



## Canadian Ski Patrol, Calgary Zone Association

Tuesday August 8, 2017

7:00pm – 9:00pm

Banff Trail Community Association

2115 20 Ave NW

Calgary, Alberta

### Attendees

Kevin Biggs	VP Equipment	Marielle Flottat	PL Lake Louise
Dean Gould	Secretary	Alex Fuller	PL Nordic
Chris Oliver	VP Education/PL Sunshine	Jarrett McRitchie	PL Special Events
Neil McKendrick	VP Finance	Nicole Oliver	for PL Panorama
Jean Rioux	President		
Dean Trimble	VP Operations		
Cody Whitten	VP Administration		

### Absent

Riley Berry	VP Recruitment & Retention	John Blaber	PL Nakiska
Ryan Scullen	VP Communications	Pat Cripps	Co-PL COP
		Olivier Fuldauer	PL Norquay
		Brad Johnston	Co-PL COP
		Ryan Williams	PL Panorama

## Meeting Minutes

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|----|--|
| 1. | <p><b><u>Welcome</u></b></p> <ul style="list-style-type: none"> <li>• Welcome of new CZ Executives</li> <li>• Agenda amended to include additional discussion items</li> </ul>   |
| 2. | <p><b><u>Accept Prior Meeting Minutes</u></b></p> <ul style="list-style-type: none"> <li>• Motion to accept prior meeting minutes by Rioux. Following requested amendments to minutes:               <ul style="list-style-type: none"> <li>○ Change status of Kevin Biggs to “Not Present”</li> <li>○ Delete copy of Panorama update that is included under Nakiska (typo error - repeat)</li> </ul> </li> <li>• No objection to carry minutes with amendments forward</li> </ul> |

## Meeting Minutes

3.

### President's Report by Rioux

- Patrol Leader Support
  - CZ Executive has offered to meet respective Resort management, if desired. McKendrick requested that CZ Executive promote discussion with Resorts to support events with in-kind donations (eg. lift tickets for on hill training and CSP events)
  - Explained plan for PL Mentoring Program, intended to bring cross-area support for PLs
  - Discussed plan to establish e-Learning opportunities on effective communication, targeting to roll out this fall
- Mutual Respect Initiative
  - Mutual Respect Committee has been initiated, led by John Bannermann and Eleanor Culver. Intent is to cover expectations at Returning Weekends. Focus is to identify on “What we should do”, “how to deal with difficult people, along with providing avenue/process for people to talk to someone in a neutral and supporting manner.
  - A new National policy is being developed and will be rolled-out shortly
  - Once program is implemented, the intent to initiate an Ambassador Program where leaders at each Report will be identified to assist with addressing issues or concerns. VP Education will be engaged to assist with offering training in the Ambassador Program.
- Volunteer Leadership Training Program
  - Investigating alternatives for an accredited e-Learning volunteer management program (ie. Fleming College in Ontario)
- Succession Planning
  - PL's are requested to start looking/considering people who would be a good fit – as a PL and/or member of the executive
  - Identify what positions are coming up for renewal within the executive team so that identification of replacements is not left to the last minute
- Following VP at Large positions confirmed:
  - Communications (2 year term) – Scullen
  - Operations (2 year term) – Trimble
  - Recruitment & Retention (1 year term) – Berry
- Confirmed zone position – Zone Ombudsman. CZ Executive prefers two people occupy this position. This is an appointed position.  
**ACTION – Rioux to confirm candidate(s) (Nancy Seaman, Howard Anderson) for position(s) and report back on September 12<sup>th</sup>**

