

**The Alpine Club of Canada
Board of Directors Meeting
May 6-7, 2000
The Westridge Country Inn, Canmore, AB**

Minutes

PRESENT:

Mike Mortimer, President
Manrico Scremin, Secretary
David Toole, Treasurer
Peter Muir, VP Environment-Access/Manitoba Section Rep
Rod Plasman, VP Services
Cam Roe, VP Activities
John Harrop, VP Facilities
Bob Sandford, VP Publications
Peter Roginski, Calgary Section Rep
Ron Scholtz, Rocky Mountain Section Rep
John Warren, Okanagan Section Rep
Diana MacGibbon, Ottawa Section Rep
Mike Rogers, Montreal Section Rep
Willa Harasym, Toronto Section Rep
Gerta Smythe, Vancouver Island Section Rep
André Mahé, St. Boniface Section Rep
Julia Keenlside, Edmonton Section Rep
Brian Gibson, Jasper/Hinton Section Rep
Fern Hietkamp, Vancouver Section Rep
Dave McCormick, Saskatchewan Section Rep
Eric Vezeau, Whistler Section Rep
Rod Church, Central Alberta Section Rep
Dave Merritt, Prince George Section Rep
Frank Pianka, Thunder Bay Section Rep

Bruce Keith, Executive Director
Leslie DeMarsh, Programs Director
Nancy Hansen, Facilities Director
Christine Haberl, Recording Secretary

Guests: Bev Bendell, Members' Handbook (Saturday)
Helmut Microys, UIAA Safety Commission Rep (Saturday)
Bruce Hardardt, Incoming Co-VP Facilities (both days)
Mike Galbraith (Sunday)

Regrets: Bob Hind

Call to Order:

M. Mortimer called the meeting to order at 9:02 a.m.

1. President's Opening Remarks (M. Mortimer)

M. Mortimer welcomed everyone and reviewed plans for the meeting and weekend. Introductions of all attendees were made. M. Mortimer suggested that sub-meetings be held early Sunday morning to review plans for the Mt. Alberta and student outdoors clubs projects, as well as a session on ACC grants and selection processes at lunch on Saturday. He reviewed the current status of the Club, advising that financially everything is on track. There has been small but steady growth in membership numbers. M. Mortimer thanked P. Muir for his efforts with respect to the Comprehensive Access and Environment Policy. M. Mortimer also reviewed his own report, commenting on the positive reception the Canadian Centre for Mountaineering received from the American Alpine Club and the Colorado Mountain Club.

2. Approval of Agenda

The Agenda was approved with minor amendments.

3. Board of Directors Meeting November 20th, 21st, 1999

a. Approval of Minutes

Motion by D. Toole, seconded by R. Plasman, that the Minutes be adopted as presented. CARRIED

b. Business Arising: None

4. a. Section Reports

All Section Reports that were not previously submitted were circulated for review. All Section Reps spoke to their reports and provided highlights from their section.

M. Mortimer thanked everyone for their reports and commented that the agenda should be adjusted in future to have section reports first, as it seems to work well. He also noted that sections which have a strong core base of volunteers seem to be doing well.

M. Rogers commented that a recent membership survey, which helped the Montreal Section understand what services members really want, helped them to focus on providing those services to their members and has resulted in

increased participation. Another comment was that offering beginner/novice level trips or courses attracts more new members. There was also a suggestion that it would be beneficial and increase communication for sections to keep up to date on each other's websites.

b. Members Handbook

B. Bendell was welcomed to the meeting and thanked for her diligence in compiling all of the information necessary for the Members Handbook. She circulated a "Master" copy, which she asked everyone to check and return on Sunday to C. Haberl with required changes.

5. Executive Committee Reports

a. Treasurer (D. Toole)

D. Toole reviewed the finances for the Club and advised that there is currently a small projected surplus in the operating budget and a breakeven year is expected. D. Toole presented and circulated the 1999 Audited Financial Statement.

