

## **PHC Steering Committee Minutes – Meeting of 4-6-16**

Following are the minutes of the 4-6-16 meeting of the Prescott Hiking Club Steering Committee (aka SC or the Committee). The meeting took place at the Wildflower Bread Co. and the following members were in attendance:

Ellen Arkin, Larry Byk, Cindy Cassady, Henry Dye, Lisa Garnes, Louis Mackall and Karen Wechsung

Also in attendance were Club members Jim Perry and Nelson Zarate.

The meeting began at 3:00pm and adjourned at 5:00pm.

**Previous Meetings Minutes:** The minutes of the 3-25-16 were approved without changes.

### **Items Completed:**

- A. **New Steering Committee Member:** Henry Dye was welcomed as the new member of the SC, replacing Byron Prinzmetal.
  
- B. **Club Email Review:** Larry's role as the person that monitors all email sent to the club email address ([prescotthiking@gmail.com](mailto:prescotthiking@gmail.com)) was clarified to include the task of insuring that all email be forwarded to the appropriate parties. Emails relating to hike scheduling would still be monitored and opened by Ellen Bank, M Stern or Barbara Marcell. Susan Youngblood would continue to open and monitor email regarding membership.  
  
Larry would monitor and forward the remaining emails as follows: All web and software emails would go to Jim Perry and Nelson Zarate. All other emails would be forwarded to the Chairperson of the SC.
  
- C. **Role of the Steering Committee vs. Role of the Hiking Groups:** The role of the SC had been agreed upon in the previous SC meeting (see minutes of 3-25-16).

Lisa and Ellen presented a proposal relating to the role of the hiking groups. The SC reviewed the proposal and simplified the role of the hiking groups to the following:

The role of the hiking groups is to plan, organize and facilitate hikes.

- D. **Planning Meeting Structure & Content:** This item has been assigned to the Social Committee and will henceforth be referred to as a Club Meeting.
- E. **Daily Courier Club Listing:** Lisa indicated that she had contacted the Daily Courier and that the next issue would show a reduced and more accurate listing of the PHC.
- F. **Signatories on the Club Bank Account:** Karen reported that Larry Byk has replaced Jim Perry as the backup signatory on the Club Bank Account.
- G. **Email Sent in Error:** Larry reported of an email that was sent to the Club web site. Lisa notified the sender and the email was deleted.
- H. **Agenda Items for Next Meeting:** The agenda items for the next meeting were set as follows:
  - Steering Committee Operating Procedures
  - Guidelines for Hiking Facilitators & Hikers
  - Social Committee report on Club Meeting
  - Hike Classifications

### **Open Items:**

- A. **Social Committee:** The Social Committee has been formed and held its first meeting on April 1. Lisa Garnes chaired their first meeting, but no Chairperson has yet been elected. In attendance at their first meeting were the following members:

Ellen Arkin, Larry Byk, John Ensign, Annette Gauthier, Lisa Garnes, Janet Kusy, Peggy Nies, Joanne Polayes and Karen Wechsung

Lisa reported that the social committee was in the process of obtaining a location for the Club Meeting and developing the program. The next meeting of this committee will take place at 2pm on 4-13-16.

**B. On-Line Planning Schedule Instructions/Accessibility:**

Larry issued an announcement to the club that a training class would 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.

As yet, no club members have replied to express an interest in signing up for the class. Club members have until 4-8-16 to respond.

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. No action has yet been taken.

**C. Guidelines for Hiking Facilitators and Hikers:** Louis presented a list of guidelines for hike facilitators and hikers. Lisa also presented a list. It was agreed that SC members would review these lists prior to the next SC meeting and be prepared to discuss them at that time.

**D. Club Email Programs:** Jim Perry gave a presentation on the history and status of the club email programs. The club currently uses Gmail, Mailerlite and Dodo. These programs are required to insure that all of our members can receive email. Mailerlite does not allow the ability to send attachments.

An alternate program called MailChimp is under investigation. If implemented successfully, MailChimp will allow all club emails to be sent from one source, with or without attachments.

**E. Hike Facilitator Assistance Program:** Larry issued an announcement to the club membership asking for experienced

hike facilitators to volunteer to assist those individuals that are interested in facilitating hikes, but lack experience in doing so.

As of the time of the meeting, 10 members had signed up as hike facilitator assistors. Members have thru 4-8-16 to sign up as assistors.

Shortly after that date, Larry will contact each of these persons to identify the types of hikes they prefer and the extent of their availability.

Once this list of experienced facilitators has been developed, Larry will announce the program to the club and have it posted on the web site. Club members will then be able to contact the assistors at their leisure.

- F. **Steering Committee Operating Procedures:** Lisa presented a document for the SC to review and be prepared to discuss at the next SC meeting.
- G. **Hike Classifications:** Henry Dye agreed to review the existing hike classifications and report his findings at the next SC meeting.
- H. **Hike Facilitator Security:** Larry shared an email that he received from a club member who expressed a concern that because the hiking schedule online is public, the whereabouts of the hike facilitator would be known to the general public. Larry agreed to ask Jim Perry if the hike schedule and planning worksheets could be password protected.
- I. **FAQ Section on Website:** It was suggested and Nelson agreed to look into setting up a Frequently Asked Questions tab on the web site.
- J. **Future Agenda Items:** The running list of future SC agenda items was updated as follows:
  - Conflict resolution
  - Sustainability/Growth of the PHC (includes publicity, membership)

- 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
- Club Policy for Reimbursing Drivers
- SC Chairperson/Secretary Backups
- Backup for Membership Person

**Important Dates:**

April 13 – Social Committee Meeting at 2:00pm

April 20 – Steering Committee Meeting at 3:00pm

April 27 – Club 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, Henry Dye, Louis Mackall**