

OUTDOOR CLUB OF SOUTH JERSEY
MEETING OF THE BOARD OF TRUSTEES

MINUTES OF 12 NOVEMBER 2009

MEETING NUMBER 11

PRESENT: Peppy Bath, Chuck Cooke, Jack Dalton, Fran Horn, Janet Horton, Peggy Marter
Millicent Moore, Tom Neigel, Kathleen Pearce, Frank Pearce, Bruce Steidel,
Jean Stelmaszyk, Ray Wittkop.

ABSENT: Eileen Greve, Tony Marchionne, Toni Novak.

MINUTES: The minutes of the October 8th meeting were corrected to read: under Old
Business, page 2, item #5: \$50 was advanced to Ray Wittkop by the OCSJ for
1,000 mile patches. Minutes were approved on a motion made by Peggy Marter,
seconded by Chuck Cooke.

TREASURER'S REPORT:

October 31, 2009

TD BANK CHECKING ACCOUNT

GENERAL FUNDS 2,673.81

OUTSTANDING CHECK 70.00

2,743.81

TD BANK INTERNET ACCOUNT 360.00

TD BANK MONEY MARKET ACCOUNT 22,050.04

GREVE MEMORIAL FUNDS 1,973.11

24,023.15

TOTAL CASH: 27,126.96

CASH RETAINED FROM PRIOR YEARS 24,574.60

PROFIT/LOSS CURRENT YEAR 2,552.36

RETAINED EARNINGS: 27,126.96

TRIP ADVANCES (13.95)

MEMBERSHIP REPORT:

As of 11/12/09: Total Membership: 1141. Total expiration 58. Membership Fees collected \$1,335. Richard Greve Fund \$50. Total deposited \$1,385.

EXECUTIVE COMMITTEE REPORT:

1. Awards certificates were signed
2. Insurance update
3. Discussion of the plaque for Joe Trujillio

COMMITTEE REPORTS:

Canoeing: 47 cancellations due to weather. Trekker is at the printers
Beth Compagnucci has done an excellent job with the Trekker.
Frank has all sign in sheets for canoeing.

Backpack: 1 trip in Oct. and 1 planned for Nov.

Hiking: Schedule is good for fall and winter.

XC SKIING: Fran has openings for her Craftbury trip Dec. 27th to Jan 1st.
talk to Fran if you are interested.

OLD BUSINESS:

1. Awards Dinner: everything is OK for this Sat Nov. 14th at 6 PM. Ray will have a list of drinks available. No Coffee.
2. Insurance policy: Fran will send out the new updates. Tom will post them on the web site. Exclusions are in trail maintenance and alcohol being provided by the club. Discussion follows.
3. Question about the Alaska trip. No one will be making a profit on the trip.
4. Patches: Ray Wittkop
The club has advanced \$50 for the GMC patches. We just got the patches and have not sold any yet. The plan calls for the club to be reimbursed after enough patches are sold to cover my "fronting" the expense of an additional \$160. From that point the club would get the money for all additional sales which could exceed the original \$50 outlay.
A similar plan and advance of \$50 was made for the April Apex patches two years ago. I am pleased to say that these have sold rather well and that I am very close to recovering my "front money" and that I expect that with this year's Apex sales, money can be returned to the club.
5. Jack Dalton has offered to buy the brush trimmer. Fran will handle the sale.

NEW BUSINESS:

1. Frank Pearce has agreed to become Activity Coordinator. As such he will get the certificate of insurance for the bus trips.
2. Frank has changes he wishes to make in the submission of trips to the Trekker and the sign-in sheets.

TREKKER SUBMISSION POLICY

Leader's submitting trips to Chairs, coordinator must have complied with all Club Policies including but not limited to

"POLICY ON WAIVER STATEMENTS & SIGN-IN SHEETS"

“GROUP ACTIVITY APPROVAL POLICY”

Look at listing on website for policies

If Chair does not receive mandated paperwork by deadline (listed in Policy on Waiver Statement & Sign-in Sheets” – a trip may not be included in that Trekker. No submissions for future Trekkers will be allowed until in compliance.

SUBMISSIONS TO CHAIR

Use Template –if need new rows simply tab down to create

Template can be obtained from Activities Chair

Follow Trekker format for Trip entries

First column date capitalized and bold **OCTOBER 12**

Next day of week Thursday only first letter cap. Regular font Not bold

Next time 7:30 am. Regular font, no bold

Next column Description in caps. And bold **CLUB MEETING**

The remainder of description regular font.

End with leader’s name and contact info.

If possible activate all E-mail and internet links.

* Active links used for website – and can deactivate for printer (can not do reverse)

If in doubt look at a Trekker

Flow chart for submissions Leader to Chair or Coordinator- Activity
Committee Chair **No Bypassing**

Correct Procedure for submissions Leaders send Activities to appropriate person compiling that activities schedule-either Chair of that activity or Schedule coordinator in case of Hiking. Activity must be sent to appropriate chair. Paddling to Canoe, Skiing to Ski Chair etc. No trips will be listed if not sent to appropriate chair.

