



Canadian Ski Patrol, Calgary Zone Association

Tuesday September 12th, 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
Jean Rioux	President	John Blaber	PL Nakiska
Dean Trimble	VP Operations	Pat Cripps	Co-PL COP
Cody Whitten	VP Administration	Olivier Fuldauer	PL Norquay
		Brad Johnston	Co-PL COP
		Ryan Williams	PL Panorama
		Jarrett McRitchie	PL Special Events
		Nicole Oliver	PL Panorama

Absent

Chris Oliver	VP Education/PL Sunshine
Jarrett McRitchie	PL Special Events
Neil McKendrick	VP Finance

Meeting Minutes

1.	<p><u>Welcome & Introductions</u></p> <ul style="list-style-type: none"> • Presidents introduction – opening of meeting • Agenda amended to include additional discussion items
2.	<p><u>Accept Prior Meeting Minutes</u></p> <ul style="list-style-type: none"> • Motion to accept prior meeting minutes, with agreed clarifications, by Rioux • No Amendments or corrections required • Seconded by Fuller to accept as drafted

Meeting Minutes

3. **President's Report by Rioux**
- Pre- Season Training Westside Cancelled - only 4 signed up, minimum of 10 required
 - Patrol Leader Support Update
 - CZ Executive to meet respective Resort management
 - PL Mentoring Program
 - Effective communication e-Learning
 - Mutual Respect Initiative Update
 - Mutual Respect Committee - Eleanor Culver/John Bannerman providing presentation to all returning weekend sessions, and rookie class
 - Keystone Program being developed in sync with the new National policy – update to follow when there is more to report
 - Ambassador Program – nothing to update
 - Leadership Training Program Update
 - Succession Plan
 - e-Learning volunteer management
 - 3 to 5 Year Member Recruiting Strategy Trimble will spearhead with PL's. Identify number of people they require at each respective ski area. Marielle has spreadsheet from 3 years ago to assist in this exercise. Spreadsheet will require inclusion of Sunshine and Panorama to bring it up to date. Objective is to be PROACTIVE versus REACTIVE
 - Operations to determine ideal number of Members for the Zone, working on a spreadsheet
 - Average recruiting rate
 - Average retention rate
 - % of completed roster days (ZONE)

With this information, we can get the ideal number of patrollers required for the Zone to meets its commitments and cover all the roster days

 - With the Ideal Number, RnR will have recruiting target
 - With the known number of candidates & returning Patrollers, Education will know what is needed for the coming years for training & space requirement

Meeting Minutes

4. Action Items from Prior Executive Meeting

- Rioux to confirm Zone Ombudsman candidate(s) (Nancy Seaman, Howard Anderson) for position(s) - **COMPLETED** Both accepted. On average, there are 3 people per year who talk/meet with the Ombudsman
- Biggs to arrange effort with Oliver and McRitchie to inventory CZ equipment/gear and determine disposition plans – no update
- McRitchie will investigate options to modify Special Events Trailer after Special Events season has concluded – no update
- Biggs to arrange effort with Trimble to inspect World Cup trailer and ensure proper maintenance is conducted – Evaluated and estimated cost to undertake axle work is \$600 - \$700
- Oliver to discuss with Sandra Williams to bring forward alternatives for CISM refresher course (potential during week) – no update
- Berry to ensure security screening letters are included in new patroller package – Riley requires template of letter. New members are responsible for cost, as this is not included in the total cost of rookie course.
- 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. Scullen indicated this can be done quite easily and will not take long to incorporate
- Nakiska to provide Rioux with a Single Point of Contact for Division Competition so Division can coordinate directly with Nakiska. The date set for the Division Competition is February 2. There is also discussion to host a Division On-Snow Clinic following the competition.
- McKendrick and Scullen to advise on fee payment technology by August 15th (PayPal or website shopping cart) so Zone fee communications for recertification can be issued - **COMPLETED**
- 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!). No update
- 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. Scullen requested the I.C.E. be kept to once a month. Articles to be submitted by Friday preceding the Monday the I.C.E. is to be issued. Exceptions to this will be handled via Bulletins
- Scullen to contact McKendrick and update on number of volunteers for Zone Casino - **COMPLETED**
- Trimble will discuss funding arrangements for World Cup events with Winter Start - **COMPLETED**
- Berry to reach out to Scullen, Slater, and Flottat for assistance with R&R and NDS. Berry is intending to set up meeting

5. New Business

- Various members of executive to follow up on the various outstanding Action Items

4.

VP Reports

Administration - Whitten

- approximately 43% of the CZ members have registered and paid their fees for the 2017/18 returning and new patrollers must pay prior to attending Re-Cert weekend and/or attending Rookie Course

ACTION ITEM – Scullen & Berry to ensure there is a disclaimer in the refund policy in an effort to be transparent, so as to avoid any issues should anyone look for a refund. There are always exceptions (i.e. employment relocation etc.) that must be reviewed with each case.

- Revised Bylaw and Procedures to be voted in by Special Zone Meeting to compliment October 14 Recert weekend in order to enact new bylaws. Require 10% patroller attendance to form quorum

ACTION ITEM – Whitten to coordinate members to attend special meeting to vote

- Collaboration with Finance and Communications to upgrade registration process and fee payment process is working extremely well.

