

AMC Worcester Chapter
Executive Committee Meeting - Minutes: February 28, 2018

Boylston Historical Society: 7 Central Street, Boylston, Mass.

Attending:

Joe Massery	Kim Beauchemin	Jose Schroen	Sue Serra (minutes)
Patricia Lambert	Debi Garlick	Fred Mezynski	Dave Cole
Michele Simoneau	David Elliott	Jean Langley	Alexandra Molnar
Zenya Molnar	Claudine Mapa	Lauren Rothermich	Kim Simpson
Charles Arsenault	John Grote	Stephen Crowe	Deb Herlihy
Ingrid Molnar	Steve Ciras		

[6:30 PM]

Meeting was called to order

Joe Massery presiding

REGULAR BUSINESS

[6:32 PM]

January Meeting Minutes (Sue)

Following updates were made:

- Corrected misc. typos (thanks to Jean, Pat and Joe)
- Corrections to 2018 Budget update:
 - (Pat) The chapter requested a little over \$15K from Endowment last year; there was \$45K in reserve – should read ~ 40K in reserve.
 - (Steve Ciras) MOTION to accept budget with following 2-3 changes:
 - Decrease Leadership expense budget by ~~\$500~~ \$2500
 - Increase Biking expense budget by \$100 for design fee
 - Reduce the Endowment request for operational expenses from \$6,864 to \$4,464 to keep the overall budget in balance
- Clarified Neil's request for documentation of VOMs to be sent prior to meeting (vs. following)
- YOP presentation: clarified response to Steve's question regarding "why not in City Square?" as follows: The Club rents out space to other tenants in City Square so there was not sufficient space to house YOP offices in addition to gear storage.
- Updated name to reflect it was Jose that made comment during Endowment discussion, not Jean

January Minutes APPROVED with above changes

[6:35 PM]

Treasurer's Report (Jose)

January Treasury Report:

- Received email from Pat that all Endowment items were fine
- Fixed spelling errors of names
- In response to a comment/question from Joe: when looking at Treasury Report there is a monthly cashflow tab where you can find additional details of what has happened during that month for your (or any) activity.

January Treasury Report APPROVED with above changes.

[6:50 PM]

Endowment Committee Report (Pat)

Sent out 2 requests to the committee on February 15th with feedback due on the 22nd; got responses from Debi Garlick & Joe that they received and did not have any questions.

- 1) Request for chapter operations of \$4,464 to help supplement our budget for this coming fiscal year; last year we requested over \$15K that was approved, so going down to \$4K is good decrease

Motion to approve budget request APPROVED

- 2) Request from JUMP for \$4935(for trainings/trips, etc.); we only have little over \$17K in Endowment, so committee is recommending we decrease amount approved to \$2500, which is more in line with what was requested in past, to still leave us money for other requests we have received or anticipate receiving

Followed up with Bill Spaciapoli to make sure he is ok with the decrease; Bill is ok with this because it gives them more incentive to finalize their business plan; they have wanted to expand their sources of funds and will establish other relationships, so they are not reliant on endowment

Open discussion:

- (Steve Crowe) Do they get money from YOP?
- (Pat) No, not through Worcester Summit Site
- (Ingrid) How much did they get last year?
- (Pat) Provided \$1815 last year

Motion to approve request of \$2500 for JUMP (as summarized by Pat) APPROVED

Additional Endowment discussion:

- Request from AMC for YOP: plan to spend another 3-year/\$5000 per year for Worcester YOP Summit Site
- There is a draft request from Steve Crowe (to be finalized for a future meeting) in the amount of approximately \$1500 for conservation books as part of 100th Anniversary
- Another request (not circulated to endowment committee yet) from Chris Fogarty for \$2K; they are a 5013C so this will need more vigorous evaluation by the Endowment Committee.

