

California Alpine Club Board Meeting
Alpine Lodge Saturday, March 19, 2016, 2:00 pm

President Jim Nixon presided and called the meeting to order at 2:00 pm

Board Members Attending: Jim Nixon, Jay Gustafson, Margy Eller, Mark Sapiro, Greg Scoville, Candy Barnhill, Torie Beedle, Tim Warden

Members attending: Edie Nelson, Ann Adams, Carroll Pearson, Russ Toran

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

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

Approval of Board Minutes from February 20, 2016: Minutes were moved/approved: Jay/Mark

Acceptance of New Members: Upon motion duly made and seconded, the Board approved admission of the following new members. Moved/approved: Jay/Greg

New Members

<i>Scott Smith--reinstated</i>	Sponsors: Eva Libien & Jim Nixon
<i>Denise Francavilla</i>	Sponsors: Shirlee Stiles and Hunter Merritt

Action Items

Retention of Documents- Greg Scoville – looking at insurance issues with a potential need to increase accident coverage/ liability coverage. Still need to create Release form (include cell phone numbers, emergency number) for Club activities with potential new members. Retention of physical/historical documents still to be determined.

New Member Protocol-Jay Gustafson – April launch to reach out to new members. 3 team members will start using a checklist of items to cover in phone call outreach with new members.

Vendor Relations—Jay Gustafson – Potential programs to be offered (at cost). How to set up with associated protocol, childcare, checking conflicts on the calendar if a frequent event. Issues for revenue, liability, bringing in new members. Possible first step would be to set up hosted weekends with different focus to try new things. Some concerns about cleanliness after events. Discussion about having cleaning service come in afterwards as part of the cost of having an event. No final decision made.

Reports/Discussion/Vote

Nominating Committee Report- all standard one year terms. Moved to accept/approve slate: Mark/Torie. Note addition of new board member to be approved in April: Kathleen Fletcher (fletcher@usfca.edu)

Outings Committee Expenses/Charges – Jim Nixon – General discussion and consensus that leader expenses will not be covered by the Club. Copy of Outings Leaders Handbook provided by Ruth Tretbar may need to be slightly updated and revised.

Alpine Lodge parking and Sunday morning instructions for hosted events – Trustee Donata is working on new member friendly language for host manual. When completed print and laminate and put on window inside the lodge for all to see. Also, need article for Trails, and have Jana send out to Innkeepers, too. Margy will handle.

New Member meal – lunch is ok (instead of dinner) - Jim Nixon/Candy Barnhill

Alpine Lodge - Tom Coleman. – new locks in the next 30 days.

Echo Lodge – Discussion of training program and related costs. Trustees have decided that there will be no charge for those who have actually hosted in last 2 years. Otherwise, trainees would need to pay fee that covers the cost of being at Echo for the weekend. Suggestion for refresher training – come

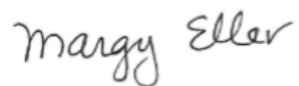
up with a single day refresher at Alpine Lodge as alternative for experienced hosts.

The board meeting was adjourned at 3:45 pm.

The next meeting is April 30, 2016 at 2:00 pm

I certify that this is a true copy of the Minutes of the March 19, 2016 meeting of the Board of Directors of the California Alpine Club

Respectfully submitted,

A handwritten signature in cursive script that reads "Margy Eller". The signature is written in dark ink and is positioned above the printed name.

Margy Eller, Board Secretary

CALIFORNIA ALPINE CLUB
BOARD OF DIRECTORS MEETING
DATE: March 19, 2016

LIST OF ATTENDEES

NAME (Please, please print!)

1	TIM WARREN	45	
2	JAY GUSTAFSON	46	
3	Jim NIXON	48	
4	Margy Ellen	49	
5	GREG SCOVILLE	50	
6	MARK SAPIRO		
7	Candy Barnhill		
8	TORIE A. BEEDLE		
9			
10	Edie Nelson	} members	
11	Ann Adams		
12	Carol Pearson		
13	Russ Toran		
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March 2016 Alpine Lodge Report – Tom Coleman:

Moving forward with digital locks. They will be going in the next 30 days. The cost for the locks is \$600.00 plus installation.

I will not be able to lead the March work party, so my fellow trustee Donata will lead it. Veteran workers are encouraged to attend to help guide Donata in her first work party leadership.

I am still dealing with Marin Co permit Dept. re permits for Tam bath remodel.

We will be leading our first host training venture 4/15-16 at Alpine. Donata, Russ Toran and I met for 4 hours last week to organize the agenda.

You'd mentioned the board was curious about Alpine spending money. I'm new at this and don't know how certain things work. I know Alpine doesn't make the kind of money Echo makes. I will keep that in mind while planning projects, but Alpine needs quite a lot of work done. I'm going to Russ Toran for guidance. We're 5 brand new trustees making our way. We appreciate any suggestions the board might provide.

