



ALPINE CLUB OF CANADA – OTTAWA SECTION

MINUTES OF A MEETING OF THE EXECUTIVE ON MAY 29, 2014

A Meeting of the Executive of the Ottawa ACC Section was held on May 29, 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
Y	Treasurer	Suzanne Boileau
Y	Secretary	Janet Campbell
Y	Hiking/Skiing Coordinator	Grant Blanchard
Y (Karen)	Climbing Coordinator	Karen Choy and Greg Cormier
Y	Mountaineering Coordinator	Helen Tsai
Y	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
Y	Web Editor	Anne Bursey
N	Access Liason	Stuart Elson
Y	Family and Youth Coordinator	Katharina Goetze
Y	Quartermaster	Al Dimond

Hai Pham and Bill Scott were also in attendance.

1) Minutes

Steve Dods introduced a discussion on the minutes of the previous Executive meeting which had been circulated. Following discussion, the following resolution was passed:

RESOLVED, the minutes from the April 8, 2014 Ottawa ACC Executive Meeting are approved.

2) Pro Deals

Steve Dods introduced a discussion of Pro Deals negotiated by the Ottawa ACC Section independent of ACC National to benefit the Section. Greg indicated that he was looking into it and felt that others should be involved the discussion but was not yet certain who should be involved in the discussion.

3) Trip Leader Manual and Guidelines

Bill Scott introduced a discussion regarding the feedback received from the community with respect to the Trip Leader Guidelines, the related material for which was distributed to the Executive prior to the meeting and entitled "RESULTS OF MEMBER CONSULTATION PROCESS FOR DRAFT TRIP LEADER MANUAL AND TRIP LEADER GUIDELINES" ("Report"). Bill noted in particular some changes that were introduced following a query with respect to the liability exposure related to US residents/citizens participating in Club activities in the US. Bill added there were some other modest changes. Bill commented that there had been a reasonable number of downloads of the Guidelines and that the Guidelines had also been distributed via a variety of other means. Bill noted that there had been no formal or anecdotal negative comments with respect to the Guidelines. The Executive then discussed the path forward based on the recommendations outlined in Bill's Report. Suzanne Boileau asked whether there was a formal development plan around the Guidelines, such as an annual education seminar. Bill Barrett added that one of the things he had thought of was having a Risk Management day, whether for our club alone or also involving other groups (e.g. the RA and perhaps teachers organizing group trips). Following discussion, the Ottawa ACC Executive passed the following resolution:

RESOLVED, "The Way Forward" section of Bill's Report is adopted.

Suzanne Boileau suggested that the Executive discuss an implementation plan. Bill Scott indicated that he had some ideas that he would work on with Adam Phillips over the medium to long term. Bill also indicated that he would be willing to look at a synopsis if the Executive thought that would be useful. Following discussion, the Executive determined that trip leader coordinators would review the Guidelines and come up with an implementation plan with respect to their particular area for discussion at the next Executive Meeting.

4) Financial Report

Suzanne Boileau provided an update on our financial situation, current to April 30, 2014. Suzanne reported that our finances were in good order and we continue to be in a good financial position.

5) Ottawa ACC Website

Elfrieda Bock provided an overview of the Executive's historic concerns with the website, and its dated, stagnant status. Elfrieda indicated that Anne Bursey had examined the ACC website and based on her experience had recommend a shift to WordPress. Following the last Ottawa ACC Executive meeting, Elfrieda issued an RFP for a revised website based on WordPress. Elfrieda indicated that we had a variety of responses with wide ranging cost profiles. Upon further examination all of the bids were very even. Anne had issued a bid as part of the process. The Website Committee's recommendation is to go forward with Anne's proposal. Anne's expectation is that it will take approximately one month to transfer from one platform to the other. Anne highlighted that she believed WordPress offered a more user friendly interface, would be easier for people to learn and participate in the platform if that was their desire. The cost associated with Anne's proposal is \$2,295.00. Following discussion, the Ottawa ACC Executive passed the following resolution:

RESOLVED, the Ottawa ACC Executive accepts Anne's proposal to re-develop the Ottawa ACC Executive Website.

6) Canada's Anti-SPAM Law and the Ottawa Newsletter

Elfrieda Bock highlighted for the Executive the new Anti-SPAM legislation that is being introduced in Canada. Elfrieda highlighted that her current E-Letter distribution includes both Members and non-Members. Elfrieda indicated that she planned to continue allowing non-Members to receive the newsletter at their request for six months, but discontinue their continued receipt of the newsletter in the event they did not join within six months.

7) MEC Coordinator

Steve Dods introduced a discussion surrounding having a single point of contact for MEC. Steve advised the Executive that Greg Cormier had indicated that he thought this was a good idea and that he would be happy to act as the point of contact. Within seconds the Ottawa ACC Executive determined that Greg was the man for the job.

8) Charitable Organizations Seeking Endorsement

Elfrieda Bock asked the Ottawa ACC Executive their perspective on third party (non-Members) advertising charity events in the Ottawa E-Letter. Following discussion the following motion was passed:

RESOLVED, the Section will not advertise non-partner third party (non-Members) advertising charity events.

9) New Business

Rob Truswell advised the Ottawa ACC Section that he would be moving back to Scotland at the end of June and indicated that he would be stepping down as the Membership Coordinator as a result.

Anne Burse suggested that perhaps Rob Truswell could document his position profile before he departs.

Steve Dods indicated that many members of the Executive have their two year terms coming to an end. Steve asked that each of the Executive members let him know if they plan on renewing their term. In addition, in the event that the Executive member is not renewing their term, he asked that that member document their position profile prior to their departure. Steve also initiated a discussion with respect to keynote speakers for our annual dinner. Connie Dimond indicated that she had a number of names from the Toronto Section. Steve and Connie agreed to work together to pull together a list for the Ottawa ACC Executive to review. Connie indicated that she was looking at dates in mid-November and a number of locations.

The meeting was adjourned at 9:07 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 May 29, 2014, is attested to and signed by me below.

/s/ Janet Campbell
Secretary of Meeting