right balance and ensure the lapsed leader really does want to lead trips. Should there be an event that centers on alumni?
- Action item: present data for next meeting and finish round 1 by Thanksgiving.

f. Member at large policy—Elizabeth Ryan

- The goal was to get 2 members to join the committee with a focus on special projects and to serve as representation of wider membership. Special projects would align with the Club’s broader goals (AMC 150 and Annual Goals)
- They would have voting rights
- Modeled after the Chapter’s Member-at-Large policy
- Use HB Announce as primary solicitation source; Facebook secondary
- There are also Committee spots to fill. Need to discuss size of Committee. Adding Member-at-Large members would give specified jobs.
- Motion was approved to add two Member at Large positions to the Committee.

g. Trip procedures surrounding COVID – Elizabeth Ryan

3- part Process:

- Clarify what is being done
 - Put in place mechanisms that address club’s primary concerns surrounding backup trip plans that differ from original trip (HB trip delineations tend to preclude these concerns)
 - If a leader does need to activate their back-up plan, the Committee should know.
 - Suggestion: front-end and back-end communication
 - The alternative trip plan should be less challenging than the original objective
 - This only applies to leaders who think there might be reason to invoke an alternative.
 - If there aren’t two trips proposed, should the trip approvers refrain from approving it?
 - If the plan changes ahead of time, the Trip Approvers and the Chairs should be contacted along with the group. If it’s at the trailhead, then it should be tied into the trip report (e.g., a question that asks “did you use your back-up plan?”)
- Action item: communication needs to go out to all leaders that this is in effect.

h. Executive session

Leader applications – N/A

5. Next Meetings:

Tuesday, October 13th - Online

Tuesday, November 10th - Online

Tuesday, December 8th - Online