****

**September 7, 2017 — Meeting Minutes**

**Foothills Branch Council Meeting, September 7, 2017**

**6:30 PM, in-person meeting, KCLS Newport Library**

**Those in Attendance**

Present: Cheryl Talbert (Interim Chair, Chair Hike/BP), Russ Immel (Interim Vice-Chair, Co-Chair Snowshoe), Chris Soverel (Treasurer), Dick Lambe (Interim Director, Safety Officer), Jerry White (Chair Foothills Winter), Patti Polinsky (Meany Program), Chris Reed (Co-Chair Snowshoe). Not Present (pre-arranged): Steve LeBrun (Immediate Past Chair), Barbara Folmer (Chair First Aid). Vacant Positions: Branch Secretary, At Large Member № 1-6, Chair-Navigation, Chair-Trail Maintenance. Attendees: Fran Troje, Lisa Johnson, Richard Bell, Aaron Brengle, Tom Harvey, Ryan Dubberly, Erin Weinkauf, Kit Eiber, Steven Sears, James Henderson, Amanda Albright, Bill Borom, Carole Oliver, David Westmoreland, Marion Bauman, Karen Wallace, Jeremy Claeson.

**Issues and Decisions**

Meeting called to order 6:30 PM

* “Around the table” introductions.
* Cheryl- Welcome, everyone. Branch Council focus is transitioning from activity committee administration to branch leadership with rapid growth of the branch.

Meeting Agenda and Approval of Minutes

* Agenda hardcopy distributed to everyone.

Motion: To approve the agenda for September 7, 2017. (Motion—Russ)

Vote: Motion approved unanimously.

Resolved: Motion carried to approve agenda without modification.

* Noted: June 29, 2017 meeting minutes were not taken/none available to approve.

Announcements

* Future council meeting dates: Oct 5, Nov 2, Jan 4, Mar 1, May 3, Jun 7.
* Voting members of the Council should attend meetings so we have a quorum.
* Elections coming soon; we’ll be starting new committees, also.

**Old Business**

* Revisiting the branch bylaws.

The Mountaineers policies require us to post branch bylaws. The original bylaws from 2004 were uncovered, out-of-date and unworkable, with many amendments needed, it’s best to do a revision. Task force to be formed and volunteers recruited. Draft to be presented at next council meeting, voted on; if approved, new bylaws would go on the Oct ballot for branch member approval.

Motion: To create the Foothills Branch Bylaw Revision Task Force, for the purpose of revising the current Branch Governing Document (2004) to meet the current needs of the Foothills Branch. The Task Force shall produce a draft revision of the governing bylaws and present it to the Branch Council at the regular October Council meeting. (Motion—Russ, Dick).

Vote: Motion approved unanimously.

Resolved: Motion carried. Fran, Amanda and Russ volunteered to serve on the Task Force.

**New Business**

* What is a “Branch Council?”

Elected officers: Chair, Vice-Chair, Secretary, Treasurer, and At Large Members (6). Appointed officer: Safety.

The officers, along with the activity/program chairs, make up the full voting Branch Council.

Executive Committee: Chair, Vice-Chair, Secretary and Treasurer. Urgent matters. Actions must be approved by Council.

Quorum: a majority of officers (the filled positions) must be present for the Council to take a vote on any matter.

Attendees (non-council members) may cast an advisory vote, which is non-binding.

Key Functions: Council is the governing body for the branch that makes rules, determines policy, approves and reviews expenditures, in order to fulfill the mission of the branch/club. Council creates, restructures or dissolves administrative and/or ad hoc committees as needed to get its work done, confirms activity/program chairs selected by their respective committees (or can remove them, if necessary), creates new activities or programs when supported by branch members, and has authority to act as a final arbiter in disputes within activity/program committees or between members.

* Branch Elections and Open Council Positions.

Elections are held in October, and the positions up for election are: Chair, Vice-Chair, Secretary, Treasurer, Director (Board Rep), and up to six At Large Members. The Council At Large Members are responsible for attending meetings as representatives of the broad membership, not focused on any one activity. They can serve on administrative or ad hoc committees at the direction of the Chair and/or bring initiatives forward on their own.

* Nominating Committee.

The NomCom is a small ad hoc committee of the Council; basically, to be empowered for just a month this year, to review the nominations of candidates that come in, to vet, select and forward names (up to three per position) and present to membership in time for elections in October. The role of NomCom is also to recruit qualified candidates and put their name into nomination, which will be more likely next year when the process is started in spring or beginning of summer and NomCom will have more time. The question was asked about the Council’s role, and according to the bylaws, NomCom presents nominees to the Branch Secretary, or to the Branch Interim Chair if the Secretary position is vacant, who will forward them to Member Services to be included on the ballot for election. The Council does not approve nominees.

Motion: To create the Nominating Committee for selecting candidates for election as Officers on the Council; for the purpose of vetting, selecting and presenting the nominations of qualified Foothills Branch members who are willing and able to serve for each open Branch Council position. At the regular October Council meeting, the Committee shall present their nominations of qualified Branch members to the Branch Secretary, or to the Branch Interim Chair if the Secretary position is vacant. The committee shall consist of three members, one shall be a Council member not up for re-election, and two other non-council members. (Motion—Cheryl, Dick)

Vote: Motion approved unanimously.

