

PHC Steering Committee Minutes – Meeting of 3-25-16

Following are the minutes of the 3-25-16 meeting of the Prescott Hiking Club Steering Committee (aka SC or the Committee). The meeting took place at the home of Lisa Garnes and the following members were in attendance:

Ellen Arkin, Larry Byk, Cindy Cassady, Lisa Garnes, Louis Mackall, Byron Prinzmetal and Karen Wechsung

The meeting began at 9:10 am and adjourned at 10:50 am.

Previous Meetings Minutes: The minutes of the 2-22-16 were approved without changes.

It should be noted that the meeting scheduled for March 7 had been cancelled due to a medical emergency of one of the SC members.

Items Completed:

- A. **Announcements:** Larry reported on the following announcements. The first two were issued to the entire Club membership:
1. Get Off the Couch Symposium – This event (April 2nd at the Mile High Middle School) offers 28 hours of one hour workshops covering hiking, biking, cpr, first aid and many other outdoor topics and is free to the public. The event also offers hiking groups a two minute window to introduce themselves. The SC agreed to pass on the opportunity this year.
 2. Bradshaw Ranger District Public Meeting – This meeting (March 28th at 6pm at the Prescott Boys & Girls Club) is an opportunity for the public to review and comment on trail proposals and improvements.
 3. Arizona Trail Ride – This event was not announced as it is a fund raiser that does not relate to hiking.

B. Back-up Person for Jim Perry (Webmaster/IT Operations): Nelson Zarate was approved as the back-up person from Jim Perry.

C. Agenda Items for Next Meeting: As there are a large number of open items, the agenda for the next meeting will be limited to the current open items.

Open Items:

A. Role of the Steering Committee vs. Role of the Hiking Groups: Larry reiterated the role of the SC as determined by the temporary SC prior to the formation of the current SC. It was agreed that the following would be the Role of the Steering Committee:

- Make decisions about how to spend PHC funds.
- Convene to make immediate/urgent decisions that affect the PHC, e.g. conflict resolution.
- Establish any special committees necessary to perform club functions, e.g., social committee.
- Develop club policies
- Develop the operating procedures of the Steering Committee.

Lisa and Ellen volunteered to work on a proposal as to the Role of the Hiking Groups (to be presented at the next SC meeting).

B. Planning Meeting Structure & Content: As the club now has an interactive on-line planning worksheet to sign up for hikes, it was agreed that the format of the planning meeting could be changed. It was suggested that the meeting be restructured to provide a program that would be of interest to all club members.

Larry reported that he had been in contact with Susy Whann and suggested that the Program could include such items as:

Reports from the various groups (the Steering Committee, the Slow Pace Group, the treasurer, the social committee, the webmaster, the can recycling project, etc.)

Guest speaker on some hiking related topic.

Open discussion for members to raise concerns.

Refreshments and/or pot luck.

After some discussion, the SC agreed to have the social committee tasked with the responsibility of preparing a program for the next planning meeting. In addition to the above suggestions, the meeting would still provide opportunity and emphasize the need to have members sign up to facilitate hikes.

C. Daily Courier Club Listing: Larry presented a copy of the Daily Courier that showed a listing of the PHC under the "Clubs and Meetings" section of the paper. This listing was incomplete and did not represent the true nature of the club. It was agreed that at this time, the description in the paper would be reduced to listing only the Club website. Lisa volunteered to contact the Daily Courier.

D. On-Line Planning Schedule Instructions/Accessibility: An ad hoc committee was formed and chaired by Larry. This committee (aka HSC) met on 2-26-16 and included the following members: Ellen Bank, Barbara Marcel, Jim Perry, M Stern and Ellen Tyler.

The HSC was tasked with reviewing the process of getting the weekly hike schedules from the hike facilitators to the club members. The following conclusions/recommendations were made:

1. Those involved in the planning/scheduling process were comfortable with the maintaining the current process and deemed that no changes were necessary.
2. Hike Facilitators should be reminded that every attempt should be made to post their hike on the website by Friday the week before their scheduled hike.

3. When making changes or cancelling a hike after the Friday night deadline, hike facilitators should address their email to prescotthikingclub@gmail.com (not the hike scheduler's personal email).

