



## Canadian Ski Patrol, Calgary Zone Association

Tuesday April 10, 2018  
 7:00pm – 9:00pm  
 Banff Trail Community Association  
 2115 20 Ave NW  
 Calgary, Alberta

### Attendees

Jean Rioux	President	Marielle Flottat – <b>by phone</b>	PL Lake Louise
Neil McKendrick	VP Finance	Alex Fuller	PL Nordic
Riley Berry	VP Recruit & Retention	John Blaber – <b>by phone</b>	PL Nakiska
Kevin Biggs	VP Equipment		
Dean Gould	Secretary		
Dean Trimble	VP Operations		
Cody Whitten	VP Administration		
Chris Oliver	VP Education/PL Sunshine		

### Absent

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

## Meeting Minutes

1.	<p><b><u>Welcome &amp; Introductions</u></b></p> <ul style="list-style-type: none"> <li>• Presidents introduction – opening of meeting.</li> </ul>
2.	<p><b><u>Prior Meeting Minutes</u></b></p> <ul style="list-style-type: none"> <li>• Motion to accept prior minutes (March) – McKendrick pointed out the calendar year of the minutes read 2017 versus 2018. Requested this be corrected.</li> </ul>
3.	<p><b><u>President's Report</u></b></p> <ul style="list-style-type: none"> <li>• Rioux provided summery notes of Altitude meeting he attend in Quebec.:             <ul style="list-style-type: none"> <li>- Zone Presidents are petitioning for this meeting to return back to the traditional format of the NAC- AGM</li> <li>- The petition has received over 80% response rate</li> <li>- 85% in favour of going back to NAC-AGM format (3 day)</li> <li>- Rioux felt the Quebec Altitude conference focused more on On-Snow matters than it did on business matters.</li> <li>- The one item Rioux favoured was the open Board Meeting where attendees could ask questions to the Board Members, where in the past this has been restricted to Zone Presidents.</li> </ul> </li> </ul>

## 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.  
**ACTION ITEM:** Biggs is going to take last year's inventory list and add to it what was purchased this year. Thus providing a relatively accurate inventory summary for the 2017/2018 Ski season
- 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.  
**ACTION ITEM:** Biggs, Oliver and McKendrick to arrange meeting to inventory items like the bean-bag stretchers, mannequins, and related First-Aid Training equipment. Time -line to have this completed in JUNE 30  
Another item that is being reviewed is getting a quote to have the World Cup trailer re-painted and/or re-labelled with the current CSP branding.
- McRitchie will investigate options to modify Special Events Trailer after Special Events season has concluded  
**ACTION ITEM:** McRitchie is to look at possible interior design configuration of trailer to make it more functional and easier to manage equipment.
- Each PL to provide stats, number's, and forecasts of needs / requirements for their respective hill – to be communicated to Berry. PL's to provide Berry with forecasted number of new recruits required at each respective hill for next year - ASAP.  
**ACTION ITEM:** All Pls' to review and provide Berry with current update forecasts of estimates of what each respective hill is forecasting its needs for additional patrollers required for the upcoming year. It currently is reflecting a rookie class of approximately 20 people. This needs to be reviewed ASAP to coordinate with VP Education
- 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)  
**ACTION ITEM:** No decisions have been made yet, and this matter will continue to be monitored
- Bannerman to coordinate with McRitchie on Pilot Project of Motorcycle Response Unit. Monitor group dynamics, specifically Bannerman, and ensure all members of special committee have an equal vote and voice regarding the proposed Pilot Project.
- PL's to provide to Scullen a list of patrollers to arrange access for respective hills documents  
**Completed**
- Rioux, Whitten and Tremble to review proposition to alter VP at Large role (currently Equipment portfolio) and come up with suggestion and alternative for Biggs having to attend monthly meetings.  
**Completed** – please refer to proposed Equipment Portfolio policy Kevin Biggs submitted. Due to the materiality of this and the VP Equipment position being eliminated, a copy of the letter/proposal is attached to these minutes.
- All PL's get in touch with Berry and let him know what you require for gift cards, buffs, leatherman, etc.  
**ACTION ITEM:** No other hills other than Lake Louise has provided a summary of what they require. All other hills need to get in touch with Berry to advise him of what they require.
- Oliver to provide minimum standards guidelines for toboggan handling skills  
**ACTION ITEM:** Oliver is working with James Papineau (On-Snow Coordinator) in developing. Items to be addressed will be Ski Ability and Physical Ability. Skill sets will address handling empty toboggan in all types of terrain and all runs present at the hill the Patroller is working. IMPORTANT: The hill, its Patrol Leader and Assistant Patrol Leader of Training, etc. has the ultimate and final say to ensure that the standards are complimentary and in sync with the hills policy's and requirements.  
- **Currently, there is no National Standard for running a toboggan**

