



Canadian Ski Patrol, Calgary Zone Association

Tuesday October 10th, 2017
 7:00pm – 9:00pm
 Banff Trail Community Association
 2115 20 Ave NW
 Calgary, Alberta

Attendees

Riley Berry	VP Recruit & Retention	Olivier Fuldauer	PL Norquay
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
Chris Oliver	VP Education/PL Sunshine		
Neil McKendrick	VP Finance		

Absent

Jarrett McRitchie	PL Special Events
Brad Johnston	Co-PL COP

Meeting Minutes

1. **Welcome & Introductions**
 - Presidents introduction – opening of meeting.
 - Review Agenda and amend (as needed)
2. **Prior Meeting Minutes**
 - Solicit any clarifications to prior meeting minutes
 - No amendments required
 - **Motion to accept prior minutes (September) – unanimous vote was obtained to accept September's Minutes**
3. **President's Report**
 - Patrol Leader Support Update
 - CZ Executive to meet respective Resort management
 - PL Mentoring Program
 - ACTION ITEM:** - each hill to provide list of possible candidates for PL
 - would like to hear back from each hill on their perspective in terms of what qualities are sought in a PL
 - need to provide guidelines, criteria, qualifications, required skill set, etc.
 - Effective communication e-Learning
 - Still reviewing and will provide further update and availability
- Mutual Respect Initiative Update
 - Mutual Respect Committee
 - Keystone Program being developed in sync with the new National policy
 - Ambassador Program
- Bannerman and Culver are providing educational session at each rookie class and re-certification returning weekends (all classes).

Meeting Minutes

3. President's Report Continued

- Leadership Training Program Update
 - Succession Plan
 - e-Learning volunteer management
 - still working on this and looking to provide details at later date

- 3 to 5 Year Member Recruiting Strategy
 - 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 meet 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

 - This is still very much a moving target. Still trying to identify what each hill will need for the year. To date we have 55 people who are registered and paid so far – waiting for the stragglers.
ACTION ITEM: Provide numbers after returning weekends at each hill. This will provide a more reliable number of who is returning, who is not, and possible number of recruits required for each hill.

- Registrations
 - There are currently three people handling payment of registrations. McKendrick suggested only one person do this – recommending Whitten. **It was agreed VP Admin (Whitten) will be the point person with respect to registration going forward**

- Provincial Sponsorship
 - We should be keeping track of the number of Open Houses we host and organize. The number of people who attend the Open House(s). Apparently, there is some Provincial grant money available for these types of undertakings. Interfacing with the general public (staying in Alberta).
ACTION ITEM: People hosting Open Houses whether for Zone or hill specific, etc. are to provide these stats and numbers to Rioux so he can report them to Division President (Dave).

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
- 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– *this has been scheduled*
- Oliver to discuss with Sandra Williams to bring forward alternatives for CISM refresher course (potential during week) – *Maggie McLeod to attend. Looking at Feb or March*
- 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 for the rookie course.
ACTION ITEM: Geoff Scotton to provide draft letter used in past to Berry . Rioux to follow-up with Scotton
- 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.

Meeting Minutes

4. Action Items from Prior Executive Meeting - Continued

- Nakiska to provide Jean 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.
 - Friday – Training, Saturday – Competition, and Sunday – On-Snow.**ACTION ITEM: Will CZ pay for lift tickets ?**
- 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!).
-Decision was made to stay with existing system this year. Still reviewing other available systems which need to perform test trial before being rolled out for mass usage.
- 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. **On Going - Completed**
- Berry to reach out to Scullen, Slater, and Flottat for assistance with R&R and NDS. Berry intends to set up meeting. **Completed**
- Scullen and Berry to ensure there is a disclaimer in the refund policy (to be transparent) to avoid any issues. Address each item on case-by-case basis.
 - *Berry completed this on the on-line registration form. 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
 - *Final number of jackets are to be made by each hill.*
 - *Numbers are to be provided by PL's to VP Equip (Biggs)*
 - *All orders are to be coordinated through VP Equip (Biggs)***ACTION ITEM: PL's are to collect and recover jacket and packs from non-returning patrollers.**