Motion by D. Toole, seconded by P. Muir, that the 1999 Audited Financial Statement be approved as presented. CARRIED

b. Secretary (M. Scremin)

M. Scremin spoke to his report, reviewing membership statistics and trends. He advised that there is a small increase in memberships, which is partly due to the addition of Student Outdoor Clubs. M. Scremin advised that the largest area of growth is unaffiliated memberships. There was a discussion regarding the possibility of phasing out the unaffiliated option and instead have all members join and support a specific section. Another idea mentioned was to have a single fee for joining the ACC. A straw vote was taken with eleven votes for a single fee system and four votes for the existing fee structure. M. Scremin was requested to investigate a single fee system further. M. Scremin offered to chair a working committee to investigate the situation if three or more section representatives volunteered to sit on the committee. There were only two volunteers therefore no committee will be formed. No action required.

ACTION: M. Scremin

c. Environment/Access (P. Muir)

P. Muir reviewed the Comprehensive Access and Environment Policy which was circulated via email for comment. He advised that he was pleased how the

Sections were working together and assisting him with the wording for the Policy.

P. Muir proposed two motions, requesting comments and input from all Section Reps.

1. **Motion by P. Muir, seconded by D. Toole, that the "Comprehensive Access and Environment Policy", in substantially the form attached hereto (except as amended by the Board of Directors prior to passage of this motion) and marked Schedule A, be adopted by the Board of Directors to govern the processes, procedures and policies to which the Club shall refer in dealing with access and environmental issues, and the VP Environment and Access (or the position's successor executive position from time to time) be charged with the administration and application of the policy.**

Each Board member was given the opportunity to comment on the draft policy and the motion. While most who had read the policy expressed support, others indicated they (and their sections) needed to review it before voting on the motion.

Motion by C. Roe, seconded M. Scremin, to table this motion until the Fall 2000 Board Meeting. CARRIED

2. **Motion by P. Muir, seconded by R. Plasman, that since the motion to accept or reject the "Comprehensive Access and Environment Policy", has been tabled to the Fall 2000 Board Meeting, the Board of Directors directs the VP Environment and Access to form the national Access and Environment Committee in substantially the form suggested by the policy to enable the VP Environment and Access portfolio to begin to coordinate the Club's responses to access and environmental issues. CARRIED**

d. Services (R. Plasman)

R. Plasman spoke to his report and advised that he believed that there are positive changes happening within the Canadian Competition Climbing Committee (CCCC), which should generate healthier income.

M. Mortimer introduced Helmut Microys, ACC/AAC rep to UIAA Material Commission. H. Microys reviewed the role of the Commission, which is responsible for establishing standards for mountaineering equipment and issuing updates on a continual basis. He explained the changes which have happened with the introduction of the European standards. H. Microys reviewed the advantages for the Club to have a rep at these UIAA meetings. There is international exposure for the ACC and the UIAA rep is a bridge

between the UIAA and manufacturers in each country. Although there has not been a real forum until recently, a UIAA website has contributed significantly to facilitating communication. H. Microys noted that there are many foreign publications which are not translated into English; he thought these could be summarized and added to the website. H. Microys reviewed the specific topics he will be presenting at the upcoming meeting in Europe.

M. Mortimer thanked H. Microys for his work and reiterated to the Board how important it will be for these types of safety commission equipment reports to be available on the ACC website.

e. National Office Report (B. Keith)

B. Keith reviewed his report. He explained that the ACC is missing out on opportunities in the areas of marketing, fundraising, public relations and communications. A proposal for a contract position to deal with these areas has been discussed by the Executive and Finance Committees, which will now be pursued.

f. Activities (C. Roe)

C. Roe reviewed his report. He commented on the number of sections that are offering training and section organized camps and advised he thought this was an excellent service for members. C. Roe advised that National Activities are doing well this year, that overall inquiries are increased from last year. The increased number of ski traverses did not quite fill up, but we managed to run all winter camps advertised this year. The financial results from the winter are expected to be satisfactory. C. Roe advised that plans for summer camps are going well and that the GMC was sold out by the end of January. He noted that there is not enough interest to date in the Introductory Youth Camp and circulated information packages and asked the sections to assist by encouraging attendance locally. C. Roe summarized the progress to date with the Canadian Centre for Mountaineering (CCM) and reviewed plans to develop a syllabus with the assistance of Karl Klassen, President of the ACMG. He also reviewed the initial interest in the Custom Guiding Program. He thanked M. Mortimer for his help in promoting the CCM to the American and Colorado Mountain Clubs, which is being followed up on. He reviewed the results of the Winter 2000 TNF Leadership Course and section comments on the CCM. W. Harysm commented on how the new Activities colour brochure was well received and appreciated.