## Meeting Minutes

5.

### New Business

- Patrol Leader Competency List and Training (attachment)
  - The CZ PL Competency Development Program writeup Marielle Flottat has provided is a starting point in what the CZ is looking to implement to foster succession planning in the various leadership roles in the CZ. Due to the materiality of this program and it being in the development stages, a copy has been attached to these minutes.
  - This program compliments what National is looking to implement in identifying leaders. This will most likely be complimented with educational courses (on-line, etc.)
  - The educational courses will undoubtedly assist the Patrol in managing and fostering its relationship with Hill Management

**MOTION:** Motion was tabled by Jean Rioux for CZ to work with Central Zone in further developing the Competency Development Program, and look t developing e-learning modules. Majority carried vote in favour- MOTION PASSED

- Leadership Appreciation Night
  - This was done two years ago and was a great success in recognizing and thanking those people who go above and beyond with the CZ CSP in taking on a leadership role.
  - May 10<sup>th</sup> is the proposed date to host this event

**MOTION:** Was presented to proceed with this event, and for all PL's to provide list of people at their hill who has taken on a leadership role. A budget is to be established. – Majority carried vote in favour- MOTION PASSED

- Calgary Zone funding for Lake Louise 60th anniversary celebration
  - PL (Marielle Flottat) is requesting the CZ help fund the purchase of 10 tickets (\$40 each) , so that Hill management and Charlie Loche and family can be extended an invitation. Total cost is estimated to be \$400.00.

**MOTION:** Was presented by Alex and seconded by Cody and everyone approved the request. Majority carried vote in favour- MOTION PASSED

- Jean Rioux asked all PL's to review Awards Sumamry and submit award nominations ASAP

**ACTION ITEM:** All PL's to submit award nominations ASAP.

## Meeting Minutes

6. **VP Reports**
- Administration – see report.
    - Nothing further to add
  - Communications - see report
    - Nothing further to add
  - Education – see report.
    - Attended Altitude meeting in Quebec. Felt it was helpful in providing insights in running an On-Snow Clinic.
- ACTION ITEM: Oliver to look for new training venue for Rookie Course and Re-Cert Weekends**
- Equipment – see report. Report is very important as it outlines and provides suggestion in how position is to be removed from VP position to more of a manager’s position working under the VP Operations platform.
  - Finance – No Report
    - Looking to provide draft Budget for May meeting.
    - Budget needs to be voted on prior to AGM
    - Altitude Budget was set at \$10,000.
- MOTION: Was presented by Oliver for CZ to cover \$802 shortfall Terry Abrams was required to pay out of pocket because of National not covering all of his expenses. Alex motioned, Neil seconded, everyone was in favour. Majority carried vote in favour- MOTION PASSED**
- Operations - No report. Nothing updated
  - Member Services - see report
    - Nothing further to add
7. **Patrol Leader Reports**
- COP – no report.
  - Lake Louise – see report. Nothing new to add
  - Nakiska – no report
  - Nordic – no report.
- ACTION ITEM: Alex to get MOU signed by CO’s (Commanding Officer’s) asap**
- Norquay – see report
  - Panaroma – No report
  - Sunshine – No report

Next Meeting:

May 8, 2018  
7:00pm – 9:00pm  
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