

Minutes: ACC-Ottawa Exec meeting
Mon, Dec 11, 2023 @ 7:00 On-line

1. Bill welcomed everybody and we reviewed the **agenda**
2. **Present:** Andrew, Bill, Chris, Conor (joined later), Elfrieda, Eric, George, Mike and Paul
Absent: Cynthia and Katarina
3. **Minutes** of previous meeting are not yet ready, but Bill reviewed the action items from the last meeting and has incorporated these into today's discussions
4. We reviewed our **upcoming activities:**
 - Dec 17 First session bc ski workshop (Andy Adler)
 - Dec 23 Gatineau Park Hike (Paul W)
 - Jan 5-7 Adirondack Hiking/Skiing (Grant B, Bill B)
 - Jan 22 AGM (on-line)
 - Feb 2-4 Adirondack Ice climbing (Grant B)
 - ?? Calabogie Capers (Calvin K)
 - Feb 23-25 Bancroft area ice (Andrew and Bill B)
 - July 8 – 15 tentative climbing camp
 - July 15 – 21 tentative mountaineering camp
5. Organizational details:
 - we discussed the process for announcing **last minute activities**, they must be posted on the calendar, open to all eligible members and waivers must be completed
 - Conor will send a summary of the Gatineau Park winter partners meeting that he attended
 - Elfrieda reviewed our end of year **finances**: we are still waiting on our membership dues payment from ACC-National (Bill will contact them to encourage prompter payment)
 - Elfrieda presented a **tentative budget** for next year; we added \$500 to Volunteer and leadership appreciation, other items were discussed for clarification but budget was accepted as modified
 - exec communication**: Mike indicated that we need to continue working at and standardizing our use of our organization's Google workspace so that it is a better tool for supporting the section's work
 - Bill asked about the use of some "**excess gear**" in the locker: mountaineering crampons and some safety resources (tarp, sleeping bag, blanket) purchased for trip leaders. Activity coordinators are encouraged to let leaders know that the gear is available and to use it
 - Mike updated us on next steps for the **website**: he is working on a FAQ section and was asked to begin work on a trip signup form that all would use to sign members up for trips. A part of this will be to remind members of the risks associated with specific trips, a step that must be taken to cover our liability now that we have moved to an on-line waiver (George will share the risk info template from national with Mike). Trip leaders are encouraged to use a paper waiver until the full move to an on-line system has been made
 - our **SOC with Algonquin** College is set up. Algonquin students who are members of their climbing club now have a membership in the section until August 31, 2024. Bill will do a follow-up communication welcoming them to the section for the year.
4. Activity discussion:
 - we discussed **ice climbing plans** for the coming season, Andrew and Eric will confirm dates for beginner days and other club sponsored climbing activities shortly
 - Chris will pursue offering an **AWFA course** through our provider Jill (details to be clarified), there are no leader subsidies this year
 - we reviewed our **accident follow-up protocol**:
 - one of the Safety/Training Coordinators to be part of the write up of the incident report
 - a reminder that national's incident report is to be completed whenever emergency personnel are involved in an incident (this should be advertised to our trip leaders, Mike will add to our FAQ section on website)
 - an appropriate member of exec will present a report on the incident at the following exec meeting

Paul will present the two most recent incidents (June 2022 and June 2023) to our next exec meeting
-we continued our discussion on how to encourage the **use of InReach** devices for emergency calls
Bill will complete a summary of the annual activities for the section, identifying trips where an InReach would have been the best means of connecting with rescue personnel, and sharing with exec members. This will give us a sense of the possible financial implications of supporting InReach use on trips for our section.

5. Other items:

-we continued our discussion of the **on-line waiver**; we are encouraging leaders to use paper waivers until the on-line process is fully in place and we emphasized the need to remind participants of the risks involved in a specific activity; we need to be careful that the emphasis on safe trips doesn't get lost in the move to an on-line waiver; (see above for Mike's work on a trip signup form that includes specific risks)

-Bill provided an update on **summer camps**:

planning to do a climbing week and a mountaineering week

just confirming hut bookings and then will reach out to members of exec and others who expressed an interest in helping out with these

-we reviewed **the AGM agenda**; Elfrieda will connect with George and Mike to look at using the Google Meets platform, Bill will ask Grant B if he can help again this year, Elfrieda will send out the first of three emails before the end of the year, Bill and Andrew will connect to discuss the activity summary portion of the agenda

6. Our **next meeting** will be the AGM, on-line on Jan 22, 2024 at 7:00 pm