



## ALPINE CLUB OF CANADA – OTTAWA SECTION

### MINUTES OF AN ANNUAL GENERAL MEETING OF THE OTTAWA SECTION ON NOVEMBER 30, 2015

The 2015 Annual General Meeting of the Ottawa ACC Section was held on November 30, 2015. Present at the meeting were the following members of the Executive:

Present	Executive Position	Incumbent
Y	Chair & National Rep	Janet Campbell
Y	Past Chair (ex-officio)	Steve Dods
Y	Treasurer	Kim Lacourciere
N	Secretary	OPEN
Y	Hiking/Skiing Coordinator	Pat McCabe
Y	Climbing Coordinator	Karen Choy
N	Mountaineering Coordinator	Helen Tsai
N	Training Coordinator	Shaughn McArthur
Y	Safety Coordinator	Bill Barrett
Y	Membership Coordinator	Rob Galdins
Y	Social Coordinator	Elfrieda Bock
Y	E-Letter Editor	Elfrieda Bock
N	Web Editor	OPEN
N	Access Liason	Stuart Elson
Y	Family and Youth Coordinator	Katharina Goetze
N	Quartermaster	Al Dimond

**Other Members Present:** Lynn Cyr, Roland Hanel, Eric Grenier, Mike Bowler, Stefan Kaban, Ray Chodura, Damien Brown-Graham, Hai Pham, Louise Proulx, David Foster, Adam Philips, Grant Blanchard, Bill Scott, Ghassan Hammouri, Rob Galdins

#### 1. Leadership Appreciation

Pat McCabe indicated a need to give more recognition to active trip leaders and organizers. Four members in particular were recognized at the AGM for their contributions: Elfrieda Bock, Mike Bowler, and Jim Whittaker. Additional leaders & volunteers were recognized by name in the 2015 AGM Agenda.

The current prize pool consists of ACC Ottawa Section T-shirts. Prize selection, and criteria for awarding them, will be expanded going forward.

## **2. Approval of Agenda of 2015 AGM**

*Motion* that the agenda of the 2015 AGM be adopted as presented. **CARRIED** (unanimous).

## **3. Approval of Minutes of 2014 AGM**

*Motion* that the minutes of the 2014 AGM be approved as presented. **CARRIED** (unanimous).

## **4. Ottawa Section 2015 Annual Report**

### a. Chair's Report (Janet Campbell)

Janet outlined the areas of focus for 2016: leadership development and recognition, reviewing channels of communication for the club (newsletter, website, and social media presence), consultation with the NCC over access issues, and consideration of a Student Outdoor Club program. Janet also proposed to invest \$2300 focused on trip leader training and appreciation, to be detailed in the 2016 budget.

### b. Hiking & Cross-Country Skiing Report (Pat McCabe)

Pat reported 65 events across 6 areas of interest in 2015, with 16 trip leaders (some new, some returning) stepping up. At least 1 event per weekend was held, including introductory xc-skiing, snowshoeing, and backpacking trips and a navigation clinic. Many informal events were also held by members through their club contacts. Pat indicated that maintaining a leadership base was an ongoing issue. Pat also described ongoing NCC efforts to reduce 'unofficial trails' in an effort to reduce their maintenance requirements and protect sensitive areas in Gatineau Park. Four main user groups are involved: hikers, winter users ('fat bikes' / snow shoeing), mountain bikers, and local residents building their own trails.

### c. Climbing & Ice Climbing Report (Karen Choy)

Karen reported four main ice climbing events in 2015 held at Mt. d'Argent, Calabogie, and Lac Sylvaire. Two events were held with guide Charles Laliberte to facilitate equipment (especially boot) rentals, allowing wider participation. Three main rock climbing events were also reported, including separate beginners Intro to Rock days and the two-day 'RockFest' at Mt. d'Argent. Weekend day trips were also organized to Lac Poisson Blanc, Mt. Rigaud, Val David, Mt. d'Argent, and Calabogie. Additionally, well-attended (4-6 people) weekday climbing trips were conducted, led by Bill Scott and George Gebara. Karen gave an overview of the planned 2016 ice climbing events, including the Jan. 30/31 beginners days and Feb. 20/21 IceFest. Karen concluded with a description of ongoing climbing gear maintenance activities.

