

H/B Monthly Meeting Minutes

DATE/TIME: Tuesday, June 14, meeting at 7:00pm

LOCATION: Zoom Meeting (online)

1. Introductions and Welcome. Attendance: Keith Watling, Morgane Treanton, Ed Batutis, Rob Zoletti, Sarah Frisken, Eric Robbie, Jess Halvorsen, Tom Kenyon, Katie Bartel, Chao Xie, Pam Wilmot, Deb Conrady, Elizabeth Ryan, Alex Nedzel. Visitors: Dennis McCarthy, Bob Vogel, Fatemeh Haghighatjoo, and John Lisker. Late: Stephen Conlin, Alex Bernson

2. Approve Minutes (May): approved with no further edits.

3. Operational Updates

Functions

- a. Executive Committee (KW)
 - Club-driven training on 9/18 for anyone interested in becoming instructors with leadership training (“train the trainer”). There’s a large need for trainers.
 - Urgent request for the number of WFA recertification needs for 2023 along with any carryovers from 2020-2021
 - As of 9/1/22, the title “coleader” will be replaced with “leader in training”. Changes will be made in ActDB.
 - Annual meeting on 11/13. Leadership awards will be given. Majka Burhardt will be the speaker.
 - Scholarship program will resume in 2023
 - Spring leadership program yielded 23 grads; one-day course yielded 26 grads. Followed by a successful trip planning meeting with 50 participants.
 - Annual retreat was held on 6/5.
 - Need to draft a set of goals by October for submission in November.
 - Sept HB Committee meeting will be changed to 9/20/22 in person.
- b. Treasurer (TK/RZ)
 - Cash balance: \$14k to \$13k. Minimal movement.
 - 2 refund issues for discussion: refunding PayPal fees and refunds based on COVID.
 - o PAYPAL FEES: Looking for guidance on how to reply when people ask for refunds from events. Refund gross or net amount? To date, 22 refunds with lost fees of \$54 (not substantial at the moment). Initial proposal was to refund entire amount if less than \$100; for more than \$100, refund less the fee. Since the lost fee amount isn’t very substantial, the new proposal is to refund the entire amount. Decision: no need to escalate to the club level. Defer to the treasurers’ decision as long as expectations are clear for participants.
 - o COVID REFUNDS: if someone tests positive for COVID and cannot participate, should they get a refund? Decision: no more COVID refund exceptions. Tom to draft a guideline for treasurers to use.
 - Budget vs Actuals in 2022: Individual trip budget/actual forms provide good historical data for accurate budgets going forward.
 - 2023 Budget timeline: starts August; first review September; final must be submitted end of October. Need some stakeholders for SHP (Sarah F); WHP (Eric R); Cardigan (Elizabeth R. and Fatemeh H.); Harvard Cabin (Mark W.)
- c. Trip Approver (MT/KB)
 - REGI issues have been referred to Jesse W.

- d. Trip Reporter (EB)
- YTD trips compared to 2019 are up, but there are fewer participants per trip.
- e. Harvard Cabin (MW): N/A
- f. Leadership (AN/SC): N/A

Programs

- a. WHP (JH/ER): Eric has taken over from Jess, and planning outreach has begun. The goal for WHP is in person (Medford Church).
- b. SHP (SF): on track and trips are going well.
- c. FLP (JN): N/A
- d. HB Announce (KW): no mid-May or early June issue. JR has resigned as HB Announce editor and Committee member, and the Committee thanks him for his help over the years. Chao Xie will take over as interim HB Announce editor. Search in progress for a permanent editor.
- e. Lecture Series: N/A
- f. #BeOnline: N/A
- g. Social Media/Website (AB): no updates.

4. Discussion Items

- a. 4-Season Leadership requirements (KW): vote on the language as captured in April 2022 minutes. Motion called, seconded, and approved unanimously.
- b. Leader's Social Update (JH): survey has been sent to HB leaders.
- c. Guide Cards (JH): guide cards have been distributed to committees. Delays have been addressed.
- d. Goals Update (KW): status update below; Committee will review again in September.
 - o ACTIVE CONSERVATION: Ride sharing: Chao to send update later this month.
 - o TRAIL WORK: total of 68 of 100 hours have been completed in the Blue Hills!
 - o DEI: in progress. 6 of the 7 HB Announce issues have advertised a DEI event.
- RECREATION NETWORK: in progress with migration to the new site.
- e. Trip Leadership/Participation Initiative (KW): our primary metric as a hiking club is how many people are we getting outdoors. Pam Wilmot will put together a subcommittee to take market/survey research principles into account in order to increase the metric. Look at some of the factors (e.g., numbers of leaders; conversion of coleader to leader; number of trips each leader is leading; competitor analysis with other orgs that provide similar services and how they do what they do and what their market share is; how our mix of trips compare to theirs as well as to our current and historical trips; do research about what appeals to potential participants and how we reach them (marketing strategy)).
- f. In person September HB Meeting (KW): will do if possible. Date change to 9/20.

5. Executive session

- a. Leader applications

6. Future Meetings

- Tuesday, September 20
- Tuesday, October 11
- Tuesday, November 8
- Tuesday, December 13