The HSC also agreed that a training class should be offered to instruct those that wanted assistance in entering hikes onto the planning worksheet. Ellen Tyler agreed to teach the class and Jim Perry agreed to host the class at his home. The SC approved and Larry will issue an announcement to the club.

Jim Perry agreed to pursue a Google form that would allow easier transfer of the website-posted hike info as an alternative to the planning worksheet. Larry volunteered to assist him in proving out the form.

E. Guidelines for Hiking Facilitators and Hikers: In the 1-15-16 meeting, Louis agreed to summarize into a usable presentation, guidelines previously submitted in written form by Byron and Henry Dye. This summary has not yet been prepared. Once this is done, the committee will revisit this issue.

This item was tabled until next meeting.

F. Club Email Programs: Jim Perry was scheduled to give an explanation of the current situation and his past efforts regarding the club email systems. As he was ill, this item was tabled to the next meeting.

Larry suggested that Jim's new back-up person (Nelson Zarate) be invited to the next meeting so that he could share in the discussion. The SC agreed and Lisa will invite Nelson.

G. Hike Facilitators – How to Increase the Number Thereof: An ad hoc committee was formed and chaired by Larry. This committee (aka HFC) met on 3-2-16 and included the following members: Cindy Cassady, Henry Dye, Rex Naumetz, Bob Parsons and Susy Whann.

The HFC was tasked with reviewing the need for new hike facilitators and if they are needed, suggesting ways to obtain, motivate and assist them. The following conclusions and recommendations were made:

1. It was agreed that although we can always use new hike facilitators, the need is not urgent. Only the moderate and moderate minus groups seem to have a shortage. However, it is not mandatory that we have 3 moderate and 3 moderate minus hikes per week.

2. In order to assist those that are interested in facilitating hikes, but lack experience in doing so, the following are recommended:

a. Issue a club-wide request for experienced facilitators that would assist these prospective facilitators by:

- pre-hiking a trail with the prospect
- co-hiking a trail with prospect (includes trail selection, meeting place procedures, acting as a sweep, etc.)

b. Once the list of experienced facilitators has been developed, it would be posted on the website. This would be followed by an announcement to the club providing the list of mentors and the types of assistance available.

c. This process would be repeated annually.

The SC approved of this process and Larry will issue the appropriate announcements.

The HFC also agreed that material rewards to motivate existing hike facilitators were not necessary. Hike facilitators generally facilitate hikes for various reasons that result in personal reward.

H. **Social Committee:** Lisa reported that 6 or 7 members have volunteered and she will schedule a meeting in the near future.

- I. **Steering Committee Operating Procedures:** No new activity has taken place on this item since the last SC meeting. Lisa and Larry will continue to work on this issue.
- J. **Signatories on the Club Bank Account:** Larry Byk had been approved as the replacement for Jim Perry as an alternate signatory on the club bank account. This action has yet to take place.
- K. **Member Email:** Larry shared an email that he received as SC secretary from a club member who expressed their thoughts about hike leader training and about the fitness of a hiker attending one of their hikes. The email was discussed and Larry will issue an agreed upon response to the sender.
- L. **Future Agenda Items:** The running list of future SC agenda items was updated as follows:
- Conflict resolution
 - Hike classifications
 - Sustainability/Growth of the PHC
 - Risk Management
 - Determination of SC members whose term will expire on 12/31/16
 - SC member Election Process
 - Treasurer as a Member of the SC
 - Alternate Meeting Places for Hikes
 - Website not Current
 - Membership Committee
 - Club Policy for Reimbursing Drivers
 - SC Chairperson/Secretary Backups

Special Thanks:

Many thanks to Lisa Garnes for the use of her home for this meeting and for her generous hospitality.

Important Dates:

April 6 – Steering Committee Meeting at 3:00pm

April 27 – Planning Meeting

Your Steering Committee:

Chairperson: **Lisa Garnes** (Chairman@prescotthiking.com)

Secretary: **Larry Byk** (Secretary@prescotthiking.com)

Treasurer: **Karen Wechsung** (Treasurer@prescotthiking.com)

Committee Members: **Ellen Arkin, Cindy Cassady, Louis Mackall**