## Meeting Minutes

4. **Action Items from Prior Executive Meeting**
- None from May 9<sup>th</sup> Zone Executive Meeting
  - Items from AGM:
    - Consider reducing amount of equipment and gear, reducing need for space. Desire to offload ~5 World Cup toboggans.  
**ACTION – Biggs to arrange effort with Oliver and McRitchie to inventory CZ equipment/gear and determine disposition plans**
    - Consider customizing Special Events equipment trailer to improve organization, optimize storage, and prevent damage  
**ACTION – McRitchie will investigate options after Special Events season has concluded**  
**ACTION – Biggs to arrange effort with Trimble to inspect World Cup trailer and ensure proper maintenance is conducted**
    - Consider hosting a CISM refresher course, potentially an evening during the week to balance personal schedules  
**ACTION – Oliver to discuss with Sandra Williams to bring forward alternatives**
5. **New Business**
- Security screening
    - Confirmed that CZ Executive does not have resources to administer Volunteer Alberta requirements to maintain self-accreditation (full refund)
    - Confirmed that current security screening process will continue
    - Change – Candidates will be requested to bear the cost (~\$15) to streamline accounting efforts until it is possibly a budgeted item in future  
**ACTION – Berry to ensure security screening letters are included in new patroller package**
  - Zone Calendar
    - Calendar feature now on zone website skipatrol.ca/calgary  
**ACTION – CZ Executives to notify Scullen to add items to the Zone Calendar. CZ Executives are requested to review for conflicts prior to posting. CZ Executives to indicate if items are for “Members Only” or “General Public” so they can be secured appropriately.**
  - Confirmed Division Competition at Nakiska February 10<sup>th</sup> – 11<sup>th</sup>  
**ACTION – Nakiska to provide Jean with a Single Point of Contact so Divisions can coordinate directly with Nakiska**
  - Previewed proposed pre-Season conditioning at Westside Recreation Centre
    - Ten – 60 minute sessions run weekly on Wednesdays, starting September 10<sup>th</sup> and run to November
    - \$150 per person, includes entrance in to Westside Recreation Centre
    - Need minimum 10 persons – need to confirm with Westside Recreation Centre by August 29<sup>th</sup>
    - Advanced payment can be completed online at CZ website using PayPal
    - McRitchie was going to follow-up with Westside to clarify a few minor items
  - Approved decision to continue distribution of “buffs” per the original plan (issued by PLs after completions of 2<sup>nd</sup> year patrolling)

## Meeting Minutes

6.

### VP Reports

- Administration – See Exec Report  
**ACTION – McKendrick and Scullen to advise on fee payment technology by August 15<sup>th</sup> (PayPal or website shopping cart) so Zone fee communications for recertification can be issued**
- Communications – See Exec Report
  - Approved decision to continue with monthly I.C.E. publications. Ad-hoc submissions to be vetted for importance and urgency. We need to be mindful and respectful of member privacy and refrain from excessing emails.**ACTION – Scullen to organize meeting with PLs to review roster alternatives and solicit input on required features. Transition to new roster system needed prior to winter season (ASAP!).**  
**ACTION – Members submitting articles for I.C.E. are fully responsible for content of submissions (grammar, punctuation, spelling... etc.). Submit fully vetted submissions. Do not submit email strings.**
- Education – See Exec Report
  - Rooms are booked at the Whitehorn Emergency Services building for the upcoming season.
  - New face-masks (approx. 200) are to be purchased and distributed to all returning patrollers during re-cert weekend(s).
  - Rookie class to be limited to 40 people (first come first served basis)
- Equipment – Nothing to report
- Finance
  - Reminder that member expense claims to be routed through VPs and PLs to eliminate recycle
  - September 10/11 Casino – Roster being managed by Scullen. Need to further clarification on number of roseterd volunteers and push for additional support  
**ACTION – Scullen to contact McKendrick and update on number of volunteers**
- Operations
  - Requiring ice-chains on 3 of the traverse toboggans
  - Need some form of back-pack for the vacuum splits
  - Need to start some form of dialogue with Winter Start to identify and recognize the costs the CSP CZ is incurring and associated with: - storage of materials, fuel expenditure, replacement of equipment, upkeep of jackets, maintenance of trauma packs, etc.  
**ACTION: Trimble will discuss funding arrangements for World Cup events with Winter Start**
- Recruitment & Retention – See Exec Report  
**ACTION – Berry to reach out to Scullen, Slater, and Flottat for assistance with R&R and NDS clarifications**

## Meeting Minutes

7. **PL Reports**
- COP – Nothing to report
  - Lake Louise
    - Returning weekend November 4/5
    - Meeting with LLSR management September ~13/14
    - PL survey to me sent to membership imminently
  - Nakiska – Nothing to report
  - Nordic
    - Seeking guidance on recruitment advertising assistance. Fuller to reach out to Berry and Scullen for guidance.
    - Requesting assistance on obtaining training on special radio licensing training
  - Norquay
    - Suggest changes to the hill roster system – implementing a good, low-maintenance system (avoid constant tech support), that is free, and not overly complicated with extensive features.
    - Suggest reducing frequency of ICE newsletters
  - Panorama
    - Hill management is supportive of CSP support
    - Request for 4 new patrollers for next season, minimum 10 day patrol commitment
    - Panorama management inquiring on ability to support summer bike patrol
  - Special Events
    - Added two new events this season
    - Demand exceeds capacity to support
    - Investigating ability to support McMahon Stadium
    - McRitchie to coordinate with Oliver to identify a day to host a “CSP Discount” day/evening at the Running Room
  - Sunshine – Nothing to report

### Next Meeting:

September 12, 2017  
7:00pm – 9:00pm  
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2115 20 Ave NW  
Calgary, Alberta