March 2016 Echo Lodge Report – Cindy Toran:

The Echo Trustees have not had a meeting since the February Board meeting there aren't any new issues since then or changes in plan other than we have agreed to start charging for folks to attend Host Training unless they have hosted/co-hosted in the past 2 years. If they then host a session at Echo in the ensuing 3 years, we will give them a refund. Thus, folks who attend just to be able to do Spontaneous or Private Events or out of curiosity will no longer get host training for free. While we do encourage folks to use the lodge for non-hosted events when it is available, the Hosts are the ones who keep Echo Lodge operating and provide the most support. Spontaneous/Private Events are almost a "perk". We always referred to these semi-annual events as Host Appreciation & Training. The Appreciation is for those who volunteer their time.

OUTINGS LEADERS

HANDBOOK

Dedication

This handbook is dedicated to Bob Hanson,
who as President of the California Alpine Club and Outings Chair for many
years added new vitality to the Club's outings.

Ros Carol
Outings Chair
1 Pyxie Lane
San Carlos CA 94070
650-592-9394

GUIDELINES FOR ALL OUTINGS LEADERS

Planning a new outing

- Do a comprehensive cost planning plus a little extra. The number of participants less the leaders is the rough total cost per participant. Figure the costs so that the leader can go free. If you can take 12, divide the costs by 11.
- Write a description and send it to the Outings Chair for approval.
- If the trip breaks even, the leader can go free. If it is a little under, the leader makes up the difference. This is an incentive to market your trip.
- Some leaders may want to earmark some of the money for the Conservation Fund.

Publicity

After you have made the necessary arrangements, write an article for Trails, and get it into the 6 month calendar. Depending on whether your trip is international or local, you plan how many months ahead you want to advertise it. Set a deadline for signups, and make it clear that the deposit must be received by the deadline date.

Deposits

- Sometimes a sizable deposit is required, (to hold 12 places at HIF Holidays, for instance). The Outings Chair will okay it from the Outings Fund, held by the Treasurer.
- A non-refundable deposit of \$25 to \$50 helps to ensure that folks are committed. Make sure there is a cancellation date which will not have a penalty. If the person cancels before there is a loss for the trip, refund the deposit. If there is a loss, keep the deposit. If they cancel because of illness or another emergency, use your judgment, depending on how much money has been committed.
- Make your refund policy clear in the letter you send to let them know they are going on the trip.

Signups

- Find out when Trails will have been delivered to all. Then start taking signups which must be accompanied by a deposit check.
- Be sure to get the e-mail of as many as you can, so that information updates are easy.
- Use the form provided in this handbook if it is helpful

Communication

Send everyone a letter or e-mail immediately following the deadline date for sign-ups. Include:

- a copy of your signup list of participants with phone numbers, addresses and emails so they can carpool.
- where to meet, with explicit instructions, and at what time
- refund policy
- at what time they will be back at their car at the end of the trip, so they know whether they can return home that evening or get a plane.
- The number of the motel and directions to it so they can make reservations themselves if that night is not included

Fiscal Report

At the end of the trip, subtract expenses from income and write check for any balance made out to CAC. Send check and financial statement with receipts to the Outings Chair. The Chair will send the statement to the club treasurer.

Evaluation Form

Please hand out an evaluation form at the end of the trip. (included in this packet)

The leader goes free

- It is our policy that the leader goes free for the amount of work that person did to put the program together, and run it. However, that is usually based on getting a certain number of participants. If there are fewer participants, the leader may have to pay some, or the Outings Fund may make up the difference. Discuss it with the Outings Chair.
- If people are making their own reservations at a hotel, it is sometimes hard for a leader to get the trip paid. Include a meal, or a boat trip, and ask for more than it costs. At the least, ask for a \$15 administrative fee to hold the place.
- Some leaders want to give their share to the Club, or to the Conservation Fund. An upfront dollar figure portion of the fee could be earmarked for that purpose and specifics given in Trails. That is strictly your choice: there is no pressure on you to do that. You are entitled to a free trip if you get the amount of participants you planned for.

TRIPS INVOLVING CAMPING

(Car camping, canoe trips, kayak trips, base camp)

Lottery

If your trips are usually overbooked, describe a lottery when you advertise in the Trails. "If more people than there are places sign up within 10 days of receiving their copy of Trails, there will be a lottery for the places. Folks who sign up together will be treated as one, so that either both of them will get to participate or neither. Anyone not drawn will be placed on the waiting list in the order in which their deposit was received. You will be notified as to whether or not you will be able to attend."

