

## IOC committee meeting minute for May 2006, 12<sup>th</sup>.

- Yuka will make a summary of the money we received from the memberships and present the balance sheet for April.
- Damien will make a summary of the members list.  
There are 28 members at the moment (who filled the form and paid).  
How many new members? How many members will renew their membership if not done yet? Statistics.
- Discussion about committee meeting transportation fee and budget. We agreed that travel expenses will be paid back (but nothing else, no free coffee!) for all committee meetings even if they are scheduled before a general meeting.
- Newsletter. Yuri accept to prepare the information page for the newsletter (members statistics, last news, next month events...). It would be based on the example Benoit did for the April newsletter. Yuri should ask to Damien for the members statistics, to Benoit for the latest news (minute summary), to Mayumi to help her preparing a summary of the upcoming events. Everything should fit on one page.
- Benoit will take care of the advertisement of the club at the moment if Kei doesn't want to do it. It consists at the moment of filling a form and/or put a short message on the website of the Kansai Time Out and Kansai Scene (deadlines on the 15<sup>th</sup> of each month).
- Modification of the website:
  - \* Koji said he agrees to do the main changes we proposed. Benoit will send him all the files he already prepared with the correction made during the meeting. As Koji is not officially part of the committee, if there are some problems, Damien will first test the modifications the committee decided on his website. Then, we can ask Koji to make the changes.
  - \* Modification of the links to the committee members (and members?) on the website to avoid spam. Edit an image instead of script writing and no link to <mailto>. Damien will prepare the images with the new email addresses (i.e. [president\\_ioc@iockansai.com](mailto:president_ioc@iockansai.com) ...). To simplify the website, each time one member of the committee, webmaster, newsletter editor is named, a link should be made to the "contacts" page.
  - \* Home (free access);
    - Quick presentation of the club (Hey there!);
    - Link to the last Newsletter;
    - Recent news (new policy, tee shirt to sell...).
    - Link to IAC;
  - \* What is IOC (free access);
    - Presentation of the club;
    - History and affiliation, link to IAC;
    - Link to the constitution of the club;
  - \* Join the club (free access);
    - Becoming a member;
    - Renewing your membership;
    - Membership types;
    - Monthly meeting;
    - Non-member participation;
  - \* "Activities and events" page (free access);
    - Past and upcoming events;

- Event examples;
- Star ratings;
- Cancellation policy;
- Disclaimer;
- Insurance
- \* “Organize an event” (accessible to members only)
  - Post a trip;
  - Event data base;
  - Star rating;
  - Borrow equipment;
  - Cancellation policy;
  - Insurance
- \* “Articles and photos” (accessible to members only)
  - Articles, how to send articles;
  - Photos, how to send photos;
  - Newsletters archive
- \* “Members” (accessible to members only)
  - Members profile;
  - Members data base;
- \* “Message board” (accessible to members only)
  - The link to post a new message should be clearly visible on that page.
- \* Contacts information (free access);
- Creation of a data base for events to help members to find some ideas and be leader of a new event. It should be simple:
  - \* Title (place);
  - \* Type of event (hiking, cycling, ...);
  - \* Level (stars);
  - \* How to get there? (train station, cost from Osaka & Kyoto, bus, plane...);
  - \* Some details about the event (distance, main place to reach...);
  - \* Specific material needed.
  - \* Map (jpg file with itinerary)?

Each of us should try to prepare some files based on our own ideas, old events, books or brochures... In that sense, ask leaders to fill the form when they send a new event to be added in the data base. We decided not to give any money to any leader who fills the form with a map.

- Modification of the constitution to discuss:
  - \* Update of the modifications from the previous committee;
  - \* Modification of date of the election of the next committee;
  - \* Modification of the functions of the new committee. The webmaster should be part of the committee;
  - \* New constitution to edit on the website.

We agreed for the details, to be voted at the next general meeting.

- Discussion about the date of the meetings and annual events :
  - Meetings: on Saturday evening, at the beginning of each month if possible, depending on the room availability.
  - Cancel July’s meeting as it will be held during Biwako camp.
  - Hanami party (April), Biwako camp or equivalent (July), Momoi camp or equivalent (September?), Christmas party (December), Nabe party (January), Gallery night (February?).

- Use of the club's money. We will decide at the end of the year if we need some more equipment (replace old equipment). If there's no good idea, we will put more money on the gallery night.

### **IOC general meeting**

Number of members attending: 13

6 members

3 members who renew their memberships

4 new members

Benoit presented a slideshow to present the club activities (prepared with Koji and Jeremy), and summarized some of the committee discussion: Modification of the website, Creation of an IOC Activity Record.

Mayumi presented a slideshow on her last trip in Argentina;