[6:45 PM]

Volunteer of the Month (Kim B)

February Nominations (13):

- COLIN NOVICK nominated by Steve Crowe
For hosting Trails Committee at the GWLT Conference Table.
- JEFF MAYES nominated by Chris Fogarty
For all their hard work at the T3 practicum at summit.
- JEFF FRITZINGER nominated by Chris Fogarty
For all their hard work at the T3 practicum at summit.
- BARBARA BEATRICE nominated by Chris Fogarty
For all their hard work at the T3 practicum at summit.
- STEPH KEIMIG nominated by Mike Foley
For a key ice axe self-arrest workshop
- STEPH KEIMIG nominated by Barb Dyer
For presenting a great workshop at the AMC Annual Summit “What's in a leader’s pack”. Her knowledge is second to none!
- HANK KOZLOWSKI nominated by Debi Garlick
For his assistance as co-lead on the Jan 26th Mt. Watatic. After learning that the designated leader, Ruth Langh, would not be joining the group of hikers, as she suffered an injury to her hand during a ski workshop, Hank graciously volunteer to lead the group as he knew the trails on the mountain.
- JANICE MELCHIORE (N/E) nominated by Andy W
For her willingness to take on the Cycling Chair position, her continued leading of cycling trips, particularly mid-week quad-burners, her continued leading of Midstate Trail hikes and finally her participation on the Exec Committee Nominating Committee. Her all-around leadership and support of Worcester AMC activities is exemplary.
- DAVE BRAINARD nominated by John Grote
On February 3 they conducted an ice climbing class in Keene, New Hampshire.

- STEVE GABIS nominated by John Grote
On February 3 they conducted an ice climbing class in Keene, New Hampshire.
- JEFFREY DAUB nominated by John Grote
On February 3 they conducted an ice climbing class in Keene, New Hampshire.
- STEPH KEIMIG nominated by John Grote
On February 3 they conducted an ice climbing class in Keene, New Hampshire.
- LEE ANN LARUE nominated by John Grote
On February 3 they conducted an ice climbing class in Keene, New Hampshire.

February VOM winner: BARBARA BEATRICE

February VOM APPROVED

[6:50 PM]

NEW BUSINESS

Meeting Etiquette (Joe)

Some of the feedback from the Planning Meeting raised some great points that we can do better job in aspects of how we run the EComm Meetings:

- How do people submit items for agenda? Email Joe; if it is an item that requires time, discussion, or vote it qualifies as an agenda item; send to Joe ideally 1 week prior to meeting.
- Roundtable is for items of general interest; these are brief and typically do not require discussion
- Meeting decorum: People don't take turns speaking (talk over each other); we all should try to be courteous; don't interrupt; raise hand and Joe will make extra effort to accommodate; if anyone thinks we are not being effective text Joe
- Meeting time: how do we know how long items should take and does it have to end at 8:30? Joe tries to estimate time on agenda and tries to stick to that; Joe will try to move meeting along as necessary

Open discussion:

(Steve Ciras) Joe is doing a good job... and has a responsibility to keep the meeting on track; we should let people speak, but if getting off track offer to table and put on agenda for next meeting, or form a subcommittee that will come back with a recommendation

(Charlie) Some people always speak up (talk more than others); is there a way to get other ideas out there... more balance with people that may hold back?

(Claudine) In grade school the teacher would say "I don't want to hear from these people right now" and allows others to speak

(David E) Teachers will call on someone who hasn't spoken

(Steve Ciras) Robert's Rules calls for others to speak before you can hear from the same person again

(Kim B) Keep to one conversation at a time; be respectful of others (no side conversations)

(Steve Crowe) Mechanism for "calling the question" like at townhall meeting... vote to suspend/end discussion? 2 votes -- one to end discussion and a second to vote on the item

If anyone wants to follow-up on this, Joe is open to discussion/ideas

[7:00]

Central Regional Director Opening (Joe)

Regional Director is a voluntary position that sits above the chapter level, acting as a liaison between the chapter and BOD

- They deal with policy at club/chapter level and will be required to attend a lot of meetings
- They should have an appreciation of the AMC mission and good communication skills

Current Central Regional Director is Sharon Foster and her term will be ending by Annual Summit of next year, so the club is opening nominations:

- Nominee can come from anywhere in the region but must live in region
- Doesn't have to be a chapter chair or have executive committee experience

Contact Faith Salter or Jennifer Norris; they are pulling together nominations from our chapter

Sharon has already nominated Charlie Arsenault; if you want to register support for Charlie send letter to Faith and Jennifer

Open discussion:

(Zeny) How long is term?