6. Endowment Fund Grants (D. Toole)

D. Toole reviewed the mandate of the Endowment Fund Committee and the history of this Fund. He reviewed the criteria for assessing grant applications and suggested that he present the Endowment Fund Committee's recommendations for this year's grants to the Board. D. Toole indicated his

Committee supported a recommendation to change ACC grant deadlines December 31st, so that grants can be decided upon prior to the May Board meeting to accommodate the summer plans of applicants. He also suggested that the grant applications assessment criteria be changed to emphasize that any proposed project be of benefit to the ACC, and that we take into consideration length of ACC membership of the applicant(s). D. Toole also indicated that he would be expanding the size of his committee.

There was discussion regarding the grant applications assessment criteria. W. Harysm indicated the Toronto Section did not like to see 'world mountaineering' initiatives (which do not necessarily have direct benefit to the Club) excluded. F. Hietkamp indicated that she thought the limited amount of funding available would be more beneficial to section projects than to large expeditions. C. Roe commented that there were also other funding sources available to expeditions, such as the Canadian Himalayan Foundation. M. Scremin indicated his support of grants to projects within the ACC that benefit our members directly. P. Roginski also stated that he did not support funding 'cool trips', which appears to be the case in some of the recommendations provided.

Motion by D. Toole, seconded by R. Plasman, that the Endowment Fund grant applications assessment criteria be modified to add that "preference shall be given to projects of direct benefit to the Club".

CARRIED: 14 for / 7 against / one abstention

D. Toole then presented the Year 2000 Endowment Fund recommendations.

Discussion: The merits of each request for funding were discussed. The recommended amounts for selected projects were reviewed and then all requests were considered and discussed. Through a straw vote process, support was gained for seven projects as follows:

Chic Scott	Presentation of Slide Shows in Britain	\$1690
Manitoba Section	Climbing Instructor Courses and Cliff Rescue Training	\$1100
Beauieu/Perron	Mt. Asgard Expedition	\$1000
Planned Giving	Startup Program	\$2000
Activities	Canadian Centre for Mountaineering	\$5000
Tami Knight	Girls Kick Ass Camp	\$1000
Fund Promotion and Awareness		\$ 710

Total **\$12500**

Motion by D. Toole, seconded by R. Plasman, that the Year 2000 Endowment Fund grant recommendations made by the Endowment Fund Committee and revised by the Board (as above) be approved.
CARRIED

7. Environment Fund Grants (P. Muir)

P. Muir reviewed the projects submitted for funding from the Environment Fund and advised that the following projects were recommended by his Committee for funding:

Toronto Section	Keene Farm composting toilet	\$750
Denis Dutreau	Peregrine Falcon cliff use and education	\$375
Thunder Bay Naturalist Club	Peregrine Falcon follow-up study	\$375
ACC/AAC	Cirque of the Unclimbables Composting Toilet	\$1000
Total		\$2500

Motion by P. Muir, seconded by A. Mahé, that the Environment Fund recommendations be adopted as presented. **CARRIED**
(One abstention)

8. Executive Committee Reports (continued)

VP Facilities Report

J. Harrop reviewed his report, providing information on the current status of hut and Clubhouse revenues. He also provided information on the Clubhouse and hut renovations to take place this year.

J. Harrop reviewed issues related to pre-booking and cancellation policies for sections. He proposed that sections be allowed to book official section trips only once per hut per season. After discussion it was decided that exclusive bookings of huts for section trips must be pre-approved by the section.

J. Harrop also reviewed the outcome of the investigation into the Argentine Hut and advised that they are looking for a new location. B.C. Parks is close to a final decision regarding the ACC handling bookings for the Conrad Kain Hut on a one-year trial basis.

J. Harrop announced that this would be his last Board meeting and that Jeffery Potter (Clubhouse) and Bruce Hardardt (Huts) would be now be acting as Co-VPs of the Facilities portfolio. M. Mortimer thanked J. Harrop for all his contributions through the years.

9. Grant Fund Policy Changes (B. Keith)

B. Keith reviewed the three concerns with ACC Endowment, Environment and Jen Higgins Funds. At present there are different application closing dates, announcement dates are often too late for recipients to make summer plans and there are different approval bodies for recommendations for these three funds.

