



Branch Leadership Committee
Draft Meeting Minutes for April 20, 2022
6:00pm to 7:30pm via Zoom

Attendance: James H (VP of Branches), Sara R, Cindy H (GA), Scott C (OLY), Brian M (BHAM), Ben M (FH), Brad P (FH - Chair Elect), Nick M (EVE - Potentially incoming Chair), Janette Z (OLY - Chair Elect), Tess W (SEA), Gretchen T (KIT), Curtis S (TAC)

1. Welcome and Introductions--James
2. Review and approval of the meeting agenda for April 20, 2022
Motion: Curtis; 2nd: Ben; Agenda was approved.
3. Review and approval of the [meeting minutes from March 16, 2022](#)
Motion: Nick; 2nd: Brian. Minutes were approved.
4. Branch Reports—Mountaineer Branch Leaders
 - Open leadership positions
 - Relevant Updates

Foothills:

- Foothills: Potential member interested in the Foothills Board Representative position. Budget, will have two days to discuss the budget among the officers and 15' meetings with chairs to discuss. Fastpacking course has just opened.
- Seattle: No open position updates. Busy spring season. Struggling with instructor recruitment for courses. Could be lost momentum from COVID. Some field trips had to be canceled due to lack of instructors. Saw cancellations in basic climbing. Need more outreach strategy early on for instructors.
 - Kitsap: Also experienced difficulty recruiting instructors particularly when Basic Climbing moved to modules the expectation to help teach was lost. Non-branch members have been taking courses from other branches but don't necessarily help instruct at the branch where they took the course.
- Everett: No big updates. Don't have the level of visibility to all of the activities. Expectation is that there will be turnover in most branch officer positions. Will start to develop a nominating committee to help identify officers. Instructor recruitment for courses has been fairly successful but very lean but anticipate more difficulty in the future.
- Kitsap: Pretty good month. Memorial hike for Erik had a good turnout. Family came to support and take part in the hike. Still looking for a Chair-elect. Anticipate developing a leader/skill refresher courses for basic climbing.
- Tacoma: Secretary and Treasure positions are open but have potential candidates. No unusual challenges for instructor recruitment. Basic climbing course has a small capped enrollment. Hiking and backpacking have an ambitious teaching schedule.
- Bellingham: No changes in open positions. Looking for a Secretary and Chair-elect. Had to put out a lot of calls for instructors but were able to fill. Skills refresher a great way to



recruit and keep instructors for course training. Anticipate an international climbing trip to Canada.

- Olympia: Actively looking for a Social Chair. Planning to resume the award banquet in the fall and anticipate it will be held in person. Stewardship committee working with Forest Service for stewards to be at trailheads for outreach. Potentially looking at sponsor for the outreach.

5. Committee & Organizational Reports

- Branch Leadership—James
 - [BLC Charter Draft Revision](#)
 - Discussion of working draft—membership, roles and responsibilities.
 - James asked the committee to review the draft Charter for discussion at the meeting in May. Discussion took place about an organization chart for the branches. Discussions included a recommendation that each branch has written documentation of its organizational structure. Request was made to have an organizational template for each branch in case there is turnover. That way the organizational chart can be rolled out uniformly and standardized. Becca will link the HQ org chart.
 - Staff will begin the process of reconciling the Charter with updated Mountaineer bylaws.
- Safety –Bill
 - [2018-2021 Safety Report](#)
 - Ashby (providing this brief update) is unavailable for this meeting, but the link explains that the annual Safety report is available. I have shared with most BaseCamps and have drafted a blog for the Mountaineers webpage.
- Global Adventures—Cindy
 - Cheryl in Turkey for a back to back hikes. Newly trained leader prepared to lead a climb but will make it a private party trip.
- Operations - Sara & Becca
 - Branch giving update
 - EVE - \$3,900
 - FTH - \$4.030
 - OLY - \$600
 - SEA - \$300
 - All branches should have received 2023 budget templates. Questions?
 - Becca: If someone in the branch has directed a gift to the branch then the branch will receive a report about the gift(s). The dollar amounts provided in the agenda are the branch gifts as of March 2022. No branch has operationalized what to do with the funds. If you have branch goals then let Mountaineers staff know how you intended to use the funds. Goal is to have the branches spend all the money by the end of the year.



Therefore, please don't wait until the last minute. Bri can answer any questions about giving.

- Ben: Fund uses?

- Becca: Donor funds have to be reported. Revenue goes to the Development budget. Branches won't see revenue or expenses. Money can be used to help benefit the branch such as leadership training, volunteer recognition, and supplies. Funds must be used by end of the fiscal year. It is anticipated that in the follow-on years will allow branches to plan for potential funding.

- Budget Templates

- Becca: All branches should have received the template to support committee activities. This will help future committee chairs understand past budgeting. Becca will send out reminders via Basecamp in a month for the branch budgets.

- Tess: For Seattle some of the dropdowns for the activities don't match. Need budgets sheets for hiking, backpacking, packrafting and bikepacking. Send budget sheet requests to Becca.
- Curtis: Need bikepacking budget as well.
- Nick: submission deadline?
 - Becca: See instruction document, branch budgets need to be submitted by June 4.
- Cindy: budget template for global adventures?
 - Becca: Please work with Barbara.

6. Standards, Summits & Activity Charters

- [Naturalist Council Charter Draft](#)

- First Reading and discussion of the charter agreed to by Branches (Seattle, Kitsap, Olympia).
- Sara; a grandfathered activity that did not previously have standards. Charter differentiates their activities from other activities such as hiking.
- Both brand new documents.
- Tess: glad to see the draft. Will probably be a model for the Photography Charter.
- Sara: The outcome of Naturalist Council standards is to make the activity its own thing and demonstrate how it is different from hiking and other activities.
- Motion: Gretchen; 2nd: Tess. First reading approved.

- [Naturalist Activity Standards](#)

- First reading and discussion of the standards agreed to by Branches (Seattle, Kitsap, Olympia).
- Motion: Tess; 2nd Gretche. First reading approved.

- [Bikepacking Revised Standards](#)



- Second reading of the revised activity standards and discussion
 - Revisions jointly proposed by Seattle (Emma A) and Tacoma (Scott S).
 - Sara: Part of the process of creating a new activity is to draft standards. Modifications usually made after a year of use. Usually small changes in how the prerequisites change. Small incremental changes. Program originated in Tacoma and is growing to Seattle.
 - Motion: Tess; 2nd: Scott: 2nd reading approved and the Bikepacking Revised Standards have been adopted.
 - [Scrambling Council Charter](#)
 - Second reading and discussion.
 - Sara: part of the summit process drafted a charter based on the original .
 - Motion: Curtis; 2nd: Nick: 2nd reading approved and the Scrambling Council Charter has been adopted.
7. Information Items
- None
8. Adjourn
- Next meeting May 18, 2022