

# Olympia Mountaineers BOD

## MINUTES

NOVEMBER 9, 2016

6:00PM

OLYMPIA CENTER ROOM 200

<b>MEETING CALLED BY</b>	Andy Weber at 6:09pm
<b>TYPE OF MEETING</b>	Officers meeting Olympia Mountaineers
<b>FACILITATOR</b>	Andy Weber
<b>NOTE TAKER</b>	Sharon Lang
<b>TIMEKEEPER</b>	Sharon Lang
<b>OFFICERS ATTENDING</b>	Andy Weber, Chair Siana Wong, Chair Elect Brian List, Past Chair Henry Romer, Director Kim Pohlman, Treasurer Donna Kreuger, Social Chair Sharon Lang, Communications Dawn Thomas, Member

Agenda topics

**6:09PM**

**APPROVAL OF MINUTES / ACTION ITEMS**

**ANDY W**

<b>DISCUSSION</b>	<b>Discussion of previous minutes and action items.</b>
September meeting minutes are still not available.	
Sharon reached out to Tess Wendel about changes on the Mountaineers.org Olympia Branch page.	
Henry stated Sharon should receive a request from Ron Jones to join the Active Sea Kayakers List Serv.	
The committee would like to have all events and field trips added to the Mountaineers.org Olympia Branch events page.	
The Branch Policy Manual was discussed.	
Andy reached out to Brian Young regarding the Pricing Committee.	
Climbing Education Advisory Committee (CEAC) Bbog has been reviewed by Siana and Sharon.	
The cover letter for the Gear Exchange Rental Program document was discussed.	
Bob shared the Mountaineers feedback page with members.	
Sharon contacted Maxine Dunkelmann regarding adding legacy information to the library.	
The issue with ballots not being delivered to Comcast email users was discussed.	
The minutes for the October meeting were approved as presented.	
<b>CONCLUSION</b>	
September Minutes: It was decided to add a blank report on the website for the September meeting minutes. A notation "No report was filed" will be added.	
Website Changes: There are more change requests; particularly the About Us page. Buttons for Committees, Documents, and Calendar are requested. It was mentioned that it might be nice to have the page default to Upcoming Events. Henry questioned if that was a good idea and asked if we should start on the About Us page instead. It is preferred to have link like the Olympiamountaineers.org webpage, but we think this may not be possible with the way the webpage is designed. Sharon will reach out to Tess with more questions.	
List Serv: Sharon must accept the invite from Ron Jones in order to be added to the Kayaker's List Serv.	
Events: Sharon was directed to a list of contacts for committee chairs on the Olympiamountaineers.org website. She will reach out to each chair and explain the request. Sharon asked about holidays. The website requires them to be added as events. Donna mentioned that if you leave zero for the number of participants, people cannot register for it.	

Sharon will add all holidays listed on the Olympiamountaineers.org site to the mountaineers.org Olympia Branch events page.		
Branch Policy Manual: Henry mentioned he'd like to discuss the Branch Policy Manual during his report.		
Pricing Committee: Brian would like to wait until the new year.		
CEAC Blog: Siana and Sharon are more familiar with the direction the club is looking to move.		
Gear Exchange: Andy will email Henry the cover letter and he will send it directly to the Pricing Committee??		
Legacy Information: Maxine did not feel the information should be added to the library. She mentioned a historian would be useful. She also offered to look through the information with Sharon in January. Sharon will look through in the meantime and if there are any interesting articles, pictures or newsworthy items, she will post them on the Facebook page.		
Comcast: It was decided that a separate email for Comcast users can be sent with a link to the poll.		
October Minutes: Sharon will upload minutes as a PDF to the website.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
September Minutes: Post blank report for September Minutes	Sharon	ASAP
Website Changes: Reach out to Tess again with additional website requests	Sharon	Dec 14, 2016
Events: Reach out to activity committee chairs with information on posting events and fieldtrips on Mountaineers.org Olympia Branch page. Add holidays to the events calendar.	Sharon	Dec 14, 2016
Gear Exchange: Submit the Gear Exchange Rental Program document.	Henry	ASAP
Legacy Information: Meet with Maxine in January	Sharon	Jan, 2017
October Minutes: Upload PDF of October minutes to website	Sharon	ASAP

