

H/B Monthly Meeting Minutes

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

LOCATION: Zoom Meeting (online)

1. **Introductions and Welcome.** In attendance: Keith Watling, Jess Halvorsen, Deb Conrady, Eric Robbie, Chao Xie, Alex Nedzel, Sarah Frisken, Tom Kenyon, Morgane Treanton, Ed Batutis, Majid Ali, Bob Vogel, Rob Zoletti, Elizabeth Ryan, Katie Bartel, Stephen Conlin. Guest: Zach Johnston. Absent: Pam Wilmot, Alex Bernson.
2. **Approve Minutes (September):** Minutes approved with one correction (3 in-person meetings, not 4).
3. **Operational Updates**

Functions

- a. Executive Committee (KW)
 - Annual Fall Gathering on 11/13 @ 7pm (Zoom)
 - All budgets received; invested reserves (\$36k to spend; \$14k siphoned to fish hatchery in Maine, leaving \$22k. \$8k to support DEI speakers and \$14k as regional subsidies for WFA courses, both of which were approved).
 - Preliminary discussion of 2023 Goals
 - New Chapter Conservation Coordinator (Jen Parkos)
- b. Treasurer (TK/RZ)
 - Cash on hand. Not much movement between accounts.
 - Preliminary budget was submitted to the Chapter. It was updated with leader appreciation and leader development; no further money was budgeted for microspikes.
 - 2022-to-2023 variance completed and sent to the Committee.
 - Question. Map & Compass weekend: 14 attendees, 1 joined from the WL, lots of cancellations. \$113.58 surplus...but if we refund the cancels, we'll be \$70-80 in deficit. Decision: cannot refund last-minute cancels (e.g., 5 days prior we can refund; 1 day before cannot refund). Keep consistent and set expectations by adding the cancellation policy to the trip posting. Tom, Rob, and Jess will regroup separately to revisit this.
- c. Trip Approver (MT/KB)
 - Common mistakes will be updated to reflect new term "leader in training" instead of co-leader.
 - LITs who submit trips with finances can be problematic. Tom/Rob can resend the original announcement after the next round of leadership training. Mid-Nov or mid-Dec ideal.
 - One trip required back and forth but has been successfully posted.
- d. Trip Reporter (EB) – see reporting notebook for details
 - Sept: 13 (10 reported) trips ran vs 19 in 2019. 62% total participants in 2022 compared to 2019. Pam Wilmot exploring these trends.
- e. Harvard Cabin (MW) – fall work weekend is Nov 11-13. Anyone who wants to contribute to the cabin upkeep is welcome!
- f. Leadership (AN/SC) – N/A

Programs

- a. SHP (SF)

- Survey has been received; small response rate compared to 2019 (due to a lottery, which will be reinstated next year). General responses were good, which will be integrated into next year. As a reminder, there were 115 participants with 27 trips.
- b. WHP (ER)
 - Presentation schedules are set; roles are filled; early trips have been developed with Steve and Pat reaching out to many leaders. Registration will open Thursday at 8pm. Good to go!
- c. FLP and Trip Planning Meeting (KW)
 - Two-day program begins 10/12 (zoom), 10/19 (City Square), 10/28-10/30 (Milton New England Scout Base Camp). 32 leaders-in-training. Trip planning: 11/3 (in person).
- d. HB Announce (MA): 2 editions per month, going well. There's a DEI function that helps advertise events.
- e. Social Media/Website (AB): N/A