(Pat) Two 3-year terms max; total of 6 years

(Stephen Crowe) Do they rotate between chapters?

(Pat) They have in past but it has been challenging to find candidates from Berkshire and Mohawk Hudson so it is not a requirement

(Ingrid) Is there a conflict of interest if the Regional Director sits on the board of the chapter?

(Pat) Officially they are members of the Chapter board and can attend meetings

[7:08]

2018 Worcester Chapter Annual Meeting Format/Date (Joe)

Need to set a date for our annual meeting this year because we are changing the format and plan to do some of the annual meeting items at the 100th Anniversary Gala. We still need to have business meeting for elections. Have been discussing potentially splitting functions and doing part of this on a 3rd Wednesday.

Open discussion:

(Charlie) The meeting is open to all members; Required to have ECom slate of candidates advertised to membership at least 60 days before Annual Meeting.

(Pat) In leu of 3rd Wednesday we could use “2nd Wednesday” in November (Nov. 14th)

(Fred) The 14th is actually the “3rd Wednesday” because it had to be rescheduled due to Thanks Giving

(Jean) If it is for whole membership to come and vote, a weekday night may not be the most accessible way of inviting the membership and may not get attendance

(Pat) The slate is announced in advance (60 days) and the secretary will cast the one vote to say, ‘yes we accept the slate’

(Joe) We only need Sue to cast the vote

(Charlie) Just need to have it open to all members, post slate in advance and vote in that meeting.

(Steve Ciras) bylaw says it needs to be published; doesn’t have to be a mailing, can be website, Facebook, etc.

(Joe) We’ll go with the November 14 “3rd” Wednesday for our election date. The details will be finalized as the date gets closer.

[7:14]

EC Calendar Changes 2018 (Joe)

RED indicates changes announced in January

January 31, 2018	EC Meeting
February 28, 2018	EC Meeting
March 28, 2018	EC Meeting
April 14-16, 2018	YM Leaders’ Retreat
April 22, 2018	Earth Day
April 25, 2018	EC Meeting
May 4-6, 2018	AMC Chapters Retreat, Mohican
May 20, 2018 (Sunday)	Chapter Annual Picnic
May 30, 2018	EC Meeting
June 2, 2018	National Trails Day
June 27, 2018	EC Meeting/BBQ
<i>Summer break</i>	
September 26, 2018	EC Meeting
September 28-30, 2018	100 th Anniversary Gala
October 12-14, 2018	AMC Fall Gathering (CT Chapt.)
October 24 , 2018	EC Meeting

[7:15]

Proposal for Paddling Gear Lending Program (David E)

There is definite demand for boats and this has been an initiative for David; he has been slowly acquiring bargains of recreational kayas and has been lending his own boats, but this is liability for him.

Previous budgetary request got tangled up in liability issues and David was tasked with gathering information to resolve this issue and other questions from the committee.

After researching, David reports back that the larger club backs us up and provides protection; they also emphasized how important waivers are. This applies across board for any equipment we loan; equipment waiver is another requirement (more paperwork).

David's ask:

- There is outstanding balance of \$125 from the purchase of \$325 kayak last year and he is asking to be reimbursed
- Ask for this year is to increase the paddling budget to a total of \$1K; this includes the \$125 reimbursement so after reimbursement will be a balance of \$875

Open discussion:

(Charlie) How many kayaks do we need to make the program work?

(David E.) Previously we provided 2 but there was more demand; learned NY chapter has 150 kayaks (NH and Boston also have large amount); thinking to start with a goal of 4 and, if there is a huge demand, I will come back and change the equation; so an additional 2 would be a huge help, but I would be ok with buying one more this year... and then say in 2019 we buy the 4th; at that time we'll have info on usage

(Zenya) Is there a fee to borrow?

(David E) Some charge nominal \$10, Boston \$30-\$40; sometimes people don't appreciate it when free, but I want to keep it as low as possible to encourage participation... thinking around \$10

(Dave C.) It's a good idea to have some funding for repairs, maintenance, etc.

