BPX COMMITTEE MEETING MINUTES  
October 22, 2019  
As Approved Electronically October 27, 2019

Attendees: John Walters – Chair, Linda Lawson, Sean O’Connell, Jennie Popovich, Bob Watkins, Steve Wolf

Meeting called to Order: 7:00 pm  
Meeting Location: Daniels Fund Building

Appointment of Vacancy: Upon resignation of Stan Moore, Sean O’Connell was appointed and accepted role of Trip Leader Coordinator.

Chair’s Remarks: Distributed in advance. All members had read; Chair called for further commentary or discussion, none ensued.

Electronic Communications Review: Document identifying twenty-one separate topics on which emails had been originated since September 22nd date was distributed. No discussion.

Objectives & Strategies (distributed by JW 10/15/2019): Having all cmte members read, Chair called for vote of acceptance; unanimous vote to accept Objectives & Strategies dated 10/15/2019.

Action Items (distributed by LL 10/22/2019): Google Drive set up and instructions to cmte members added under Communications Function; JP to lead effort and review at November meeting. See other Action Items below.

Trip Leader Coordinator Function: Noted communication of BPX Survey Result to be communicated by Sean. JW & SO to meet 10/26 to discuss Trip Leader Guidelines to be reviewed at Nov Meeting.

Trip Coordinator Function: BW presented trip matrix and a handout dated October 21 showing work accomplished, additional data to be added and next steps. Members commented. Discussion included matrix availability to BPX leaders during BP season; need for trip description edits, posting required to CMC scheduling data base, etc. Decision: matrix will include dates; leaders will be instructed they are able to change dates but to retain weekdays or weekends as trip was originally contained in matrix. BW has 31 of 38 trips to prepare; JP offered to edit all 38 one-page summaries. Entry to CMC trip data base will utilize these trip summaries. Decision: Trails Illustrated Map # to be used on matrix & summary.

Decision: Use Backpacking Classification System on matrix which is endorsed/used by CMC statewide.

Decision: Columns to be added to matrix for Notes and for name of leader who claims the trip. Trip Guidelines must state that if a BPX leader proposes his/her own trip(s), the description and summary must follow BPX matrix & summary formats. All cmte members to submit their trips to BW by November 10.

Promotion & Communication Functions: KickOff Date & Outline - All cmte members available March 18, 2020, Wednesday for event; two rooms and equipment at AMC reserved. LL has contacted non-leader volunteers asking for assistance and ability to present topics for breakout sessions. JW broached subject of having a leader communication function in January when matrix of trips is rolled out. No decision made. JP identified potential offering through BPX of Winter Camping Trips given the fact CMC Denver offers Winter Camping School. No action at this time.

Vice Chair Function: SW will send draft of Membership Guidelines to JW within seven days.
**Next Meeting Dates & Locations:** November 12th, 7pm at Natural Grocers Meeting Room, 2053 S. Colorado Blvd (Colorado Blvd & Evans); December 10, Daniels Fund Building; January 14 - TBD

**Meeting Adjourned:** 8:30 pm

**ACTION ITEMS FROM OCTOBER 22 MEETING:**

ALL – submit personal trips for matrix use and one-page summary to BW by 11/10/2019; review Action Items dated 10/22 in addition to those below

JP – edit trip summaries provided by BW; provide Google Drive instructions to cmte members; provide BKPs trips to BW; link trip summaries to matrix when matrix complete; determine where matrix can reside in order for BPX leaders only to access beyond KickOff March 18; determine how GPX link can be provided if available for specific trips

SO – communicate survey results to leaders; meet with JW to discuss TL Guidelines; survey leaders for types of trips they are willing to lead; finalize TL Coordinator duties; finalize TL requirements

SW – provide Membership Guidelines draft by November 10

LL – provide accepted leader e-mail addresses to SO for survey results communication, develop newsletter and distribute through MYEMMA, finalize Communication Plan, work on web page design/development with BKPS advice; make room reservations for January & February

BW – complete matrix and one-page summaries to pass to JP for edit function; provide to cmte members when complete

JW – meet w/SO re TLC functions/communications; work with SW on Membership Guidelines; work with SO on future recruiting

Submitted by: Linda Lawson October 26, 2019

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