



ALPINE CLUB OF CANADA – OTTAWA SECTION

MINUTES OF A MEETING OF THE EXECUTIVE ON MAY 4, 2016

A Meeting of the Executive of the Ottawa ACC Section was held on May 4, 2016. 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
Y	Secretary	Stefan Kaban
Y	Hiking/Skiing Coordinator	Pat McCabe
Y	Climbing Coordinator	Karen Choy
Y	Mountaineering Coordinator	Helen Tsai
Y	Training Coordinator	Shaughn McArthur
Y	Safety Coordinator	Bill Barrett
N	Membership Coordinator	Rob Galdins
Y	Social Coordinator	Elfrieda Bock
Y	E-Letter Editor	Elfrieda Bock
Y	Newsletter Editor	Elfrieda Bock
Y	Web Editor	Damien Brown-Graham
N	Access Liason	Stuart Elson
N	Family and Youth Coordinator	Katharina Goetze
Y	Quartermaster	Al Dimond

1. General Business

Janet indicated had the minutes from July 13, 2015 and November 16, 2015 had not yet been approved due to required amendments. Both sets of minutes were reviewed and the Executive had an opportunity to voice any questions or concerns. The Executive approved the following resolutions:

RESOLVED, the minutes from the November 16, 2015 meeting are approved as circulated.

RESOLVED, the minutes from the July 13, 2015 meeting are approved as circulated.

Janet indicated that the ACC National Office, or a contractor to them, was looking to get photos from the Ottawa section, specifically 10 'favorite' photos to be used for promotional materials. It was resolved to solicit photos from the membership, ensuring that the owners of the photos are OK with this use and that whomever uses the photos eventually has the appropriate rights to them. It was suggested to run a photo 'contest' to obtain photos. Elfrieda and Janet will work together to solicit photos via Facebook and the E-letter and develop the contest. Damien indicated that if desired, members can vote via the section website.

Janet indicated that the Section council meeting was coming up, and requested that people who submitted content last year update their content and provide it to her, who will amalgamate it. Bill requested that Janet enquire how other sections subsidize trips or training, as he wanted to explore changes to the subsidy scheme such as a variable-rate subsidy based on degree of club participation.

Janet provided the Archives Committee report for review by the Executive. Following discussion, the Executive approved the following resolution:

RESOLVED, offering club-owned books to loan to members as a benefit of membership is approved.

Kim Lacourciere took the action item to contact Dianne about the expenses stated in the report in order to obtain and review supporting documents. Al Dimond offered to take the bin of archived documents for storage, and indicated that he will coordinate with Dianne to pick them up. Damien took the action item to discuss with the Archives Committee the creation of a summary or collection of highlights of archival material to be made available on the section website, rather than make all archival data available online. It was also agreed by the Executive that there is no need for additional cloud storage.

2. Financials

Kim Lacourciere provided the club's finalized 2015 year-end financial statements. Final year-end membership fees received after the 2015 AGM provided a small boost to balance the budget. Following review, the Executive approved the following resolution:

RESOLVED, the 2015 Year-End Financial Statements are approved as circulated.

Kim also discussed the 2016 budget and operating statement, showing that the club is within budget to date for revenue and expenses.

Janet discussed the status of the Toronto Section's Bon Echo hut refurbishment project, which has been stalled. It was agreed by the Executive to wait for the requested project information from the Toronto section, and for project preparation to be further along, before continuing discussion on direct donations using Ottawa section funds.

Janet also indicated that since the 2016 operating statement showed the club was within budget, some 'wish list' items previously identified and cut at the November 16, 2015 Executive meeting were eligible for reintroduction if desired. Pat McCabe requested funds to provide a BBQ or large group meal at the 'Hike-A-Palooza' event. Karen Choy also requested funds for a similar BBQ or social event to be held during the upcoming RockFest event.

RESOLVED, Pat McCabe's request for up to \$400 in support of 'Hike-A-Palooza' is approved.

RESOLVED, Karen Choy's request for up to \$400 for a BBQ at RockFest is approved.

Greg Miller enquired about the possibility of financial aid from the club in support of a climb of Mt. Logan. It was suggested that to date, the club has not provided financial aid for members' personal objectives, but has notified the membership to solicit private donations (i.e. crowdsourcing) and could potentially secure tax receipts for these donations. As Greg's request was to the climbing and mountaineering committees, they will discuss further with him before bringing the matter formally to the Executive.

3. Coordinator Updates

a. Hiking

Pat reported lots of snowshoeing and backcountry skiing trips over the winter season, as well as a strong start to the summer season with hiking trips locally and in the Adirondacks.

b. Access

Pat and Janet reported on NCC engagement, having provided feedback to the NCC on ACC use of the park for hiking/skiing/etc. They report positive feedback from their NCC contact(s), who are using provided use information to make new maps that include some 'unofficial' trails. Despite some sensitive habitat areas being closed to access, it was predicated that the ACC would not experience very much loss of use. The NCC also intends to designate multiple different areas according to accessibility and use (ex. front/back country), which should not impact the ACC to any great degree. Discussion is still ongoing re: opening climbing areas in Gatineau Park.

c. Web

Damien requested short activity descriptions from specific activity committees, to replace the placeholders currently on the website. Damien also proposed to revise the website photo gallery, replacing the albums there with static images representative of club activities, to better convey the activities of the club. It was agreed that each activity committee would provide these representative images.

d. Safety

Bill described receiving additional help with renewing emergency caches in Gatineau Park. He indicated that 3 caches are fully equipped, and that the cache at Western Cwm may need to be re-sited.

