

## H/B February 2023 Meeting Minutes

**DATE/TIME:** Tuesday, February 14 - meeting at 7:00pm

**LOCATION:** Zoom Meeting (online)

**1. Introductions and Welcome.** In attendance: Keith Watling, Elizabeth Ryan, Eric Robbie, Alex Nedzel, Mark Warren, Rob Zoletti, Jess Halvorsen, Ed Batutis, Majid Ali, Deb Conrady, Chao Xie, Morgane Treanton, Pam Wilmot, Sarah Frisken, Deb Conrady, Stephen Conlin. Bon Vogel (guest), Amy Kelliher (guest), Jesse Waites (guest). Absent: Tom Kenyon, Alex Bernson.

**2. Approve Minutes (January): Minutes approved with no edits.**

a. All January action items addressed with three exceptions:

1. WFA Reimbursement policy needs further updating (JH/KW)
2. Loaner microspikes program is ongoing
3. Slideshow program still outstanding

**3. Operational Updates**

### Functions

a. Executive Committee (KW)

- Presentation from Faith Salter about new standardized leadership levels across all chapters and activities (4 levels: LIT, L1, L2, L3) to facilitate training and collaboration. Need clarification regarding winter leader level. Pilot phase ongoing in the Maine Chapter. Adoption likely end of the year.
- New DEI coordinator, Jordan Revis, circulated a DEI statement and is posted online. <https://amcboston.org/outdoors-for-everyone/>
- Invested reserve proposals due early March and scholarship applications are due March 20

b. Treasurer (TK/RZ)

- \$20,414.84 ending cash balance, will change after some programs run (ATL workshops, Highland Center)
- PayPal fees vary based on method of payment (e.g., credit card vs bank account or personal PP balance)

c. Trip Approver (MT/KB)

- SHP ready for registration

d. Trip Reporter (EB)

- Trip numbers are great! Double than where we were in January 2022 (36 trips now vs 18 trips). Number of participants also much higher. WHP is bolstering these numbers. 2023 goal is 10% increase in number of both hikes and participants – off to a good start.

e. Leadership (AN/SC)

- Syncing database with new program.
- Leader list clean-up will be finished at the end of spring.

### Programs

a. WHP (ER)

- WHP social was a great success (60 registrants / 126 WHP participants) + some leaders. Participants are enjoying the program so far!

- Survey will go out in late March. There will also be a debrief meeting for organizers in April.
- b. SHP (SF)
  - Registration begins 2/24 at noon. Volunteers are assigned for presentations and in progress for hikes.
  - Registration numbers: more people than capacity. How to make it more accessible and fair?
    - o Teach people to be safe, good stewards. Want to be inclusive. Limited capacity. Program fills within an hour or two of opening, which makes it hard for people to sign up. Same with trips.
    - o Aim for 5-6 trips per participant, but 25-30% weren't doing any trips. Average is 2.5 trips per person. Might need fewer trips than anticipated.
    - o If increase size of SHP, could lose sense of community. If went to 200 participants, would need 54 trips. Last year there were 30. If SHP is too big, leaders won't have capacity to lead non-SHP trips this summer.
    - o How to reduce registration challenges? (1) Increase size of SHP; (2) keep concert style method; (3) application process and random lottery; (4) give preference to WL candidates from last year
    - o Re: trips: (1) keep first come, first serve and continue staggering trip announcements; (2) have participants apply and list top 5 trips and match people to hikes; (3) limit people to 5 trips
    - o NEED INPUT ON HOW TO ACCOMMODATE MORE PEOPLE: (1) increase number of trips (2) decrease number of trips per person; (3) limit program to level 1 and 2 hikes, which would encourage people who have never taken the program and discourage seasoned hikers; (4) encourage leaders to run their own instructional level 3 and 4 hikes; (5) discourage people from signing up for every trip by running the same trip 3 weekends in a row or have multiple trips on the same day; (6) have two levels of participants; (7) run an identical second program during the summer but would need twice as many volunteers.
- c. SLP (SC): Registration goes live next week. There will be a one-day program and a multi-day program.
- d. HB Announce (MA): On track and published as planned. Looking for more DEI announcements/events to go in each issue.

#### 4. Discussion Items

- a. Alias' Updates (MT)
  - Aliases have been updated. There are now dedicated web content email addresses that will go onto the website.
- b. Covid Disclaimer (DC)
  - The AMC no longer has any COVID policy or language to that effect. All COVID language has been removed. But Volunteer Relations has language saying that we won't move an event if it hasn't been preapproved. AMC Policy says "leader can change anything except the start time and the location of the trip".
  - HB must include a back-up plan to account for possible alterations to a trip plan.
  - Action Item: **ER to document the origins of that statement so we can share this in the future.**
- c. Invested Reserve Proposal (KW)

- Something to help the rescue services. Proposal to give \$10,000 to NH Outdoor Council, which runs the Hike Safe program. Submitted March 6.
  - d. Post-hike Participant Feedback (KW)
- When a hike is completed, REGI will automatically send a feedback form to all approved participants. A 10% response rate is estimated. The form will automatically go to the hike leaders, with an automatic CC to KW, JH, CX, and SC. Chao will review all responses and escalate any negative comments to the chair and vice chair.
- Default is set to send feedback to L and CL unless a box is checked to make feedback private. Make instructions are clear for participants.
- Chair/VC still need to review the feedback in case something needs immediate action.
- **Action item 1: notify the leaders that this is going to take place**
- **Action item 2: CX to examine automated email template.**
  - e. Advanced Training Scholarship Program (KW): **Action Item: KW to send to HB Leader List.**
  - f. Boots on Trail (BOT) update (PW)
- Interview former participants who stopped hiking and former CLs who have stopped leading. Developing a list and questionnaire
- Do more on social media and increase followers on Facebook
- **Action item: CX will provide input to the subcommittee from perspective of other organizations.**
  - g. Leader Appreciation Event (MW)
- Scheduled for 3/22 at Cleary's. Voting link will go out in HB Announce twice. Winners chosen in early March. On track and within budget.
  - h. DEI Update (JH)
- Goal to take DEI from a concept to action items. How to maintain a welcoming environment on our trips to encourage people to return? How to foster an inclusive culture among leaders?
- SC: avoid tendency to gravitate toward an external focus. Goal here is internal focus.
- JH noted 3 areas. Ideas:
  - o Majority of our hikes are sat/sun – could run more mid-week hikes that start later (e.g., bring back the local, post-work, conditioning hikes that we used to do). Our norm is to do weekend trips, but other chapters' norm is to do weekday trips. Balance would be good.
  - o Send discussion topics to wider HB leader list? E.g., gender-inclusive bio breaks; carpool lists. Goal is to gather ideas and take action on them.
  - o **Action item: send ideas to Jess by email.**
- i. Expansion of Spring and Winter Hiking Programs (ER/SF)
  - Favorite ideas: (1) limit hikes to Level 1 & 2 (but would need parallel level hikes post-program); (2) offer 2 levels of participation - in person and nominal fee for zoom; (3) limit number of hikes per participant; (4) double up on hikes per weekend
  - Registrations: lottery or hybrid lottery system. Easiest to implement...but not necessarily in time for SHP, which opens next week. **Experiment with Level 1 trips instead – CX to work with ER/SF on this.**

**5. Executive session**

- a. Front Country Leadership Application
  - i. August Orlow was approved as Front Country Leader
- b. 3-Season Leadership Applications
  - i. Marie Sorensen was approved as a 3-season leader

**Future Meetings**

- a. Tuesday, March 14
- b. Tuesday, April 11
- c. Tuesday, May 9
- d. Tuesday, June 13