4. Discussion Items

- a. HB Training Reimbursement Policy Update (ER)
 - Policy needs to be updated on HB website. HB policy lists courses and reimbursement rates, which are inconsistent with the Chapter policy (which supersedes it but should be consistent). Good news is that the new policy has been updated and approved. Jess to resend to committee and Alex B to update the website with the new link.
- b. 2022 Goals Update (KW)
 - Conservation: Bob Vogel continues to lead the charge with trail work; Keith as well. HB hours = 81. Approaching goal of 100 hours. But there are only 8 people contributing to that trail work; hoping to expand to more people.
- c. 2023 Goals (KW)
 - New high-level goals for the Chapter: Active Conservation (at least 2 activities promoting active conservation); Outdoor Journey (host social events for volunteers and Chapter community); and Recreational Network (organize more events in 2023 than in 2022 for each committee – *what will this look like?*; embrace the new Outdoors Connector on schedule for Q4)
 - Jess: what would facilitate the embracement of the Connector? Elizabeth: Beta testers, positive mindset.
- d. Winter Leader Development (ER)
 - Summary: touches on 2 things: skills and access. Skills: provide supplemental training for winter LITs to make sure they are comfortable with being responsible for a group in winter. Developed 4-8 trips early in the winter. These trips will be aimed at leaders to give them winter experience and make sure they are comfortable to lead trips going forward. Access: access to opportunities to lead in the winter for coleaders. An HB goal is to develop leaders, specifically winter leaders, and there's a bottleneck between number of LITs wanting to help but who aren't able to do so for whatever reason. Two causes: familiarity and higher stakes in winter/need for trust. These issues can be solved. The question is: does HB think this is a problem, and if so, how to address? Potential idea: 3-person leadership team (Leader, experienced LIT, novice LIT) in both program and non-program trips.

- Comments/discussion:
 - o Rob: there is a comfort level needed in winter. A 3-person team is a good idea.
 - o Alex: good idea, potential for admin nightmare.
 - o Jess: how to broaden the access w/o micromanaging? On Adv Travel committee, leaders send out a bio blurb to let new LITs know who they are and what their interests are.
 - o Morgane: If you have 3, just need to be clear whether this is required or requested (some leaders might be fine with a new LIT). How to break out of labeling (e.g., “green” vs more experienced LIT).
 - o Deb: no need for an official policy or levels of LIT. Can do this informally to eliminate the admin burden.
 - o Rob: is there a leader bio list?
 - o Eric: bio blurb is a good idea, allows for leaders to have more info when they outreach (and vice versa). This would be a recommendation/suggestion rather than a policy in order to avoid admin burden.
 - o Jess: skills development effort may help with familiarity and engagement.
 - o Keith: keep it simple.
 - o Action items (Eric): take advantage of trip planning meeting and make a brief, encouraging announcement. Elicit bio blurbs in advance to help with this effort.

- e. Trip Leadership/Participation Initiative (JH for PW)
 - Update: Pam, Elizabeth, Stephen, John, Deb, Jess, and Eric met (Ed, Keith unable to join). Brainstormed topics. Goal: be data driven. Next steps: frame a few key questions and then source data.
 - Discussion:
 - o Stephen: identify and issue, test the hypothesis, then approach. OK to get input but that’s only the first step in a multistep process before it leads to action.
 - o Eric: Do we have any money allocated to this? Data gathering/survey typically takes some funds; if we do it ourselves there are concerns. (There are no funds for this.)
 - o Elizabeth: before budgeting for a more advanced survey tool, reach out to leaders list. Can’t outsource hiring anyone without Club oversight.

- f. Feedback Forms (CX)
 - HB has 2 different feedback forms: general feedback form and a specific trip feedback form. Are leaders sending these out? Is all feedback forwarded to the relevant leaders/LITs?
 - Can someone take on the dissemination and potential judgment calls/follow up? Chao is happy to take this on
 - Eric: are we creating an extra step? Elizabeth: there needs to be oversight.
 - Action item: Chao X. will clear the backlog and then propose what to do going forward (revisit next meeting)

- g. Leader Social in November (JH)
 - Send out a note to HB leaders to meet at a specified location to reconnect with no formal agenda or extensive financial support.

- h. In-person meeting December 13 (KW): Southboro, MA

5. **Executive session**

- a. 3-Season Leadership Applications

- i. Bob Mountain was approved to be a 3-season leader.
- ii. Maddy Wharton was approved to be a 3-season leader.
- iii. Emma Shin was approved to be a 3-season leader.

6. Future Meetings

- a. Tuesday, November 8
- b. Tuesday, December 13 (in person & zoom)
- c. Tuesday, January 10
- d. Tuesday, February 14
- e. Tuesday, March 14
- f. Tuesday, April 11
- g. Tuesday, May 10
- h. Tuesday, June 14