**Kitsap Branch EXCOM Meeting Minutes for October 6, 2016**

Note: This was the meeting for the third quarter of the calendar year which was originally scheduled for September 15th, but was moved due to a family emergency of the branch chair.

Held at Fire Station 56, 6470 Seabeck Highway NW, Bremerton Washington

Present: Jeff Schrepple, Dave Burton, Christine Grenier, and Sue Labrie.

The meeting was called to order at 5:55 pm.

**Agenda**

Introduction of the new Treasurer and Secretary – Krista Endres & Joanne Ischer

Unfortunately, both Krista and Joanne were unable to attend so they will be introduced at the next quarterly meeting.

Approval of May Minutes - minutes approved by unanimous vote.

Branch Fiscal Status/Reimbursement Requests/Budget/ Pricing -

 Branch fiscal status is difficult to determine since the Mountaineers changed their accounting model in the middle of the fiscal year from one of profit and loss accountability to only the tracking of expenses. We are generally complying with our budget for expenditures last year but we had some expenses from FYE15 that were entered into accounting for FYE16. Additionally, two reimbursement requests were submitted 6 months after the bills were incurred.

 That being said, everyone was reminded that the instructions on the reimbursement requests ask that they be submitted within 30 days of a purchase. Jeff also noted that the Mountaineers’ new accounting software (Acumatica) allows very good tracking of reimbursement requests against the expenditure budget if the description of the purchase is sufficiently detailed to easily identify what was purchased. On the flip side of detailing descriptions of purchases, Jeff cautioned not to use individual’s names in the description as that will be available for all to see in the accounting documents.

 Because we are now being held to the amount of expenditures we submit in our budgets, activities were asked to spend enough time to realistically decide what they need when they submit their FYE18 budgets as anything outside the budget will require special approval. That does not mean we can not purchase items which were not forseen. It just means we will need to vote on the unforeseen expenditure at an EXCOM meeting and forward our request to the Finance Committee for approval. Preparation of the FYE18 budget will probably start in May of 2017.

 Finally, Jeff announced that the Pricing Committee recently completed their analysis and recommendations and that he felt they did a very thorough review, which he will forward to the affected activities. Of note is that the Kitsap branch per capita income is only 86% of that of the Seattle branch but our course prices are 67% of the Seattle prices for the identical courses. Accordingly, we were asked to raise our scrambles course price from $150 to $175, our kayaking course from $180 to $200, and our navigation price from $60 to $70 (this navigation price was intended to be the same across all branches). No change was recommended to the basic or intermediate climb course fees.

 After Jeff sends the pricing committee report to the activities, he asked that any activity chair who has a concern with the pricing contact him to discuss the recommendation.

**Activity Reports**

Conservation (Rick Gillattt via email) – The salmon safaris will soon be starting and should be better than in the past.  Josh Gannis at the Mountaineers office is now coordinating the classes. Rick has gathered several volunteers to help out and we now have a new professional educator who he will be working with in establishing a curriculum and building conservation and research programs at the Preserve.

The Mountaineers Foundation has hired a design group to build a new bridge across Wildcat Creek, build an education pavilion down at the homestead, and they are working on a process to remove the old buildings and clean up the valley and its infrastructure.

Naturalist Committee – There is a possibility of another mushroom hike this fall but it has not been fully planned yet.

 Kayaking (per discussion with Vern Brown at Annual Membership Meeting) – There will likely be a kayak course offered this spring but Vern will not teach it. He has two people interested in taking on this activity.

Intermediate Climbing – no report

Basic Climbing – no report

 Navigation – While no report was provided, Jeff noted that there was a (first time) fall navigation class which appeared to have a shortage of instructors per the number of students enrolled. He asked Christine if she could put out a notice to the branch asking people to sign up.

Hiking - Christine reported that there have been a few hikes a month but not as many as last year. She expects to have 2 more hike leaders in the near future and hopes for more hikes next year. She and Sue do not plan any Introduction to Hiking classes this coming year as it didn’t seem to be generating any new members for the branch. Instead, they intend to try an approach where learning is accomplished by doing on selected hikes.

Snow Shoe/Winter Travel (Doug Terry via email) – On Wednesday, November 16, there will be a snowshoe mountaineering class at the Poulsbo Library Community Room from 6:15 pm to 9:30. There will be a $20 fee to cover building and equipment costs.

Additionally on November 17 there will be a Navy Snowshoe Class at Pacific Edge Outfitters from 5:30 pm to 6:30 for those who have a DoD or CAC card. For those able to attend this is a good chance to see what is available for rent.

