



Canadian Ski Patrol, Calgary Zone Association

Wednesday September 11, 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	Mike Denis	PL Norquay
Jean Rioux	President	Trudy Holzmann	PL Nakiska
Amy Kraemer	VP Communications	Alex Fuller	PL Nordic
Ken Lukawy	Special Guest – Avi Training	Phil Nelson	For PL Sunshine
James Papineau	Special Guest – On Snow		

Absent

Rebecca Sinclair	VP Finance	Chris Oliver	PL Sunshine
Dean Trimble	VP Operations	Nicole Oliver	PL Panorama
Kelcey Stilwell-Lastiwka	VP Member Services	Jarrett McRitchie	PL Special Events
John Bannerman	VP Education	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 August 13, 2019. Majority carried vote in favor – MOTION PASSED
3.	<p><u>President's Report</u></p> <ul style="list-style-type: none"> Nothing to report

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
- **CLOSED** 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. **Minor updates in progress. Roster planned to go live October 1st. PLs to contact Marielle with requests.**
- 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).

Meeting Minutes

5.

New Business

- Zone IT Support
 - With Ryan moving on, we need to identify an individual that can assist with IT support for zone website, roster... etc. Role spans multiple portfolios.
 - Kraemer will set up meeting with Ryan and Whitten to discuss IT hand-over items, and determine need for Zone IT support
- Editorial Rights and Communication Process, reconfirming that:
 - All minor/immaterial edits to communications can be made by the VP Communication without further approval. This is to ensure consistent and effective messaging.
 - All Zone communications sent to membership on behalf of the Executive are to be approved and sent by the VP Communication, including portfolio communications. Communications to a limited/focused set of members to be reviewed by VP Communications prior to issuance.
 - If there is lack of clarity, motion will be tabled at next Zone Executive meeting for vote to be cast
- On Snow Update
 - Updated the toboggan training checklist and created an On Snow info card for instructors to attempt to gain consistency
 - Planned date for CZ New Patroller On Snow is Dec 14/15
 - Planned activities include updating the marking matrix for evaluations to align with CSIA, and plan to develop flow chart for “How to become an On Snow Instructor”
 - **ACTION** PLs requested to establish rotation schedule for future On Snow events. To be discussed at PL Meeting on October 3rd.
 - **ACTION** Papineau to provide list of On Snow Instructors to Rioux and Trimble
- Avalanche Training
 - Discussed AST 1 and AST 2 training programs and funding (changes)
 - AST 1 is a 2 day course and \$80 per person. Max 8:1 student to instructor ratio
 - AST 2 is no longer sponsored by Division, but intent is for Zone to subsidize. Cost is \$600 and next session is Feb 27th – Mar 1. Maximum 8 students.
 - The Avalanche Operations Level 1 course, is a professional level course offered by the Canadian Avalanche Association. Mountain Division will, over a 3 year time span, reimburse the course fee, providing the candidate commits to supporting CSP’s avalanche education programs.
 - Discuss potential succession planning for course coordination
- Funding dinner for NORAMS
 - NORAMS PO Sean Burns has requested funding of \$1,500 to support sponsored volunteer appreciation dinner, consistent with prior years
 - **Motion** – Allocate \$1,500 to fund NORAMS dinner
 - Motion by Rioux second by Seltner, majority carried vote in favor – **MOTION PASSED**

6.

VP Reports

- Administration
- Communications
- Education
- Finance
- Operations
- Member Services
- Recruitment

Meeting Minutes

7.

PL Reports

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

Next Meeting:

October 8, 2019
7:00pm – 9:00pm
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2115 20 Ave NW
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