Resolved: Motion carried. Appointed members: Fran (non-council), Lisa (non-council) and Steve Lebrun (council-not running for re-election).

* Branch Election Schedule and Mechanics.

The branch election schedule was provided by Bri Vanderlinden, the exec admin asst to Tom Vogl at the Program Center, she’s administrating all of the branch elections. By the end of September, staff will have built the general structure of a SurveyMonkey voting survey, and just after October 1 we’ll forward nominees’ names and bios to populate the survey. We’ll create a blog post highlighting our candidates to encourage voting, and Peter Dunau, at the PC, will send out a branch-wide email blast on October 8 to open the election. It will stay open from the 8th to 22nd. It closes on the 23rd and the Board Secretary, Cary Porter, will receive the results to verify, and then let our Branch Secretary, or Interim Chair, know. The results will be announced at the Nov 2 meeting, and they’ll go out in a branch email around the 8th. This is a common schedule for all of the branches.

* Administrative Communications Committee.

The branch needs to reliably do a good job on monthly branch emails, and also to build a branch Facebook page so we can communicate via social media. We’re getting big enough that it’s becoming more important, and we have found a willing volunteer. Erin Weinkauf has a background in administration as a legal secretary, and she has a degree in English! Sometimes the universe just says, “Here you go!”

Motion: To create the Administrative Communications Committee, for the purpose of creating and distributing branch-level communications, messages and social media to Foothills Branch members and volunteers, working closely with and directed by the Branch Chair. The Administrative Communications Committee shall not count toward a quorum of the Council, and shall provide an advisory vote, while attending Council meetings. (Motion—Cheryl, Dick)

Vote: Motion approved unanimously.

Resolved: Motion carried. Erin volunteered to serve on the Communications Committee as Content Manager.

**ALERT**

*At this point, the Voice Memo of the meeting that I was recording on my iPhone was interrupted by a phone call and unexpectedly stopped recording. There’s no further transcript of the meeting from this point forward; my apologies. The issues that were discussed and motions made were taken directly from the agenda, my hand-written notes and Cheryl Talbert’s notes.*

* “Vision 2022” Strategic Plan Overview and Implication for Foothills. (7:30 PM – 20 min)

Presentation by Cheryl.

* What will it take to start a Foothills Scrambling Program? Comments and ideas. (7:50 PM – 30 min)

“Around the table” sharing of ideas:

* + Why do it? Scrambling is a gateway program for many people, and now they join another branch because we don’t have a program. Foothills branch exists to provide outdoor education and activities for our east side communities.
  + Be sure that program charter is well defined with high standards and resources well planned in advance
  + Start small and build from early success
  + Keep the course short with small groups
  + Teach in the field
  + Start with good people running and leading the program – keep the same people involved for at least 2 years for continuity
  + Be respectful of other branches’ concerns about us ‘stealing their leaders’ – take a collaborative, open approach with neighboring scramble committees from the beginning
  + Graduation requirements (skills outcomes) must be aligned with other branches so that graduates can participate in scrambles with any other branch
  + Need strong Wilderness Nav and Wilderness First Aid programs to support scramble students on the east side – part of the requirements to start a scramble program
  + Use existing materials – don’t need to re-invent
  + Use E-Learning wherever it makes sense
  + Break down into modules – give badges as modules are completed – don’t make people sit through things like 10 Essentials that they’ve already had in other courses
  + “Micro-learning” – access to information when it’s needed
  + Train instructors to be effective
  + Roughly how many scramble trips will we need to offer during this initial timeframe to support graduating our students?
  + Number of volunteers we will need at what skill level to support the scope discussed above?
  + Next steps and timetable to solidify the above into a proposal for the Council (including a budget and a proposed course price) – who will do what (including anyone who is willing to chair this exploratory committee)?

Motion: To create the Scrambling Exploratory Committee, an ad hoc committee, for the purpose of investigating and determining the logistics and feasibility of creating a Foothills Branch Alpine Scrambling Program. The Committee shall present their study findings and report out at the regularly scheduled Council meetings until their study is completed. The Scrambling Exploratory Committee shall not count toward a quorum of the Council, and shall provide an advisory vote, while attending Council meetings. (Motion—Cheryl, Russ)

Vote: Motion approved unanimously.

Resolved: Motion carried. A sign-up page was passed around and the following volunteered to serve on the Scrambling Exploratory Committee: Richard, Aaron, James, Bill, Ryan, Russ and Danielle Graham (entered by Cheryl).

**Reports**

(8:30 PM – 15 min)

* Director (Board Rep) – Dick L.
* Treasurer – Chris S.
* Safety Officer – Dick L.
* Backcountry Skiing Committee – Jerry W.
* Hiking & Backpacking Committee – Cheryl T.
* Meany Program – Patti P.
* Snowshoeing Committee – Chris R., Russ I.
* First Aid Committee – none/not represented
* Navigation Committee – open
* Trail Maintenance Committee – open

**Looking Ahead**

* Planning – Foothills Branch Social and Volunteer Recognition Banquet (Wed Nov 29, 2017)

**Meeting Adjourned 8:45 PM — Next meeting October 5, 2017**

Submitted by ad hoc secretary Russ Immel September 25, 2017, updated October 4, 2017, approved October 5, 2017