* Phone call-in: **515-739-1020** (non-local), access code: **680993**
* Web screen sharing**:** <http://www.screenleap.com/safety_chair>*(No software to download unless you want to share your screen)*. I will start screen sharing at 7:59p (cell phone time).
* My Cell phone #:  206-251-3547  (in case you have trouble with teleconference number)

Agenda :

* Incident summited via email today. Did all receive it?
* Nothing new on the Mountaineers Critical Incident Report process.  Mindy Roberts is now on the Risk Management Committee
* Interviewed (phone) by the Outdoor Safety Institute folks.  Nothing to report.
* Spoke briefly with Bill Ashby on submitting incidents to Accidents in North American Mountaineering.  Nothing new to report.
* Beginning assembly of annual safety report. (Dave)
* Update on the Branch Leadership Committee meeting held 16-Nov-2016.
  + Succession planning and volunteer incentives are priorities.
* Your thoughts on:
  + New statement on bottom of incident reports. \*\* THIS REPORT IS CONFIDENTIAL AND SHOULD NOT BE DISTRIBUTED \*\*
  + \*\* This report may be sensitive and should be handled appropriately. \*\*
  + Using RACI, a Responsibility Assignment Matrix for managing our incident processing. (Tony Tsuboi)
    - <https://www.youtube.com/watch?v=1U2gngDxFkc>  *5 minute video*
    - <http://project-management.com/understanding-responsibility-assignment-matrix-raci-matrix/>  *5 minute read*
    - Reasonable?  Too complicated for our needs? Not sufficient for our needs? Good for documentation?
    - **R=Responsible A=Accountable C=Consulted I=Informed  (roles of RACI)  Some models add S=Supportive (RASCI)**
    - I’ll try to put together a RASI matrix and send it out before Tuesday.  Others are welcome to create their own matrix.
  + Using charts to display safety information.
  + New fields for incident reports?
  + Should I move all my safety emails to the Mountaineers Safety email account?

Anything else to add?

Should we have a teleconference before the annual meeting?

What is your preference for the day of the annual Safety meeting?   Saturday or a Sunday?   Jan 14 or 15 or 21 or 22?

Attendence at Safety Officer telecon

Tomas - kitsap

Cheryl - Global Adventures

Dick Lambe - Foothlss

helen - seattle

Rauphi - Tacoma

James - Bellingham

Tom - Olympia

Dave - Chair