**Minutes Branch Leadership Committee March 18, 2020. Business meeting Zoomed 6:30 to 8:31pm.** Informal leadership conversation preceded meeting.

**Present:** Chairs (voting members) -- Krissy Fagen (BHM), Elaina Jorgensen (EVT), Bill Ashby (SEA), Cheryl Talbert (FTH), Curtis Stock (TAC), Bill Bandrowski (KIT), Bob Keranen (OLY), Tony Tsuboi (SFT), Cindy Hoover (GA), Peter Hendrickson (VP Branches). Also: Chairs Elect Jack Duffy (BHM), Cindy Biles (FTH), Jared Pearce (SEA) and Neal Kirby (OLY). Staff: Sara Ramsay, Becca Polglase

Approved agenda. Motion Curtis, Cheryl

Approved minutes January 15, February 1 annual retreat, February 19. Motion Bill A, Krissy

**COVID-19.** Discussed response, issues and requested actions. Chairs related the toll of course, trip and event cancellations across a broad range of activities. Many have been tentatively postponed. Basic climbing was cancelled or yet under consideration across branches. Chairs reported broad support for the current sanctions. Even some donations of course fees. There was some confusion about refunds. Actions requested:

* Courses, trips and events already cancelled in principle should promptly be cancelled on line to reduce both participant confusion and staff workload. Refund action should follow the stated protocol with questions/issues directed to Member Services staffer Elaine Kelly (206-521-6001, elainek@mountaineers.org).
* Chairs should, in haste (Friday, if possible), report fiscal damage to Becca P:
	+ List of courses that your branch has canceled
	+ List of courses that your branch is unsure about
	+ Total dollars in savings that your branches anticipate (what budgeted expenses do you believe you can avoid spending in 2020?)

**Reports**

Chair noted recent engagement with Seattle Navigation, Seattle Branch Council, and personal interactions with Covid-19.

Branch and other chairs spoke to their responses to the pandemic as noted above.

**Old Business**

Tony Tsuboi’s Clubwide 2019 safety report showed that “slips/trips” and “hit by object” continue to dominate incident reports. Actions:

* Promote terrain management practices to reduce slips/falls and hit by objects.
* Start search for successor to Chair Tsuboi.

Learned that staff/BOD team will meet Friday March 20 and Monday March 23 to both assess anticipated fiscal damage to the FYEnding 2020 (current) budget. Finance Committee (FinCom) and Executive Committee (ExCom) will meet 23 Feb to consider ways forward. Hendrickson sits on both committees as VP of Branches. Actions:

* Complete fiscal damage inventory to Becca as noted above.
* Prioritize support to family, friends and fellow Mountaineers through this crisis.
* In BaseCamp start chatting about measures your branch is considering or taking to both rescue and add revenue and to reduce expenses in the months ahead.
* Hold on immediate FYE2021 budget construction with a default carry forward of the FYE 2020 budget including needed edits. Await further staff guidance.
* Remember, “The club started with volunteers once upon a time.” (Becca P)
* Tabled sharing the margin burden across branches Bill Ashby had prepared.
* Asked all to share ideas and actions around
	+ >Enhancing revenue (pricing, surcharges, enrollment, addl courses...\_
	+ >Reducing expenses (transportation, food, copying, amount of reward...)

Tabled Hiking/Backpacking (11Jan), Sea Kayak (1Feb), Climbing (O8 March) Summit reports and first reading of any Minimum Activity Standards revisions. Link: [Hiking/Backpacking Standards](https://docs.google.com/document/d/1wO8a3-OkiEXEFwi0JvEqZv4_ui6yTMsXf2Yxp5azULE/edit#heading=h.gjdgxs). (Revisions are noted in draft.)

Discussed Leadership toolkits usage finding that many have started but few have completed the Branch/Committee Chair Training eLearning. Remarks about its utility were positive.

Noted leadership current vacancies include Safety Chair successor, SEA Treasurer, and various Chairs Elect.

Tabled BLC retreat topics needing follow up:

 >BOD Representative targeted training beyond eLearning

 >Leadership Development position paper (Peter, Sara)

 > Onboarding – Mentors? Other eLearning?

 >Monitoring adherence to Activity Standards

 >Marketing branch, activities

 >Sales Force data pulls ex Amanda Virbitsky & Sara

 >Behavior Complaints – process working? Presented to others?

**New Business**

Tabled Higher Risk Standards (elevation >15K’, extreme weather, expedition planning, decision making in outdoor adventure setting) GA 2018 review inplications. Cheryl will post materials for review prior to the next meeting.

Sara R offered staff support for volunteers porting content to online instruction. Action:

* Contact Nick Block (206.521.6036, nickb@mountaineers.org)

Adjourned 8:31. Motion Bill Ashby, Cheryl

Next meeting will be Zoom April 15 as the planned in-person Tacoma meeting is not possible with Covid-19 restrictions.

**Approved 15 April 2020.**

 ***(PHendrickson/19Mar2020)***