

**ONC/Portland Chapter
Board Meeting Minutes
05 January 2016**

Board Members Present:

André Fortin
Ann Truax
Kim Davis
Mary Bourret
Scott Diamond
Susan Watt

Other Members Present:

Ted Scheinmann

Current Action Item List (Including those from this meeting)

- Should day trip committee come up with list of what you need to bring and/or update policy document? **Scott/Day trip committee** to ponder
- **Scott** to call Day tour committee together to review how to improve Meetup
- **Ted Scheinman/Overnight trip committee** to communicate no change in policy for reimbursement for nonattendance of trip and no refund for “under budget:” trip.
- **Ted Scheinman/Overnight trip committee** to communicate clarification of car pool policy and **Scott** to write article for forum/newsletter.
- Tilly Jane
 - **Andre** will mail all to board members a list of organizations to contact when seeking assistance
 - **All** - review list of contacts and provide feedback to Andre
- **Mary B** – contact stat ONC and take Ann off of list
- **Scott** to coordinate with Mary H and Bill Y to get club REI presentation on website
- **Ann** send additional e-mail on leadership training and cover at general meeting
- **All** – contact individuals that you think would be suitable for board and ask them to run.
- **Ann, Andre & Kim** to meet with Pam to discuss ski lessons
- **All** – review volunteer descriptions and provide edit to Scott , **Scott** – publish list to website and post of Forum, **Ann** – Announce at General membership meeting once update.
- **Mary H** will try to get together with Elizabeth and get the Paypal account changed to me so we can withdraw more money at a time
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Review of Action items from Prior Board Meetings

- Some people are not getting e-mail. **Bill** is working on that – complete with e-mail from Bill Y to all on forum settings
- **Scott** to e-mail everyone to see about day tours for December - complete
- Should day trip committee come up with list of what you need to bring and/or update policy document? **Day trip committee** to ponder – in process
- Volunteer meeting - **Susan** to work with **Ann** for volunteer recognition - complete
- Volunteer meeting - **Mary H** to get 25 sno-park passes – complete

- The secretary (currently Scott Diamond) will maintain a document on the web site which summarizes these key decisions. – complete

Reports

Treasurer's Report

Report provided by e-mail by Tim after the meeting

- Tim recommends approval of treasurer report
- We also have \$12,948.67 in Paypal funds as of Dec 31. **Mary** will try to get together with Elizabeth and get the Paypal account changed to me so we can withdraw more money at a time

President's Report

- Snow Shoe Signage
 - Mary Hepokoski has placed signs at Bennet, Barlow Pass, Elk Meadow, Pocket Creek, 2 at Tilly Jane
 - Steve Levy volunteered to put up signs at Yellow Jacket at White River snow park
 - Ranger at Zig Zag station put up signs at Glacier View, east side of Summit, Snow Bunny and Trillium

Website

- Working really well. Thanks Bill Yaeger!

Day Tour Committee

- Ski pass proposal – This was approved by e-mail in December
 Proposal
 The day tour committee has board approval to purchase in advance up to a combined total of 25 sno-park passes in the 2015/2016 ski season (any combination of WA or OR). To reduce financial exposure to the club, a stock of no more than 10 shall be maintained at any time. Sno-Park passes shall be provided in advance to individuals who have signed up to lead a day tour.
- Committee has decided to not post day tour list on newsletter and will instead ask newsletter to refer readers to website
- Leader mentoring program is going slowly. We've only had one tour with co-leader (Carla assisted on Scott's trip to Teacup). Suggest we emphasize at leadership training
- We have a good selection of tours each month and relatively high level of participation
- Forum working well for adding spontaneous tours
- Meetup
 - Great attendance for easy tours (currently 29 signed up for Ann's beginning Teacup tour for Sunday 11 January)
 - About half of the leaders are posting to Meetup. To grow the club we would like more tours posted to meetup but there is overhead in dealing with this (particularly carpool issue)
 - Still learning tools on meetup (mark no shows, group e-mail, waiting list)
- Day tour to call coordination meeting on Meetup – **Scott**
 - Limit number of participants

