Minutes Board Meeting
Sun City Anthem Hiking Club
Monday, April 7, 2025
Cushman Conference Room

Attendees: Martha Scott, Robin Bistline, Tracy Mecum, Pam Veire, Bernie Wood, Kim Odegaard, Greg Waterman, Chuck Boxrucker, Chris Spurgeon, Gino Loni, Margaret Tully

1. **Call to Order – Martha Scott**
   Martha called the meeting to order at 3:02 PM and turned it over to Chuck Boxrucker.

6. **New Business**
   (Note: This section was taken out of order because of the urgency of the situation and a guest who was invited specially to discuss this subject.)
   a. <u>Website Development Meeting</u> - Chuck Boxrucker
      (Thede notes are a compilation of information from Bernie Wood and Tracy Mecum's notes of the meeting.)

      After some discussion by the Board of various wishes, and with guidance from Gino Loni, we settled on these basic suggestions:
      - We would like Mike, our website support consultant, to consider our current website layout, and become familiar the current Pickleball and Saddlebrook Hiking Club websites as examples of what might improve our current format.
      - We should be able to use our basic layout as it exists in WordPress. We may want to tweak the set up but don't need to throw out our entire website.
      - Gino suggested we consider several plug ins
        - a calendar plug-in,
        - a membership plug-in,
        - an email plug-in,
        - a back-up plug-in and
        - a pdf plug-in.
        He suggested we also research how we want to preserve back-ups. Several suggestions were made, including using a hard drive or a cloud-based back-up solution such as Google drive.
      - Appearance of Home Page – It was suggested we remove the large photo from the top of the main page of the website and replace it with a smaller photo or our hiking club logo with the tabs along the top (as they are currently displayed). It would be helpful to have some areas on the main page (either as columns or boxes or some other method) where we could easily edit, replace, or add

information and/or photos to keep our membership informed. Perhaps there are generic formats that could be drafted up for the Board to view to see how they work. It was suggested we edit and make clearer the process for working with Zelle. This holds true for any other procedures that require clarification/simplification as we use the procedure and become clearer about what information is truly needed.

- We need an FAQ tab that could be easily accessed and edited by specifically designated individuals.
- Pdf Hike Detail Sheets - Gino suggested we make sure all our hike detail sheets were uploaded as pdfs. Advantages – makes them easier to print and often is a smaller file.
- Membership Wish List – An application form that can be accessed from the hiking website, as well as the SCAMR site. The form should include the existing fields and allow for addition of fields as they become necessary. Ideally once the new member has completed the form and dues payment is confirmed, they would be 'accepted' (press a button) and a member profile would be created from the information in the membership form. The system would then create a welcome email with instructions on how to arrange an orientation meeting. After orientation has been arranged and is complete, another email would automatically generate to give the new member a password and information on how to create a login id and password on the website. Maybe we could also include info on how to navigate the website (and/or put this under FAQs). The welcome email should be easily edited, if necessary. We would like to be able to create a monthly new member welcome list that could be displayed on the Home Page.
- Email – It should be easy to create an email distribution list from the membership file. We would like the ability to create a list of all current members who have not paid their dues by a particular date, so we could remind only those members that their dues need to be paid to retain membership. Mike, Chuck and possibly Gino could help to find a plug in that can accomplish this. Members should have the ability to update their email address, request a new password and so forth.
- Calendar – Need something like we use now. If there's a version with a sidebar to advertise special hikes or new hikes, that would be good. We could also use the front page or the banner (as we do now) and/or a newsletter to promote upcoming events, special hikes, and new hikes.
- Newsletter – Could be saved as a pdf and uploaded to the website. Would be used as a means of keeping members informed of upcoming events and other information, like tips for hike safety, how to instructions for common tasks where members encounter problems, FAQs and answers, special information on certain hikes

– like if there will be a trip to a local restaurant after a hike, etc. We could also use it to welcome new members. We would want to make the most recent newsletter available on the website… perhaps on the Home Page?

- Hike registrations – When a. Member registers for a hike, would it be possible to have the member information autofill from their profile (phone, emergency contact, etc.)? We should strive to make it easy for hike leaders to print a list of hikers registered for a hike and their contact info. We should continue to send an autoreply that the member has registered for the hike. The reply should be customizable for the hike.
- Other registrations (special hikes, social events, etc.) – Continue to be able to set criteria (such as limit the number of people who can sign up), create an auto response that is different from hike registration response (i.e., would not ask if you will be driving and how many people you can take in your car). Would like the ability to print a list of registered participants.
- Directory – To allow members to find and communicate with other members.
- Search function – to look for specific information.
- Banner – Keep current banner to help promote activities.

2. **Approval of February Board Meeting Minutes - Tracy**
Martha asked if there were any additions or corrections to the minutes for February. There were no additions or corrections requested. A motion was made by Robin Bistline to accept the minutes as written; the motion was seconded by Kim Odegaard; and the minutes were approved.

3. **Membership Report - Bernie**
We have 183 members.

4. **Financial Report – Pam Veire**
Pam handed out the financial report for the end of February and March. The balance for the end of February was $7265. The balance for the end of March was $6221 (major expenses between February and March were the Fiesta End of Season Party and the Hike Leader's Party).

5. **Old Business**
   a. AllTrails Progress – Chuck
      We're making progress. Hike leaders will help by uploading hikes as they do them. The hike name used to upload the hike should match the name on the detail sheet.
   b. Chaco Canyon Trip Planning – Martha/Chris
      Hikes have been set – we have 3 excellent hikes, a short hike, an intermediate hike and an upper intermediate hike. The tour of the Aztec Ruins will take place on Tuesday, October 28. There will be a guided tour

of Chaco Canyon. Hikes will take place on Wednesday, October 29. Four hotels have been selected: Best Western, Comfort Inn, Wingate, Holiday Inn Express. Rates will run between $150-160 per night.

6.   New Business
b.   <u>Special Hikes for 2026</u>
We have the Fall Foliage hike in Cottonwood on November 10 and 11, the Thanksgiving Cookout on Wednesday, November 26 and the Community Hike on Saturday, November 29. With the Fall trip to Chaco Canyon, the Board felt these activities would be sufficient to keep members busy during the already active Holiday Season.
c.   <u>Potluck Speaker Ideas</u>
Scats – Comedy routine. Tracy agreed to contact Scats to see if they would be willing to do something like this for us. We have offered to pay them for their time. We will hear back from them after their Board Meeting.
d.   <u>Nominating Committee for December Elections</u> – Martha will request volunteers for this committee at our first meeting in November. This year President/Treasurer are up for election. We are looking for 2-3 people
e.   <u>Audit</u> – We will ask Steve McDonnell to do the audit of our finances in the Fall.

7.   Next Board Meeting date – Monday. October 20, 2025, at 4:00 PM.

8.   Adjourn
A motion was made by Robin Bistline that the meeting adjourn; Kim Odegaard seconded the motion; the Board voted to adjourn at 5:29 PM.

Respectfully submitted,

Tracy Mecum