ACTION ITEM – big pat on the back for all those involved (Job Well Done)

Operations - Trimble

- World Cup Budget Items – at present all budget items are to be covered by Wintersart. Several kit maintenance items – jackets needing repair, etc.

ACTION ITEM – best place to get repaired, and identification of who will pay for repairs

- Patrol Meeting

ACTION ITEM – meeting to be held Oct 4 or 5. Letters to be sent to PL's

- Trailer Maintenance - cost is \$600-\$700 for the axle work. Biggs is arranging to have this looked and done in September

ACTION ITEM – trailer maintenance to be done prior to start of ski season

- CZ Equipment inventory – this is a work in progress.

ACTION ITEM – need to try and locate inventory lists from both the World Cup trailer and main storage trailer. Comprehensive inventory and list need to be done to get complete and comprehensive understanding of equipment on hand, and what can be donated or discarded, and what is required moving forward.

- Moose Mountain Mtn Bike Competition – they are wanting to borrow a couple of trauma packs

ACTION ITEM – Given possible liability issues, it was recommended not to accommodate request

Communication - Scullen

- Need to set up meeting with PL's to discuss new rostering platform

ACTION ITEM – set up meeting soon, before start of ski season

- I.C.E. Submissions

ACTION ITEM – news letter to CZ members to outline the format requirements of articles and the timing of submissions

Education (provided by Rioux)

- Initial Recert weekend went well. Space was a little constrained due to limited class space. WIFI is not available

- E-Learning. Changes to how written exam is to be administered via web is moving forward. Chris is trying to have this set-up soon.

ACTION ITEM – Chris to identify possible timing of on-line examination

- New manikins are available for the CPR (and they provide visual cues on how effective on how effective the CPR is being administered.

- Bandage signoff can be achieved at Recert weekend or alternate time (First Aid Instructor)

Equipment – Biggs

- Jacket & Pack requirements

ACTION ITEM – Biggs to identify number of jackets and packs required for both Spring & Fall Rookie class, along with having additional available to returning patrollers in need of replacement

- Trailer Maintenance & Content Inventory

ACTION ITEM – arrange to have axles serviced, and inventory contents, etc.

Meeting Minutes

VP Reports – continued

Recruitment & Retention – Berry

- Bridge banners are to go up on Sunday (Sept 17)
- Registration for Fall Rookie Course is underway
- Open House profiling CZ CSP are arranged (Montgomery and Inglewood Community Centers)
- Spring rookies need to be added to NDS
ACTION ITEM – add spring rookies to NDS and ensure Police Checks are acquired
- NDS – VON is replaced with new Volunteer Registration Number
ACTION ITEM – ensure each rookie is provided a Volunteer Registration Number to coordinate CZ Registration requirements (log -on, etc.)
- Cost of Rookie Course does not include cost of obtaining Police Checks. This needs to be done by each rookie (\$15).
- Refund Policy to be made available
ACTION ITEM – Letter outlining refund policy to be provided to each person registered for rookie course.

Meeting Minutes

7. **PL Reports**
- COP – Crips & Johnston
 - Meeting with Hill Management week of Sept 18th.
 - Outlining what CSP can offer, identify what hill needs and what hill is offering for incentives
 - Objective is to start some positive dialogue given the lengthy absence the CSP has provided to the hill
 - Focus to provide coverage on the weeknights

 - Lake Louise – Flottat
 - Meeting is set up to meet with hill management on Sept 25th
 - Returning Weekend is tentatively set-up to for November 4 & 5.
 - LL is open to accept new rookies (limited)

 - Nakiska - Blaber
 - Continuing dialogue with hill management regarding Division First Aid Competition and On-Snow Clinic.
 - Returning weekend is scheduled for November 3rd, to coincide with opening day for the hill.
 - Purchased new updated radios. They have capability to run on either analog or digital without having to have them re-programmed.

 - Norquay – Fuldauer
 - Returning weekend is scheduled for November 18th
 - Need to ensure new roster system to match needs of hill
 - Require 8 – 10 rookies for upcoming season

 - Sunshine – Oliver
 - Taking on new rookies. Pre-requisite they have a few years patrolling at other mountain division ski area

 - Panorama – Willimas
 - Unable to continue as PL for upcoming season due to work commitments. Nicole Oliver taking over as PL.
 - Returning weekend is scheduled for first weekend in December (Dec 2) in either Calgary or on the hill.
 - Taking on new rookies.

 - Nordic - Fuller
 - Need to collect jacket/pack etc. from roque patroller
 - Need to clean up Peter Loughheed cabin for the upcoming season
 - Setting up meeting with Conservation Officer soon.
 - Need to identify number of packs required for upcoming season
 - All Nordic Patrollers should have aeronautical radio licence
 - Require banner to assist in attracting new patrollers to Nordic Patrol (working on it).

 - Special Events - McRitchie
 - Nothing reported

Next Meeting:

October 10, 2017
7:00pm – 9:00pm
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Calgary, Alberta