5. New Business

- Calgary Zone Sponsorship
 - Division request to sponsor the Friday training at Nakiska prior to the Division Comp. Division to cover the cost of the participants and the Trainers lift tickets for the day. Last Year Edmonton sponsored the training day at Marmot
 - **CZ Executive voted unanimously in favour of providing \$2000 for Division training clinic- Nov 2 Nakiska**
- Division Request
 - Division request we submit the number of attendance at all our functions, training days, recerts, school visits, etc.
 - Alberta Government will provide grants based on the contacts we make throughout the year (more contacts more grant money)
 - *We should be keeping track of the number of Open Houses we host and organize. The number of people who attend the Open House(s). Apparently, there is some Provincial grant money available for these types of undertakings. Interfacing with the general public (staying in Alberta).*

ACTION ITEM: People hosting Open Houses whether for Zone or hill specific, etc. are to provide these stats and numbers to Rioux so he can report them to Division President (Dave).

- Division Competition (February 2,3,4)
 - Patrols to select teams ASAP
 - There will be a team entry fee
CZ to cover costs for teams competing from CZ
 - Hotel and travel expenses covered by Division (max \$200) – this is an incentive to get people to attend.
- Establish a “Poll Everywhere” account
- Awareness – Rookie on snow to be conducted at Lake Louise December 9 & 10

Meeting Minutes

5.

New Business - continued

- Establish a “Poll Everywhere” account
 - *Captive audience for polling (survey)*
 - *Results are instantaneous*
 - *Need to create questionnaire/survey questions in advance*
 - *Can be used at Recert weekends, rookie classes, on-snow clinics, etc.*

ACTION ITEM: Marielle Flottat is to obtain a quote for a 2-3 month trial. The beta will be the LL Returning Weekend. Marielle to report back to Executive about issues, success and level of participation
- Rookie on snow to be conducted at Lake Louise December 9 & 10
 - Look to use World Cup Travers toboggan’s following NORAMS’s
 - Only LL Instructor’s will be allowed to wear jackets (hill policy issues to be observed)

ACTION ITEM: Oliver to order “Instructor Bibs”

6.

VP Reports

- Administration – see report.
 - Bylaws and Procedures considered final
 - CZ Special Meeting on Oct 14 – Re-Cert weekend – to obtain required vote and approval

ACTION ITEM: Coordinate Special Meeting – Oct 14

 - Issues with NDS and registrations. Will continue to work on resolving issues
- Communications - see report
 - Roster system a little finicky
 - Avoid one-off complaints and issues by channeling all issues PL’s have to sent to Scullen who will provide batch of issues to Mike to resolve versus on-offs.
 - National Meeting at the end of the month
- Education – no report.
 - Class schedule is ready for rookie classes
 - Is there a way of identifying patrollers on sabbatical to ensure they get sent e-learning material for exam etc.
 - Spring Course not likely. No break for instructors
 - A room is required for the last Re-Cert weekend

ACTION ITEM: Find a place/room for last Re-Cert weekend (Whitehorn not available).
- Equipment – No report
- Finance – see report (financial report)
 - Expecting to receive cheque for Casino funds soon (\$50-\$60K).
 - Require printer

Executive decided to allow VP Finance to go and buy a new printer
- Operations - see report
 - Coordinating info sharing session with all PL’s
- VP Recruitment & Retention – see report
 - 45 rookies, 10 from fall, 8 transferees
 - Need to know returning weekend for each hill
 - Need to know shadow and experience patrol days for each hill
 - Need to advise rookies that only LL and Nakiska accept Boarders

ACTION ITEM: All PL’s to provide Berry the information required for returning weekends, ski around =days, etc.

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7. **Patrol Leader Reports**
- COP – no report.
 - Need some information on WCB coverage, etc for meetings with COP
 - ACTION ITEM: VP Operations to contact Division and National to obtain information and provide to PL's**
 - Lake Louise – see report. Nothing new to add
 - Nakiska – no report
 - Nordic – no report.
 - Issues with people leaving Patrol and not returning equipment (jacket/pack)
 - Chili Party, bandage sign-off
 - Dec 9& 10 returning weekend
 - Norquay – no report
 - Looking to hosting bandage signing off party
 - Panaroma – no report.
 - Returning Weekend set for Dec 2&3
 - Sunshine – see report.
 - Benefits are established
 - Need to purchase radios
 - ACTION ITEM: Identify number of radios required, approximate cost and submit to VP Finance**
 - Dec 4&5 set for Returning Weekend
 - Need some 12x12 CSP metal signs

Next Meeting:

November 14, 2017
7:00pm – 9:00pm
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2115 20 Ave NW
Calgary, Alberta