



Canadian Ski Patrol, Calgary Zone Association

Tuesday February 12, 2019
 7:00pm – 9:00pm
 Banff Trail Community Association
 2115 20 Ave NW
 Calgary, Alberta

Attendees

Jean Rioux	President	Marielle Flottat	PL Lake Louise
Kai Seltner	VP Recruitment	Ron Lewis	Co-PL (interim) Nakiska
Cody Whitten	VP Administration	Gord Merz	Co-PL (interim) Nakiska
Neil McKendrick (phone)	VP Finance	Nicole Oliver	PL Panorama
James Papineau	On Snow Coordinator	Mark Nodwell	Representing PL Sunshine
Ryan Scullen	VP Communications		
John Bannerman	Representing VP Education		

Absent

Kelcey Stilwell-Lastiwka	VP Member Services	Pat Cripps	Co-PL COP
Chris Oliver	VP Education/PL Sunshine	Brad Johnston	Co-PL COP
Dean Trimble	VP Operations	Jarrett McRitchie	PL Special Events
Rebecca Sinclair	Finance Function	Mike Denis	PL Norquay
		Alex Fuller	PL Nordic

Meeting Minutes	
1.	<p><u>Welcome</u></p> <ul style="list-style-type: none"> Welcome and opening meeting
2.	<p><u>Prior Meeting Minutes</u></p> <ul style="list-style-type: none"> MOTION: Accept prior minutes from January 2019. Majority carried vote in favor – MOTION PASSED

Meeting Minutes

3.

President's Report

- **National Q3 Financials:** Q3 financials have been distributed to the ZP's. Much improved over last year, showing a surplus which will go to replace the contingency funds.
- **Zone President Survey:** a survey was created for the ZP's by the ZP's to understand what the ZP's wanted from the meeting in June (Altitude), yes they are still calling it that. You can see the survey if you are interested. We had 100% response.
<https://www.surveymonkey.com/stories/SM-78P2Y7N8/>
- **AGM Toronto: June 7, 8, & 9:**
 - The first revision of the agenda has been circulated. No meeting pricing has been released, it was discussed that it would be \$250 per person this year which includes the banquet, no meals are provided each attendee must pay their own. Cost to be confirmed.
 - No request for funding or donations from National. (yet)
 - Offered to have Eleanor Culver moderate the ZP meetings, this is a neutral party with experience in mediation to insure the ZP's stay on track and insure the meeting is open, honest and respectful. Recommend Calgary Zone needs pay the expense for Eleanor. Zone Executive supported this recommendation and will include funds in 2019/2020 budget for Eleanor and any other representative(s) nominated by the Zone Executive.
- **Zone President Hospitality Suite:** No hospitality suite is being organized, so the Zone Presidents have offered to fund the suite, the cost would be divided amongst the Zone's that can afford to pay. This would be the cost of the suite as the Division president from Ontario would supply all the beverages as he is in the business. More to follow. Zone Executive supported this recommendation and will include funds in 2019/2020 budget.
- **Critical Incident Stress:** Calgary Zone was asked to work with RCR corporate to assist them in setting up their program for their paid staff and train some of the HR employees in debriefing. Sandra Williams is speaking with the organizer to understand what the expectations.
- **FAOST: Sunshine March 1, 2:** Please insure you have your teams selected and registered for the event. Bruce Robinson the new CEO will be at the event so feel free to introduce yourself. Calgary Zone may be asked to share the travel costs with Edmonton Zone for Bruce to attend as it was not in the National budget, but this is a great way for Bruce to meet with numerous Calgary Zone members.
- **Mountain Division HR Advisor Southern:** Eleanor Culver has accepted the Mtn Div HR South Advisor, she will assist the Division and other Zones in resolving HR issues related to the MR policy.

Meeting Minutes

4. **Action Items from Prior Executive Meeting**
- McRitchie will investigate options to modify Special Events Trailer after Special Events season has concluded. **UPDATE** Mark Nodwell has offered to assist. James Papineau will coordinate with Mark on recommended upgrades.
 - 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. **UPDATE** Submission to Finance is lagging. Jean will coordinate with Dean to arrange assistance for Jarrett.
 - **COMPLETED** 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
 - **COMPLETED** Papineau to provide the Executive with an update at the February meeting on the progress of the committee and path forward plans.
 - **UPDATE** James circulated a draft proposal for comment for the On Snow Program, and the framework to achieve Instructor Levels. James is soliciting comment and feedback and will update the Framework. Intent it to finalize the framework by year end, approved by VP Education.
 - **UPDATE** On Snow Committee is developing a Calgary Zone skiing standard that will meet the minimum standards of all hills.
 - **UPDATE** 2019 On Snow Planned for March 23/24. James will issue notice for sign-up shortly.
 - Seltner to contact Scullen to review recommended updates for the Zone website

5. **New Business**
- Awards Committee
 - Howard has requested help from the PLs to bolster the committee to assist with Division and Zone Awards **ACTION** PLs to contact Award Committee representatives for their area to bolster support or identify alternate candidates. Main contact is Howard Anderson.

<u>Lake Louise</u>	<u>Nakiska</u>	<u>Panorama</u>	<u>Sunshine</u>
Howard Anderson	Jack Haley	Nicole Oliver	To be confirmed
Karen Prezelj	Rebecca Sinclair		
<u>Norquay</u>	<u>Nordic</u>		
Elizabeth Oldfield	Jan Wittstrom		
Darryl Aarbo			

 - ACTION** Cody to send Division and Zone Award descriptions to Executive
- PL Budget Guidance
 - Marielle circulated a draft proposal with budget planning guidance, delineating items for Patrol vs Zone. Marielle is soliciting comments with intent to update and formalize document as official budget guidance for PLs.
 - **ACTION** PLs submit to Finance a budget based on guidance by March 31st.

Meeting Minutes

6. **VP Reports**
- Administration
 - Communications
 - Education
 - Finance
 - Operations
 - Member Services
 - Recruitment

7. **PL Reports**
- COP
 - Lake Louise
 - Nakiska
 - Nordic
 - Norquay
 - Panorama
 - Special Events
 - Sunshine

Next Meeting:

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