**Attendance**: Ken Bailey, Adam Sampson, JPat Stephens, Sariena Dunn, Lore Berglund

Meeting called to order by Ken Bailey, President, at 4:18 pm.

|  |  |  |
| --- | --- | --- |
| **Topic of Discussion** | **Action** | **Approval** |
| Cave Central | * All leaders have been contacted and confirmed
* Tent is coming from Dave Black
* Will hook white boards to tent walls with zip ties
* Will need folding tables – JPat has one small and one large
* Tent will have electricity, per David McClintock
* Ken to buy cups, sugar, etc.
* Standard Operating Procedures (SOP) for trip leaders will be: write trip and departure time on white board, erase when return, leaders in charge of announcing time and place to meet for trip and doing gear check, head count and signing out
* Must be present to sign up for trips!
 | YES |
| Set Up Weekend for Speleofest  | * Set up happening the previous weekend
* 12 slops available for helpers who want to drop Frenchman’s Knob
 | YES |
| Fundraising / Membership Drive | * NPR campaign to advertise public trip and get members?
* Dinner night at Flannagan’s or Orange Leaf?
* Looking into Leo ad
 | YES |
| Public Trip | * New date for public “Door to Door” trip with Ken and Lore is July 13, 2013
 | YES |

Meeting adjourned by Ken Bailey, President, at 5:33 pm.