



## Canadian Ski Patrol, Calgary Zone Association

Tuesday May 8, 2018  
 7:00pm – 9:00pm  
 Banff Trail Community Association  
 2115 20 Ave NW  
 Calgary, Alberta

### Attendees

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

### Absent

Olivier Fuldauer	PL Norquay	Cody Whitten	VP Administration
Brad Johnston	PL COP	Pat Cripps	Co-PL COP
		Ryan Scullen	VP Communications

## 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 (April) – It was suggested the reference to when a MOTION is passed be amended to simply state “majority carried vote in favour – MOTION PASSED”. The April minutes need to be amended to reflect this suggestion to make it clear that not everyone is always in favour of certain Motions, but the majority carried the vote.</li> </ul>
3.	<p><b><u>President’s Report</u></b></p> <ul style="list-style-type: none"> <li>• Nothing to report</li> </ul>
4.	<p><b><u>Action Items from Prior Executive Meeting</u></b></p> <ul style="list-style-type: none"> <li>• Biggs to arrange effort with Oliver and McRitchie to inventory CZ equipment/gear (including WC trailer and main storage trailer) and determine disposition plans. 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.</li> </ul> <p><b>Completed</b></p> <ul style="list-style-type: none"> <li>- Discussion between McKendrick and Biggs made reference that the inventory is up to date and that it is currently with the Book Keeper</li> <li>- There was some further discussion regarding the possibility of trading some of the Training Traverses for a couple of Cascades at Nakiska. This requires further discussion with Nakiska Hill Management.</li> </ul> <ul style="list-style-type: none"> <li>• McRitchie will investigate options to modify Special Events Trailer after Special Events season has concluded       <ul style="list-style-type: none"> <li>○ McRitchie to continue to evaluate and review needs/requirements</li> </ul> </li> </ul> <p><b><u>ACTION ITEM: McRitchie to provide summary report at the end of the summer on needs and requirements</u></b></p>

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### 4. Action Items from Prior Executive Meeting - continued

- 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)
  - Rioux provided an update on how National is striking up two separate committees to better explore the pros and cons of outsourcing the First-Aid Recertification. One committee will be formulated to review all the merits "FOR" outsourcing. The other committee will be formulated to review all the merits "AGAINST" outsourcing. In summary, National is still very much in the evaluation mode of this issue and that no decisions will be made before it is properly reviewed and discussed with its members.
- 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.
  - John Bannerman advised people that are interested in the Pilot Project that it will not be launched this year. There are a number of items such as cost, safety training, uniforms, etc. that need further review and assessment. Other issue of whether there is a market for the services also needs further assessment.
- 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.
  - Discussion on this topic identified that the VP Large positions are in the By-Laws and it needs to remain as identified to allow the Executive the flexibility to slot the VP at Large position into whatever portfolio requires additional assistance or resources. The
  - Further discussion identified the possible need for one of the VP at Large positions to focus specifically on the Safety of the Patroller.
  - Further discussion on this will be required with next year's Executive Team.
- All PL's get in touch with Berry and let him know what you require for gift cards, buffs, leatherman, etc. **Completed**
  - Discussion on this topic identified the need for new patrollers for next year is forecasted to be approximately 20. This is a relatively low number and the supply may exceed the demand on what is actually required for CZ. This will lend itself to implementing a more involved selection process that may review if a person has attended the Open House, Patroller Experience Day or Shadow a Patroller. All these additional activities will be viewed very positively in making a decision on a potential candidate versus one that simply applies to join the Patrol.
- Oliver to provide minimum standards guidelines for toboggan handling skills **Completed**

### 5. New Business

- New Awards Committee
  - Proposal to establish Awards Committee to review and nominate candidates for progressive Division and National awards
    - Rioux is asking al PL's to nominate people that are deserving of an award. People that continue to contribute over and above their general Patrol duties need to be recognized.
    - Establish Awards Committee to ensure all nominations are submitted prior to March deadline.

