



Canadian Ski Patrol, Calgary Zone Association

Tuesday November 12, 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	Nicole Oliver	PL Panorama
John Bannerman	VP Education	Alex Fuller	PL Nordic
James Papineau	for On Snow	Chris Oliver	PL Sunshine

Absent

Dean Trimble	VP Operations	Jarrett McRitchie	PL Special Events
Rebecca Sinclair	VP Finance		
Kelcey Stilwell-Lastiwka	VP Member Services		

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 October 8, 2019. Majority carried vote in favor – MOTION PASSED
3.	<p><u>President's Report</u></p> <ul style="list-style-type: none"> Timing for Altitude conference in flux. Currently scheduled for June 4 – 7. Rioux explained an effort by the Board to assume control of the Zone Presidents meeting, which was denied. CSP CEO in Calgary on November 18th. Open general forum meeting starts at 8:00pm and zone members are invited to attend.

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.
- **CLOSED** Fuller to ensure that Nordic MOU is signed. Alex will begin the MOU conversation again for next season. **MOU in place.**
- **CLOSED** Seltner to contact Kraemer to review recommended updates for the Zone website. **Updates implemented.**
- **CLOSED** 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). **Expense policy issued and to be posted on the website.**
- Papineau to provide list of On Snow Instructors to Rioux and Trimble
- Bannerman to develop a plan to establish an advisory committee to address the deficiencies with the On Snow program. Recommendations include holding an open house, soliciting feedback, hosting strategy session(s), and selecting a core group from the experienced patrollers to provide guidance and oversight to the On Snow team.

Meeting Minutes

5.

New Business

- Discussed responsibilities for Roster Management. Overall responsibilities for roster still resides with VP Operations, but need to clarify role for Roster System Manager and nominate a candidate to fill this position. **ACTION** Flottat to prepare role description, and coordinate with Kraemer to post position on the Calgary Zone website to solicit volunteers.
- Discussed 2020 Altitude Budget addition
 - **MOTION**: Accept preliminary budget addition of \$10,000 for Altitude. Budget will be for 2020 season due to spend profile.
Motion by Rioux, seconded by Fuller. Majority carried vote in favor – **MOTION PASSED**
- Kai clarified new patroller hill selection process to resolve potential confusion. PLs to provide comments back to Kai prior to roll out.
- Education request to purchase camera equipment, which is not in current budget, valued at \$950. Debate by Executive to see if there were less expensive alternatives. Flottat to provide information to Bannerman on prior camera quote (nominally \$400).
 - **MOTION**: Approve budget addition of \$950 to purchase camera equipment for Education. Education to explore less expensive alternatives.
Motion by Fuller, seconded by Seltner. Majority carried vote in favor – **MOTION PASSED**
- Confirmed reimbursement of expenses for instructors for New Patroller course
 - Rooms based on double occupancy
 - Maximum meal limits (breakfast \$15, Lunch \$15, supper \$20 – if no meals provided), no alcohol covered
 - Fuel cost reimbursement (not mileage) for those that desire to commute each day and not stay in local accommodations, or for those hauling Zone trailers with equipment
- On Snow Program Update
 - Agreed there was no compelling reason to move responsibilities for On Snow from Education to another portfolio
 - On Snow townhall planned for Nov 26/27, coordinated by Papineau. Additional coordination needed between key stakeholders (Bannerman, Flottat, Papineau) to align on townhall format, representation, and facilitation.
 - **ACTION** Bannerman to solicit input and work constructively with key stakeholders (Flottat, Papineau) to implement an effective townhall session, engaging key resources as needed / recommended.

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:

December 10, 2019
7:00pm – 9:00pm
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2115 20 Ave NW
Calgary, Alberta