

PHC Steering Committee Minutes – Meeting November 2, 2016

Following are the minutes of the 11-2-16 meeting of the Prescott Hiking Club Steering Committee. The meeting took place at the Wildflower Bread Co. and the following members were in attendance: Louis Mackall, Jim Perry, Ellen Arkin and Lisa Garnes. The meeting began at 3:00 pm and adjourned at 4:15 pm.

Because there was not a quorum in attendance at this meeting, any recommendations regarding issues discussed will be sent to all SC members for their input and discussion at the next meeting.

The minutes of the 8/31/16 meeting were recommended for approval.

Club email programs: Jim reported that there have been recent problems with the current email program mailerlite. He has been testing a new email program – MailChimp – and believes it is ready to be implemented. Club members who use the email system have been instructed on MailChimp’s use. Jim will contact Ellen Bank and request that she begin using the new system.

Appointment of a club Publicity Person: Jim will develop a position description and a message to be sent to club members requesting a volunteer for this responsibility. This information will be reviewed by the SC then sent out to the club.

Donation to a hiking organization: The SC discussed the past club practice of making an annual monetary donation (\$500) to a local organization that supports hiking. It was recommended that the Treasurer provide the SC with the names of organizations supported in the past. Lisa agreed to prepare a list of other organizations for the SC to consider.

Steering Committee election: Per the SC operating guidelines and as discussed at the 8/31/16 SC meeting, a call for three volunteers to serve a two year term on the SC will be sent out this month.

Donation to St. Luke’s Church: St. Luke’s Episcopal Church will allow us to use their facilities for the club Holiday Party and the New Year’s Day Souper Bowl. It is recommended that the club donate \$100 to the church for each event (\$200 total) in addition to asking attendees to make a donation of canned goods for the church’s food drive. It was also recommended that we donate \$100 to the church for each of the two events held in 2015 (\$200 total) as a donation was not made last year. Prior to implementing this recommendation the club Treasurer will be asked to provide a statement of expenditures for the year and a proposed a budget for the remainder of 2016 and for 2017.

Steering Committee guidelines: The SC reviewed the Operating Guidelines developed several months ago and had no revisions. The guidelines will be emailed to those members not in attendance for any input prior to their finalization. SC members in attendance recommended that the guidelines be posted on the club website.

Social Committee guidelines: It was recommended that the Social Committee develop a description of their function and work with the club Treasurer to develop an annual budget for club events. There is a

Social Committee meeting scheduled for Monday, November 7 at which time those issues will be discussed.

Other: It was recommended that the item “Sustainability/Growth of PHC be removed from the ongoing SC meeting agenda.

Next meeting: The next Steering Committee meeting is scheduled for Monday, November 21 at 9:00 am.

Agenda Items for the next meeting:

Election of new SC members

Publicity Volunteer

Donations and budget

Social Committee guidelines and budget

Removal of standing agenda item – Sustainability

Important Dates:

November 24 – 28 – Thanksgiving Campout

December 8 – Holiday Party

January 1 – Souper Bowl

Your Steering Committee:

Chairperson: Lisa Garnes (Chairman@prescotthiking.com)

Secretary: Cindy Cassidy (Secretary@prescotthiking.com)

Treasurer: Karen Wechsung (Treasurer@prescotthiking.com)

Committee Members: Ellen Arkin, Louis Mackall, Jim Perry