Reservations

- Make a reservation at the campsite for car camping with adjoining campsites, or a group campsite. Check on fireplace and picnic tables.
- For canoe and kayak trips, check with the outfitters about alternate campsites in case the one you want is occupied. Get a good map.

Equipment

- In your letter to participants, you might ask them to bring some items such as Coleman stove and lanterns, firewood etc.
- There is an equipment room in the lower area of the Alpine Lodge. There will be an equipment list on a clipboard. Check off anything that you are taking, and sign your name and the date.
- All the equipment is due back 1 week after the trip ends, since we have other trips that go out close together.
- You may contact the person who is taking out the next trip and deliver the equipment to that person instead of bringing it back to the lodge.
- The equipment must be clean and in good order. Please sign the sheet on the clipboard that you certify all the equipment has been returned and is in good order.
- Also note where something else needs to be purchased or replaced, and notify the Outings Chair.

Safety

- **Have everyone sign the waiver form from the club (included in this handbook)**
- Carry a first aid kit from the equipment room
- Check if there is a medical professional on the trip
- Check how many people have had Wilderness First Aid
- Start with a safety talk in case someone burns or cuts themselves or falls.
- Safety talks for boats (canoes and kayaks) should include:
 - Wear the life jacket (set a good example and wear it yourself)
 - A bailer and safety rope for each boat; how to use the rope
 - Basic strokes
 - What to do if a boat capsizes (for the paddlers)
 - How to help a boat that has capsized
 - How to stop at the side of a fast flowing river
 - Hypothermia danger

Sanitation

- Make it easy for people to wash their hands.
- Ask anyone who is handling group food to wash their hands.
- Keep a bottle of Purell Hand sanitizer and a roll of paper towel near the designated toilet area, and near the food.

TIPS ON FOOD FOR CAMPING

Cost of food

Figure \$10 per person per day

Good suggestions

- Squeezable Bottles of Jam, mayonnaise, mustard, syrup, margarine, peanut butter
- Egg Beaters instead of eggs
- Pitas and tortillas instead of bread
- Bagels and English muffins last longer than bread
- Desserts—Jello no-bake cheesecake and puddings
- Dry milk
- Flavored coffeemate
- Packages of noodles with sauces
- Canned salmon for Salmon fettucine
- Small jars of mayonnaise for each day—won't need refrigeration

Breakfast ideas

- Omelettes with egg beaters and canned ham, onions, mushrooms etc.
- French toast with butter and syrup
- Pancakes with butter and syrup
- Bagels and oatmeal

Lunch

- Meats, cheeses
- Peanut butter and jam
- Tuna and relish and mayonnaise
- Pitas and tortillas

Dinner

- Fresh meat and salad the first night
- Fettucine Alfredo
- Tacos or burritos with refried beans and guacamole
- Chili
- Cous Cous with canned chicken, Asian curry paste with a garnish of peanuts, raisins, coconut and pita bread
- Dutch ovens can be used to bake scones and muffins.

ONE-DAY TRIPS

These are trips involving very little cost and no overnight. Some examples are:

- Birding Trips
- Different areas of the wine country
- Monterey and Carmel
- Sacramento
- Points of interest in Berkeley, pt. Richmond, Benicia, John Muir's house etc.
- Ongoing events and exhibits

Scout the trip

- Check the trip yourself, and decide where to eat a lunch, which can be a picnic lunch.
- Find out the entrance fees for a senior group. Make reservations
- Figure in the driving time between places
- Choose where to eat dinner
- Advertise it in Trails, saying the approximate cost. Often you do not have to collect any money, as entrances are minimal, and meals are optional.
- People can leave at any time, and not stay for dinner.
- When you see who signs up, email people who may want to carpool, or arrange a place to meet together.
- Since people have not made a monetary commitment, some will cancel at the last minute or not show. That is fine, since those who come will have a wonderful time.

TRIPS INVOLVING OVERNIGHTS IN MOTELS

Reservations

There are 2 ways to book motels:

- You reserve a block of rooms, and have them hold until a certain date. Participants will make their own reservations. This is the preferred way. That means you do not have to get a certain amount of people, and the pressure is off.
- You can reserve a block of rooms. Figure 12 people including 2 single rooms. The Outings Chair will okay deposits from the Outings Fund. Make sure you have a cancellation date that has no penalty attached.

Meals

- You can leave this entirely to the individuals or
- Suggest a place to eat breakfast and dinner, and how much will they cost?
- Do you want to make picnic lunches out of a cooler in your room?
- Do you want to include the meals in the price, or give people an idea of how much it would cost individually?
- If you are having dinner together at a restaurant, make reservations.

Cost

Figure the cost divided by 11 people, and that way you will go free.

