**Leadership and education meeting 1 December 2022**

1. Welcome and intro 5 mins

Rationale and goals of the meeting

2. How to lead a trip - quick outline 10 mins

3. Trip leader resources and ideas - updated website info 10 mins

4. Incentives for trip leaders 10 mins

* courses and rebates
* points based rewards

5. Ideas for trips 10 mins

* new list of ideas on trip leaders site
* access gates and keys for scheduled trips - Comox glacier and Ash Main
* Hišimy̓awiƛ on 5040 Peak
* ACC huts - can be booked 1 year ahead for section trips

**6. Discussion: step-by-step guide to leading a trip** 15 mins

a) Choices and decisions

* where and when
* co-leader and group size
* prior experience and equipment required
* contingency plans

b) Getting a trip posted on the website

c) Coordinating responses and communication with the group

* check relevant experience and expectations of participants
* Issue gear list
* organise meet-up time and place / suggest car pooling

d) Leading the trip

* summarise expectations of the route and group management before leaving
* organise signing of the waiver
* establish pace, group communication and decision making

e) After the trip

* send waiver to [librarian@accvi.ca](mailto:librarian@accvi.ca)
* suggest volunteer participant write a trip report