Agenda/Minutes, Thursday, 22 September, 2016

* 7:00pm Screen Sharing started and is working well. Available for up to 1 hour/day so meeting needs to be short.
* Mindy Roberts has completely left the committee, at her request. I plan to meet with her to discussion the Mountaineers Critical Incident Report process. Apparently a number of recommendations were made on improving this process but nothing yet has happened.
	+ Request – Can Mindy do another Nepal debriefing? In Seattle?
* Update on the Branch Leadership Committee (BLC) meeting held 21-Sep-2016 (tonight).
	+ “Recommended” core course pricing data released. 3 tier pricing (Seattle/Foothills, Tacoma/Everett, and Bellingham/Olympia/Kitsap based on average income in area branch is based.
	+ Safety report:
		- Announced idea to write-up and publish only Major and Significant incidents. Good idea.
		- BLC likes incident count charts. Would like to see updates monthly.
* Update on Outdoor Safety Institute (OSI) risk management survey.
	+ Survey underway, focusing on Global Adventures and Scrambling.
	+ Safety has not yet been contacted. I am uncertain when/if they will.
* Your thoughts on:
	+ Preparing only Major and Significant reports for publication. Add small number of worthwhile Minor incident reports.
		- Good idea.
		- Request to send instructions on saving completed reports on Mountaineers website.
	+ Monthly report of incidents using charts.
		- Showed a number of different views.
	+ How best to select good incident categories.
		- Schedule a meeting in next month to revise current list.
		- Not that easy to come up with a suitable, concise list.
	+ Incident report retaliation.
		- Chair has asked to meet with Tom Vogl and Bill Ashby to discuss.
		- Incident was a safety concern reported by participant, where instructor may have performed an unsafe action. Participant reports they were confronted by activity committee members.
		- Problem may be that Branch Chairs distribute raw reports before incidents are looked at by Branch Safety Officer. This could be a problem if an activity chair or activity committee member is involved in incident.
		- Could this be a problem primarily with Participant Incident reports? Should participant reports not be forwarded to everyone? Answer: might be possible but is this really the problem.
		- Suggestion: Add a note to the emailed Incident report alerting that reports are confidential and should not be distributed.
		- Suggestion: Narrow the distribution of incident reports. It was clarified that only Safety Officers, Branch Chairs, and top level staff members are sent the reports. Activity chairs do not get reports though that was requested by a few activity chairs at one time.
		- Request from chair: Safety officers forward incident reports to appropriate activity chair (when warranted) after gathering all information. If activity chair possibly involved, then forward to branch chair.
		- Request: Could chair provide expectations for Safety Officers. Answer: Sure
	+ Should we submit incidents to Accidents in North American Mountaineering - may have volunteer willing to handle this.
		- Mixed responses from Safety Officers.
		- Some strongly in favor, some more cautious, some want additional information on what ANAM would like to receive.
		- Might need approval from Tom Vogl and Mountaineer lawyer.
	+ Other - Suggestion to write an article on good incident reporting for Safety Blog.
		- James Pierson to outline, Hellen Arnston to write up.
	+ Other – Proposal to have teleconferences more frequently. On-line meeting with screen sharing working well. Chair will schedule another on-line meeting in November to look at improving incident report form.

8:00pm Screen sharing stops.

8:10pm Meeting ends.