(Joe) To distill what was asked... 1) show of support on program, and 2) budget money

(David E.) Currently paddling budget has \$250; looking for \$750 more; may need paddles or more equipment for transportation of boats; I will become the equipment manager and personally participate in as many paddles as I can; but will help coordinate the others

(Charlie) Is this only for Worcester Chapter-led trips?

(David E.) No, equipment is available for all AMC approved activities

(Joe) What do we need to do tonight to get gear rental program besides budget?

(Pat) We don't need to vote on paddle program; this would just be another committee activity

(Ingrid) I would like to see the program rolled-out with inaugural paddle event

(Kim B.) Maybe at the spring picnic?

(Kim B.) Motion to approve Paddling Gear Lending Program

APPROVED (Unanimous)

(Joe) What about the budget?

(Steve Ciras) I recommend that David provides itemized budget, so the finance committee can review in April with other budget items

(David E.) I need to buy now because the boat is on Craig's List

(Jose) We need to vote to pay him now for what we owe him (\$125); that can come out of his budget now

(David E.) Paddling deserves as much consideration as other programs; the budget request was rejected, and in the interest of not complicating the budget process, I would like to see support from committee in financial form at this meeting, and not defer to April

(Dave Cole) I agree, paddling program is in an emerging growth period and needs to be considered

(Steve Ciras) My only question is on budget, we have ice on the water, what is the harm to wait 'til April? I just want to see the numbers

(Dave Cole) Now is best time to purchase; prices will go up

(David E.) Agree, I wouldn't buy in May... it's too expensive

(Kim B.) We delayed him last time and asked him to get more info, which he has provided; also, not everyone had to come up with a detailed list; I am comfortable with approving tonight

(Charlie) In terms of an itemized list, I heard \$125 for reimbursement; \$550 for a kayak and some extra for paddles, etc.

(Joe) The issue wasn't money, it was liability that we didn't have answers to; now we have those answers

(Steve Crowe) What are the logistics of collecting money/fee?

(David E.) Ideal scenario would be to set-up PayPal capability on website so people could pay in advance; otherwise if people don't show up I'm stuck with a boat and no paddler

(Pat) Looking at the January treasury report, we've already underspent on annual summit by \$250; this is one example of a line item that shows we will be underspent; that is just 1st month so I'm inclined to support a budget increase now, so David can take advantage of the lower price

(Kim B.) Motion to approve David's request of \$1K (additional \$750 to current budget) for Paddling Program budget

(Charlie) Second

Motion APPROVED

[7:44]

Follow-up from Jan. 7th Planning Meeting (Joe)

Had good stuff come out of our Planning Meeting.

Established 4 teams – Leadership, Communications, Families and Expanding YM -- and I would like those groups to keep their momentum going

Requesting that spokes people for each team, take the ball by contacting their group members and come to our next meeting with a 10-minute update; (i.e.) next month will be Expanding YM

Sue will report for Leadership; Stephanie Murphy for Expanding YM; Charlie for Communications.; Ingrid for Families

[7:46]

Jan. 27 Chapters Committee Meeting (Joe/Kim)

Topics discussed:

- New policy on chapter reserves; talked about at last meeting don't need to talk about it again
 - Did we send Chapter inventory? (Dave C.) Yes
- Federal Land Water Conservation Fund (LWCF); money raised by government from companies that want to drill for oil; that money gets distributed to conservation organizations, including us and others that affect us indirectly; Jon DiRodi will give more info at upcoming meetings; yearlong program #saveLWCF
- (Kim B.) This program will be going away in Oct. if something doesn't change
- Concerns that email is messed up; if you have evidence let Joe know
 - (Pat) Not getting Activities communications
 - (Zenya) Looking into email blast and newsletter situation
 - (Joe) Contact someone in Membership at club to report issues

Food for March 28 EC meeting

Volunteer for food is Deb Herlihy

[8:15 PM]

OLD BUSINESS

Action Items (Joe)