**Old Business**

 Update on Progressive Outdoor Education **-**  Steve Anderson from our climbing activity has a position on the Climbing Education Advisory Committee (CEAC) which is a small part of the bigger effort by the Mountaineers to meet demand, lessen impact of large party sizes, improve conservation, and maintain high standards. He has attended 3 CEAC workgroup meetings (with homework) following 3 town hall meetings to gather input from Mountaineer members. At this point, 3 more town hall meetings are planned in October with another CEAC meeting following in November.

 Steve’s observations so far are that the club will probably move to modularization of courses (glacier, rock, etc.); that the club will probably move towards a clubwide curriculum; we will probably have to hire more staff (education manager, leader development, etc.); we will probably reduce party size no matter what the land manager says; and we will probably get paid help to do advanced classes and to help the volunteers.

 Response to request for mileage payments for trip leaders – The request from the climbing committee for Jeff to ask the Branch Leadership Committee if the club financial policies could be changed to allow trip leaders to be reimbursed for mileage resulted in that request being carried forward to the club executive committee meeting.

 After noting that this request has been resurrected every 2 or 3 years since 2009 (because of the 2 year tenure of most branch chairs), the executive committee checked with the club attorney and she recommended that no change to the policies be made for the following reasons:

1. Payment of mileage to the trip leaders may jeopardize their standing as volunteers under Washington state law. This could, in turn, result in a greater chance of losing a lawsuit should something go wrong on a trip.
2. Payment of mileage to trip leaders changes the start of the insurance coverage for trip leaders from the trailhead to the departure from the trip leader’s residence. That being the case, the club would be bound to check driver’s licenses and vehicle condition/maintenance to ensure the lowest rate.
3. Payment of mileage would discourage car pooling for the reasons noted above as applied to trip leaders who wanted to drive.

**New Business**

Discussion of the Annual Membership Meeting – Jeff reminded all that the annual membership meeting was on October 20th at the Poulsbo City Hall starting at 6 pm. Advertising had been done through both the Kitsap Mountaineers and the Kitsap Outdoors Meetup pages (which reaches over 1000 individuals) and by a special notice from headquarters to all 12,000 Mountaineers members as to when each branch would hold its annual general membership meeting. At the meeting each activity will be asked to talk about last year’s accomplishments, next year’s plans, and to hand out awards, certificates, and special recognitions, if any. Members will then vote for next year’s branch officers and Jeff will then present a photo talk about his Mount Kilimanjaro climb.

Branch interns for Admin Leadership Positions – Jeff mentioned that some branches enlist interns to shadow their EXCOM members at meetings in an effort to get new people into those admin positions. Those present felt that sounded too much like work and instead suggested that we better advertise our quarterly EXCOM meetings, invite any member or non-member to attend, and allow the guests to ask questions at the meetings. Jeff remarked that “job descriptions” for each of the Executive Committee admin positions were now on the branch section of the Mountaineers website so those interested would know in advance what was required of them should they seek any of those positions.

Need a new Vice Chair and Naturalist Committee Chair - Sue Labrie will be the Naturalist Committee Chair. We still need a vice chair and Jeff announced this year would be his 4th and last year as branch chair so the branch will have a year to look for a replacement. The branch may also need a new sea kayaking activity chair, but that is not certain. Vern has told Jeff that he will be at the Annual General Membership meeting but has been noncommittal on whether he will teach the sea kayak course in the future.

Trail Running Activity on Hold – While an attempt was made to recruit a temporary replacement for Mark as trail running activity chair, no one stepped up to the plate. Accordingly, Jeff “unpublished” the Trail Running Committee page so that only a select few Kitsap branch admin leaders can see it when they sign in, but the general populace – member and non-members alike – can not see it. This action will allow Mark to reactivate the page easily and with little effort when he returns. Jeff also commented that he had contacted Mark and he was in good spirits as he begins his treatment in earnest.

 Nominations for the Annual Service Awards – Ralph Wessels (basic climbing activity chair) and Christine Grenier (hiking activity chair) have been nominated for this award. Jeff will forward a “ballot” soon for a vote by all EXCOM members to choose our recipient who will be acknowledged at the Volunteer Recognition Dinner usually held in late January or early February.

Selection of Month for Next Quarter’s Meeting – Members present decided that the next quarterly meeting will be held on the second Thursday in December (December 8th)

Meeting adjourned at 7:09.