



# ALPINE CLUB OF CANADA – OTTAWA SECTION

## MINUTES OF A MEETING OF THE EXECUTIVE ON APRIL 8, 2014

A Meeting of the Executive of the Ottawa ACC Section was held on April 8, 2014. Present at the meeting were the following members of the Executive:

Present	Executive Position	Incumbent
Y	Chair & National Rep	Steven Dods
Y	Past Chair (ex-officio)	Elfrieda Bock
N	Treasurer	Suzanne Boileau
Y	Secretary	Janet Campbell
Y	Hiking/Skiing Coordinator	Grant Blanchard
N	Climbing Coordinator	Karen Choy and Greg Cormier
Y	Mountaineering Coordinator	Helen Tsai
N	Training Coordinator	Adam Phillips
Y	Safety Coordinator	Bill Barrett
Y	Membership Coordinator	Rob Truswell
Y	Social Coordinator	Connie Dimond
Y	E-Letter Editor	Elfrieda Bock
N	Newsletter Editor	OPEN
N	Web Editor	Anne Bursey
N	Access Liason	Stuart Elson
N	Family and Youth Coordinator	Katharina Goetze
Y	Quartermaster	Al Dimond

Ivan Petrov, Hai Pham, Bill Scott, Pat McCabe, and George Gebara were also in attendance.

### **1) Trip Leader Manual and Guidelines**

Steve Dods initiated a discussion surrounding the proposed Trip Leader Manual and Guidelines. For greater context, Bill Scott provided an introduction to the documents, indicating that a great deal of work and consultation had gone into the creation of the documents. In order to be successful Bill indicated that there was a need for there to be a collective ownership of the document. In order to be successful, Bill highlighted that a clear consensus was required from the Executive in order to move

forward, a commitment to pursue a communication plan to actively promote the documents, and maintain them over time. Bill indicated that both he and Hai Pham were willing to act as editors of these documents on an ongoing basis. Bill added that in order to be successful the initiative must enjoy a high level of support amongst trip leaders, and the membership of large. Bill highlighted the need for widespread consultation and expressed a need for the Executive to be visibly involved in the consultation process. While there were risks associated with proceeding with consultation, Bill felt that the benefits of pursuing consultation far exceeded the risk of doing so.

Bill Barrett proposed that the Executive discuss some of the content with Bill Scott and Hai Pham to get a sense of the potential issues that may arise. Connie asked how the Membership would be consulted. Bill indicated that the documents could be posted on the website, and that feedback be sought from the Membership via the E-Letter on its contents.

Bill Barrett proposed that perhaps trip leaders be asked to review the documents and test applying them on a select basis to get feedback on how well suited the Guidelines are for their intended purpose. Bill Scott indicated that he'd recommend a stronger approach and that the documents be approved in principle and that the consultation process is time limited to for example, sixty (60) days.

Steve Dods asked whether Hai Pham and Bill Scott were willing to provide the source documents associated with the PDF version that had been distributed. Bill indicated that he and Hai were willing to transfer the intellectual property in the documents to the ACC Ottawa Section provided they were comfortable with the approach forward that was decided upon by the Executive. Bill asked that he and Hai be the only people that edit the document so as to avoid multiple versions of the documents.

Bill Barrett suggested that rather than Bill Scott and Hai Pham running the review process, it should be members of the Executive or trip leaders that lead the review process. Janet Campbell expressed support for that approach. Janet added that we would need to identify who would step up to the plate to do that activity. Bill Scott expressed a desire that one person on the Executive be the point of contact. Following discussion, the Executive approved the following:

**RESOLVED**, the Executive will start a sixty (60) review of the Trip Leader Manual and Guidelines, feedback will be sent to trip coordinators, trip coordinators will send the feedback to Bill Barrett, and Bill Barrett will forward the information to Hai Pham and Bill Scott for their editorial review.

Bill Barrett indicated that he would draft a notice for the E-Letter and one to go to trip participants, adding that he would circulate the proposed communiqués prior to their publication.

## **2) ACC Ottawa Safety Coordinator Role Discussion**

Bill Barrett provided an outline for the discussion, a copy of which is attached as Exhibit A. Bill indicated a desire for greater feedback regarding the role as it pertained to “providing an ‘arm’s length’ safety perspective for the Section”. Hai Pham offered his personal perspective in how having a member of the Executive to consult in cases where someone is proposing to lead a trip where they perhaps

should not would be useful. Bill Scott expressed support for Bill Barrett's outline. Bill Scott expressed the importance of safety being a diffused responsibility within the organization and not the role of one within the Club. Bill Scott added that Bill Barrett not be the first line of defence, but rather an escalation point, and provide final resolution if need be. There was recognition that being a sounding board was an important part of the role.

### **3) Member Appreciation Party**

Steve Dods introduced a discussion regarding the Member Appreciation Day. Connie Dimond provided an update on the Members who the Executive wished to recognize.

### **4) OR Pro Deal**

Steve Dods provided an update on the OR Pro deal indicating that he had been advised that for the initial year of the program, National asked that the deal offered be limited to trip leaders only. Grant Blanchard indicated that he would provide a short list of Hiking and Skiing Trip Leaders. Hai Pham added that he had a Trip Leader list from the Climbing Coordinators that he would forward on as well.

### **5) North Face Summer Leadership Program**

Steve Dods asked if there were suggestions for candidates that the Executive could propose to attend the north Face Summer Leadership Program. Elfrieda Bock indicated that she would post something in the E-Letter to see if there were people interested that the Executive could then consider.

### **6) Purchases**

Steve Dods introduced a discussion regarding the purchase of gear. Following discussion it was agreed that the Climbing Coordinators would have discretion to make purchases up to the amount of \$600. In the event their desired purchases were expected to exceed that amount, the Climbing Coordinators would consult with the Executive to discuss raising the budget allocated to the purchase of Section Gear.

### **7) Potential Web Re-Design**

Steve Dods introduced a discussion surrounding the possible re-design of the Ottawa ACC Section Website. In so doing, Steve gave an overview of the minutes in relation to a Web Site Committee meeting on March 27<sup>th</sup>, 2014, attached hereto as Exhibit B. In addition, Steve provided an

overview of Anne's summary and related Quote, a copy of which is attached as Exhibit C. The Executive discussed the historic rationale behind the existing technology choices, the challenges of electing to pay a member of the Executive for services, and the benefit of pursuing a competitive bid process.

**8) Members from other Sections Participating in Ottawa Section Events**

Steve Dods introduced a discussion surrounding the approach that the Ottawa Section wishes to take when other Section Members join Ottawa Section events. Bill Scott pointed out that that subject is addressed in the Manual that had been the subject of discussion earlier in the evening. Any changes to that section of the manual could be discussed during the review process.

**9) New Business**

Elfrieda Bock proposed that she would like to re-do the Ottawa ACC Section Banner at a cost of \$300 to \$350. Following discussion, Elfrieda's request was approved.

Ivan Petrov asked the Executive whether they would be willing to facilitate communication to the Ottawa ACC Section of opportunities to participate in trail maintenance and rehabilitation in other regions such as the Adirondacks, the Dutch Caribbean, and beyond. Elfrieda Bock indicated that she would be happy to put information in the E-Letter if Ivan were to provide it.

The meeting was adjourned at 9:05 pm.

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This being a true and accurate record of the proceedings of this Meeting of the Executive of the ACC Ottawa Section held on April 8, 2014, is attested to and signed by me below.

/s/ Janet Campbell  
Secretary of Meeting