Motion by R. Plasman, seconded by D. McCormick that for the annual grant application, selection, approval and announcement processes for the Endowment, Environment and Jen Higgins Fund:

- a. the grant applications submission closing date be December 31;**
 - b. the grant selection recommendations approval body be the Board of Directors;**
 - c. the Board vote on the grants selection recommendations be via email;**
 - d. the grant selection announcement date be March 1st.**
- CARRIED (one abstention)**

10. Rescue Insurance (W. Harasym/reviewed by M. Scremin)

W. Harasym reviewed the history of the ACC's investigate of possibilities for rescue insurance. Four options were reviewed and discussed by the Board. The resulting consensus was that the Club would not pursue providing rescue insurance at this time. A straw vote was taken and it was decided that the rescue insurance options would not result in sufficient member benefits at this time. No further investigation will be done.

11. Honorary Member Nomination

Motion by R. Plasman, seconded by M. Scremin that the ACC award an honorary membership to Charles Scott (aka Chic Scott) for his outstanding contributions to the ACC over many years of involvement and for his numerous contributions to Canadian mountaineering in general.

CARRIED

M. Mortimer agreed to write a letter of congratulations to Chic Scott. and R. Plasman agreed to write an article for the Gazette. Options regarding an Honourary Member pin were discussed and M. Mortimer and B. Keith were asked to investigate.

ACTION: M. Mortimer/R. Plasman, B. Keith



Meeting reconvened at 9:00 a.m. Sunday, May 7, 2000.

12. Expeditions Committee (M. Galbraith)

M. Mortimer introduced Mike Galbraith, Chair of the ACC Expeditions Committee. M. Galbraith reviewed the role of the Expeditions Committee in verifying and endorsing Canadian climbers going on international expeditions (primarily in the Himalaya). M. Galbraith advised that the Expeditions Committee is considering instituting an administration fee for this service. He also advised that other functions that he attends include acting as a liaison with the UIAA, reporting on UIAA activities, such as legal issues, especially liability and training. He presented copies of UIAA volunteer leader training standards and reviewed the status of this program. M. Galbraith advised that he will be working with Helmut Microys and C. Roe for these areas to be brought under the umbrella of the Canadian Centre for Mountaineering

13. Executive Committee Reports (continued)

VP Publications (R. W. Sandford)

B. Sandford spoke to his report. He reviewed projects that the Publications Committee has been working on recently. B. Sandford also reviewed the Mt. Alberta project in detail for the Board. He also provided information on 2006 Centennial projects that have been raised.

M. Mortimer commented on the status of the American Alpine Club's Publications Committee and noted how important it was to exercise fiscal responsibility when publishing.

14. Spring AGM's/Related Bylaw Motions (M. Scremin)

a. M. Mortimer reviewed the issues related to the current slate of dates for ACC meetings. It was agreed it was advantageous to move the date for the AGM from the Fall to the Spring.

Motion by M. Scremin, seconded by R. Plasman, that from 2001 onwards the AGM be held in the Spring at a date and place set by the Board.
CARRIED

In that regard, M. Scremin noted that this will require two by-law changes, and that he will be formally proposing these changes at the Fall 2000 Board Meeting:

1. That the word 'even' in Section IV.A of the by-laws be changed to 'odd'. (This would mean that the ACC Executive will now change in odd numbered years.)
2. That the word 'spring' in Section IV.C.1 be changed to 'fall'. (This will mean that the Nominating Committee will now present its slate for the Executive at fall Board meetings.)

Moved by M. Scremin, seconded by R. Plasman, that to accomplish the above, the terms of the current Executive be extended by no more than seven months. **CARRIED (One Abstention)**

F. Hietkamp then presented and reviewed a proposal from the Vancouver Section to host the 2001 Spring AGM.

Motion by M. Scremin, seconded by F. Hietkamp, that the holding of the Spring 2001 Board Meeting and AGM in Vancouver be approved in principle, subject to appropriate financial analysis and reconfirmation by the Board at its Fall 2000 meeting. CARRIED

ACTION: F. Heitkamp

15. Director's Liability (P. Muir)

P. Muir advised that, in accordance with ACC by-laws, he wished to provide notice that the following by-law amendment motion would be presented to the Board for a vote at the Fall meeting:

That the following be inserted in the Bylaws Section II "Board of Directors" as Subsection "J", and the following Subsections be re-numbered.

