



Order of the Arrow — Section NE-3B
Council of Chiefs Meeting
Henderson Scout Reservation
April 17, 2004 — Meeting Minutes

Opening

Meeting called to order and opened with the Obligation of our Order, led by Chief Tyson Ford, at 9:15 a.m.

Roll Call

Lodges Present

Haudenosaunee
Ga-Hon-Ga
Otahnagon
Kayanernh-Kowa
Tahgajute
Loon
Oteroraus

Section Officers & Advisers Present

Section Chief Tyson Ford
Section Vice-Chief Sean Murray
Section Secretary Peter Bird
Section Adviser Bob Black
Associate Section Adviser Wayne Farnsworth
Associate Section Adviser Bob Stickle

Secretary's Report

Motion by Ga-Hon-Ga Lodge to approve the minutes of the January 17, 2004 Council of Chiefs Meeting as presented. Seconded by Oteroraus Lodge. Motion passed.

Lodge Reports

Haudenosaunee – Vice Chief Dustin Gardner

Sending 26 Arrowmen to NOAC and so far has 23 Arrowmen signed up for Conclave
Upcoming events include Ceremonial and Induction weekends in May and June, a Vigil weekend in August, a fall Ceremonial and Induction weekend in September and a fall fellowship in October.

Creating a new sunset-themed lodge flap
Starting a youth retaining program to help increase youth participation
Building a lean-to at Camp Wakpominee

Ga-Hon-Ga – CVC Fritz Fowler

Sending 5 Arrowmen to NOAC and 15-20 to Conclave
Holding a spring fellowship and Vigil weekend in May
Frank Matt was recently elected Lodge Chief. He will take over in June

Otahnagon – Chief Sean Murray

Will be holding a fellowship and conducting lodge elections in May
Sending 2 Arrowmen to NOAC and 25 Arrowmen to Conclave
Will be issuing a new lodge anniversary patch

Kayanernh-Kowa – Vice Chief David Meyer

Approximately 120 people attended the winter banquet; guest speaker was an Adirondack storyteller
Will be providing support to the Council Camporee in Lowville in May
Planning for fellowship in June
Sending 23 Arrowmen to NOAC and 20-25 Arrowmen to Conclave

Seats available on charter bus to NOAC for anyone from the section needing transportation

Tahgajute – Chief Tim Monnin

Holding a fellowship on May 1
Issuing 60th Anniversary lodge flaps

Loon

(Arrived late and were not able to give a report)

Onteroraus – Chief Josh Greenman

Hosted the Section Visitation Team at the Lodge Lock-in at the Oneonta YMCA
Sending 11 Arrowmen to NOAC
Holding a work day on May 22 to prepare the camp for Conclave
Planning a Brotherhood weekend for June prior to Conclave
Currently rebuilding the OA ring

Old Business

Philbreak

The Philbreak program built on its successful inaugural year last year and continued this year with a slightly different focus. Instead of helping to repair damage from the 2002 forest fires as participants did last year, participants this year worked on trail building and maintenance. For those able to attend, it was an excellent way to experience Philmont in a new way- free from the crowds and heat of the summer.

The Philbreak program is slated to continue again next year for any scout ages 18-25.

While the dates have not been finalized, they will most likely continue to be the first three weeks of March.

Train the Trainer

Last night the section held its second annual Train the Trainer conference with about 15 trainers and advisers able to attend. Section officers Tyson Ford, Sean Murray, and Peter Bird, with section adviser Bob Black, presented sessions designed to instruct trainers on effective methods for training, including visual displays, presentation format strategies, and ways to spice up a session.

While the TTT was intended for conclave trainers, many other youth and adults attended to improve their training skills.

On Site Tour

The Council of Chiefs was led on a walking tour of Henderson Scout Reservation by Conclave Coordinator Josh Greenman. The major facilities to be used at the conclave, including campsites, buildings, and training areas, were mapped out and decided upon. The meeting reconvened at 10:20 a.m.

