



## Canadian Ski Patrol, Calgary Zone Association

Tuesday August 14, 2018

7:00pm – 9:00pm

Banff Trail Community Association

2115 20 Ave NW

Calgary, Alberta

### Attendees

Jean Rioux	President	John Blaber	PL Nakiska
Ryan Scullen	VP Communications	Mike Denis	PL Norquay
Kai Seltner	VP Recruitment	Marielle Flottat	PL Lake Louise
Kelcey Stilwell-Lastiwka	VP Member Services	Alex Fuller	PL Nordic
Dean Trimble	VP Operations	Jarrett McRitchie	PL Special Events
Cody Whitten	VP Administration	Nicole Oliver	PL Panorama

### Absent

Neil McKendrick	VP Finance	Pat Cripps	Co-PL COP
Chris Oliver	VP Education/PL Sunshine	Brad Johnston	Co-PL COP

## Meeting Minutes

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|----|--|
| 1. | <b><u>Welcome</u></b> <ul style="list-style-type: none"><li>• Welcome and opening meeting</li></ul>  |
| 2. | <b><u>Prior Meeting Minutes</u></b> <ul style="list-style-type: none"><li>• <b>MOTION:</b> Accept prior minutes from May 2018 with amendment to reflect John Blaber present by phone. Majority carried vote in favor – MOTION PASSED</li></ul> |

## Meeting Minutes

3.

### President's Report

- Welcomed the new Executives and reviewed amended executive positions
  - Removed Equipment portfolio (moved under Finance – Duttchen to take on the role)
  - Added Recruitment portfolio
- CEO President Termination – refer to letter issued previously
- Social Media/Facebook
  - Ensure that your members are aware of the local social media policies at their respective resorts
  - Do not post anything involving your Client/Partner Resort without first understanding their policies and if you are not certain asking the appropriate individual at the Resort.
  - DO NOT enter into any online discussions whether in an open or closed Facebook page even when asked for your opinion. If, for example, someone posts an article on the National Web site and requests feedback from the members of the Resort, advise them not to respond and get someone to contact the CSP Patrol Leader or the Zone President.

**ACTION ITEM – Scullen to post these expectations in the next issuance of I.C.E. and to provide reference to National Social Media Policy. Make note that members participating in World Cup/NORAMS events need to adhere to hill policy.**

- Email
  - CSP has an email policy which outlines the manner in which we communicate. I am requesting that everyone familiarize themselves with the policy and apply it accordingly.
- President's expectations:
  - Open, Honest & Respectful Communication
  - All HR issues, Member or Resort related, are to be held in the strictest confidence
  - If you are not sure ask
  - All financial expenditure requests that are outside of the approved budget are to be brought to the Executive
  - If a Member of the Division or National is corresponding with you or coming to visit, inform the Executive
  - Zone Conversations & Discussions
    1. If there is a conversation, either face to face or in email, until a vote is taken at the Zone Meeting, these discussions and other Executives positions on a matter are considered confidential
    2. When a vote is taken it reflects the memberships decision and not the decision of one individual
    3. All meeting minutes are posted on the web site for any Member to review
    4. You may share any discussion with your Members, (to get their feedback prior to a vote) but please be respectful and do not single out any Member that may have a contrary position

4.

### Action Items from Prior Executive Meeting

- McRitchie will investigate options to modify Special Events Trailer after Special Events season has concluded
- McRitchie to provide summary report at end of summer on needs and requirements
- 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).
- Bannerman to coordinate with McRitchie on Pilot Project of Motorcycle Response Unit. Evaluate needs (funding, safety training, uniforms) and market demand for services.
- Fuller to ensure that Nordic MOU is signed prior to 2018/19 season

## Meeting Minutes

5.

### New Business

- New Awards Committee

- Awards Committee established to review and nominate candidates for progressive Division and National awards (March deadline)

- Members:

Lake Louise

Nakiska

Howard Anderson

Jack Haley

Karen Prezelj

Rebecca Sinclair

Norquay

Nordic

Elizabeth Oldfield

Jan Wittstrom

Darryl Aarbo

Panorama

Sunshine

Nicole Oliver

None at this time

**ACTION ITEM – Whitten to extend invitation to Awards Committee to attend next Executive meeting. Whitten to draft agenda and inquire about booking second room for team to conduct inaugural meeting.**

- Roster Communications

- Discussed privacy concerns with notices sent to past CSP members. Need to improve diligence on maintaining the Zone membership roster for communications.

**ACTION ITEM – Stilwell-Lastiwka to assume ownership of the Zone member roster and remove non-members after the 2018 recert cycle is complete.**

**ACTION ITEM – Scullen to contact Mike and inquire if “bail out” notifications can be removed for Calgary Zone (only). If so, proceed with removing. If not, cycle back with Executive to discuss next steps.**

- Proposal to hold Zone Special Meeting on Sept 22<sup>nd</sup> during recert (before lunch break) for membership to accept audited financial statements. If endorsed, Comms to issue special notice 4 weeks in advance of meeting.

**ACTION ITEM – Scullen to issue Notice of Special Meeting to Zone Membership and post on CSP/Calgary website.**

- Roster Evaluation

- Discuss the work done to date on reviewing potential new roster systems, and issues and concerns.
- **MOTION:** Retain current roster system and take time to develop a new fit for purpose roster system. Confirm “needs analysis” with PLs and develop strategy for roster system development. Majority carried vote in favor – MOTION PASSED
- Trimble to oversee roster system development as Communications and PLs work on strategies.

- Reviewed proposed Dual Patrol Policy

- **MOTION:** Subject to Oliver’s approval, accept the dual patrol policy with the amendment to item 5) to provide PL discretion on meeting hill commitments. Majority carried vote in favor – MOTION PASSED
- Updated policy to be issued for next month’s meeting.

- Update on succession planning

- McKendrick is actively engaging members to assume the Finance portfolio.
- Others are encouraged to find a candidate to shadow incumbent, and provide support and training well in advance of end of term.

- Instructor On-snow in March

- Norquay is offering to host the Instructor On-snow event in March.
- Executive supported and Mike to reach out to On-snow Coordinator James Papineau

## Meeting Minutes

6.	<p><b><u>VP Reports</u></b></p> <ul style="list-style-type: none"><li>• Administration</li><li>• Communications</li><li>• Education</li><li>• Finance</li><li>• Operations<ul style="list-style-type: none"><li>○ Trimble had inquired on the status of agreements or MOUs with hills and areas, and have found limited formal agreements in place. Rioux and Trimble will follow-up with Bonsall to understand status of prior agreements with areas/hills.</li></ul></li><li>• Member Services</li><li>• Recruitment</li></ul>
7.	<p><b><u>PL Reports</u></b></p> <ul style="list-style-type: none"><li>• COP – No report</li><li>• Lake Louise</li><li>• Nakiska – No report</li><li>• Nordic</li><li>• Norquay</li><li>• Panorama</li><li>• Special Events – No report</li><li>• Sunshine</li></ul>

### Next Meeting:

September 11, 2018  
7:00pm – 9:00pm  
Banff Trail Community Association  
2115 20 Ave NW  
Calgary, Alberta