



Canadian Ski Patrol, Calgary Zone Association

Tuesday March 13th, 2018

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 – by phone	PL Lake Louise
Dean Gould	Secretary	Alex Fuller	PL Nordic
Jean Rioux	President	John Blaber – by phone	PL Nakiska
Dean Trimble	VP Operations		
Cody Whitten	VP Administration		
Chris Oliver	VP Education/PL Sunshine		
Neil McKendrick – by phone	VP Finance		

Absent

Jarrett McRitchie	PL Special Events	Pat Cripps	Co-PL COP
Brad Johnston	Co-PL COP	Nicole Oliver	PL Panorama
Alex Fuller	PL Nordic		

Meeting Minutes

- Welcome & Introductions**

 - Presidents introduction – opening of meeting.
 - Rioux asked if he could take two buffs to the Altitude Conference for a couple of Life Members. Executive approved, but put a caveat on gift that this is not to be done in future without further discussion and Executive Approval (i.e.. do not want to set a precedent that its OK to use CZ membership incentive material as gifts to other zone members)
- Prior Meeting Minutes**

 - Motion to accept prior minutes (February) – Tremble requested amendment to reflect VP Ops in place of Tremble under New Business. This was done, along with highlighting motions in yellow. Minutes were revised and distributed – March 17.
 - Minutes from October & December -outstanding. – reference was made outstanding minutes would be completed the weekend of March 18
- President's Report**

 - No decision to transition to 3rd party first aid program (eg. Red Cross) – stay tuned for update
 - Sandra Williams is looking to partner with STARS for CISM partnership – following the incident at NORAMS, Dr.Tom Rich reached out to CZ CSP, and proposed partnering with our CISM program. Sandra et al are reviewing proposition. Comments around the table were that they favoured concept and are waiting for further details. Any time we can partner up with STARS (Shock Trauma Air Rescue Service), this has the potential of being a very good thing.

Meeting Minutes

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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
 - there is an inventory list that is available, however, it is more than 2 years old
 - need to identify what we need, what we can dispose of. See if we can reduce storage area/size requirements
 - capital inventory is required for insurance policy (radios, jackets, etc.)

ACTION ITEM: Biggs, Oliver and McKendrick to arrange meeting before next meeting to review inventory and prepare detailed, up to date listing of inventory of equipment and capital related items.

- McRitchie will investigate options to modify Special Events Trailer after Special Events season has concluded. McRitchie was not t meeting. Skip item until next meeting.
- Each PL to provide stats, number's, and forecasts of needs / requirements for their respective hill – to be communicated to Berry
 - the more information provide the better. A few of the hills have provided some required forecasted numbers they will need for the upcoming ski season.
 - This information is required for Recruitment Budget purposes and to better align our marketing efforts to attract people, and coordinate the resources required for training (First-Aid & On-Snow).
 - Comment form Nakiska PL was that there is a core group of people who continuously show up and others are not providing their required minimums. A discussion is going to be required to address the situation.

ACTION ITEM: PL's to provide Berry with forecasted number of new recruits required at each respective hill for next year – ASAP.

- Rioux to monitor situation and National's position on the outsourcing of the First-Aid Recertification annual requirements for each Division and Zone. Oliver to provide writeup on how outsourcing to Red-Cross etc. would possible affect Manual and Re-Cert Instructors, etc. (I.e. Ramifications on Education Instructors -specifically First Aid)
 - No update
- Bannerman to coordinate with McRitchie on Pilot Project of Motorcycle Response Unit
 - There were apparently four (4) people at the meeting
 - Insurance inquiries regarding requirements were answered by Rioux who made mention that after talking to a contact who works in the insurance industry, there does not appear to be any special rider or additional insurance requirement over and above normal PLPD coverage for the motorcycles used during operations.
 - There was a comment that John Bannerman is not being open, transparent and accommodating to other s comment and input (specifically McRitchie's). PL Nakiska is concerned Bannerman is concerned he is repeating a pattern seen in past where he does not involve the participation of others in his undertakings.

ACTION ITEM: Monitor group dynamics, specifically Bannerman, and ensure all members of special committee have an equal vote and voice regarding the proposed Pilot Project.

