



Canadian Ski Patrol, Calgary Zone Association

Tuesday January 9, 2018
 7:00pm – 9:00pm
 Banff Trail Community Association
 2115 20 Ave NW
 Calgary, Alberta

Attendees

Kevin Biggs	VP Equipment	John Blaber	PL Nakiska
Riley Berry	VP Member Services	Marielle Flottat	PL Lake Louise
Neil McKendrick	VP Finance	Alex Fuller	PL Nordic
Dean Trimble	VP Operations	Nicole Oliver	for PL Panorama
Cody Whitten	VP Administration		

Absent

Dean Gould	Secretary	Pat Cripps	Co-PL COP
Chris Oliver	VP Education/PL Sunshine	Olivier Fuldauer	PL Norquay
Jean Rioux	President	Brad Johnston	Co-PL COP
Ryan Scullen	VP Communications	Jarrett McRitchie	PL Special Events

Meeting Minutes

1.	<p><u>Welcome</u></p> <ul style="list-style-type: none"> • Welcome and opening meeting • Agenda amended to include additional discussion items – late submission of Reports
2.	<p><u>Accept Prior Meeting Minutes</u></p> <ul style="list-style-type: none"> • Minutes from October 10, 2017 and December 12, 2017 still outstanding. No prior minutes to accept. • <u>ACTION ITEM</u> – Gould to issue outstanding minutes prior to next meeting
3.	<p><u>President’s Report by Whitten for Rioux</u></p> <ul style="list-style-type: none"> • National Awards deadline Jan 15th. PLs reminded to submit award nominations ASAP. • The National “Altitude Conference” has been posted – seeking clarification on scope and purpose

Meeting Minutes

4.

Action Items from Prior Executive Meeting

- Biggs to arrange effort with Oliver and McRitchie to inventory CZ equipment/gear (including WC trailer and main storage trailer) and determine disposition plans
- McRitchie will investigate options to modify Special Events Trailer after Special Events season has concluded
- Oliver to discuss with Sandra Williams to bring forward alternatives for CISM refresher course. Mid-week not feasible, but potentially Friday/Saturday. **COMPLETED**
- Biggs to identify number of jackets and packs required for both Spring and Fall Rookie class, along with having additional available to returning patrollers in need of replacement. Limited information provided by PLs. **ACTION ITEM – PLs to provide to Biggs inventory of jackets issued to returning patrollers and requirements for this season.**
- Trimble to investigate Division personal health insurance coverage. Provide reference (eg. website) on “What to do if you get injured while patrolling”. Trimble needs to provide data to Scullen in order to have data posted on CZ website.
- Each PL to provide stats, number’s, and forecasts of needs / requirements for their respective hill
- PL’s are requested to continue to monitor the situation to identify any possible trends, etc. **COMPLETED**
- Rioux to monitor situation and National’s position on the outsourcing of the First-Aid Recertification annual requirements for each Division and Zone
- Bannerman to coordinate with McRitchie on Pilot Project of Motorcycle Response Unit
- PL’s to provide to Scullen a list of patrollers to arrange access for respective hills documents
- Oliver to solicit ideas for Honeywell award and sponsorship options with Division
- Scullen to provide receipts on digital consolidation expenditures related to \$500 contribution to National

5.

New Business

- None to report

Meeting Minutes

6.

VP Reports

- Administration
 - PLs reminded to provide Whitten with list of required name badges for Jan 31st order.
 - Updated Procedures manual sent to Execs for review to reflect new roles.
 - **ACTION ITEM – Executive Members to provide comments to Whitten.**
- Communications
 - Sorted out Lake Louise document needs for their operational PDFs. One outstanding file to get updated. Documents can be any size. I have a work around to get past our hoster's 8MB upload file limit.
 - Reminder: if you have documents you would like posted for your hill's patrollers, please send me a confirmed list of patrollers at your hill (names and email addresses are fine) along with the documents. I'll look after posting the materials if required.
 - Added John, Nicole, and Marielle to the MakeShift long-term trial account they have given us access to. Looking forward to their feedback on the tool.
 - Next steps: schedule a meeting with MakeShift for sometime in February to review their tool and have our questions answered.
 - Our cspcalgary.ca (and cspcalgary.ca) email addresses will be moving over to Office 365 at no charge to the Zone. We will also get access to most of the Office 365 suite of tools at that time. This transition is targeted to be complete by the end of March 2018. More info and planning questions (to be answered by our exec group) will be sent out in February before our next Exec meeting.
- Education
 - CISM course scheduled for Jan 19/20. 17 people signed up.
 - Will commence ski improvement clinics starting Jan 17 with a 12-person roster. Will run 10 weeks.
 - Issue with obtaining access to stored equipment.
 - **ACTION ITEM – Biggs to cut new keys and issue a set to Rioux and Oliver. Consider using separate locks for WC and Zone equipment.**
- Equipment – Nothing to report
- Finance
 - Validating member registrations to payment information from Stripe and PayPal.
 - Confirmed process for deposits – Allison will be provided bank card to assist with facilitating deposits in Calgary. Only deposits are possible so no risk exposure.
- Operations – Nothing to report
- Member Services
 - On-snow is complete. Concerns with ability of areas to absorb all candidates.
 - Police check system functioning. PLs to review NDS to verify checks are in place prior to releasing candidates to patrol duty at completion of orientation.
 - Starting to think about 2018 recruitment strategies (experience patrol days) and recruiting targets.

Meeting Minutes

7. **PL Reports**
- COP – Nothing to report
 - Lake Louise
 - Progressing with orientation of candidates
 - Roster availability still a concern and looking for alternatives
 - Documents posted to website
 - Nakiska
 - Ski around days completed and commencing orientation
 - Supporting FIS WC and NORAMS Jan 17
 - Roster performance in the 70-80% range, but following up with inactive patrollers
 - Seeking help of PLs to monitor inter-Zone transfers to assist with roster management
 - Nordic
 - Car pooling successful
 - Challenges in supporting West Bragg Creek
 - Plan to conduct Nordic specific first aid 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
 - Looking to coordinate with Kokanee Zone on recruitment strategies
 - Coordinating equipment to ensure there are jackets to loan
 - Looking for capacity to support summer bike patrol, if possible
 - Special Events – Nothing to report
 - Sunshine
 - Ski around days complete and commencing orientation

Next Meeting:

February 13, 2018
7:00pm – 9:00pm
Banff Trail Community Association
2115 20 Ave NW
Calgary, Alberta