**DRAFT Minutes Seattle Branch Council – November 9, 2017, 6:30 p.m., Program Center**

Called to order 18:34

Members Present:

Heidi Walker (Hiking), Peter Hendrickson (Chair), Chris McFarland (Leadership), Alex Cowen (Treasurer), Chuck Cerveny (Secretary), Courtney Carolan (First Aid), Loren McWethy (Avalanche), Jacob Wolniewicz (Climbing), Stan Terada (Scrambling)

Guests: Sean Gorton (Avalanche)

Approved Minutes September 14, 2017 (Motion Heidi, Loren)

Chair Briefing

* Looking for monthly conference call set up with executive committee
* Branch leadership committee retreat in Tacoma
  + Reviewed goals for next year
  + Most centered around volunteer programs
  + Increased reach to underserved communities
  + And [Promote safety focused and civil/emotionally safe culture]
* Leadership conference coming up on 12.02.17, if you aren’t registered but would like to, contact Sarah Ramsay
* As of September 2017, branch membership up ~400
* Data from previous years are archived on the club website
* New Mountaineers info session 11 December
* Called for training and clarity around accommodations for participants with special needs. ADA compliance status is not clear. [A BOD policy states no discrimination on the basis of ...and disability...]

Friction Slab Briefing

* Scaffolding removed, some basement space restrictions
* Contract working nicely and work almost done
* Worksheet submitted by John Wick (not present) with work update

Education Managers

* No new input as reported by Peter
* Most activity aimed at Leadership conference

Vice Chairperson Briefing

* Nothing fresh

Safety Officer Briefing

* No news

Board of Directors Rep Briefing

* November 10-11, BOD retreat

Program Staff Rep Briefing

* No reps
* Two new support staff for membership, Elaine Kelley & Amanda Virbitsky
* Controller position open (fiscal & HR skills)

Treasurer Briefing

* Last fiscal year the branch was ~ $32K over budget
* Alex provided tips on managing funds within committees
* Counseled identify critical expenses and expense them so the funds are protected in case of budget bottlenecks later in the year
* Going into 2018
  + Approved for $241K
  + Separate reserve of $36K (legacy funds for branches available for limited amount of time)
  + Reserves can be spent on any expenses relevant to branch functions
* Apprroved Standing Rules to augment Seattle Branch charter re: funds approval. Motion Alex, Courtney

Text of Amendment Change:

*Be it resolved* that the Seattle Branch charter be amended by

striking out the phrase:

“The Chairperson shall have the authority to commit/disburse Branch Reserve funds in an amount up to but not exceeding five-thousand dollars ($5000), in aggregate for the fiscal year. Once the disbursement limit has been reached then any and all additional requests must be brought before the Branch Council”

From article 10, Budget Signature Authority

Striking out the phrase:

“, and do not count towards the Chairperson’s limit”

From article 10, Budget Signature Authority

And by inserting:

“or the Executive Committee if the Council is not in session” following the phrase “The disbursement of funds in excess of one-thousand dollars ($1000) in a single amount must be brought before the Branch Council”

From article 10, Budget Signature Authority

Such that article 10 would read:

**“10 Budget Signature Authority**

The disbursement of funds in excess of five-thousand dollars ($5000) in a single amount must be brought before the Branch Council, or the Executive Committee if the Council is not in session.”

* List of finance approvers being sent out after the meeting and should be reviewed by the committee and personnel changes sent to Alex

Secretary Briefing

* Plastic laminated badges on both sides will be made by Secretary

Old Business

* Concussion seminar – invite to Climbing
* Seattle Branch annual report format
  + Handed out a brief vision of the report
  + Want to increase recognition of volunteers across the organization
  + Peter, Anita, Chuck will work on this
  + Over the next couple weeks a mock up will be produced to circulate to the committees
  + Goal is all text, graphics in hand by 02.01.18 to post March 2018
* Peter will work with Avalanche to draft a committee charters (See Branch Charter 7.2: “Each Activity Committee shall have its sphere of interest, activity, or program and other purposes, powers, duties, and reporting relationships defined and documented in the form of a committee charter or other appropriate committee governing documents that are consistent with The Mountaineers Bylaws, Policies and the Seattle Branch Charter.”

