



Canadian Ski Patrol, Calgary Zone Association

Tuesday January 8, 2019
 7:00pm – 9:00pm
 Banff Trail Community Association
 2115 20 Ave NW
 Calgary, Alberta

Attendees

| | | | |
|----------------------|--------------------------|------------------|-------------------------|
| Jean Rioux | President | Mike Denis | PL Norquay |
| Kai Seltner | VP Recruitment | Marielle Flottat | PL Lake Louise |
| Cody Whitten | VP Administration | Ron Lewis | Co-PL (interim) Nakiska |
| Chris Oliver (phone) | VP Education/PL Sunshine | Gord Merz | Co-PL (interim) Nakiska |
| Dean Trimble | VP Operations | Nicole Oliver | PL Panorama |
| Rebecca Sinclair | Finance Function | Alex Fuller | PL Nordic |
| James Papineau | On Snow Coordinator | | |

Absent

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|--------------------------|--------------------|-------------------|-------------------|
| Ryan Scullen | VP Communications | Pat Cripps | Co-PL COP |
| Kelcey Stilwell-Lastiwka | VP Member Services | Brad Johnston | Co-PL COP |
| Neil McKendrick | VP Finance | Jarrett McRitchie | PL Special Events |

Meeting Minutes

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|----|---|
| 1. | <p><u>Welcome</u></p> <ul style="list-style-type: none"> • Welcome and opening meeting • Introduced guests: James Papineau, On Snow Coordinator and Rebecca Sinclair, Finance support |
| 2. | <p><u>Prior Meeting Minutes</u></p> <ul style="list-style-type: none"> • MOTION: Accept prior minutes from December 2018. Majority carried vote in favor – MOTION PASSED |
| 3. | <p><u>President's Report</u></p> <ul style="list-style-type: none"> • NAC/AGM is scheduled for 1st week of June 2019 in Toronto. No on snow portion this year – focus will be on business operations. <ul style="list-style-type: none"> ○ Zone Presidents intend to raise motion to have budget brought forward prior to AGM to provide sufficient time to review ○ Moderator will be nominated for the Zone Presidents meeting to help maintain meeting decorum and efficiency ○ Future motion will be requested for budget for Hospitality suite to allow for transparency ○ Will request that NAC sponsorship budget be submitted in advance for review for transparency • Three (3) Board of Director positions will be open and need to be filled. Rioux is soliciting interest from Zone level. Zone Presidents collectively working on criteria to recommend potential candidates. |

Meeting Minutes

4.

Action Items from Prior Executive Meeting

- McRitchie will investigate options to modify Special Events Trailer after Special Events season has concluded
- 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).
- Fuller to ensure that Nordic MOU is signed prior to 2018/19 season. Alex indicated that patrollers are working under individual patrol agreements as discussions continue.
- Rioux to define the process and the criteria that the Zone will use to select the supported candidate for Board of Director positions for the next meeting
- McRitchie to provide a report on summer events. Dean and others will reach out to offer assistance to summer events team.
- For February 2019 meeting, PL's to submit an operating budget (by line item) for items where Zone funding is requested. **UPDATED ACTION ITEM: VP Finance to provide:**
 - **Guidance on valid expenditure based on source of funding (eg. Casino revenues)**
 - **Template for executive members to prepare budget so GL accounts are consistent**
 - **Prior year budget submissions to assist executive members with preparing this year's budget**

5.

New Business

- On-Snow Program Upgrades
 - Papineau provided thorough overview of the new On-Snow Committee that was formed to implement opportunities for improvement with the current On-Snow Program
 - Papineau is leading the committee with representation from every hill
 - Intent of the committee is to implement a new/revised On-Snow program, that is underpinned with instructors having CSIA Level 1 and 2 qualifications in order to ensure that the Calgary Zone is offering a quality On-Snow training program
 - Draft terms of reference/committee charter was prepared and inaugural meeting is January 10th
 - Intent is to conduct the New Patroller Ski Evaluation this spring in advance of the AFA course this fall. This is intended to allow for a fairer evaluation process of the candidates before they invest in the full AFA program.
 - Instructor Training needs to be conducted in advance of the ski evaluation. It was noted that timing needs to be addressed as priority due to limited windows of availability this season.
- **ACTION ITEM: Papineau to provide the Executive with an update at the February meeting on the progress of the committee and path forward plans, including:**
 - **Structure of the On-Snow program**
 - **Timing in relation to Instructor Training, New Patroller Ski Evaluation, toboggan handling training, and AFA course**
 - **Recommendation on the cost structure for New Patrollers (eg. X% on successful ski evaluation and prior to toboggan training, Y% prior to AFA course)**
 - **Document criteria for what will be covered for Instructors to take Level 1 and Level 2 training (eg. cost of course, accommodation at double occupancy... etc)**
(ensure coordination/consultation with VP Recruitment to ensure alignment)

Meeting Minutes

New Business Con't

- Covering On-Snow Instructor Training Costs
 - In alignment with past practice, proposal was submitted to cover costs for Instructor to attend Nordic Level 2 course which was not previously budgeted. This Nordic course is infrequently held and future offerings uncertain.
 - **MOTION (by Rioux, seconded by Trimble):** Cover Flottat's CANSI Level 2 course in Vernon (accommodations and course).
Majority carried vote in favor – **MOTION PASSED**

6.

VP Reports

- Administration
- Communications
- Education
- Finance
- Operations
- Member Services
- Recruitment
 - Seltner solicited ideas from PLs to assist in supporting their recruitment efforts. It was recommended that the website be updated to include:
 - Directions/information on "how to sign up for an EP or shadow day"
 - Calgary Zone recruitment brochure
 - **ACTION ITEM: Seltner to contact Scullen to review recommended updates for the Zone website**

7.

PL Reports

PLs reaffirmed intention to wait until all ski around days are complete before contacting candidates notifying them of their acceptance at a hill. This is to reduce stress/pressure for the candidates to select a hill without visiting all areas in order to preserve a spot.

- COP
- Lake Louise
- Nakiska
- Nordic
- Norquay
- Panorama
- Special Events
- Sunshine

Next Meeting:

February 12, 2019
7:00pm – 9:00pm
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