

DRAFT
CALIFORNIA ALPINE CLUB
BOARD OF DIRECTORS MEETING MINUTES
Saturday, July 18, 2015

Jim Nixon presided, and called the meeting to order at 2:30 pm.

Board Members Present: Jim Nixon, Helena Troy, William Mayers, Jay Gustafson, Torie Beedle, Ann Meneguzzi, Greg Scoville (Pro Tem).

Members Present: Robert Henry, Tom Coleman, Garrett Hill, Russ Toran, Mara Vivat, Joyce Rhodes, Barb Johnson, Tom Dewey, Madelyn Misite, Eve Solomon, Mary Cosgrove, Barbara Hills, John Hills, Carroll Pearson.

Call for a Quorum: The president ascertained a quorum was present.

Recognition of Request to Add Item(s) to Agenda: Ann Meneguzzi requested time to present a proposal for the FWOC Conference. Jay Gustafson proposed nominating Greg Scoville as a new Board member.

Approval and Acceptance of Agenda: The agenda was accepted as modified.

Approval of Minutes of June 20, 2015. On motion made by Jay and seconded by Torie, the Minutes were approved as submitted.

Acceptance of New Members: On motion made by Ann and seconded by Jay, the Board approved admission of the following new member and the reinstatement of prior member:

New Member:

Patricia Weiss

Sponsors: Mary Cahill and Dianna Klemmich

Reinstatement:

Charles Demitz

Sponsors: Ed DelMonte, Eike and Siegfried Linkwitz

Voting: Jay Gustafson introduced Greg Scoville and proposed him as a Board Member. Greg has a long association with the Club and visited as a child. On motion made by Jay and seconded by Torie, the Board approved Greg Scoville as a Board Member to serve pro tem until the next election.

Payment for Website: Carroll Pearson. CAC Webmaster, Mary Wisnewski, submitted her invoice from July 2014 to June 2015 in amount of \$7423.90. This large sum required Board approval. Carroll summarized the work Mary did this past year and the Board agreed it was justified. Mary also requested an increase in her hourly rate from \$40 to \$45. After discussion, Helena moved and Ann seconded that the Club pay Mary's invoice and approve the increase in

the hourly rate. **Motion Passed.** At the Board's request, Carroll agreed to advise Mary that henceforth she should submit quarterly invoices with detail and limit her involvement to an estimated 10 hours per month and to verify any future requests for help with the website committee.

Federation of Western Outdoor Clubs: Ann Meneguzzi requested that the Club support a Resolution/Proposal for the August 28-30 FWOC conference concerning a preferred alternative for the Washoe Meadow State Park redevelopment plan. The Club agreed to support this Resolution. Jay moved and Torie seconded a motion to approve the registration fee of \$85 for each member (Bill Mayers, Ann Meneguzzi and Susan McCarthy) attending the conference. **Motion Passed.**

Dues Distribution: Bill Mayers: Action to be taken at following Membership Meeting.

Alpine Lodge Report, Tom Coleman: Action to be taken at following Membership Meeting.

Echo Lodge Report: Bob Henry: Action to be taken at following Membership Meeting.

Action Items: To be discussed at later meeting

Standard Email Address: Jay Gustafson and Mark Sapiro

New Member Protocol: Jay Gustafson

Speaker Phone for Meetings: Jay Gustafson

Next meeting September 19, 2015 at Alpine Lodge. (No August Meeting)

Jim Nixon adjourned the meeting at 3:15pm.

I certify that this is a true copy of the Minutes of the July 18, 2015 meeting of the Board of Directors of the California Alpine Club.