Limitation of Liability - No Director or Officer of the Club shall be liable for:

- a) the acts, receipts, neglects or defaults of any other Director or Officer or employee;
- b) for joining in any receipt or other act for conformity, or for any loss, damage or expense happening to the Club through the insufficiency or deficiency of title to any property acquired by order of the Board for or on behalf of the Club;
- c) for the insufficiency or deficiency of any security in or upon which any of the monies of the Club shall be invested;

- d) for any loss or damage arising from the bankruptcy, insolvency or tortious acts of any person with whom any of the monies, securities or effects of the Club shall be deposited;
 - e) for any loss occasioned by or any error of judgment or oversight on his or her part; or
 - f) for any other loss, damage or misfortune whatever which shall happen in the execution of the duties of his or her office or in relation thereto;
- unless the same are occasioned by the director or officer's own willful neglect or default, provided that nothing herein shall relieve any Director or Officer of any liability imposed upon him by the Act.

Indemnity - Except for actions by or on behalf of the Club to procure a judgment in its favour, the Club shall indemnify its Directors and Officers and its former Directors or Officers and a person who acts or acted at the Club's request as a Director or Officer of another corporation of which this Club is or was a shareholder or creditor (hereinafter called "other Corporation"), and his or her heirs and legal representatives, against all costs, charges and expenses, including an amount paid to settle an action or satisfy a judgment, reasonably incurred by him or her in respect of any civil, criminal or administrative action or proceeding to which he or she is made a party by reason of being or having been a Director or Officer of the Club or Other corporation; if

(a) he or she acted honestly and in good faith with a view to the best interests of the Club, and

(b) in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty, he or she had reasonable grounds for believing that his conduct was lawful.

The Club, will on court approval, indemnify any person referred to in paragraph 8.2 in respect of an action by or on behalf of the Club or Other Corporation to procure judgment in its favour, to which he or she is made a party by reason of being or having been a Director or Officer of the Club or Other Corporation against all costs, charges and expenses reasonably incurred by him or her in connection with such action if:

a) he or she acted honestly and in good faith with a view to the best interests of the Club; and

b) in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty, he or she had reasonable grounds for believing that his or her conduct was lawful.

Subject to the Act, the Club shall indemnify any person referred to in paragraph 8.2 who has been substantially successful in the defence of any civil, criminal or administrative action or proceeding to which he or she is made a party by reason of being or having been a Director or Officer of the Club or Other Corporation against all costs, charges and expenses reasonably incurred by him or her in respect of such action or proceedings.

16. Other Items

a. Executive Committee Restructuring (M. Scremin)

M. Scremin explained that he has been examining alternatives to the current structure and assigned responsibilities of the Executive Committee e. g. there has been a proposal to create a position for VP of Section Development and Marketing/Member Communication. He described the pros and cons of this idea. After discussion, it was agreed that M. Scremin will refine the idea and report back to the Board in the Fall.

ACTION: M. Scremin

b. Explore Magazine offer (B. Keith)

B. Keith provided information on an offer made by Explore Magazine to provide ongoing annual subscriptions to all ACC. B. Keith advised that Explore would not provide our mailing information to any third parties and that there is an option for members to cancel, if they do not want the magazine. This opportunity will add value to membership at no cost to the ACC. Explore magazine has agreed to provide this opportunity for an initial three-year period. There was agreement that B. Keith should proceed to accept this offer.

c. Student Outdoor Clubs (M. Scremin)

M. Scremin circulated the welcome letter that has been sent to all new Student Outdoor Club (SOC) members at the University of Calgary and Mt. Royal College. The objective of the SOC program is to bring more young members into the Club. M. Scremin noted that this initiative must be section driven. At present, the plans are to offer it to college a university outdoor pursuit faculties and clubs in locations where the local section is in favour, and a second stage may develop a program for high schools students.

d. ACC Trademark (P. Muir)

P. Muir advised that he is taking steps to trademark both the crest and name of the ACC (in French & English), particularly because of recent notice of due other parties using the name "The Alpine Club".

e. Bylaw Change Notice (P. Muir)

P. Muir advised that, in accordance with ACC by-laws, he wished to provide notice that the following by-law amendment motion would be presented to the Board for a vote at the Fall meeting:

That all hat all references in the by-laws of the Club to the "Vice-President Environment and Access" be amended to read "the Vice-President Access and Environment".