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### 5. New Business – continued

- Review potential National Appreciations Awards candidates per hill/area
  - Ideas of establishing new Committee will involve 1 or 2 people from each patrol as a general steering committee.
- Nominate prior NAA members for CSP Patrol Award
  - Be proactive on this initiative

**ACTION ITEM: This initiative is something the new incoming Executive Team need to discuss further to ensure it is set up for the 2018/2019 ski season**

- Determine who will be attending the Division AGM
  - Jean Rioux, Christine Slater and Nicole Oliver have been identified as possibly attending. Slater and Oliver to confirm.
- Review Patrol Leaders succession planning
  - Need PL's to be more conscious of when transfers of positions may occur so as to not leave a void in the leadership role.
  - Identify a shadow. Someone who the PL can mentor for a period of time prior to stepping down. This will ensure a seamless transition.
- Review VP succession planning
  - Start with three positions initially
  - Suggestion was tabled to focus on the most involved and important portfolios: VP Education, VP Finance and VP Member Services
  - All are encouraged to identify and find a candidate to start grooming as successor
  - Provide support in the individuals training of the position they are to take over

**ACTION ITEM: This initiative is something the new incoming Executive Team need to discuss further to ensure it is set up for the 2018/2019 ski season**

### 6. VP Reports

- Administration – see report.
  - Nothing further to add
- Communications - see report
  - Nothing further to add
- Education – see report.
  - Nothing further to add
- Equipment – No Report.
- Finance – Finance [10 reports were submitted] – including the Draft Budget for 2018-2019
  - the Executive voted to set the returning patroller registration fee at \$150 with the following commitment based subsidies:
    - (i) Patrollers who did not meet their fund raising and patrolling commitments would pay the full \$150 (\$5 more than last year)
    - (ii) Patrollers who satisfied one of these two commitments would pay \$150 - \$55 = \$95 (same as last year)
    - (iii) Patrollers who satisfied both commitments would pay \$150 - \$55 - \$55 = \$40 (\$5 less than last year).
- Last year our cost to register each active patroller, with neither Division or National life member status, was \$151.79 (\$146.79 National + \$5.00 Division). Of the 150 returning patrollers who paid fees (there were 16 life members who paid no fees) and with the subsidies given we recovered about 50% of the fees that were paid to Nat + Division. The total value of the subsidy was \$11,513.50.

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- For next year we will have about 200 returning patrollers. We fully recover the registration fees with the \$350 paid by new patrollers.
- Following the meeting, it was advised that a National fee will increase of 5% may occur. This would raise the total fees to \$159.13. So, with this fee increase, if we stick with a \$150 maximum fee and with the above commitment-based discounts we will incur an additional cost of \$1,800.00.
- With this change in fees and the budget adjustments that was discussed at the meeting, we will still have an operating surplus of about \$5,000

**MOTION: MOTION:** Was presented to accept unaudited Financial Statements for 2017/2018, along with Proposed Budget for 2018/2019 season, along with continuing with Subsidy Program as summarized above. Subject to VP Finance making amendments as discussed and distributed via email and agreed upon by executive and PL's prior to AGM.  
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.
    - Marielle asked if we could add field in Roster and signup for people to identify how many days they expect to patrol in the course of the year. If less than minimum, they are asked to contact PL to discuss
  - Nakiska – see report
  - Nordic – no report.
    - Alex advised Volunteer Programs are under review due to West Bragg Creek Incident (Fatality)
    - MOU was not signed (expires in March)
    - MOU is in executable form to be signed for next season
- ACTION ITEM: Ensure MOU is signed at beginning of 2018/2019 season**
- Norquay – No report
    - Olivier is stepping down as PL. Mike Denis is taking over as PL for upcoming season.
  - Panaroma – See report
  - Sunshine – See report
  - Special Events – No Report
    - Many events are scheduled for the summer.
    - Need uniforms for summer events (approx.. 20). The cost is to be covered with established budget.
- ACTION ITEM: Jarrett to summarize summer events in upcoming I.C.E.**

Next Meeting:

June 12, 2018  
7:00pm – 9:00pm  
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2115 20 Ave NW  
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