Meeting Place

- Be very clear where they meet and at what time.
- Give detailed directions.
- Help with carpools is up to the leader, or they can call names on the roster.

INTERNATIONAL TRIPS INVOLVING A COMPANY

Research the company

- Find a company that does the sort of trip you want.
- Try to find a trip that would be just Alpine Club people, 16 or under, rather than, for example, our group of 12 joining a whole bus of 42.
- Call the group leader department. You are not the tour guide, just the group leader who brings them the group.
- Check a reference about the company to see how safe, reliable, and good they are (unless they are well known like Overseas Adventure Travel or HF Holidays)

Free Trip

- Check how many they need to give you a free trip, usually 10-12. You are doing their marketing for them, so they are grateful.
- You are not guaranteed a free trip. If you get less than the number, you may have to pay half or all.
- You may have to pay your air fare.

Deposit

Since you start planning an international trip 9 months in advance, ask the company how far from now you can delay the time when all deposits have to be in, maybe 4 months in advance of the trip. If deposits are needed immediately, check with the Outings Chair and get the money from the Outings Fund

Trip Description

- Write up a blurb for Trails and send to the Outings Chair by e-mail for approval.
- Put the blurb in Trails about 9 months in advance, and then short ones every month thereafter until the deposit deadline.
- If this is a published trip (like Overseas Adventure Travel) get 20 brochures and you send them to people who inquire.
- If this is a customized trip, the company will send a detailed itinerary to you, You will copy it, and try to think of every question someone might ask. Make up an information packet yourself, which would include visa information and other costs that are not included. Sometimes it is good to list what is included and what is not.

Air Fare

- You must be clear in writing the exact time and date when they need to be at the pickup point, when the tour actually begins.
- Some people will want to use frequent flyer miles, and some will add on other sightseeing.
- If you are with a tour company, it may handle the flights.
- If your company does not handle flights, you have to do the research.
- One alternative is that you check out cheap flights with the consolidators, and email them this information. They book on their own.
- Another way to do it is to book all the flights with a consolidator. Each person calls the consolidator and books their own under your group name. Consolidators buy blocks of airline tickets and can be found in the Travel Pages of your local newspaper. Sometimes they need 10 people to give you a price break.

Liability Insurance

- CAC requires insurance that participants will not sue the Alpine Club. This can amount to nearly \$50 a person. Call Glory Manion at 213-387-8294, and tell her you are with the Alpine Club to get this insurance.
- Big companies like OAT will put the club on as "also insured".
- If the travel company gives you more than your free trip, for getting lots of people, you can use the money to pay this insurance. Otherwise, it comes out of your pocket. So figure the cost in when you plan the cost of the trip.

Extra money is not yours.

Perhaps the company gives you a free trip at 12 people, and returns half a free trip to you for 18 people. You can pay the liability insurance from that money, or your air fare. It does not go to you. It can be returned to the Outings Fund as profit.

First Priority is Cash and Stamps

- People want to know whether to cash money at the airport or at the hotel or a bank. Find that out.
- Encourage them to cash enough for the trip, several hundred dollars. You don't want to be waiting around at banks, and making special trips.
- They will give you money for tips to local guides and bus drivers from the group etc—so figure that in how much they should cash.

- Ask them to guess how many stamps they will need, and handle that the first or second day. Again, you don't want to make trips to the post office for a few stamps.

Collect money from each person at the start of the trip.

- Figure out how much you will need, and tell the people about it before the trip in one of your communications. . Collect it on the first day.
- Often you have step-on guides in cities, or bus drivers that need tips, or someone who has been very helpful to the group. You should plan on \$3 per day per traveler for local driver-guides.
- Often you will have Happy Hour and you will buy snacks and/or wine.
- \$1 per day for housekeeping—they can leave that tip themselves.
- The main tip to the company trip leader should be \$5-7 a day per traveler, and can be given individually with a thank you note on the last day.

Trip Cancellation Insurance

This insurance is optional, and often offered by the Company we are using. There is a broker Dan Drennen 1-866-979-6753 x 3621 who carries all the travel cancellation plans. His plan is usually cheaper than the travel company.

Example: For \$150 the plan covers:

Trip cancellation	tour cost
Trip interruption	150% of tour cost
Travel delay	500
Baggage	1000
Baggage delay	200
Accident medical	5000
Sickness medical	5000
Evacuation	50,000
Accidental death	10,000
Assistance service	included

A terrorist attack in a city 30 days before you are due to go there—you can cancel and your trip is paid for. You usually need 10 people to get this feature.

- This plan does not include bird flu or SARS—nobody will insure for that.
- At the time the people pay the whole amount of the trip, they send the money for the insurance to you, and, you send it to Dan.
- Call him about insuring for pre-existing medical conditions—that will be more.