Meeting Minutes

- Oliver to solicit ideas for Honeywell award and sponsorship options with Division. **Oliver to discuss with Division.**
 - Further discussion on this revealed the Honeywell Award is to be CZ Specific and there is no need to involve Division.
ACTION ITEM: Oliver to provide qualifications and criteria for outstanding Instructors in CZ to be recipient.
- Scullen to provide receipts on digital consolidation expenditures related to \$500 contribution to National
 - The format of receipt Scullen is able to provide will suffice according to McKendrick. Item is now closed.
- October and December meeting minutes to be issued
ACTION ITEM: Secretary made mention of commitment to provide outstanding minutes by March 18th
- Biggs to cut new keys and issue a set to Rioux and Oliver. Consider using separate locks for WC and Zone equipment
 - This item is closed. Apparently everyone who needs a key is now in possession of a key.

- 5 **New Business**
- Funding for Terry Abrams to attend Altitude Conference in Quebec. Division is providing him with \$500. Possibility he can stay with Andy Hill (accommodations – shared).
Motion: Executive made motion to provide Terry Abrams with \$500 from CZ Education Budget to attend this year's Altitude Conference. Motion was unanimously supported and approved
 - Kevin Biggs made mention that he did feel that the position of VP Equipment was warranted. He feels the position is better accommodated by a simple reference and title of Equipment Manager under the VP Operations portfolio. Biggs feels there is little value in him attending each monthly meeting. Nor does he feel he should be provided the right to vote on matters once the position is amended, eliminating the need to attend monthly meetings.
 - Given that there is a requirement of four VP at Large positions according to the Bylaws, this is something that will need to be reviewed in more detail to better align with current Bylaws and requirements of the position.
ACTION ITEM: Rioux, Whitten and Tremble to review proposition and come up with suggestion and alternative for Biggs having to attend monthly meetings.
 - all PL's can access a portion of the \$1,000 agreed to at the Feb meeting for Patrol related training, recruiting or retention but it would have to come from the current budget categories since approval of the 2018 / 2019 budget (which will contain a separate budget section for these patrol expenses) would not happen until the budget is approved at the CZ AGM. **This was agreed to by Executive at February Meeting.**
ACTION ITEM: McKendrick and Marielle are to provide further write-up providing criteria for funds, etc.

Meeting Minutes

6. **VP Reports**
- Administration – see report.
 - Updated Bylaws to be filed with Service Alberta. Apparently, Whitten made a new friend when finding out the filing requirements when communicating with Service Alberta - 😊
 - MC has been identified (Kai)
 - Communications - see report
 - Key item is that people not using current MS Office will not be able to use Zone Website features- VERY IMPORTANT
 - Education – No report.
 - Oliver made mention that he has a tentative Education Schedule drafted for 2018/2019 season and will be sending it out to PL's for comment before it is finalized.
 - Equipment – No report
 - Keys made, 1,270 pieces of triple ply cardboard obtained for splints
 - Need to start looking for replacement for Biggs

ACTION ITEM: Find replacement for VP Equipment and/or Equipment Manager. This is a position (i.e. VP at Large being made available at upcoming AGM)
 - Finance – No Report
 - Draft budget will be made available for next month's meeting
 - Making new Category to better track costs and budget for Retention< Recruitment and Training
 - Using Operating Funds to cover costs related to obtaining professional advise/opinion on how best reflect, report revenues generated from Ski Sale (\$1.2 to \$1.4MM)
 - Operations - No report. Nothing updated
 - Member Services - see report
 - Berry is asking all PL's advise him of what they need (gift cards, buffs, etc.)

ACTION ITEM: All PL's get in touch with Berry and let him know what you require for gift cards, buffs, leatherman, etc.
7. **Patrol Leader Reports**
- COP – no report.
 - Lake Louise – see report. Nothing new to add
 - Nakiska – no report
 - Nordic – see report.
 - Norquay – see report. \$1,000 is to be made available to Norquay prior to June Budget for Training expenses
- ACTION ITEM: Oliver to provide minimum standards guidelines for toboggan handling skills**
- In terms of toboggan handling and ski standards for each patrol, it was mentioned that each patrol leader should identify the appropriate ski and toboggan handling skills required to patrol at their area based on input from their ski area patrol supervisor using the CZ documented description of the various levels of on-hill competency
- Panaroma – see report. REPORT WAS MISSING
 - Sunshine – see report. – No experience a Patrol Day to be hosted

Next Meeting:

April 10, 2018
7:00pm – 9:00pm
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