### d. Mountaineering Report (Janet Campbell, for Helen Tsai)

Helen reported two well-attended mountaineering courses, set up in conjunction with Shaughn McArthur, along with winter scrambling day trips. Summer scrambling trips led by members brought variety to scrambling destinations. Based on past-participant feedback, Helen also led a week-long scrambling trip to provide a more accessible trip for those with less mountaineering experience. Helen indicated that although participation for this trip was low, participant feedback indicated a desire for a similar trip next year.

e. Training Report (Janet Campbell, for Shaughn McArthur)

Shaughn reported a series of successful training initiatives this year. Two well-attended Beginner and one Intermediate ice climbing sessions were held in conjunction with Charles Laliberte, along with two Intro to Mountaineering courses at Mt. Washington, NH. In the spring and summer, a series of rock climbing courses were offered, including Intro to Sport climbing, Beginner Top Rope, Rappelling and Self-Rescue, Top-Rope Anchor Building, and Intro to Trad Leading. Of particular note were subsidized courses for Top-Rope trip leaders, which included a rescue component. A requirement for participants receiving the subsidy was committing to lead or co-lead at least two trips. Shaughn noted that almost all courses were filled, and that it was critical to require non-refundable payment (with some flexibility for reasonable drop-out circumstances) to successfully organize the courses.

f. Safety & Emergency Preparedness Report (Bill Barrett)

Bill reported on safety-related activities this year. Advanced Wilderness First Aid recertification course was held, with 15 members being recertified. A Leadership Development Session was also held, based around the trip leader manual, with 34 participants, 15 of whom have led or co-led trips. Bill reported two out of three Gatineau first-aid caches renewed, with outstanding item being a spine board for the Twin Ribs cache.

g. Family & Youth Report (Katharina Goetze)

Katharina reported a series of family-oriented events this year, including ski, snowshoeing, and hikes. An indoor climbing 'playgroup' was started, running once a month, that serves as a good opportunity to recruit new family members. Additionally, a youth-oriented climbing session was held at Rockfest this year. Katharina indicated a need for more volunteers to run family events, and is looking to hold more in 2016, especially rock climbing and easy multi-day backpacking events with families and older children. Katharina also noted that teenagers can participate in regular ACC events, and older children (ages 10+) are often busy with sports teams and other activities.

h. Social Report (Elfrieda Bock)

Elfrieda described the social events held in 2015. Nine Sunday-evening potluck & slideshow events were held, providing a chance to socialize and view activities of other members. Monthly pub nights were held, open to current and prospective members. Elfrieda

indicated a desire for more members to attend social events to share stories and/or slideshows of their adventures. Elfrieda also discussed the 2015 Annual Dinner, postponed to January 2016 at the request of the invited speakers, club members Anda Bruinsma and Arlene Gregoire. Anda and Arlene will speak on their completion of the Appalachian Trail this summer, partially in support of fundraising for the Alheimers Society. Elfrieda indicated that in lieu of a speaking fee for them, the Ottawa section would be making a donation to the Alzheimer's Society.

i. Access Liaison Report (Janet Campbell, for Stuart Elson)

Stuart reported no new movement on opening additional climbing areas in Gatineau, with the NCC being distracted by ongoing consultations regarding unofficial trails in the park. It was noted that Stuart had performed a site visit with an NCC biologist, who indicated that there was no issue with reopening climbing areas; the problems were with unofficial trails passing through ecologically-sensitive areas and the zoning issues & master-plan changes required in creating access corridors to the climbing areas. It was suggested that the Ottawa Section be more assertive on this issue going into the 2016 renewal of the climbing agreement.

j. Membership Report (Rob Galdins)

Rob reported steady membership numbers, currently around 440. A member survey was performed, with ~30% of members responding, with results indicating that club community and meeting others were valued as much as club activities, and that new club members are less engaged in club activities. Rob indicated a need to look at how to more intensively engage newer members.

k. E-Letter Report (Elfrieda Bock)

Elfrieda reported that ~50% of members opened and read the E-letter, and that ~40% of readers viewed the E-letter using a mobile device. Elfrieda reported upcoming changes, in partnership with the incoming Web Editor (Damien), to modify the E-letter format for better viewing on mobile devices as well as improved social media tie-in. Elfrieda requested \$300 for related training in web design to help speed up these changes.

l. Archives Committee Report (Bill Scott)

Bill reported ongoing efforts to digitize and record Ottawa Section archive files and historical documents, and make them available online for public viewing, including the purchase of \$200 worth of hard drives for archival storage. Bill indicated that the Archives Committee was looking for new members, and in particular a new leader, and was looking to purchase a portable scanner to aid in digitizing records. Bill described plans to work with the incoming Web Editor (Damien) to make some archival material available on the Section website.

m. Web Editor Report (Damien Brown-Graham)

Damien introduced himself as the incoming web editor, and indicating he was taking suggestions for bug fixes or content changes on the Section website.

n. 2015 Financial Report (Kim Lacourciere)

Kim outlined the 2015 section budget and provided a year-to-date financial report. Revenue, and the majority of expense items, were within budget. Of note were the higher-than-expected training expenses, due to additional training courses and clinics offered over the year, and the addition of trip leader appreciation initiatives (such as ACC Ottawa T-shirts for trip leaders) to the budget. The resulting small shortfall is expected to be made up by additional revenue from membership fees received post-AGM until year end.

