



Canadian Ski Patrol, Calgary Zone Association

Tuesday August 13, 2019
 7:00pm – 9:00pm
 Banff Trail Community Association
 2115 20 Ave NW
 Calgary, Alberta

Attendees

Kai Seltner	VP Recruitment	Marielle Flottat	PL Lake Louise
Cody Whitten	VP Administration	Gord Merz	For PL Nakiska
Jean Rioux	President	Mike Denis	PL Norquay
John Bannerman	VP Education	Chris Oliver	PL Sunshine
Amy Kraemer	VP Communications	Nicole Oliver	PL Panorama
Kelcey Stilwell-Lastiwka	VP Member Services	Jarrett McRitchie	PL Special Events

Absent

Rebecca Sinclair	VP Finance	Trudy Holtzmann	PL Nakiska
Dean Trimble	VP Operations	Alex Fuller	PL Nordic
		Pat Cripps	Co-PL COP
		Brad Johnston	Co-PL COP

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 May 2019. Majority carried vote in favor – MOTION PASSED
3.	<p><u>President's Report</u></p> <ul style="list-style-type: none"> • Clarified expectations regarding Open Honest Respectful Communication, and Mutual Respect • Review updated Zone organization chart and reconfirm roles • Mentoring Program for new PL's and Executives – Jean will make list available to executive members • Awards Committee and PL responsibilities • Communications – All communications go through Amy, work with her to communicate to the Zone Membership • AST 1 Training for all Patrols, scheduled by the PL's • CSP Structure & Presentation • Calendar – All dates to be published on the website and sent via ICE to all Patrollers • Changes to the training department – FA/Recert/On-Snow <ul style="list-style-type: none"> ○ All certified Instructors, CSIA, CANSI and CASI will be considered qualified for the On-Snow Training Department going forward

Meeting Minutes

4.

Action Items from Prior Executive Meetings

- McRitchie will investigate options to modify Special Events Trailer after Special Events season has concluded. Mark Nodwell has offered to assist.
- Fuller to ensure that Nordic MOU is signed. Alex will begin the MOU conversation again for next season.
- Provide update on the progress of the On Snow committee and forward plans
- Seltner to contact Kraemer to review recommended updates for the Zone website
- Flottat to talk to Mike regarding expiration of current zone roster system. **PLs asked to track issues and submit to Marielle and she will interface with Mike to rectify.**
- Sinclair to revise the expense reimbursement procedure to clearly indicate that members are to remove alcohol for claims for reimbursement for meals. For Zone functions, members will be offered two-drink limit to minimize exposure to the organization and the executive. **Cody to work with Rebecca to ensure expense guidelines clearly state allowable expenses (eg. food & beverage excl. alcohol, accommodations – double occupancy, daily lunch and supper allowable limits for meal expenses, fuel/mileage reimbursement, generally allowable expenses... etc).**

5.

New Business

- Executive Positions
 - **Motion** – Modify Calgary Zone Procedures to state that no Calgary Zone Executive will hold more than one voting role within the Calgary Zone Executive
 - This aligns with the National regulations, and shares workload across a greater number of volunteers
 - Executive to vote on case-by-case exceptions
 - Motion raised by Seltner seconded by McRitchie, majority carried vote in favor – **MOTION PASSED**
- Budget addition for shirts for Summer Events
 - Time critical decision was requested to cover the expenses for 105 shirts purchased for summer events, valued at \$2,146.73. Item was not in budget, so email vote was conducted. Insufficient votes cast to move motion, so topic deferred to monthly meeting.
 - **Motion** – Approve budget addition of \$2,146.73 to cover the costs of the shirts purchased for Summer Events
 - Motion by N. Oliver, seconded by Whitten, majority carried vote in favor – **MOTION PASSED**
- 2022 China Olympics
 - World Cup Medical approached by Chinese Olympic Organizing Committee to submit proposal to support 2020 and 2021 training runs and 2022 Olympics.
- 2020 Altitude
 - National notified Zone President that Calgary was selected to host Altitude annual conference in 2020. Jean indicated that level of support is expected to be small. Financial commitment unknown but would be offset by reduced travel costs and can be budgeted in 2021 budget next season.
 - **Motion** – Confirm if Executive supports hosting 2020 Altitude.
 - Motion by Rioux, second by C. Oliver, majority carried vote in favor – **MOTION PASSED**

Meeting Minutes

6. **VP Reports**
- Administration
 - Request Lake Louise and Norquay PLs to confirm patroller status (completion of hill commitment) by August 16th to facilitate next step in returning patroller registration process.
 - Will work with Amy to ensure 2019 Returning Patroller Registration process is implemented
 - Communications
 - Still in transition. Requests should be clear and concise, with deadlines to assist with prioritization.
 - Will coordinate with Ryan Scullen on returning patroller registration forms, and reach out to other IT professionals as needed for assistance
 - Education
 - Communications sent regarding bandage sessions, to be coordinated by PLs. Need to consider alternate arrangements for the limited few that may not be able to complete during prescribed sessions.
 - Instructor training session scheduled for August 24/25 in Edmonton. PLs to advise Bannerman on potential candidates.
 - Finance
 - Operations
 - Member Services
 - Requested from VP Administration a list of “unassigned members” to initiate re-engagement
 - Recruitment
 - Information Session to be held September 19th at the Bridgeland Community Centre

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

Next Meeting:

September 11, 2019
7:00pm – 9:00pm
Banff Trail Community Association
2115 20 Ave NW
Calgary, Alberta