- See about adding tour leaders to Meetup so that we don't pass message

Overnight Trip Committee

- Reimbursement for non-attendance
 - Question came up on our policy for reimbursing if member cannot attend trip. Currently policy is not to provide reimbursement and the board decided to leave the policy as is.
 - **Ted Scheinman/Overnight trip committee** to communicate this policy.
- Reimbursement for lower cost
 - The question came up of possible reimbursement if the cost of the trip came out to be less than collected.
 - Current policy is that some trips cost less than anticipated and some trips cost more. Club policy is to not charge more to attendees if costs are higher than anticipated and not refund if costs are less. Board chose to not change this policy so no refund is to be provided.
 - Related to the above, if the trip costs less than originally anticipated it is not acceptable for the leader to eat into the excess by taking on additional expenses which were not budgeted (e.g. picking up meals which were not intended). Leaders that do not follow this policy risk not be reimbursed for any such expenses.
 - **Ted Scheinman/Overnight trip committee** to communicate this policy.
- Carpool
 - There was an issue on recent overnight trip with 12 participants and no one who wanted to drive. To clarify ONC policy on this matter it is:
While the trip leaders help coordinate carpooling, ultimately, it is the obligation of each member to arrange travel to the overnight destination. Inability to do this is not grounds for a trip refund. Trip leaders if driving are treated like any other member of the trip. That is they may decide who will and will not drive in their car and they are under no special obligation to include any particular member in their vehicle.
 - **Ted Scheinman/Overnight trip committee** to communicate this policy.
 - The board is evaluating increasing carpool rate to 20 cents/mile
 - **Scott** to write an article for newsletter/forum stating policy and potential increase.

Tilly Jane

- Andre communicated overall \$213K estimate to upgrade Tilly Jane cabin to address longstanding structural issues
- Current "savings" in ONC account for Tilly Jane is ~\$50K.
- Andre would like to address in phases with first phase requiring ~\$138K
- A possible path to obtaining necessary funds is to seek a Preserve America grant (due mid April)
- **Andre** will mail all to board members a list of organizations to contact when seeking assistance
- **All** - Andre is asking for us to review list of contacts and provide feedback

Membership

- No report

Nordic Issues State Meeting

- Insurance cost increasing from \$6.00 to \$9.50 per member next year
 - Board agrees that if needed we will raise membership by \$3 to \$30/year
- Changes are made to bylaws to improve efficiency (see details in Mary summary)
- We have five members of ONC state when we should have four. Board agrees to take Ann off of list for Portland members – **Mary B**
- Presumably, minutes from state minute will be placed at: <http://new.onc.org/documents/>

Publicity

- REI presentations this Monday . Mary H going to do provide
- We agreed it would be useful to have presentation on website instead of passed around by stick
 - **Scott** to Ask Mary H to send presentation to Bill to put on Website

New Business

Class Reimbursement

- Agreed that we should provide more incentives for leaders to take educational classes
- Board approves refund for expense of education class cost up to a max of \$100 for leaders (increase from current subsidy of \$50).

Leadership Training

- Limited RSVP at this time (< 10)
- **Ann** to re-announce leadership training and clarify that this training is different than what has been done in the past.
- **Ann** to announce leadership training at general meeting next week.
- If less than 20 RSVP (not including organizers) by 17th of January not including organize then we will cancel the leadership training and instead cover it in November.

Yahoo E-mail List Server

- Yahoo site – board would like list to be shut down by the end of March

New Board Members

- The following members are exiting in April: Ann, Susan, and Kim
- We should have submission of new names into newsletter in February
- **All** – contact individuals that you think would be suitable for board and ask them to run.

Ski Lesson

- Board does not feel ski lessons should be conducted w/o board approval
- **Ann, Andre & Kim** to meet with Pam to discuss

Volunteer Tasks

Scott suggested that we would have more participation if we did a better job of advertising where we have need. The website has an area listing volunteer needs but we are not using it (it currently only lists overnight committee which does not need additional people)

The following additions are proposed for volunteer needs:

- Nordic Issues Track issues relevant to Nordic skiing in the state? Better description needed
- Public Relations Develop awareness of club within community. Provide presentations on club and skiing in Oregon. Attend ski fairs. Better description needed
- Trip leaders Ongoing need for individuals to lead day tours
- Boards members Qualified individuals needed to set club policy, resolve issues and drive new projects. Suggest that individuals that are interested in joining the board should attend a board meeting.
- Tilly Jane More complete description is needed from Andre but there is a need a number of areas related to planned structural work at Tilly Jane. In particular there is a need for grant writers and individuals able to connect with other organizations and businesses for fund raising.
- Volunteer Tracking Need for track volunteers from all areas of club (overnight, day tour, trail maintenance, committees, etc.). Manage volunteer recognition at fall meeting. Arrange volunteer recognition gift and track distribution to volunteers. Assist in volunteer recruitment.
- Membership Process membership applications. Maintain membership database. Analyze membership (demographics, where new members are coming from, other trends) and report to board. Identify recruitment opportunities.

All – review volunteer descriptions and provide edit to Scott

Scott – publish list to website and post of Forum

Ann – Announce at General membership meeting once update.