New Business

Conclave 2004: Service Lodge Report

Lodging: Conclave participants will be housed in standard-issue BSA wall tents. Cots and mattresses are provided; participants may want to bring a sheet/mattress cover and/or a sleeping bag. Showers will be operational.

Waterfront: Any participant seeking to do any waterfront activity will be required to pass a BSA swim test. Tests will be conducted Saturday afternoon at 1:00 p.m.

Trainers are reminded to send Sean their facility needs- inside or outside, electricity required, other supplies.

Dietary restrictions to the published conclave menu from the conclave advance book should be sent to Josh Greenman by May 13.

Conclave Handbook: Josh Greenman still needs information about the recreation events and the training schedule to be included in the Conclave Handbook

Registration: Lodges need to send their registration information to Onteroraus Lodge by May 1. The registration spreadsheet distributed to each lodge key 3 should be emailed to Josh Greenman at jgreenma@spfldcol.edu and to Mike George, the conclave office manager, at mgeorgejr@stny.rr.com before May 1. A printed version of the registration form and a check should be mailed to the Otschodela Council office at the address printed on the form.

Medication Permission Form: Any youth participant (under 18 years old) who is bringing any medication (over-the-counter or prescription) to conclave must bring a Medical Permission Form signed by a parent/guardian and by a health care professional. This is in addition to the Class 1 Medical Form required of all conclave participants.

Medications must be in their original, labeled containers and must be turned in to the health officer during registration. If a youth participant is bringing medication and does not have this form, he will be sent home. In addition, if any participant does not have a Class 1 Medical Form (or higher), he or she will be sent home.

Vehicles: Each lodge will be allowed to have one vehicle at a time at their site to unload gear on Friday and to load gear on Sunday. There will be one vehicle pass at the registration table for each lodge. Drivers are asked to pick up the pass just prior to going to their site and return it to the registration table immediately after returning from their site. Vehicles must be parked in a parking lot for the duration of the conclave and cannot be left at a campsite.

Conclave 2004: Participation Award

The conclave participation award will be a keychain or lanyard or similar. The Council of Chiefs voted to allow the service lodge to select an appropriate item at its January meeting. The requirements for earning this award will remain similar to what they have previously been, except for the following changes:

- Add a requirement to attend the American Indian Village
- Change a requirement to attend Meet the Man to attend Meet the Man or take a swim test since they are happening concurrently

Conclave 2004: Bar Codes

To improve paperwork processing for the conclave administration office, we will be using barcodes to track attendance at activities and training sessions. In their registration packets, participants will receive a sheet of barcode stickers corresponding to their Conclave ID Number printed on their nametag. When attending an event, training session, or other activity, each participant will put one of his stickers on the attendance sheet instead of signing in or having the instructor or event leader sign his booklet.

At the conclave administration office, these barcodes will be scanned into the SectionMaster conclave administration program and we will then be able to create accurate reports for attendance at all of the conclave activities. If participants lose or run out of their stickers, they can have more printed up for them.

Conclave 2004: CVC Reports

CVCs are reminded that their final material needs lists are due on May 1 to Josh Greenman.

CVCs are also reminded that they do have a budget so they should use it to improve the conclave program. All expenditures must be coordinated with and approved by the service lodge in advance. All awards are considered a separate budget item and do not come out of the individual CVC's budget.

American Indian Affairs (CVC Kellen Wilson, Haudenosaunee Lodge)

- Will be running the Pre-Ordeal Ceremony competition on Saturday afternoon
- Will also be giving a drum team demonstration and training the Dress for Success session in the morning

- Other members from the lodge will be training on High Adventure (Dustin Gardner) and Summer Camp and the OA (Harrison Francett)

Publications

- The service lodge has arranged for two copiers to be made available for the conclave newsletter

Recreation (CVC Fritz Fowler, Ga-Hon-Ga Lodge)

- Rules for each game have been finalized
- Games available at conclave will include:

Ultimate Frisbee	Sink the chief
Volleyball	Outdoor course relay
Canoe racing	Indian arrow toss
Freethrow challenge	OA Jeopardy
Greased watermelon	Tie the hog (adults only)
- Currently finalizing times of the activities and alternative plans for poor weather
- Adults will be needed to run the activities