## LEADERSHIP DEVELOPMENT

ANDY W

DISCUSSION	Review and discussion of succession planning / documents	
Succession planning was discussed. Andy mentioned it is a good idea to be in the mindset to recruit and keep quality people in mind for upcoming council positions. Andy created a document for succession planning and requested feedback on critical skills and experience needed for each position. The committee reviewed the document and discussed ideas on things to be added. It was discussed that a "Preferred Skills" section be added to the document. This would specify skills that would be beneficial, but not completely necessary. The Director, Treasurer, and Community Relations positions are up for election in 2017. The Communications position is up October of 2018.		
CONCLUSION		
Specific items requested to be added for the Chair position: Institutional knowledge and organizational skills in terms of keeping projects on track.		
Specific items requested to be added to the Director position: Willingness to travel and institutional knowledge.		
Specific items requested to be added to the Treasurer position: Microsoft Excel skills		
It was decided that each council member would continue to think of things and let Andy know what they'd like added.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Stay in the mindset to recruit and continue to think of needed skills for each council position.	Entire Committee	Ongoing

## COMMUNICATIONS DEVELOPMENT

ANDY W / SHARON L

DISCUSSION	Officer Council Photos / Individual photo for use on main website	
Andy asked for the council's opinion on getting a group picture for the website.		
CONCLUSION		

It was decided a group photo will be taken at the next council meeting. All agreed each member should wear a puffy jacket. Individual photos will also be posted on the website. Each member can send Sharon their individual photo.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Bring a puffy jacket to wear for the group picture at the December council meeting.	Entire Committee	Dec 14, 2016
Submit an individual picture to Sharon.	Entire Committee	Dec 14, 2016

6:40PM

**BRANCH POLICY MANUAL UPDATE**

**HENRY R / SIANA W**

DISCUSSION	The Branch Policy Manual is badly out of date. Discussion about how or if we want to tackle making the necessary changes.	
Henry reported that the document is a relic. Greg Lovelady's committee extracted out of it to make the rules document. There are a lot of operational rules in the document. It was discussed that the activity sections should be moved to the chair rules and should not be in the Branch Policy Manual. Henry created a document that shows what all needs to be removed.		
CONCLUSION	Henry will send updates on changes to the Branch Policy Manual as they are made.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Review and remove necessary items from Branch Policy Manual	Henry and Siana	Ongoing

6:54PM

**OPEN HOUSE**

**DONNA K**

DISCUSSION	January Open House Planning	
Open house flyers will be the same as last year. We will not be advertising in The Olympian this year as it cost \$1,200.00 to advertise and we received report that only two people heard through the newspaper. We will be advertising in the Volcano News for \$50.00. Donna would like to call the event an activity fair rather than open house and offer a spring activity fair which would reach out to hikers, backpackers, kayaking, and spring wilderness skills while it's in season and on people's minds. Donna expects we will still be ahead financially even with adding the spring activity fair since we won't be advertising in The Olympian.		
CONCLUSION	Donna requested to move \$1,000 from the open house and put towards a Spring activity fair. This is possible with discontinuing the advertisement with The Olympian. Donna's request was approved as presented.  Donna later requested by email to split \$1,200 evenly between the Open House and the Activity Fair. The council approved.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None		