Deadlines for submission by Leaders to Chairs

Winter - October 15 unless otherwise informed

Spring - January 15 unless otherwise informed

Summer – April 15 unless otherwise informed

Fall – July 15 unless otherwise informed

Deadlines apply to all.

Chairs or Schedule coordinators will send to Person creating final document for submission to printer **by the Deadline.**

Winter - November 1 unless otherwise informed

Spring – February 1 unless otherwise informed

Summer – May 1 unless otherwise informed

Fall - August 1 unless otherwise informed

Discussion does 1 sign-in sheets involving various activities meet present Sign-in & Group Activity Policy? If others, not participating in entire event, are involved sign-in sheets for each activity are requires otherwise one sheet for ex. Ski trip would be sufficient.

TREKKER CHANGES

RESERVATIONS AND DEADLINES SECTION -

Only special events like bus trips, parties, classes and multi-day trips be listed Skiing would be listed as see schedule. Single day trips would be covered by some trips require registration etc.

Single day trips requiring reservations, confirmations etc would be noted in

Date Column or description

Printer suggestion was made to have a symbol to designate these trips.

LISTING OF RECURRING TRIPS

Propose that all recurring trips be listed once each month in entirety and then as refer to.

LISTING OF SKI TRIPS

Propose that all trips be listed under Ski Chair Message
If space permits they would also be listed in regular schedule but only include Date, Title, and refer to website

Note CAPE MAY TRIP NO LEADER NO LISTING

I'm attaching the notes I presented at the meeting as an attachment.. The basic points are Submission Policy : If not in Compliance with " Waiver & Sign In Sheet Policy" and "Group Activity Policy " at Deadline for submissions for Leaders to Chairs or (Hiking coordinator) , your activities will not be listed. You can not Bypass the Chair or (Hiking Coordinator) . Once the Deadline for submissions by Leader to Chair or (Coordinator for Hiking), in case of Hiking is passed, it can not be sent to Activity Chair or Hiking Coordinator for inclusion in Trekker. The Deadline for Activity Chairs and Hiking Coordinator to send to Activities Committee Chair will be standardized but as of now they are listed in table.

Deadlines are being determined.

Deadlines for submission by Leaders and Chairs and Coordinator will be standardized.

Deadline for Chairs, Hiking Coordinator to send to Activities Committee Chair will be standardized.

I ask that the format used in the Trekker be followed .If any question -look at a Trekker for guidance. It is preferred that all internet links (websites & E-mail Addresses) be activated. Some information concern how recurring trips and Deadline and Reservations section would be handled were discussed.

For Group Activities it was thought that for Trips involving single activities (such as Skiing) -one sign-in sheet would cover the trip. For trips such as Compare where individual activities are open to those not attending all events - that separate sign-in sheets would be preferred that all internet links(websites & E-mail Addresses) be activated. Some information concern how recurring trips and Deadline and Reservations section would be handled were discussed.

For Group Activities it was thought that for Trips involving single activities (such as Skiing) -one sign-in sheet would cover the trip. For trips such as Compare where individual activities are open

to those not attending all events - that separate sign-in sheets would be required for all actives.

3. Kathleen Pearce is American Red Cross certified instructor and is offering to the club at cost, a Community First Aid and CPR Class. It will run from 9 AM to 5 PM and she will take 10 people. This will be listed on the web site.
4. Bronze Plaque in honor of Joseph Trujillo: Members of the OCSJ are requesting donation (maximum of \$500) for a Bronze Plaque and stand in honor of Joseph Trujillo. It will be installed in the Bass River State Forest on Joe's Trail. The tentative installation date is Earth Day 2010.
Chris Denneler has contacted the state of NJ for permission. She will take care of the proposal, design, manufacture and installation of the plaque. She will send us pictures of the design as it evolves and will organize the dedication ceremony.
The plaque will contain the following:
Joseph Trujillo
Dates of birth and death
Tribute of his life and love of the pines
Donated by the members of OCSJ w/OCSJ logo.

Fran proposed that the club participate in the following way:
OCSJ will donate a maximum of \$500, a Minimum of \$100. The Treasurer will create a Joseph Trujillo Plaque Fund with a \$100 donation.
OCSJ members will be notified of the opportunity to donate to the plaque fund on our website. Donations will be sent by members to the OCSJ and will be dispersed by the OCSJ Treasurer to cover costs associated with the plaque. Excess donations will be sent to Unexpected Wildlife Refuge.
Donations can be sent to OCSJ at
Treasurer
2410 Laurel Drive
Cinnaminson, NJ 08077
Motion seconded by Millie Moore. Motions approved.

ADJOURNMENT:

The meeting was adjourned at 8:40 on a motion made by Peggy Marter, seconded by Chuck Cooke.

Respectfully Submitted,

Janet Horton, Recording Secretary

Kathleen Pearce, President