Shows (CVC Nate Sachs, Kayanernh-Kowa Lodge)

No report

Special Events (CVC George Stiefel, Loon Lodge)

- The camp-wide game will be trading cards of the section officers and CVCs
- Has developed a new auction format to allow it to run smoother and more quickly
- Still needs patches for the auctions (both silent and live)-please mail to the Adirondack Council office prior to June if possible
- Distributed guidelines for all special events competitions (brag board, camp promotions, newsletter)

Training (CVC Sean Murray, Otahnagon Lodge)

- Trainers have been appointed and are working on developing their sessions
- Still looking for a Climb on Safely trainer
- Trainers need to submit their needs lists to Sean as soon as possible
- The service lodge will not be able to make copies of handouts for trainers, but will reimburse them if they need to make copies
- The Leave No Trace Certification program will be offered as a combined session 1 and 2 during the training periods
- The Albany and Binghamton Eastern Mountain Sports stores will be giving a camp gadgets training session on Saturday morning

Conclave 2004: Memorabilia

The Council of Chiefs authorized the service lodge to decide on the design and color of the conclave t-shirt at the January meeting. They have decided on a gray t-shirt with the conclave logo on it. The t-shirts will be sold for \$10 (S-XL), \$11 (XXL), and \$12 (XXXL). A sample conclave patch and backpatch were shown.

Conclave 2004: Registration

Home lodges must send all registrations and forms to the service lodge by May 1. This is a two-part process. Councils should email the registration spreadsheet distributed by the section to Josh Greenman at jgreenma@spfldcol.edu and to Mike George at mgeorgejr@stny.rr.com. Secondly, councils should mail a printed copy of the spreadsheet with a check to the service council.

The drop-dead registration date remains as June 1. Any person registering between May 1 and June 1 is not guaranteed a patch nor memorabilia pre-orders. No person may register after June 1.

Also on June 1, councils must mail copies of all of the medical and medication forms that have been turned in with the individual conclave registration forms to the service council. This is to facilitate a smoother medical re-check during registration at conclave.

Conclave 2004: Schedule

The conclave schedule as published in the Conclave Advance Book was reviewed and clarified. Registrations will be done individually (as opposed to by lodge contingents) from 5:00 p.m. to 8:00 p.m. on Friday night. Participants will start in the parking lot, move to the fishing pavilion across the road for a medical re-check, and then return to the parking lot for their lodging assignment.

The carnival will run from 6:30 p.m. to 8:00 p.m. on Friday all around camp. It will include team-building activities, fun games, and a chance to tour the American Indian Village.

A swim test was added to the schedule at 1:00 p.m. on Saturday for anyone interested in participating in any form of aquatic activity.

Conclave 2004: Conclave Improvements

Chief Tyson Ford reviewed the Areas Needing Improvement section of the Conclave 2003 Report to make sure we were making the right improvements in the conclave program. The American Indian Affairs area has been greatly strengthened with AIA-related training courses, demonstrations, and the AIA Village at camp. The dining hall will be open the entire weekend and will be a more relaxed atmosphere than last year. The registration process has been streamlined with an improved registration form and individual check-ins at camp. Training and recreation events have been strengthened and more activities are available for adults. We will have a dedicated building for the Administrative Staff and Mike George has stepped up to be the office manager for the conclave. Finally, logistical problems with the patch auction and ice cream social have been cleared up.

Conclave 2004: Backdater

The remaining items on the conclave backdater are:

- May 1 Check and registration forms due to Service Lodge
- May 1 Registration spreadsheet emailed to Josh Greenman and Mike George
- May 1 CVC Final needs list due
- June 1 Drop Dead registration date
- June 1 Copies of medical forms mailed to Service Lodge

Conclave 2004: VIPs

Tim Wallace, the current Western Region Chief, will be attending our conclave as an honored guest. The Council of Chiefs expressed interest in inviting some past national officers, so the section staff will make the necessary arrangements.