7:02PM

**OFFICERS REPORTS**

**ALL IN ATTENDANCE**

DISCUSSION	<p><b>Andy Weber, Chair:</b> Andy covered all information from his report in prior discussion. He noted that our branch is managed very well and that we should be proud of the quality of our program.</p> <p>There is a meeting for Banff at Warehouse Rock Gym next Friday. Henry brought up that it would be nice to reduce the amount of duplicate videos between Banff, Telluride, and Radical Reels. We can pick, but it's limited to what's available on the road. Discussion commenced about facility location. The Washington Center is an option, but will cost more money. Banff could support this. Henry mentioned keeping our loyalty to the Olympia Film Society. Kim mentioned also trying to plan our events around other large events in Olympia. The Telluride event being scheduled on the same night as Arts Walk made it very difficult for parking.</p> <p><b>Henry Romer, Director:</b></p>	
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Henry will be going to a weekend retreat at Stevens Lodge. They will cover information leading up to the next strategic plan, discussion about core values, and opportunities to make the volunteer and branch based community stronger. Last time they met, the budget was discussed. Henry also mentioned that the banquet had an excellent turn out. It was a great opportunity to prove that our branch is not broken and to set the bar for other branches to step up.

**Siana Wong, Chair Elect:**

Siana mentioned the Comcast issue was caused by strict spam filters. The best option is to send a separate email with a link to the election.

Andy asked Siana to start working towards setting up the 2017 Nominating Committee. The branch council chooses those on the committee and they can't run for election so we need to be careful about who we choose. Henry mentioned that past service award winners might be a good place to look.

**Kim Pohlman, Treasurer:**

The PO Box is up for renewal in January. We only need a small PO box with the amount of mail that comes in. Changing to a smaller box will result in a change of address.

Equipment donations were brought up and a reminder should be given to the activity chairs that a receipt can be given for donations. The activity chairs can decide if they'd like to accept donations and how much they'd like to receive.

Kim will be out of town for the January meeting. Brian volunteered to check the PO Box for her while she is away.

Kim presented the 2015-2016 Fiscal Year Summary by Activity. A lot of work was put into this to show what the expenses were for each activity. She created a sub coding system and requested the expenses be entered that way so she could identify what the expenses were for. There are a few areas she is still seeking additional information.

Kim also passed out a draft for the 2015-2016 Fiscal Year Summary by Account. Our net was better than the budget by \$1000.00.

Andy thanked Kim for all her hard work. He mentioned that there was a large omission for the Super Volunteers at the banquet this year and that Kim's name should be added. Donna noted that we can still add Kim to the list.

It was mentioned that the \$5,000 from our reserves has not been added to the 2017 budget. The budget was closed before we submitted the request, but we will still wait and see if it can be added.

**Sharon Lang, Communications:**

Sharon reported that Donna had brought up a good point about the Olympia Mountaineers Facebook page. Several council members were provided access to post and answer questions from the public. We will keep it this way and any member is welcome to post on the website as they see fit.

Kim asked if we had any flyers or cards that give information about The Mountaineers. Henry presented a business card he carried with his name and Mountaineers contact information. Andy mentioned ordering some cards with a blank space to add our names. Sharon will look into ordering and if there is a cost.

**Community Relations, Donna:**

Donna thanked everyone for their help at the banquet. The cost for next year will be \$32.50 so that we will net \$30 and cover the \$2.50 online registration fee.

There is a leadership conference on December 3<sup>rd</sup> in Seattle. The cost is \$25.00. Sharon will boost the ad to the activity Facebook pages.

**Past Chair, Brian List:**

Brian has not had a meeting with the Pricing Committee since July. They had previously suggested we raise our activity prices and we had given quite a bit of push back on those changes. Henry mentioned that the pricing change stems from a few things, one of them being that there are large waitlists for American Avalanche Institute for Research Education (AIARE) courses through Seattle because they added it as a requirement for climbing and scrambling without having enough resources. Brian mentioned that he would have never taken the climbing course if it were more expensive. Sharon agreed. Kim mentioned that the new rental program may mitigate the problem as the extra cost in rentals will allow members to pay less in that area, making the course cost more acceptable. Andy also mentioned that the Progressive Climbing Education Committee should change these issues as well.

The proposal for a branch tab on the website was sent in. It is on the feedback page. There are only three votes right now.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Start working on creating the Nominating Committee for 2017	Siana	Ongoing
Research on obtaining cards and other advertisement materials	Sharon	Dec 14, 2016
Boost ad for Mountaineers leadership class	Sharon	ASAP

Meeting adjourned at 7:57pm