

H/B November 2023 Meeting Minutes

DATE/TIME: Tuesday, November 14, 2023 at 7:00 pm

LOCATION: Webex meeting (online)

1. **Introduction and Welcome.** In attendance: Keith Watling, Jess Halversen, Elizabeth Ryan, Eric Robbie, Ed Batutis, Chao Xie, Jon Niehof, Majid Ali, Morgane Treanton, Rob Zoletti and Stephen Conlin. Phil Baraona and Jesse Waites also joined the meeting as guests. Absent: Pam Wilmot, Katie Bartel, Alex Nedzel, Deb Conrady and Tom Kenyon.
2. **Approve Minutes and Action Items.**
 - a. Approved October minutes.
 - b. Action items:
 - i. Guidance for reimbursement guidance – Rob will present at this meeting.
 - ii. Keith emailed leader list about changes to WMNF rules.
 - iii. Keith discussed webmaster role with Chao.
3. **Operational Updates.**
 - a. Executive Committee (KW)
 - i. Boston Chapter annual meeting is 11/19/2023. AMC CEO Nicole Zussman is speaking.
 - ii. AMC annual summit is 1/20/2024 in Norwood.
 - iii. Update on Outdoor Connector by AMC VP Technology Crystal Williams – Outdoor Connector delayed until 2024.
 - b. Treasurer report (RZ)
 - i. Total cash balance is \$14,399 as of 9/1/2023 and \$17,751 as of 9/30/2023. Month end increase is due to WHP inflows.
 - ii. Revenue in October is \$5,080 and expense is \$4,010.
 - iii. Final budget for 2024 submitted to Chapter on 10/27/2023.
 - iv. Review of proposed cancellation guidance. Rob described the substance of the guidance circulated to committee members prior to the meeting and said these are guidelines and recommendations to be followed rather than hard and fast rules. The committee discussed several issues and agreed that the guidance (or at least the description of it shared with leaders) should be revised to make it more understandable to leaders. Rob will share a version of the guidance for comment by members of the committee prior to the next meeting. **(ACTION ITEM)**
 - c. Trip Approver (MT)
 - i. Some leaders are collecting money for trips before the trip is officially approved. The proper sequence for trips involving the collection of money that flows through the committee is (1) approval of the trip and budget by the committee treasurer, (2) approval of the trip by the trip approver (and publication in ActDB), and (3) collection of money.
 - d. Trip Reporter (EB)
 - i. October was a good month, with 16 trips and 109 participants (versus 99 participants in October 2022).
 - ii. We are slightly above our goal for trips YTD.
 - iii. Carpooling rate YTD 2023 is 1.8 people per car (from 177 trips). The committee discussed possible anomalies in the carpool statistic and ways to refine the metrics for reporting on carpooling.
 - e. Social Media (JN)
 - i. Jon sent guidance to leaders on how to share content.
 - ii. Social media subcommittee will meet 11/15/2023. Topics to be discussed are automatic postings for trips that are not full, and how the committee might better use Instagram.
 - f. SHP – No report

- g. FLP – No report
- h. WHP (ER)
 - i. Two of five classes have been held.
 - ii. Forty trips scheduled – registration for first batch of trips is open.
 - iii. Mentor program underway.
 - iv. 125 participants and 50-60 volunteers for 2023-2024 WHP.
- i. HB Announce (MA)
 - i. Back-end has been fixed and emails will now be on time.
- j. Harvard Cabin (MA)
 - i. No updates.

4. Discussion Items.

- a. New Leader Levels (Phil Baraona – Chair of Chapter Leadership Committee)
 - i. Mapping leader levels to new Outdoor Connector – Colby Meehan made recommendations for Boston Chapter.
 - ii. Chapter is considering whether to implement in one step (implement new leader levels only upon release of Outdoor Connector) or two step (implement new leader levels in Act DB and then carry them over to new Outdoor Connector). Phil sought input from the committee on the advantages/disadvantages of each approach.
 - iii. Questions and answers
 - 1. Mapping of 3-season and 4-season leaders should be clear.
 - 2. Mapping of frontcountry leaders could be tricky, particularly with respect to winter. For example, frontcountry leaders may be appropriate to lead Level 2 3-season trips and Level 1 Winter trips, but not Level 2 Winter trips. If frontcountry leaders are “mapped” to Level 2, it is not clear if Outdoor Connector will allow them to be designated as only Level 1 for Winter (versus a “winter checkbox” that allows them to do in Winter everything that they are eligible to do in 3-season – meaning they could lead Level 2 Winter trips). Phil will check on that.
- b. 2023 Goals YTD (KW)
 - i. Due to time constraints, Keith will circulate an update to the committee rather than discuss it at the meeting (**ACTION ITEM**)
- c. 2024 Goals (JH)
 - i. Jess described proposed goals for 2024, including goals relating to (1) Recreation and Learning, (2) Protection and Understanding, (3) Community Building, and (4) Volunteer Support and Development.
 - ii. Committee comments and suggestions:
 - 1. Target increase in intermediate trips as well as local trips.
 - 2. Promote active mentorship program as part of leader development.
 - 3. Draw leaders into goal setting process to get greater leader buy-in.
 - 4. In addition to seeking increase in number of trips, also seek increase in number of leaders who lead trips.

5. Executive Session.

- a. 3-season Leadership Applications.
 - i. Emily Whipple approved as 3-season leader.
- b. Other applications.
 - i. Applications for Bob Mountain and Julia Ramsey were deferred because complete materials were not yet available.

6. Future Meetings.

- a. Tuesday, December 12
- b. Tuesday, January 9

- c. Tuesday, February 13
- d. Tuesday, March 12
- e. Tuesday, April 9
- f. Tuesday, May 14
- g. Tuesday, June 11