**Minutes Branch Leadership Committee May 20, 2020, Business meeting zoomed in 6:30 to 8:30 pm**, Informal chair discussion prior to meeting.

**Present:** Chairs (voting members) – Jack Duffy, elect (BHM), Elaina Jorgensen (EVT), Bill Ashby (SEA), Cheryl Talbert (FTH), Curtis Stock (TAC), Bill Bandrowski (KIT), Bob Keranen (OLY), Tony Tsuboi (SFT), Peter Hendrickson (VP Branches). Chairs elect Neal Kirby (OLY), Jared Pearce (SEA). Staff: Sara Ramsay, Becca Polglase Not present: Krissy Fagen (BHM), Cindy Hoover (GA),

Approved agenda without objection, (Motion Bill D, Cheryl)

Approved minutes without objection April 15, 2020 (Motion Curtis, Bill B)

**Reports**

Chair: Attends, reads staff Zoom meetings and Covid date uncertain, reopening guidance. Action – Branch chairs may circulate Board of Director pre-meeting packets, but “keep confidential” items should be noted. Peter will post suggested language.

Branch and other chairs spoke to their branches’ response to “State of Mountaineers” presentation, elearning opportunities and efforts, officers’ elections, leader succession plans for committees, Zoom exhaustion, maintaining connections with membership, and fundraising ideas.

Gem Bill A: “Grow a course w/ many small launches as opposed to one grand opening.”

Gem Cheryl: “Use Eventbright to advertise and show movies. Offer a buy for free ticket, but also ask for donations and possible selections of $10 or $20 donations.”

Tony, Safety: Cleaning up 2019 reports for June digital report. Noted software purchases needed to do this more efficiently are not going to happen due to crisis. Mentioned API allows to capture incidents coming off reporting

Gem Tony: “Offer coding of API to UW student and have development of digital reporting be a student project.” Action : Tony will draft a project proposal.

Sara: Pricing recommendations, gathered feedback using initial fee to keep others engaged; fundraising, adding fees and restated Cheryl’s Everbrite idea. Zoom ownership is moving toward branch members controlling own Zoom accounts but PC will support logistics and expenses. Noted that volunteers can log their own hours for virtual work.

Final Covid Phase 2 guidance targeted for May 22 posting.

Chair: Discussed Leadership Development Scorecard (at foot of minutes) to track branch leadership team completion of leadership eLearning content. Appointed Neal to manage the scorecard via reports from chairs at regular BLC meetings.

**Old Business**

Tabled: Higher Risk Standards (elevation >15K’, extreme weather, expedition planning, decision making in outdoor adventure setting) GA 2018 review implications

Activity Standards Post Summit Meetings: Becca will supply progress reports on any standards revisions for first reading at the next BLC meeting. Sea Kayaking (01Feb), Climbing (08 Mar), Snowshoe (25 April), and Navigation (26 April). Becca noted that consensus was not reached in the climbing summit on aspects of the tiered leader badge levels. Bob will follow up with her regarding Olympia issues.

Budgets--Club Cash Crisis:

Peter asked each branch to focus on preserving cash as much as possible, and shared concerns about development, recognition, reward, and how they are comingled in the accounting. 1) Some instructor skill sets need constant attention for maintenance and development. 2) Rewards, money or gifts for a service being recognized, should be sharply limited or eliminated. 3) Recognition is highly favored, but in at little or no expense. Cheryl asked for discussion on ways each branch does recognition and rewards. Action: Becca counseled use of Basecamp to share ideas.

Becca sent branch chairs budget documents, discussed role of branch chairs, and shared an All Branches Summary of budgets, revenues and expenses, time passed and budgeted, and course revenue . Each branch received a spreadsheet..

Goal: Hold courses as best we can, hold cash, and exceed targeted margins to build a buffer against a possible second Covid-fueled downturn.

Action and Deadline: June 12th deadline for budget proposals from branches to go to Becca.

That date allows for staff to branch discussions before July and Becca invited calls with questions.

**Q**. Becca work directly with Treasurers to build budget? **A.** Prefer to do in concert with branch chair.

**Q.** Document step by step process. **A.** Call Becca if text not clear or more support needed ld budget, may only need alteration

Agenda items not addressed.

**New Business**

 >Honoring volunteer virtual content developer/providers Peter

 >Cycle/Backpacking (Chairs in pre-meeting counseled treat proposal as new activity.) Curtis

 >ID, Training, Onboarding Branch Chairs Elect cohort Peter

 >Mild Cognitive Impairment -- volunteer or participant – how approach? Peter

**Retreat topics needing follow up**

 >Onboard Leaders – mentors, best practice

 >BOD Representative role in branches, targeted training beyond eLearning

 >Leadership Development position paper Peter/Sara

 >Monitoring adherence to Activity Standards

 >Marketing branch, activities

 >Sales Force data pulls ex Amanda Virbitsky & Sara

 >Behavior Complaints – process working? Presented to others?

Next meeting: June 17.

**Branch Leader Development Score Card**

|  |  |  |  |
| --- | --- | --- | --- |
| **Leader** | **Becoming Leader** | **Chair Training** | **Mentor** |
| **(BH) Krissy Fagen, Chair** |  | R |  |
| (BH) Jack Duffy, Elect |  | R |  |
| (BH) Maura Rendes, BOD Rep |  |  |  |
| (BH) Activity Chairs |  |  |  |
| **(EV) Elaina Jorgensen. Chair** |  |  |  |
| (EV) No position, Elect |  |  |  |
| (EV) Matt Vadnal , BOD Rep |  | R |  |
| (EV) Activity Chairs |  |  |  |
| **(FT) Cheryl Talbert, Chair** |  | R |  |
| (FT) TBD Vacant, Elect |  |  |  |
| (FT) Richard Lambe, BOD Rep |  |  |  |
| (FT) Activity Chairs |  |  |  |
| **(SE) Bill Ashby, Chair** |  |  |  |
| (SE) Jared Pearce, Elect |  |  |  |
| (SE) Alex Cowen, BOD Rep |  | R |  |
| (SE) Activity Chairs |  |  |  |
| **(KI) Bill Bandrowski, Chair** | G | R |  |
| (KI) Debbee Lynn, Elect | G | G |  |
| (KI) Jerry Logan, BOD Rep |  |  |  |
| (KI) Activity Chairs |  |  |  |
| **(TA) Curtis Stock, Chair** |  | R |  |
| (TA) No position, Elect |  |  |  |
| (TA) Mark Kerr, BOD Rep |  |  |  |
| (TA) Activity Chairs |  |  |  |
| **(OL) Bob Keranen, Chair** | G | G |  |
| (OL) Neal Kirby, Elect |  | R |  |
| (OL) Greg Lovelady, BOD Rep |  | R |  |
| (OL) Activity Chairs |  |  |  |
| **(Sft) Tony Tsuboi** |  |  |  |
| **(GA) Cindy Hoover** |  |  |  |
| Peter Hendrickson |  | R? G? |  |
| Clubwide Totals | G=200, R= 165 | G= R= |  |