**DS&L MEETING MINUTES OF JANUARY 13, 2012**

**ATTENDEES:**

Chris Bartle, Marty Billings, Sue Henley, Wayne Johnson, Linda Lawson, Bill Markley, Martha Mustard, Deb Robak, Beatriz Silveria

GUEST: Jeff Flax, Chair Elect, Denver Group CMC

**MEETING MINUTE APPROVAL:**

There was no quorum at the December meeting; therefore, the November meeting minutes were approved as presented.

**RESIGNATION OF CHAIR:**

At the December meeting John Walters provided a copy of his e-mail notification of his resignation as Chair of DS&L effective December 19, 2012. His resignation notification was also sent to DG Chair, Chair Elect and all members of the DS&L committee not present. In the resignation notification he specifically stated he would assist with transitional elements as needed.

**RESIGNATION OF THOM CURTIS & JORDAN BRITT**:

At the December meeting Thom Curtis who had been acting as Leader Certification Coordinator resigned. Jordan Britt, DS&L Committee Member, resigned by e-mail notification sent to Deb Robak and Chris Bartle.

**APPOINTMENT OF ACTING CHAIR:**

Jeff Flax notified the DS&L Committee by e-mail that DGC Chair, Bob Reimann, appointed Linda Lawson as Acting Chair of DS&L effective January 10, 2012.

**APPOINTMENT OF LEADER CERTIFICATION COORDINATOR:**

Marty Billings was appointed Leader Certification Coordinator; Marty will contact Thom Curtis to obtain all electronic forms used for communication with leaders.

**TRIP LEADER SCHOOL:**

Martha Mustard reported TLS scheduled 2/21 and 5/8.  Bill Markley & Wayne Johnson will assist Martha with the 2/21 school.

The mentoring program for new leaders was revisited prior to the January meeting and it was determined a different approach is needed; more discussion in March.

**APPROVAL OF NEW LEADERS:**

The following leader applications were certified by Thom Curtis and presented at the December meeting but since there was not quorum present they were not officially approved: Nat Atkins, Kathy Joyce, Craig Lewis, Svetlana Ehrhart. These members were officially approved by a vote of 8 in favor with 2 abstentions.

The leader application of Steve Sprowles was presented by Deb Robak for reinstatement as a C&D trip leader. Discussion ensued regarding his background and training. In a unanimous vote his application as a C&D trip leader was approved with the requirement that he recertify with WFA within 6 months from the date of notification of reinstatement.

**DOG POLICY:**

The DG Dog Policy was approved by the DGC on January 11, 2012 as developed by DS&L Committee. It was agreed the policy would be included in the e-mail to leaders for the Leader Newsletter.

LEADER ISSUE:

Discussion ensued regarding actions to be taken with the parties involved in a third party complaint about a trip leader. Deb Robak to follow up.

**CLIMBING WALL RECOMMENDATION:**

Deb Robak presented the climbing wall recommendations resulting from investigation of a 2011 Case 2011A-009. Written recommendations had been provided to committee members previously. The recommendations were approved unanimously.

A second motion was made, seconded and carried unanimously that the climbing wall recommendations be sent to the DG Council with a recommendation for an implementation time line and specifications of equipment requirements. Wayne Johnson will draft the initial letter with Deb Robak providing secondary comments and Linda Lawson finalizing the comments. The letter and attached recommendation will be provided to DGC in time for their February meeting. It was noted that there are few wall climbs scheduled through cmc.org or on the Event Schedule appearing in MHM in recent months.

**LEADER SKILLS WORKSHOP:**

Deb Robak verbally described a Leader Skills workshop to be held in April 2012; with $400 of funding available by not hosting a Lightning Seminar in 2012 and $250 available from the funds offered by the DGC to DS&L Committee members for dinner (see November meeting minutes). Discussion ensued and authorization was given by consensus to go forward with the Skills Workshop but for Deb to provide a full written description by e-mail to all committee members prior to the February meeting date.