Respectfully submitted:

Helena Troy
For Margy Eller, Secretary

California Alpine Club
Board of Directors' Meeting
Alpine Lodge
Saturday, July 18, 2015, 2:00 pm

Call to Order
Establish a Quorum
Recognition of Request to Add Item(s) to Agenda

Accept Agenda
Approval of Minutes from June 20 Board Meeting
New Members

Reinstatement
Charles Demitz—Sponsors Ed DeMonte, Eike and Siegfried Linkwitz

Patricia Weiss—Sponsors Mary Cahill and Dianna Klemmich

Reports/Discussion/Voting
 Payment for Website—Carroll
 Dues Distribution—Bill Mayers (to 3:00)
 Alpine Lodge Report—Tom Coleman (to 3:00)
 Echo Lodge Report—Bob Henry (to 3:00)

Action Items

Standard Email Address—Jay Gustafson and Mark Sapiro
New Member Protocol—Jay Gustafson

Next Meeting Saturday, September 19 2:00 pm

California Alpine Club Board Meeting Alpine Lodge Saturday, June 20, 2:00 pm

Jim Nixon presided and called the meeting to order at 2:15 pm

Board Members attending: Jim Nixon, Bill Mayers, Mark Sapiro, Helena Troy, Jay Gustafson, Torie Beedle, Ann Meneguzzi, Margy Eller. A quorum was established

Members Present: Tom Coleman

Approval and Acceptance of Agenda: The agenda was accepted, with no additions.

Approval of Minutes of May 16 2015. Minutes were approved as submitted.

New Members were approved as follows:

Vila Reizai---Sponsors Mary Cahill and Bill Jones

Stephen Humphrey –Sponsors Kate Twain and Betty Stanfield

Reports/Discussion

Standard email addresses—Jay Gustafson and Mark Sapiro are researching the feasibility of adding standard email addresses for various leadership positions at the Club. Discussion ensued. **Action Item: Jay further details or abandon plan?**

July 18 New Members event- Jay Gustafson –Plans are proceeding for a full weekend including 2 hikes that day, dinner for new members, and at least one movie that night (The Invisible Peak). In addition a scheduled work party will simultaneously be held with a corresponding lunch. Bev Levi has sent an email to new members inviting them to this event. As discussed by email, board members agreed to have CAC pay for lunch/dinner and ½ overnight expense for new members. If some are staying overnight there will also be breakfast. New member events estimated to be semi-annual. **Action Item: Jay will update event form online**

Echo Lodge Report – (submitted by Cindy Toran) Successful host training held May 15-17. Spring work party did a lot of electrical upgrades. Summer calendar is quite full.

Alpine Lodge Report – Jay Gustafson and Tom Coleman. Septic system issues have been addressed resulting in \$1700 for repairs. Some electrical work still to be done. County will sign off shortly.

Tom Coleman has a new form for who to contact for supplies at the lodge. Tom will be handling installation of smoke detectors and carbon monoxide detectors.

Tree trimming/removal issue brought to CAC attention by Grant Rudolph and Nathan Foran CAC neighbors at 1020 Edgewood. While standing on the deck the Board and Tom Coleman could see the tree, at the bottom of our property, leaning over Edgewood. **Action Item: Tom will check with PG& E whether they will take responsibility for removing or trimming back. Grant will get estimates for trimming or removing.**

New trustee Garrett Hill approved by board. Other trustees are Edie Nelson, Barbara Hills, and Tom Coleman. If two trustees with good attention to detail can be found, Edie Nelson would retire as trustee. Work party today had good turnout of 14 people. Saturday work parties to continue alternating with Thursdays.

Insurance and Liability Issue(s) -Bill Mayers. Recommendation from insurance agent of best practices to put in place circulated to board members before meeting. Primary discussion was on Release of Liability Form to be signed by non-members before lodge activities such as hiking. Board recommended form be signed by all participants including members and be used at both lodges. Bill will contact trustees for input. **Action Item: Bill will develop policy and form with input from trustees**

Website Address on Lodges -Jim Nixon recommended that a card showing our website address contact information be displayed in the windows by the front doors of Alpine and Echo for potential new members stopping by when the lodges are closed. **Action item: Jim Nixon will follow up by sending a request to Cindy Toran and Tom Coleman to place something visible from outside the lodge(s). This might result in further discussion from Cindy and Tom.**

Website improvements – Margy Eller reported that some primary pages were updated and photos added. Mary Wiz has not submitted any invoices yet. Margy, Bill and Carroll to follow up. **Action Item: Margy to report on progress of getting invoices from Mary**

Welcome Protocol for New Members - Jay Gustafson reviewed a sequence of actions and who was to perform them with new members. One suggestion was to develop an outreach team for implementation. Discussion ensued about how to get more volunteerism. Suggestions: mention names in Trails of volunteers for the last month; have stronger process in place to welcome and orient new members. **Action item: Discuss increasing volunteerism and new member orientation at next member meeting.**

Survey on Volunteers -Jay Gustafson will be designing a new web survey asking members about their interests and skills. **Action item: Jay**

Next Meeting July 18, 2015 at Alpine

Jim Nixon adjourned the meeting at 3:50

I certify that this is a true copy of the Minutes of the June 20, 2015 meeting of the Board of Directors of the California Alpine Club.