**5. Bon Echo Fundraising Proposal (Eric Grenier & Steve Dods)**

Eric and Steve introduced a fundraising request, for contributions to the Toronto Section's renovations of the Bon Echo ACC hut. The hut requires substantial renovations, and the project entails new roof, heating system, kitchen, and lots of miscellaneous renewal. Project budget is \$80k, with ACC National Office providing \$40k and Toronto Section targeting \$40k raised. Eric indicated that around 20% of the people staying at Bon Echo are from the Ottawa Section, and proposed the investment of a portion of the Ottawa Section's cash reserves in this project, along with soliciting individual (tax-deductible) donations through the ACC National Office. Eric also indicated that in-kind donations of labor were welcome.

Members present discussed the use of club reserve funds towards this project. It was observed that only a small portion of Ottawa Section members were in attendance to vote on the proposal, that the proposal was not included on the initial agenda for the AGM, and that the proposal's inclusion may have significantly influenced member turnout to discuss this.

A decision was made to hold off commitment of reserve funds to this project pending more detailed information on the scope of the project from the Toronto Section Executive, as well as soliciting more input from Ottawa Section members, possibly through a dedicated meeting.

**6. 2015-2016 ACC Ottawa Executive Update**

Steve indicated that volunteers had come forward for the open Web Editor and Secretary positions.

*Motion*, to install Damien Brown-Graham as Web Editor and Stefan Kaban as Secretary.

**CARRIED** (unanimous).

The meeting was adjourned at 9:16 pm.

\* \* \* \* \*

This being a true and accurate record of the proceedings of this Annual General Meeting of the ACC Ottawa Section held on November 30, 2015, is attested to and signed by me below.

/s/ Stefan Kaban  
Secretary of Meeting

## Appendix A – Ottawa Section 2015 Financial Report

**ACC OTTAWA OPERATING STATEMENT (Year-to-Date - To Nov 23, 2015)**  
**DEC 1, 2014 to Nov 30, 2015**  
 For Review/Discussion Nov 23 2105

	<b>2015 ACTUAL (YTD)</b>	<b>2015 BUDGET</b>
<b>REVENUE</b>	(to Nov 23)	
Membership Fee <sup>(1)</sup>	5,817.50	6,500
Training & Safety (Participant Fees) <sup>(2)</sup>	8,295.00	4,000
Social Events (Attendee Fees) <sup>(3)</sup>	-	3,000
Interest Earned on Investments	102.84	-
<b>NET REVENUE (Core Section Activities) \$</b>	<b>\$ 14,215.34</b>	<b>\$ 13,500</b>
<b>EXPENSES</b>		
Training & Safety (Instructor Fees & Supplies) <sup>(2)</sup>	10,743.22	6,500
Social Events (Event Expenses) <sup>(3)</sup>	-	5,000
Membership & Trip Leader Appreciation <sup>(4)</sup>	1,078.31	-
Section Gear <sup>(5)</sup>	883.08	1,500
Website	131.64	150
E-Letter	431.91	500
Board & Administration <sup>(6)</sup>	1,066.75	1,000
Donations/Sponsorships <sup>(7)</sup>	200.00	200
<b>NET EXPENSES (Core Section Activities) \$</b>	<b>\$ 14,534.91</b>	<b>\$ 14,850</b>
<b>EXCESS OF REVENUE OVER EXPENSES \$</b>	<b>\$ (319.57)</b>	<b>\$ (1,350)</b>
<b>ASSETS BEGINNING \$</b>	<b>\$ 16,012.35</b>	<b>\$ 16,012</b>
<b>ASSETS ENDING \$</b>	<b>\$ 15,692.78</b>	<b>\$ 14,662</b>

**Notes:**

**1. Membership**

**Revenue**

Includes membership fees for Dec 2014 to October 2015  
 Nov 2015 to come - Estimated to be \$500

**2. Training & Safety**

Notes: Revenue and Expenses are both higher than budgeted. We offered more courses over the year. At year-end the difference between Revenues and Expenses was consistent with the amount budgeted. Difference between Revenue and Expense was budgeted to cover planned subsidies for Safety & Leadership

**Revenue**

Revenue from participant fees for 17 courses or clinics including:  
 - ice climbing, mountaineering, top rope, sport climbing, trad leading  
 - winter navigation, summer navigation, nordic backcountry ski clinic  
 - Advanced Wilderness First Aid Refresher

*Updated: November 23, 2015*

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**Appendix B – Ottawa Section 2015 Operating Statement (Year-to-Date)**

**ACC OTTAWA OPERATING STATEMENT (Year-to-Date - To Nov 23, 2015)**  
**DEC 1, 2014 to Nov 30, 2015**  
For Review/Discussion Nov 23 2105

