

H/B September Meeting Minutes

DATE/TIME: Tuesday, September 12 - meeting at 7:00pm

LOCATION: Webex Meeting (online)

1. **Introductions and Welcome: Present: Alex Nedzel, Elizabeth Ryan, Jesse Waites, Jess Halvorsen, Chao Xie, Deb Conrady, Jon Niehof, Eric Robbie, Morgane Treanton, Majid Ali, Keith Watling, Rob Zoletti. Absent: Pam Wilmot and Ed Batutis; late: Stephen Conlin and Tom Kenyon.**

2. **Approve Minutes (June) – approved with two edits**
 - a. Review Action Items

3. **Operational Updates**

Functions

- a. Executive Committee (KW)

Outdoor Connector late 2023/early 2024. Budgets needed by Oct 2. Keep deficits to a minimum. No updates on leader levels. Annual meeting 11/19. Activity Committee Annual report due 10/30. Volunteer service award nomination due before annual meeting. 2024 goals – 4 high level goals that impact committee goals – new categories: Recreation and Learning; Protecting and Understanding (People), Community Building, and Volunteer Support and Development.

- b. Treasurer Report (TK):

- CASH RESERVE: \$18,761 (note that some trips not disbursed yet). Move money from PayPal to BOA.
- BUDGET: Only outstanding budget items are SHP and PRH and a leader retreat weekend. Action items: clarify ATL workshop expenses, and add line items for socials and DEI discretionary line item. Any invested reserves proposal should be clearly defined.
- REIMBURSEMENT POLICY: Update policy to include guidance if an H/B leader cancels a trip.
 - Historically, HB has typically protected leaders from taking on personal financial responsibility, but this should be done judiciously with backstops such a cancellation and refund policy.
 - **Action item: Tom to draft guidance surrounding participant reimbursement – possibly in trip expense form.**

- c. Trip Approver (MT/KB): no updates

- d. Trip Reporter (KW): trip numbers are returning to 2019 levels.

- e. Leadership (AN/SC): N/A

- f. Social Media Update (JN)

- Last meeting was July 11
- Combination of available time and interest is proving to be a limiting factor in actually getting things done
- We've put together a document to help demystify our social media, and the content we want, for leaders, this should be appropriate for Leader's Corner.
- Jon has reviewed AMC social media policy and work that Chao and Saisha did on the user experience. This is going into a moderator manual so it should be easier for new FB mods to come on in the future.
- Jon ran into some troubles with Instagram (largely they make it difficult to have a corporate account instead of personal); Chao has taken over and made excellent progress with a test account, so hopefully we can have a "real" one set up soon. Needs to be tied to a personal phone number.
- We've taken a quick look at metrics but more process will wait until Jon has time to really dig through the interface. It is likely we'll have to record the data over time ourselves (i.e., we can't get figures like "what were our numbers in January 2022").
- Our hope is to start planning content in advance so there's a steady stream going out
- ACTION ITEM: Keith to define web project and reach out to leader list for bandwidth

Programs

- a. SHP (DC): Identifying a new venue and brainstorming other ideas for next year. Questionnaire either went out or will go out soon.
- b. FLP (DC): on track. Condensing curriculum to two days and will pilot that in the fall. Trip planning meeting in progress.
- c. WHP (ER): 11/1, 11/8, 11/15, 11/29, 12/6 at Medford Church. 9/26 planning meeting date; 10/17 registration date that will run same as last year; format will be in-class lectures and hikes – unlikely to do online-only lectures but possibly can do video-based content. Beginner vs advanced program: not this year, however, the hikes will be geared more toward Level 1 and 2. Offload the winter backpacking series and ATL workshops – they would be open to everyone incl WHP alums. Backpacking would have a car camp, beginner backpack, and an intermediate backpack. WHP changes as well. Leader development series will run as well. Idea for next year: condense WHP into a single weekend.
 - a. Questions: any ideas to manage registrations? Data showed that repeat takers weren't a big issue. Leader development series will range from beginner to challenging.
- d. HB Announce (MA): we use a PHP list that takes awhile to send and has a high bounce rate. Action item: Chao and Majid to work on a possible solution in conjunction with Jesse W.
- e. Harvard Cabin (MA): no updates

4. Discussion Items

- a. Progress vs 2023 Goals (KW): in progress and going well. Increasing trips and participants; engaging 14 volunteers in trail work.
- b. Lapsed Leaders List – Review and Actions (AN): 242 emails went out to lapsed leaders and LITs. 20% response rate, with results 50/50.
- c. WMNF policy update (AN): postponed to October
- d. Invested Reserves Proposals (KW): next deadline is March 1st.
- e. Advanced Training Scholarships (KW): nothing in process

5. Executive session

- a. 3-Season Leadership Applications
 - i. August Orlow was approved as a 3-season leader
 - ii. Melissa Liazos was approved as a 3-season leader
 - iii. Katie Colleran was approved as a 3-season leader
 - iv. Keith Johnson was approved as a 3-season leader
 - v. Dennis Bouthillier was approved as a 3-season leader

Future Meetings

- a. Tuesday, October 10
- b. Tuesday, November 14
- c. Tuesday, December 12