

## IOC committee meeting minutes for March 2006, 27<sup>th</sup>.

Attending from new committee: Benoit, Damien, Yuka, Mayumi, Yuri

Attending from old committee: Jeremy, MinHao, Keiko, Yoshimi

- Tasks for each member of the new committee still to be discussed, :
  - \* President (Benoit),
    - a. Prepare discussion for the Committee and Regular meetings, keep minutes;
    - b. Set agenda for general meetings; set a general club activity plan each season;
    - c. Contact IAC to reinstate memorandum of agreement;
    - d. Contact Kansai Time Out and Flea Market.
  - \* Vice-president (Kei)
    - a. Do the president's job in case of absence;
    - b. Should find someone to prepare slideshow or conference for regular meetings.
    - c. Book the room for IOC Regular meeting every month (As Damien cannot book the room for the IOC meeting);
  - \* Treasurer (Yuka)
    - a. Collect new member's fees; help collect fees for special events;
    - b. Pay any expense of the club (special events ...);
    - c. Monthly: email budget to committee.
    - d. End of year: print out budget for all regular members.
  - \* Secretary (Damien)
    - a. Collect member details and make sure membership list on the website is up to date;
    - b. Prepare the modifications for the website (decided by the committee) before submitting them to Koji.
  - \* Activities Coordinator (Mayumi)
    - a. Help members who want to organize events to find information they need, regarding transportation, lodging, routes, insurance, etc... (remind them there are activity files and maps for planning help in the locker). Advise them for the date of the events (to try to have events every week-end); resolve conflicting events (i.e. 2 events at the same time)
    - b. Keep tracks of all events; post them on the website (thanks to Koji?)
    - c. Collect IOC activity record
    - d. Make a quick presentation about next events every meeting
  - \* Special Event Coordinator (Yuri)
    - Lead and supervise the preparation of the Special Events: Hanami party (April), Biwako camp or equivalent (July), Momoi camp or equivalent (September?), Christmas party (December), Nabe party (January), Gallery night (February?);
  - \* Newsletter Editor (Josh),
    - a. Collect articles from all events and other articles (security, rules...), correct the English (our private English teacher!);
    - b. Edit monthly the Newsletter. Benoit gave him a copy (Word file) of "The Horse's Mouth", so he can use it as a reference. We should try to put other information (than event articles) in it, i.e. latest decision of the committee, new rules, future events...
  - \* Webmaster and Equipment Coordinator (Koji),
    - a. Update the website (as often as possible); collect photos and Newsletters;

b. Update the Equipment sheet. It has to be on the IOC website (not Damien's website anymore);

c. Work with the committee for the modification of the website.

- Discussion on the Equipment Policy, Cancellation Policy: It seems a priori the majority agrees with the present policies. There is still some discussion with Kei (?). An email will be sent to all members to have their opinion in order to improve what already exists.
- The update of the modifications of the constitution from the previous committee is accepted. It has now to be put on the website.
- Application form for the new members. Ask if each member accept his/her details (address, phone number, photo...) available on the website (for members only). Damien already made some modifications. It seems anyway (for the majority) members only want to have their name and emails only available on the website. Shall we keep a bilingual version of the application form? It seems illogical to keep it only for the application form. We should either have a bilingual version for all important forms (application form, cancellation policy, equipment policy...) or no Japanese at all. Another problem is that the website apparently doesn't accept Japanese characters.
- Creation of an IOC Activity Record that every leader should fill and send to the committee after the event (in the same time as the article for the Newsletter). It will help for the creation of a data base. As Yoshimi advice, it should be simple (following Estella's example) not to afraid future leaders; basically what is requested to post a message:
  - \* Title (place);
  - \* Type of event (hiking, cycling, ...);
  - \* Leader;
  - \* Date;
  - \* Level (stars);
  - \* How to get there? (train station, cost from Osaka & Kyoto, bus, plane...);
  - \* Some details about the event (distance, main summits, places reached...);
  - \* References (books, brochures, IOC newsletters...);
  - \* Specific material needed;
  - \* Map used (add jpg file with itinerary?)Benoit will provide a copy (Word file) as soon as possible and ask Koji to put it on the website, so any leader could download it, fill it and send it to Mayumi.
- Modification of the website (architecture, updates). Does Koji accept to make all the proposed modifications? If not, shall Damien be the webmaster? As a first step, Damien and Benoit will prepare some suggestion for the modification of the website and submit them to Koji by the end of the month. Koji will provide Damien a copy of the sources of the website, so Damien will be able to have a look on it. Then, Damien proposed we could test some modification using his own website before submitting these modifications to Koji.
- We remind members that the committee doesn't want to organize dinners after monthly meetings as it's not our job. It doesn't there won't be any dinner after monthly meetings but nothing will be booked in advance.

## **IOC general meeting**

Number of members attending: 13

7 members

7 members who renew their memberships

3 new members

During the Hanami party the week before, 11 members renewed their membership and 2 new members joined IOC.

Minhao presented a slideshow to present the club activities (prepared with Koji and Jeremy);

Benoit summarized some of the committee discussion: Equipment Policy, Cancellation Policy, and Creation of an IOC Activity Record, Safety and insurance.