e. Mountaineering

Helen indicated nothing new to report.

f. Past Chair

Steve indicated nothing new to report.

g. Climbing

Karen described the upcoming RockFest event, and indicated that she was getting more interest in people leading trips.

h. Training

Shaughn described the two Intro to Mountaineering courses that had run, as well as the Intermediate Mountaineering course offered to alums of the intro course. For climbing activities, Shaughn advertised the upcoming Intro to Rock course being run by the climbing committee and the Top Rope Anchor course scheduled, as well as the Top-Rope Leader Refresher and Seft-Rescue courses being offered at RockFest (subsidized for trip leaders). Shaughn indicated that demand was not always there for particular courses, and suggested that the ACC could serve as the facilitator of future course offerings, with participants who requested the course becoming responsible for finding course attendees.

i. E-letter/Social

Elfrieda indicated that preparation for the upcoming Summer Camp was proceeding, with 20 people signed up so far. This event will be promoted with Toronto, Montreal, and other sections, with the aim to attract more participants in order to bring overall costs down.

4. Other Business

A question was raised on the correct way to handle and retain signed trip waivers after a trip. Bill Barrett indicated that a policy was in place to deal with this, and outlined it for the Executive. Bill offered to store all signed waivers and suggested that Executive members collect signed waivers from trip leaders and provide them to him at each meeting. Note: In a follow-up email, Bill indicated that ACC National requires signed waivers to be kept on file for six (6) years.

There being no further business to attend to, the meeting was adjourned.

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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 4, 2016, is attested to and signed by me below.

/s/ Stefan Kaban
Secretary of Meeting

Appendix A – Ottawa Section 2016 Budget

ACC OTTAWA 2016 BUDGET - Updated

	2016 BUDGET	2015 ACTUAL to Nov 30, 2015
REVENUE		
Membership Fees	6,500	6,450.00
Training & Safety (Participant Fees) ⁽¹⁾	8,000	8,295.00
Social Events (Attendee Fees) ⁽²⁾	3,000	-
Interest Earned on Investments		102.84
NET REVENUE (Core Section Activities) \$	17,500	\$ 14,847.84
EXPENSES		
Training & Safety (Instructor Fees & Supplies) ⁽¹⁾	10,000	10,743.22
Social Events (Event Expenses) ⁽²⁾	5,000	-
Hiking, Skiing & Snowshoeing ⁽³⁾	600	-
Trip Leader Appreciation ⁽⁴⁾	1,000	1,078.31
Section Gear ⁽⁵⁾	1,000	883.08
Website	250	131.64
E-Letter	750	431.91
Board & Miscellaneous	1,000	867.54
Archives Committee	400	204.16
Donation/Sponsorship	200	200.00
NET EXPENSES (Core Section Activities) \$	20,200.00	\$ 14,539.86
EXCESS OF REVENUE OVER EXPENSES \$	(2,700.00)	\$ 307.98
ASSETS BEGINNING \$	16,320	\$ 16,012.35
ASSETS ENDING \$	13,620	\$ 16,320.33

Notes:

1. Training & Safety - for 2016

Plan to offer courses and clinics comparable to 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 climbing leader refresher training

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

4. Membership & Volunteer Appreciation

Includes additional t-shirts

5. Section Gear - purchase of 4 ropes

Appendix B – Ottawa Section 2016 Operating Statement (January-May)

ACC OTTAWA 2016 Operating Statement YTD - Dec 1, 2015 - March 31, 2016

	2016 ACTUAL	2016 BUDGET
REVENUE	YTD to March 31, 2016	
Membership Fees	1860	6500
Training & Safety (Participant Fees)	4385	8000
Social Events (Attendee Fees) ⁽¹⁾	1962.5	3000
Interest Earned on Investments		
NET REVENUE (Core Section Activities)	8207.5	\$ 17,500
EXPENSES		
Training & Safety (Instructor Fees & Supplies) ⁽¹⁾	3834.39	\$ 10,000
Social Events (Event Expenses) ⁽²⁾	2810.53	\$ 5,000
Hiking, Skiing & Snowshoeing ⁽³⁾	97.63	\$ 600
Trip Leader Appreciation ⁽⁴⁾	315	\$ 1,000
Section Gear ⁵⁾		\$ 1,000
Website	23.66	\$ 250
E-Letter	485.05	\$ 750
Archives Committee ⁽⁶⁾		\$ 400
Board & Miscellaneous	100.02	\$ 1,000
Donation/Sponsorship	30	\$ 200
NET EXPENSES (Core Section Activities)	\$ 7,696.28	\$ 20,200.00
EXCESS OF REVENUE OVER EXPENSES	\$ 511.22	\$ (2,700.00)
ASSETS BEGINNING	16320.33	\$ 16,320
ASSETS ENDING	16831.55	\$ 13,620

Notes:

1. Training & Safety - for 2016

Winter courses held - AWFA to be held in April - no cost details yet

Trip Leader Info/training night - to encourage leaders

Climbing - Subsidy for climbing leader refresher training

Climbing - Subsidy for Intro to Multi-Pitch climbing for select group of trip leaders in early Spring

2. Social

2016- Annual Dinner completed, Volunteer Appreciation to come

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 subsidizing Hike-a-Palooza in June and Mapping Software

4. Membership & Volunteer Appreciation

Includes additional t-shirts and Alpine Skills Books - Rewards for leaders already purchased.

5. Section Gear

Purchase of 4 ropes

6. Archives Committee - portable document reader