

PHC Steering Committee Minutes - Meeting of 5-11-16

Following are the minutes of the 5-11-16 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, Cindy Cassady, Henry Dye, Lisa Garnes, and Louis Mackall.

The meeting began at 3:00 pm and adjourned at 4:00 pm.

Previous Meeting Minutes: The minutes of the 4-20-16 meeting were approved without changes.

Items Completed:

A. Progress of Hike Facilitator Assistance Program: Lisa agreed to contact the various hike facilitator assistance volunteers to ask them to let the steering committee know when they have been contacted by people asking for assistance. The program will continue for the time being.

B. Frequently Asked Questions (FAQs) for the website: Henry brought several suggestions to the meeting, which were discussed and added to by other members. Henry agreed to update this list and email it to the steering committee members for approval, at which time they will be posted to the web site.

C. Conflict Resolution: The following procedures were agreed upon by the SC for dealing with any potential conflicts that may arise within the club:

- A PHC member with a conflict issue must notify the SC via email regarding his/her concerns.
- The SC will discuss and evaluate the issue.
- If agreed the issue merits SC intervention, the SC will contact the people involved and hold private discussions with them about the issue.
- The SC will then come up with a resolution for the issue.

D. Sustainability/Growth of the PHC: It was agreed this issue will be revisited in the Fall.

E. Steering Committee Member Election Process: It was agreed that future Steering Committee members shall be elected via email sent to all members using an application such as Survey Monkey..

F. Determination of which SC members' terms will expire on 12/31/16: It was agreed that the selection of the three SC members whose terms shall end 12/31/16 will be decided by first asking for volunteers. If there are insufficient volunteers, names will be placed in a hat and drawn randomly to determine the three members whose terms will end at that time. The remaining four members shall continue their service until 12/31/17. The newly elected three members shall serve for two years.

G. Treasurer as a member of the SC: It was decided that the treasurer is not a permanent member of the steering committee. The current treasurer is a member of the SC, but will be subject to ending her term either 12/31/16 or 12/31/17, depending upon the names chosen to end at the earlier date. When her term is finished, the treasurer may run again to be on the steering committee. If not elected, the treasurer may continue to be the treasurer of the PHC, but without voting rights on the SC.

H. SC Chairperson/Secretary Backups: It was decided that official backups for the Chairperson or Secretary of the SC would not be necessary. Meetings can generally be scheduled when these people are in town, and in the event they are not, other members of the committee can carry out their duties on a volunteer/one time basis.

I. Changed Categories in the Hiking Schedule: Lisa brought up that it has been noticed that people are adding additional categories to the hike schedule (Moderate Plus, Strenuous Minus), other than those already agreed upon and posted on the web site. It was understood that this is being done to give a more accurate description of a hike. But, to avoid the number of categories getting out of hand, it was decided that the weekly email of scheduled hikes will only list those categories that are on the website: Slow/Slow Plus, Moderate, Moderate Minus and Strenuous. Variations can then be delineated in the body of the hike description.

J. Agenda Items for the Next Meeting: The agenda items for the next meeting were set as follows:

- Password protecting hike schedule and planning worksheet
- Hike Facilitator Security
- Club Email Programs

Open Items:

- Sustainability/Growth of the PHC

Important Dates:

May 18 - Club Picnic

June 29 - Steering Committee Meeting at 3:00 pm

Your Steering Committee:

Chairperson: Lisa Garnes (Chairman@prescotthiking.com)

Secretary: Cindy Cassady (Secretary@prescotthiking.com)

Treasurer: Karen Wechsung (Treasurer@prescotthiking.com)

Committee Members: Ellen Arkin, Henry Dye, Louis Mackall, and Jim Perry