Respectfully submitted:

Margy Eller

Margy Eller, Secretary

15-01 IMPORTANT Develop A Liability Waiver For Guest Activities

Develop an activity-specific participant liability waiver and have it reviewed by your legal counsel. It may assist in your defense if an accident does occur during a potentially hazardous activity conducted on your property and/or by your property's staff. Your legal counsel should review the liability waiver.

The waiver should, at minimum:

- Acknowledge that he or she is participating in the activity at his or her own risk and will hold your organization harmless for any injuries resulting from this activity.
- Identify the activity that it covers.
- List the reasonably known hazards of the activity.
- List injuries that could reasonably be expected to result from participating in the named activity.
- Indicate that the participant is in good health.
- State that he or she does not have medical conditions that would prevent him or her from participating in such an activity.
- State that if the participant has any medical concerns that he or she should seek advise from his or her medical doctor before participating.
- Be signed by the participant.

California Alpine Club response to 15-01. This proposal was reviewed and discussed at the June 20, 2015 CAC Board of Directors Meeting. The Board supported the liability waiver concept and believes it should cover all participants, including members and non-members, who would read and sign the Release of Liability Form at the start of the activity. Bill Mayers, Club Treasurer, will develop a club wide policy document and Douglas Evans, as legal counsel, will prepare the liability waiver text and form.

15-02 Sleeping Room Smoke Detectors

In order to help provide an early warning to its occupants, each guest room, living area and sleeping room within a guest suite should be provided with an approved single-station smoke detector in accordance with NFPA 101-2012, Section 29.3.4.5, powered from the building electrical service.

As an alternative, wireless smoke detection systems may be used. To be acceptable in lieu of a single station smoke detector powered by the building electrical system, wireless smoke detection systems must be UL listed, but not all UL listed systems are acceptable. Many wireless systems are listed as household fire alarms, which do not necessarily provide supervision of the batteries. Some of the listed household systems may have supervision to meet the requirements of NFPA 101, but this must be determined on a case by case basis. All of the UL listed commercial systems have battery supervision, plus standby battery power for the alarm panel. In the UL Fire Protection Equipment Directory, these two product categories are:

- Control Units and Accessories, Household Type (UTOU), which may or may not meet the NFPA 101 requirements for single station detectors.
- Control Units System, (UOJZ), (for commercial applications) which always meet the NFPA 101 requirements for single station detectors.

In summary, to meet the intent of NFPA 101 as an acceptable alternative to single station smoke detectors powered by the building electrical system, a wireless smoke detection system must:

- Be UL listed and
- Provide supervision of the battery powering each detector

California Alpine Lodge Response to 15-02. The trustees of Alpine Club will endeavor to install UL approved smoke detectors in all bedrooms, guest rooms, and living areas. Listed in the UL Fire Protection Equipment Directory, the units will be Control Units UTOU or UOJZ systems, as specified by Travelers. These units will be priced out and purchased this year, and installed at upcoming work parties by members of the CAC.

15-03 Testing Of Automatic Sprinkler System

The automatic sprinkler system should be tested annually by a qualified contractor or responsible employee to help ensure that the automatic sprinkler system is functional. Testing should be in accordance with NFPA 25, *Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems*, and include verification that the valve is in the open position, a water flow alarm test, and full flow two inch drain test. Results should be recorded for comparison purposes.

The resource(s) below will help you with this recommendation:

- Fire protection equipment test schedule.

Purpose and procedures for fire sprinkler system main drain testing

California Alpine Lodge Response to 15-03. The automatic sprinkler system will be tested once a year by a qualified contractor, as it is now. It will include valve open verification, a water flow alarm test, and full flow 2" drain test.