Conclave 2004: Awards

Improving upon last year's conclave, all conclave awards will be purchased by the service lodge so they are of a uniform style. All CVCs must let Josh Greenman know what awards they will be presenting so he gets enough.

Discussion turned to the Most Outstanding Lodge award and to turning it to a more points-based system as opposed to the lodge advisers and section staff deciding. The consensus was that we should not change how this award is decided upon. The advisers already take into consideration all of the categories a points-based system would highlight.

Lodge Assistance Program

The section assistance team visited Onteroraus Lodge at their March 6 lock-in. Andy Gianfagna, past lodge chief of Kayanernh-Kowa Lodge, led the assistance team in their visit. Onteroraus requested help with budgeting, lodge website development, and in improving participation in national programs.

Future visitations are scheduled with Half Moon Lodge on September 11 at 12:00 p.m. at their fall fellowship and with Kayanernh-Kowa Lodge at their fall fellowship on October 10 at 12:00 p.m.

NOAC 2004

Registration slots are still available for lodges who want to send more Arrowmen to NOAC. As of March 15, nearly 1800 slots were open. Contingent advisers should call the national office for more information.

The section officers have begun to start planning the Section NOAC Gathering, a time of fellowship over pizza and soda with members of the section and some national officers. Prizes will be given out as well!

NOAC 2004 Flap

The section NOAC flap design was decided upon at the January meeting. Order forms have already gone out to lodges. Seven lodges will be participating in the set (all except Half Moon Lodge). The prices are:

Individual Lodge Flaps (home lodge only)	\$3
Complete sets (in-section orders)	\$30
Complete sets (out-of-section orders)	\$40

Deadline for orders in the Conclave. Orders will be delivered at NOAC.

Region Patches

The Northeast Region is selling NOAC 2004 Region patches, the new round region patches they created last year, and a new green-bordered rectangular patch for uniform sleeves. Contact a section officer or see the region website for more details.

Section Web Site

Section Secretary Peter Bird and Section Webmaster Andy Gianfagna are continually working to improve the section web site. If you have a request for something to be added, please send it to one of them. They also are looking for more youth Arrowmen who would like to help with the web site.

Section E-Newsletter

The April 2004 issue of the NE-3B News was distributed earlier this week. Peter asked that lodges continue to pass the newsletter on to their own mailing lists. People may be added to the distribution list by signing up on the section website or by contacting the secretary. Article submissions are always welcome!

NLS/NLATS

The upcoming National Leadership Seminars are April 30-May 2 at Hidden Valley, NH and September 10-12 at Camp Alpine, NJ. Due to overwhelming demand, an NLATS course has been added to the September NLS. Lodges are reminded to send in registration forms for NLS almost immediately after they receive them as spots do fill up quickly. Current and future lodge and chapter leaders should strongly consider attending.

OA High Adventure

The OA Trail Crew program at Philmont and the OA Wilderness Voyage program at the Northern Tier canoe base are continuing again. More information and registration forms for any of these programs can be found on the National Website. All of the section officers are willing to speak about these high adventure opportunities at any lodge event, especially winter banquets.

Quality Section

Section Chief Tyson Ford congratulated the section on achieving four Quality Lodges this year, up from two last year. Quality Section patches will be available at the conclave for purchase.

Conclave 2005 — August 19-21, 2005

The 2005 Conclave will be hosted by Half Moon Lodge at Camp Tri-Mount. Lodges are encouraged to get this date on their calendars to avoid future conflicts.

Adviser's Minute

Section Adviser Bob Black offered up special thanks to our on-site hosts, Onteroraus Lodge. He said that to make the conclave truly a success, people need to go out and promote it one-on-one to individual Arrowmen. He encouraged lodges to bring people to compete in the many competitions at Conclave. Finally, Bob reminded potential candidates for section office that they need to turn in their letter of approval to him on or before Saturday night at the conclave.

Motion by Loon Lodge to close the meeting. Seconded by Haudenosaunee Lodge. The meeting closed with the Order of the Arrow Song at 11:42 a.m.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Peter Bird".

Peter Bird
Section NE-3B Secretary