

## Bellingham Mountaineers Branch Committee Meeting Minutes

**Date/Time:** March 29, 2022 6:30 PM

**Location:** Zoom

**Attending:** Minda Paul, Ingrid Enschede, Krissy Fagan, Ken Small, James Pierson, AJ Schuehle, Breanna Duffy, Audrey Gleser, Jack Duffy

**Welcome/Introductions** - No agenda changes. Approved February meeting minutes.

### Updates

- Branch Chair - Brian is out of town. Email update from Brian shared re meeting procedures.
- Secretary (Ingrid) - Ingrid is willing to stay on as temporary Secretary for a few more months.
- Climbing Committee (Krissy) - Dates for 2023 BMC look good, next to be reviewed by intermediate and craig class coordinators
- Hiking Committee (Audrey) - There was a long waitlist for the uphill training series, but the request for more leaders was successful. Now offering a second hike on the same day. So far well attended and received. There are now two hikes for most days offered on The Mountaineers (.org) website. Discussion about where the hiking committee is organized on The Mountaineers database. Decision to keep the scrambling committee as is but create a new hiking committee. Suggestion to create a trail running committee too.
- Communications (AJ) - Working on figuring out when it's appropriate to send communications out. Last newsletter went well. Question about how to recognize volunteers helping AJ with communication projects like the newsletter. Suggestion to create a communications committee on The Mountaineers database. Speaker Series update: Working on identifying future speakers. Lowell Skoog is scheduled to speak December 2022 about his book, *Written in the Snows*  
<https://www.mountaineers.org/blog/lowell-skoog-shares-nordic-ski-history-in-new-mountaineers-books-title>.
- Safety (James) - Committee is working on a report looking at past accidents and safety trends and on seasonal blogs to go on The Mountaineers website (e.g., spring conditions, bee stings)
- Conservation/Stewardship (Breanna) - Many BMC students are proactive and submitting conservation volunteer hours. YMCA volunteering doesn't count for conservation hours to graduate.
- Diversity, Equality, & Inclusion subcommittee (Breanna) - Will set up a meeting soon to follow up on land acknowledgements including having a deeper conversation about the purpose of land acknowledgements. Want to feature different groups in the newsletter to help promote different groups/organizations working on inclusion.
- Board of Directors - no update; looking for replacement/new representative on the Board
- Treasurer - no update.

### Action Items:

- **Who?** - Create new hiking subcommittee in the database

- Breanna - Let AJ know when DEI subcommittee meeting is scheduled to include in the newsletter
- Minda - Follow up with Brian re talking to Ryan about monthly update and budget spreadsheet share

### Old Business

- **Google calendar**—The calendar is managed via the google account. Specific people can be given access to the calendar by category. Calendar categories: events, activities, basic course, craig course, intermediate course. Discussion that we are not using the activities category. Activities are posted on The Mountaineers (.org) website.
- **Meeting procedures**—making progress on [draft procedures](#).

### Action Items:

- AJ will research calendar capabilities on The Mountaineers (.org) website
- Ingrid will update revise 2022 Branch and Climbing Committee meeting calendar entries
- Table to Admin meeting- identify who is responsible for maintaining the calendar
- Table to Admin meeting - resolve any outstanding questions about meeting procedures

### New Business

- **Upcoming tasks from [Yearly Planning Guide](#)** - Quickly reviewed items for March and April.
- **Website management** - Goal is to reduce duplication between The Mountaineers (.org) The Bellingham Mountaineers (.com) websites and have current content. AJ is learning how to update Bellingham Branch content on the .org site. It has the potential to do more. AJ needs clarity on what content goes where. Discussion about what functions the wordpress .com site offers that are useful that are not available on the .org site. Jack is updating course info on the .org site and makes .com sites updates. Need to analyze .com vs. .org then make a decision what content to place where.
- **File management** - Considering moving files to Basecamp. We need a file management plan. Table to Admin meeting.
- **Administration tasks coordination** - Short discussion about a small group meeting to work on admin task planning (org chart/position descriptions, file management, procedures). AJ, Ingrid, Brian, Krissy, James, and Minda as schedule allows
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### Action Items:

- Planning Guide
  - Minda talk to Amy about designation for online course creation of finalized schedules
  - Ingrid ask Ryan about budget schedule
- AJ will update Bellingham branch content on the .org site then set up a short meeting to walk through how it went. Work on this over the rest of 2022.
- AJ will send org chart to “leads” to fill in high level description of their position