

**SADDLEBOOKE HIKING CLUB  
BOARD MEETING MINUTES  
FEBRUARY 2, 2011**

**Call to Order & Attendees**

Bill Leightenheimer, President, called the meeting to order at 2:52 p.m. in the SaddleBrooke HOA#1 Activity Center. In attendance were Bill Leightenheimer, Elizabeth Tancock, Ken Wong, Frank Brier, and Roy Carter.

**Meeting Minutes**

Minutes of the Board Meeting conducted December 1, 2010; the special Board meeting conducted December 7<sup>th</sup>, 2010, and the special Board meeting conducted January 25<sup>th</sup>, 2011 were reviewed and approved.

**Membership Report**

The membership report was not available at the time of the meeting. However, an after-the-meeting review of Bob Perez's report indicated that 566 persons are listed on the master membership list. 227 of these persons have not paid 2011 dues as of 1-31-11, with 339 of the 566 having paid dues through 2011, 2012, or 2013.

**Treasurer's Report**

- Opening Balance: \$4,746.17
- Closing Balance: \$5,124.70

Deposits for the period December 2010 through January 2011 totaled \$800.00, all from membership dues. Disbursements for this same period totaled \$421.47, resulting from payments for printing, trail maintenance, the Map Reading & GPS seminar, and a brochure for the Activity Fair.

**Chief Hiking Guides' Report**

Statistics for hikes conducted in the November-December timeframe were as follows:

- 44 total hikes: 9 A, 10 B, 22 C, and 3 D
- 300 total hikers: 65 A, 55 B, 165 C, and 15 D

**OLD BUSINESS**

**Activity Fair**

The Activity Fair was held on the morning of Saturday, January 15, 2011 at the MountainView ballrooms. Our display was successful and well staffed. After a slow start in the first hour, activity picked up and our booth was busy the rest of the morning. Special thanks to Roy Carter for the computer-based video setup, and for coordinating obtaining the handouts.

**Communications Committee – Communications Plan**

The Communications Plan developed by the Communications Committee and revised by the Board was approved by the Board. The plan is a matrix which lists all the communications activities for the Club, defines roles and responsibilities, timetables, and serves as an overall communications plan. Regarding execution of the plan, it was noted that Elisabeth Wheeler is doing an excellent job of providing monthly programs that are well attended. It was also noted that Dave Sorenson is placing

regular articles in the SaddleBrooke Progress and SaddleBag Notes newspapers to give the club good exposure in the community.

#### Archiving of Club Documents / Website Modifications

Ken Wong reported that all newsletters starting with the March-April 2005 edition are now on the club's website in a new archive page. It was recommended that the next step to maintain all vital club documents on the website is to archive meeting minutes and financial reports. The Board approved this recommendation.

It was also noted that regular enhancements to the website have been made, to include new pages such as the Programs and Forms pages. A separate page is set up for the Current Newsletter. Also new on the Home Page is a Bulletins section which flags items of new and special interest for members such as the Arizona Trail or special trail conditions. Several of the templates have also been updated over the past few months. A suggestion to add a page for key links such as Sky Island Alliance and the Arizona Trail Association was made.

#### 2010 Financial Summary

A new template summarizing the entire fiscal 2010 club financials was reviewed. It showed major categories of revenue and expense by month, with year-end totals. A straw after-the-fact budget was also shown, to be used as a guide for a 2011 budget. A suggestion to remove the Special Hike Reimbursements and Special Hike Advance Payments from the Revenues and Expenses sections was made, and will be reflected in a modified version of this trial report. It was suggested that this template with the modifications discussed above be used in 2011 by the new Treasurer.

### NEW BUSINESS

#### By-Laws Change

Final wording for changing the By-Laws to formalize the positions, describe the responsibilities, and define the term timing of the Senior Chief Guide and the Associate Chief Guide was drafted by Roy Carter. Board members approved the change, with one final sentence regarding assistance of Hiking Guides pending.

Next actions to put this proposal before the membership are as follows:

- Roy Carter finalizes wording of Section 6.05 regarding Chief Guide duties
- 2/5/11: Announcement with Voting Instructions and Text of Proposed By-Laws posted on website and emailed to all club members
- 2/21/11: Deadline for submitting votes to Secretary (give members more than the 2 week minimum from announcement to voting as specified in By-Laws)
- 2/23/11: Results announced to Board by Secretary. If approved, then the nominating committee for the upcoming election can pursue candidates for the two new positions with terms as defined in the proposed By-Laws.
- Ken Wong to place announcement in next newsletter reminding members to vote on proposal

#### Picnic

The picnic has been set for Friday, March 18, 2011 at Catalina State Park, with the general meeting starting at 11:30 a.m. Notification to club members has been sent out, and coordinators are Beaver Simpson and Marge Wong. The format will be similar to prior picnics with the club providing the main course. Members are requested to bring their own beverages, and also side dishes or desserts to

share. Two hikes have been scheduled before the club meeting. The Board approved door prizes of four \$25 gift certificates at the picnic. Ken Wong will purchase these certificates.

#### Officer Election

The nominating committee continues to search for candidates for the upcoming election. Heading the committee is Stan Strebig, assisted by Dean Werstler and Jan Wilson. As reported in late January, interest has been expressed by Larry Linderman for Vice-President, by Cheryl Werstler for Associate Chief Guide, and by Virginia Brier for Treasurer.

#### Activity Center Reservations

The Activity Center is reserved for the club on the first Wednesday of the remaining months of 2011. We have the room from 2:30 – 5:00 p.m. except for December 7<sup>th</sup>, when we have it from 3:30 – 6:30 p.m.

#### Fall 2011 Picnic

The Board established October 28, 2011 as the date for the Fall 2011 picnic. Ken Wong was requested to contact the Social Committee so the group site could be reserved at Catalina State Park.

#### Additional Map Reading and Geocaching Seminar

Eight people attended an additional Map Reading and Geocaching Seminar conducted by Roy Carter on January 28, 2011. The stakes for the “geocaches” were set out for use by the attendees.

#### Grand Canyon Hikes

To date, approximately 40 people are signed up for the May 2011 Grand Canyon hikes. Seven guides have volunteered to assist with this major activity. Roy Carter and Frank Brier are already starting to plan for 2012 since reservations need to be made as early as possible, given that they open up 13 months in advance.

#### Thanks To Outgoing Board Members

A well deserved thank you was extended to the outgoing Board Members for two years of exemplary service:

- Elizabeth Tancock: Treasurer
- Roy Carter: Chief Guide
- Frank Carter: Chief Guide

This was their last Board meeting; however, they were asked to attend the April meeting to help transition their responsibilities to the new officers.

#### Next Meeting

The next regular Board meeting will be held on April 6, 2011 at 2:45 p.m. It will be in the HOA#1 Activity Center at the SaddleBrooke Country Club.

#### Adjournment

The meeting was adjourned at 3:57 p.m.

#### Post Script: Merchandise Chairman

We did not address the vacancy in the Merchandise Chairman position. As previously noted, Sandy Businger resigned as Merchandise Coordinator last fall. A search for her replacement is underway. There are no current candidates. This item will be included in the next meeting agenda.