	<b>2015 ACTUAL (YTD)</b>	<b>2015 BUDGET</b>
<b>REVENUE</b>	(to Nov 23)	
Membership Fee <sup>(1)</sup>	5,817.50	6,500
Training & Safety (Participant Fees) <sup>(2)</sup>	8,295.00	4,000
Social Events (Attendee Fees) <sup>(3)</sup>	-	3,000
Interest Earned on Investments	102.84	-
<b>NET REVENUE (Core Section Activities) \$</b>	<b>\$ 14,215.34</b>	<b>\$ 13,500</b>
<b>EXPENSES</b>		
Training & Safety (Instructor Fees & Supplies) <sup>(2)</sup>	10,743.22	6,500
Social Events (Event Expenses) <sup>(3)</sup>	-	5,000
Membership & Trip Leader Appreciation <sup>(4)</sup>	1,078.31	-
Section Gear <sup>(5)</sup>	883.08	1,500
Website	131.64	150
E-Letter	431.91	500
Board & Administration <sup>(6)</sup>	1,066.75	1,000
Donations/Sponsorships <sup>(7)</sup>	200.00	200
<b>NET EXPENSES (Core Section Activities) \$</b>	<b>\$ 14,534.91</b>	<b>\$ 14,850</b>
<b>EXCESS OF REVENUE OVER EXPENSES \$</b>	<b>\$ (319.57)</b>	<b>\$ (1,350)</b>
<b>ASSETS BEGINNING \$</b>	<b>\$ 16,012.35</b>	<b>\$ 16,012</b>
<b>ASSETS ENDING \$</b>	<b>\$ 15,692.78</b>	<b>\$ 14,662</b>

**Notes:**

**1. Membership**

**Revenue**

Includes membership fees for Dec 2014 to October 2015

Nov 2015 to come - Estimated to be \$500

**2. Social**

Planned one annual dinner; scheduled for Nov; speaker requested postponement to Jan 2016

- so no revenue & expenses for 2015

## Appendix C – Ottawa Section 2016 Draft Budget

### ACC OTTAWA 2016 BUDGET - Draft For Review/Discussion - As of Nov 23 2015

	2016 BUDGET	2015 ACTUAL
<b>REVENUE</b>		to Nov 23, 2015
Membership Fees	6,500	5,817.50
Training & Safety (Participant Fees) <sup>(1)</sup>	8,000	8,295.00
Social Events (Attendee Fees) <sup>(2)</sup>	3,000	-
Interest Earned on Investments		102.84
<b>NET REVENUE (Core Section Activities) \$</b>	<b>17,500</b>	<b>\$ 14,215.34</b>
<b>EXPENSES</b>		
Training & Safety (Instructor Fees & Supplies) <sup>(1)</sup>	10,000	10,743.22
Social Events (Event Expenses) <sup>(2)</sup>	5,000	-
Hiking, Skiing & Snowshoeing <sup>(3)</sup>	600	-
Trip Leader Appreciation <sup>(4)</sup>	1,000	1,078.31
Section Gear(s)	1,000	883.08
Website	250	131.64
E-Letter	750	431.91
Board & Miscellaneous	1,000	1,066.75
Donation/Sponsorship	200	200.00
<b>NET EXPENSES (Core Section Activities) \$</b>	<b>19,800.00</b>	<b>\$ 14,534.91</b>
<b>EXCESS OF REVENUE OVER EXPENSES \$</b>	<b>(2,300.00)</b>	<b>(319.57)</b>
<b>ASSETS BEGINNING \$</b>	<b>15,693</b>	<b>\$ 16,012.35</b>
<b>ASSETS ENDING \$</b>	<b>13,393</b>	<b>\$ 15,692.78</b>

#### Notes:

#### 1. Training & Safety

Plan to offer members access to courses and clinics (hopefully as many as 2015)

Training & safety Subsidies Include:

AWFA - Will subsidize active leaders 50% registration; active members 25% registration

- to ensure our trip leaders have the appropriate training; to encourage active members to become leaders

Trip Leader Workshop - to encourage leaders; to encourage members to explore becoming leaders

Climbing - Subsidy for 2 climbing leader refresher training courses

#### 2. Social

2016 - Plan for: one Annual Dinner (scheduled for Jan 23) and one Volunteer Appreciation Event

Annual Dinner - Expenses include speaker expenses and speaker fee/honorarium

Volunteers Appreciation Event - Volunteers are Guests of the Section (No charge)

#### 3. Hiking, Skiing, Snowshoeing

Includes Mapping Software - to facilitate trip leaders planning trips and to ensure trip leaders can prepare detailed trip maps

#### 4. Trip Leader Appreciation - Includes additional t-shirts

#### 5. Section Gear - includes purchase of 4 ropes & other needed gear