D. Toole noted that all of these by-law amendments should be published in The Gazette, as well as the proposal for the Spring Board Meeting to be held in Vancouver.

ACTION: P. Muir / B. Keith

f. Land Use/Tenure Issues (C. Roe)

C. Roe provided background and information regarding new process for recreational land use and tenure in B.C. Tenures being issued to commercial operators has the potential to affect the traditional activities of the ACC. C. Roe advised that meetings have been held to address this issue and that the ACC will be investigating options for applying for tenure in order to protect the facilities and activities of the Club.

ACTION: C. Roe / P. Muir

g. Planned Giving Program (D. Toole)

D. Toole provided background information on the Planned Giving Program, as well as progress to date. A mail campaign will be undertaken in the near future.

ACTION: D. Toole

h. Canadian Alpine Center (C. Roe)

C. Roe reported on the Canadian Alpine Centre and advised that everything is going well. The major issue for the future is staff housing, which is being addressed by the CAC Board.

i. Jen Higgins Fund Grants (J. Keenlside)

J. Keenlside circulated information regarding the grants that have been approved by the Executive Committee for the Year 2000. She advised that there was a significant increase in good quality applications received this year. Thanks were extended to the Jen Higgins Committee Members for their contributions.

A suggestion was made to post reports from projects on the website each year.

J. Keenlside also reviewed the Marmot Women's Program and the plans for this summer. She advised that this is a three-year program and that the Selection Committee includes herself, W. Harasym. & T. Knight.

M. Mortimer congratulated J. Keenlside on her excellent work on these projects.

j. New Fund for Sections (R. Plasman)

R. Plasman provided an overview of a proposal to create a new fund for Sections. Further details will be provided in the Fall. P. Roginski indicated that he did not support the concept of 'have' sections vs. 'have not' sections.

ACTION: R. Plasman

k. External Affairs/Corporate Affairs (M. Mortimer/B. Keith)

M. Mortimer provided details on the recent visit to the American Alpine Club. He advised that he would investigate the possibility of an AAC member who lives in Vancouver acting as an ACC liaison with the AAC.

ACTION: M. Mortimer

l. Corporate Affairs (B. Keith)

B. Keith provided an update on various ACC corporate relationships.

m. Mailing List releases (B. Keith)

B. Keith advised that there have been releases of the ACC member list since last November to Mountain Heritage Magazine and Mountain Magic in Banff.

n. ACC Website (B. Keith)

B. Keith thanked Bev Bendell for her contributions to getting the website up and running. He also thanked Mike Haden for assuming responsibility now that Bev has stepped down. B. Keith advised that the website has become an important tool for communication throughout the Club. M. Rogers advised that the Montreal Section is concerned about the cost of operating their site. It was decided that website coordination will be one of the tasks of the new Development and Communications Manager position in the National Office.

o. Mountain Guide's Ball (M. Mortimer)

M. Mortimer advised that the Year 2000 Mountain Guides' Ball will be held on October 28th. As well, a reception will be held at the Canadian Alpine Centre on the Friday night preceding the Board meeting, October 27th. He advised that there will probably be large delegations from the American and Japanese Alpine Clubs in attendance. This year's patron will be Don Forest, as long as he is in good health. He provided information on the Festival of Mountain Films 25th Anniversary Mountain Summit, which is scheduled for Monday, October 30th and Tuesday, October 31st. Many of the dignitaries from the Summit are expected to attend the MGB.

p. Accident Follow Up (M. Mortimer)

Details of the recent Ottawa accident were revised and M. Mortimer noted the Ottawa Section response to the situation was a very good model of what to do. It was decided that there should be a standard procedure to be followed in accident situations and the importance of properly executed waivers was emphasized.

ACTION: P. Muir

q. Upcoming Meetings and Deadlines (M. Scremin)

M. Scremin reviewed the schedule of upcoming meetings as follows:

Executive Committee Meeting: August 20th (Jasper)

Board of Directors: October 28th/29th (Lake Louise)

M. Scremin also advised that the ACC would be well served by having the National Office send out all pre and post-meeting material electronically. The next Board package will therefore be circulated electronically and everyone was asked to submit their reports via email.

M. Mortimer advised that everyone should note that the deadline for nominations to be provided to the ACC Awards Committee is August 31st.

The meeting adjourned at 12 noon.