Committee Reports –

* Nurture healthy branch/staff/board relationships [Esp. Summits]
* Reach out to underserved communities in Greater Seattle
* Volunteer recognition and reward
* Provide professional development for volunteers
* Advance renewed, improved curricula, instruction & assessment/evaluation

**Alpine Scrambling** – Stan Terada

* 2017 class 117 registered, 66 graduated, those who did not complete needed WFR, required scrambles or coursework. If completed then % complete would increase to ~72%.
* WFR classes fill quickly and if people who wait can miss out on spaces
* Scramble summit 11.04.17
  + 13 attendees in Tacoma
  + Reviewed minimum standards and decided they should stand
  + Discussed scramble leader of the year badge; branches should come up with requirements
  + Equivalency policy development will proceed
  + AMC leader training & certification consulted
  + What is the process for training trainers in the course? Nina Crampton is working on this. Foothills is working on this too.
  + Curriculum – branches share handbooks for development of common templates, focus should be on course not technical skills in Freedom
  + Agreed to hold annual summits going forward

**Avalanche** – Loren McWethy

* Shawn Gorton new committee member
* Volunteers: all classes filled with volunteers, total = 49 people
* Considering a path to recruit volunteers in a fair manner
* Instructor development pathway
* First committee meeting 11.04.17
* Huge increase in enrollment over past year
* Need to get badges made
* Need to figure out how to retain instructors

**Backpacking** – Todd Mitchell – Email report said planning underway for 2018.

**Climbing** – Jacob Wolniewicz

* Climbing summit 11.12.17
  + Update application for leaders
  + Update Basic Course graduation requirements to 2 climbs (1 glacier, 1 rock)
* Modules update
  + Requiring volunteer activity between module enrollments

**First Aid** – Courtney Carolan

* Graduated 290 + 39 equivalency
* Published the 2018 course, opens in mid-November (1st half), then in February
* WFR: recertification course includes an online component
* Waiting for RMI to finalize contract

**Folk Dance -** Johnny Jeans – no report

* Party on 01.08.17

**Hiking** – Heidi Walker

* Working on weighted points system for rewards/recognition program, esp for non-leaders
* Summit on 01.07.18 Hike/Backpack
* Elearning is moving forward, to be discussed at the summit

**Leadership** – Chris McFarland

* Introduced self and provided history of program’s past events
* OL committee needs rebuilding, book is outdated, discussion scenarios are outdated, desire to integrate with other committees
* Desire from students for follow up offerings beyond first class
* Once a year format is not productive to development of instructors or leaders

**Naturalists** – Gordie Swartzman no report

**Navigation** – Brian Starlin

* The wilderness navigation 2017 class finished with about 398 registered and 345 completed. Of those 53 who did not complete, I just rolled over about 9 of those to 2018.  I usually get about 20 to 30 rollovers, but the rate of success for rollovers in the following year is very low, only about 30%.  Why do rollovers?  I don't know.  I'm a nice guy, I guess.  These numbers are pretty similar to previous years.
* The GPS and Smartphone course had 61 registered and 53 completed.  We run six courses a year and don't get a huge interest.  The numbers have been about the same for several years now.
* We don't track "graduates" in the Introduction to Map and Compass course.  It showed 126 registered and 95 successful completions, similar to previous years too.

**Photography** – Anita Elder

* Nov. 17th Canon Explorers of Light/Stephen Johnson - We've sold 108 tickets and are really pushing to reach our goal of 150. Sales to date total $1,410. I authorized a committee member to spend up to $130 on non-alcoholic beverages for the event.
* Our education subcommittee is working on some basic classes for the first two months of 2018. We are also setting up some pricing structures for the classes/workshops to have some consistency. Also, starting to figure out dates for the 2019 room reservations. If we can get a room reservation on a quarterly basis, outside of our monthly potlucks, we're considering adding an education night with a payment set-up similar to the Naturalists' study group (photography members can pay a one-time fee and attend the education night for free; non-members can pay an annual fee for all four quarters or a per event fee at the door.
* Alex visited our leadership meeting and went over the budget with us. We will be in a better position to work on the 2019 budget now that we have a better understanding.
* We purchased a new projector and have it set up. Color is much better and images can be viewed larger on the screen.

**Retired Rovers** – Storm Yanicks

**Sailing** – Alan Vogt

**Nordic Skiing** – Carry Porter

**Sea Kayaking –** George Swapp

**Snowshoeing –** Jimmy Jett Klansnic or Kirk Peterson

**20-30 Somethings** - Brian Seater

**Youth Outreach** – Becca Polglase

**Good of the Order**

* Alex: suggested all chairs submit committee reports prior to meetings
* Peter: suggested ideal SBC meetings have 1 hr on big stuff, 1 on reports
* Heidi: clean up committee lists to make sure status is up to date
* Peter will (1) Call Chris re Leadership restart, (2) attach FTH point system xls as sample for rewards

**Adjourned** – 20:50

Seattle Branch Council meets 2rd Thursday each odd month, 6:30 pm.

Jan 11 – Mar 08 – May 10 – July 12 - September 13 – November 08