- Update group mailing lists – are these all working OK? [Deb H] OPEN

- Arrange for Summit access for new EC members. DONE
 - Anybody unable to access Summit? ...let Joe know
 - (David E) site won't load? (Sue) try using explorer
- EC name tags for new/changed positions. [Jean] DONE
- Update signature card at bank. [Jose, Kim B] OPEN
- Annual Report:
 - Upload to Summit and to Chapter website. [Dave/Fred] DONE
 - Send Summit link to Susannah at Club. [Dave/Fred] DONE (I think)
- Regularly upload official Chapter documents to Summit; e.g. minutes, EC meeting agendas, treasurer reports, policies, workshop plans, etc. [All]
- 2018 Nominating Committee: Plan, schedule, members. [Dave C] Planned for April. OPEN
- Plan for boat rental/lending program. [David E] DONE
- Reconvene Chapter Finance Committee in April for mid-year budget/expense review [Joe] OPEN
- Chapter website refresh & platform migration – status report from team. [Kim] Kim sent Faith email asking how/when to get started... waiting to hear back OPEN
- Need to set format and date for business/election portion of 2018 Annual Meeting [Joe] DONE

[8:00 PM]

Round table (All)

- (Pat) I will be attending Worcester YOP Summit Site annual conference at Mass Audubon; great to see faces of teachers and youth organizers and hear plans for year; 5:30 Tuesday, March 13th
- (Charlie) I've talked about acknowledging, saying thank you to, YOP in newsletter;
 - (Pat) if you want to draft a piece we will include it
- (Charlie) I have a request to post a Mt. Leadership School event in Meetup; spread word about program, scholarships; any objection to putting not-chapter events on Meetup?
 - (Pat) as long as it's an AMC event it's OK
- (Charlie) Also have request to give someone that is NOT a Worcester Chapter leader access to post on our Meetup
 - (Pat) Better if Charlie does post and forwards to him; no, don't give access

- (Alex) Newsletter update... publish spring edition in March so please send any articles you want to submit; will include new help wanted section if you need volunteers for events, trips, etc.
 - (Claudine) Is it also appropriate for selling/donating items?
 - (Pat) Might have to run things over certain value by Faith
- (Claudine) Do we still need manager for 100th Anniversary Party?
 - (Steve) All set
- (Jean) Sent group email regarding Earth Day; need someone to help run table at UMass Medical School's Earth Day event on Wednesday April 25th from 10am-2pm; also need volunteer for company Karl Storz Endoskope Earth Day event in Charlton, MA. on Wednesday, April 18th from 11:00am to 5:00pm.
 - (Ingrid) I will see if I can take off one of those days
 - (Claudine) I can maybe for an hour at UMass
 - (Kim B.) Do we have paraphernalia? (Dave C.) Yes, we have paraphernalia/brochures, etc.; When we get the names of volunteers I will coordinate with Steve Ciras to get other items for tables (shirts, etc.)
 - (Steve Ciras) We should raffle 100th Anniversary t-shirt; this will attract people to the table
 - (Jean) Potentially put these events in newsletter; too late?
- (David E.) One of the groups interested in borrowing boats is Families, but there is an oddity in the trip listing system where you can either list for 18+ *or* Families; how can we do both?
 - (Pat) Work around is to post twice; once for each audience
- (Steve Crowe) We discussed with Colin Novick at last Trails Committee Meeting regarding how the city of Worcester deals with Earth Day; Patriot's Day pushes trash collection into Saturday that week, so only available to pickup trash for Earth Day on April 7th (GWLT doing cleanup at Cascades); also talked about Arbor Day at Institute Park (presence for membership); I have a meeting on the 7th at GWLT to continue talking about National Trails Day and looking for chairs to host activities.
- (Steve Crowe) Concerned about how to dispose of old boats/equipment... how do you take out of service? What is long-term plan?
 - (David) Potentially program will explode in popularity, and we'll have more human resources; technically we should make inquiry to City Square (all property is theirs) and club may reallocate; ongoing support will have human component; could require a committee, but focusing on dynamic leaders
- (Debi G.) Alex is now certified Winter Hike Leader; Jon DiRodi has also completed
- (Steve Ciras) Contact VOMs and get shirt size... give them 100th anniversary shirt
- (Charlie) Is Deb all set for leadership meeting next month? (group) Yes

[8:21 PM]

Meeting Adjourned