

# CSMC Board Meeting Minutes

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**Date:** October 7, 2026, 6:20pm

**Attendees:** Eric Klaszus, Parker Townes, Lisa Lee-Johnson, Tony Tang

**Absent:** Alex Joseph, Rob Maiman, Mika Hakkola

## Business

### Membership and Promotion

- Parker will confirm current membership totals and recent trends within the next week.
- Send out a membership renewal reminder to expired members.
- Refresh club poster promotion for the winter season.
- Update the existing poster wording, print additional copies, and proceed with \$100 in Instagram advertising.
- Identify additional volunteers to support social media so that it's not all on one person to manage.

### A1 Certification and Membership Tracking

- Add a separate tab in the membership/waiver spreadsheet for A1-certified members without altering the API-connected portions of the membership spreadsheet.
- Freeze identifying columns to improve desktop usability.
- Ensure more than one authorized person can maintain club records.

### Meetup Organizer Administration

- Review Meetup permissions, organizer roles, and the organizer records in Club Drive.
- Invite promising prospective organizers into the organizer WhatsApp group and encourage them to find co-leads.
- Pair newer organizers with experienced mentors or co-leads.

### Trip Cancellations, No-Shows and Member Reliability

- Late cancellations and no-shows can disrupt organizer effort, drivers, equipment, and potentially compromise the trip.
- Use clearer event wording to reinforce that trip registration is a commitment.
- Allow organizers to consider attendance history of folks on the waitlist.
- Important that we preserve organizer discretion with regards to who they choose to move off the waitlist.

### Experience for New Members

- New participants may cancel when they feel uncertain or do not know anyone else attending.
- Encourage organizers to send a brief pre-trip introduction and invite questions through the Meetup group chat or event comments.
- Encourage existing members to welcome and introduce new participants.

### Standard Trip-Posting Templates

- Board to create a short basic template and a detailed template for technical or complex trips.
- Include optional language covering skill and fitness expectations, participant selection, importance of showing up, and technical requirements.
- Use previous CSMC postings as source material and store the templates where organizers can access them easily.

## Action Items

| Action Item                                                                                                                                                                                                   | Owner              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| Calculate current membership numbers and review recent membership trends within the next week.                                                                                                                | Parker Townes      |
| Coordinate another message to expired members.                                                                                                                                                                | Ildar Idrisov      |
| Contact Matt about revising the promotional poster to emphasize winter activities.                                                                                                                            | Parker Townes      |
| Following the poster update, follow up with Mike regarding Instagram advertising.                                                                                                                             | Parker Townes      |
| Set up and maintain a separate manual A1-certification tracking tab within the membership spreadsheet.                                                                                                        | Ildar Idrisov      |
| Send Lisa Lee-Johnson the organizer spreadsheet information discussed at the meeting.                                                                                                                         | Parker Townes      |
| Review Meetup organizer and co-organizer roles and update the associated organizer records.                                                                                                                   | Lisa Lee-Johnson   |
| Develop short and detailed standardized trip-posting templates using existing CSMC examples as a starting point.                                                                                              | Board              |
| Publish the organizer templates and resources once prepared and notify organizers.                                                                                                                            | Eric Klaszus       |
| Encourage short pre-trip communication several days before events, particularly to engage new members and reduce last-minute cancellations.                                                                   | Board / Organizers |
| Draft a member communication covering reliability, cancellations, no-shows and welcoming new participants; circulate it through the board chat for review, then publish it through appropriate club channels. | Board              |