**NEW COMMITTEE MEMBERS APPROVED:**

Chris Dohmen, Leader, and Karen Hurley, former DGC Treasurer and Leader, were approved to serve a term of 3 years on the DS&L Committee effective with the February meeting. Chris has a background in the medical field and Karen has agreed to handle accounting for DS&L.

Linda stated she believed more members were needed to accomplish the tasks outline for the committee in the 2011/2012 Objectives and Goals. She will draft a skills matrix for discussion at the February meeting. It was noted a backup is critical for the position of Leader Certification Coordinator and for Accident Investigation.

**GOOGLE DOCUMENTS:**

Chris Bartle indicated Google Documents knowledge needs to be expanded among the committee members and that document storage is an issue. Linda will invite a staff member to the February meeting to discuss how CMC stores its documents. Sue Henley provided a thumb drive of DS&L documents to Linda. Chris cited the need for final documents to be given to him vs. having him prepare documents from partial information.

**LEADERS SOCIAL:**

Discussion ensued about need to keep the fledgling program going and to use CMC FACEBOOK. Suggestion made to tag onto Thirsty Thursdays with BWAMM promotion... Sue Henley to follow up.

**AVALANCHE PROGRAM:**

The need to apply for the Ekhart Roder funds was discussed; the deadline is the end of May.

The need to know whether the AIARE program was considered successful was discussed.

Linda will invite Tom Creighton, Avalanche Program Director, to the February meeting to report on the effectiveness of the program. (Accomplished 1/20/12)

**REVIEW OF MEETING:**

Committee members were asked what worked well and what needed improvement in the meeting management. It was noted the overall meeting was conducted on schedule; a shorter agenda and recognizing speakers were welcome controls as was a sorter agenda with time designations. The biggest issue with meetings is that the major issues cannot be addressed in the time available; that the leader certifications had not been provided in print form (they were provided at the December meeting); that a better method of communication for certification of leaders is needed which will allow better review and discussion; the meeting needs to keep moving due to the amount of work to be accomplished.

**NEXT MEETING DATES:**

February meeting changed to February 13; Linda to ask Membership Services to change date.

 (Accomplished 1/20/12)

March 19 meeting – Deb Robak will chair meeting due to absence of 3 members for BMS lectures as well as Linda being out of town. Three members involved in BMS are encouraged to attend opening meeting to be present for any items requiring voting i.e., meeting minutes, leader certifications.

**ADJOURNMENT:**

Motion made, seconded and carried for adjournment at approximately 8:55pm.

**POST ADJOURNMENT:**

Review of the High Priority Items included in the Action Items of the 2012 Plan. It was cited that several items were dependent upon each other and needed to be grouped together.

Linda will draft and send to DS&L committee members.

Linda reported John Walters was injured on Bergen Peak on January 13th and an accident report would be filed by her as leader as appropriate.

ACTION ITEMS & RESPONSIBLE PARTY:

1. Notify approved leaders of certification, notify Membership Services of approved leaders; add approved leaders to leader list; obtain electronic forms from Thom Curtis – Marty Billings
2. Prepare written description of Skills Day; reserve rooms; obtain speakers – Deb Robak
3. Discuss w/BWAMM Director potential for piggy backing Leader Social on Thirsty Thursday – Sue Henley
4. Draft Letter for Climbing Wall Recommendation – Wayne Johnson, initial; Deb Robak – secondary; Linda Lawson – final. Send to DGC – Linda
5. Obtain info from Rachel Scott re Face book for Leader Social notice – Linda Lawson
6. Invite Tom Creighton and CMC IT staff person to discuss document storage to February meeting – Linda Lawson
7. Remove former committee members from Google Group DS&L, add new members – Chris Bartle
8. Prepare skills matrix & High Priority Item document – Linda Lawson
9. Include Dog Policy in Leader Newsletter- DONE
10. Prepare Meeting Minutes – Linda Lawson; post on website – Chris Bartle