**Attendees: *Deb Blimkie, Bernie Simpson, David Farough, James Dicks, Tom Abernethy, Martin Bourgon, Keith Blimkie and Heather Scott***

**Regrets: *Theresa Arsenault, Allan Braun, Malcolm McKinley, Alex MacPherson and Jeff Boucher***

**Guest: *Allan McLarty***

| **Agenda Items** | **Discussion** | **Action** |
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| 1. Welcome All – Invitation to add Agenda items | Bernie welcomed members and opened the meeting at 17:43  **Items to add to agenda:**   * Branding of our NCD name and logo/icon (Tom/All). * Safety – recreate a Safety Officer at each program/ski hill (Keith) * Incident Reports – process at NCD, what we do, how we record them. * Process to promote visibility and awareness of our athletes on the ski hill. * Website hacked (Bernie, Tom, All). |  |
| 1. Approve minutes from meeting of JAN 19, 2017 | Jim circulated the minutes from meeting of Jan 19, 2017 in advance.  Tom reiterated the importance of meeting minutes as a true record of events during the meeting, he suggested that as a measure of due diligence, an orientation package be put together for new board members, and that board members should be marked as attending or sending their regrets, whilst anyone else attending is marked as a guest. | **Tom** motioned the minutes from our meeting on Jan 19, 2017 be accepted.  **Deb** seconded.  **Motion approved.** |
| 1. Financial Report and Budget Update | Tom reported on the financials which he had submitted in advance of the meeting.   * He confirmed the investment with Hollis Wealth was completed in January * Tom reviewed the CADS-NCD Income Statement and Balance Sheet as of 02-14-2017.   With regard to unspent funds from TPL, Tom indicated that we have until December to use them. Tom suggested a strategy whereby unspent funds go back to TPL and we apply for it again the following year. Keith suggested using the unspent funds to pay deposits eg. at Calabogie ski hill but there was uncertainty about the future should Calabogie’s arrangements with CADS change. Tom then suggested paying Calabogie an honorarium for the use of their equipment at WSC. |  |
| **MEAL AND WASHROOM BREAK 18:03** | | |
| 1. Program Updates Reports incl. TC & WSC | All updates and reports were circulated in advance of the meetings and program reps discussed these verbally. |  |
| 1. CPC Grant Application Update what applied for, how much, ready to sign, due FEB 17 | It was reported that the submission will be ready for February 17, 2017 and the requests were for funds to cover for a sit ski and coaching expenses. |  |
| 1. Black Diamond Representative interested persons to lead at each program | Each program coordinator will be the Black Diamond Representative and Deb has agreed to be the liaison person. |  |
| 1. Mt. Avila Trip MAR 12 Status of Registration | Trip planning all in place.  Deadline for registration is March 4,2017.  Expecting 2 full buses to go. |  |
| 1. Festival 2017, confirm participants, coordinate travel and accommodation | 11 members in total will be attending this year’s festival. |  |
| 1. CSIA Level 2 Support confirm for Bob Einerson and any other successful candidates | The Board was advised that Bob Einerson of Ski Hawks instructor recently completed his Canadian Ski Instructor Association Level 2 of certification. Ski Hawks President Carolyn Mitrow supported Bob’s completing the level 2. Carolyn recommended Ski Hawks pay 50 percent of Bob’s costs and requested CADS – NCD pay the remaining 50 percent.  Al inquired about CADS - NCD covering 50 percent of the costs he incurred a couple years ago to complete his CSIA level 2  Deb has 3 candidates from Calabogie who will take their CADS and or CSIA level 2 of certification and asked for CADS-NCD support to cover half of these expenses. | **Jim** motioned for CADS-NCD to pay 50% of the cost that Bob Einerson incurred to obtain his CSIA Level 2 Certification.  **Deb** seconded.  **Motion Approved.**    **Tom** motioned for CADS-NCD to pay 50% of the costs that Al McLarty incurred earlier to obtain his CSIA Level 2 Certification, provided he can show the receipts.  **David** seconded.  **Motion Approved.** |
| 1. Registration Update | Tom reported that he is still dealing with mismatched registrations and announced that starting next season it is anticipated that Cads will have new software available for registration access to membership data. Due to privacy restrictions only name, program and phone number will be shown.  Deb mentioned the registrations for WSC was cumbersome and there is a need for it to be made more efficient. She suggested doing pre-registration.  Al questioned the efficiency and registration process for courses. | Tom will work with WSC to sort out the registration matters pertaining to the 2017 clinic. |
| 1. CADS National Awards – applications due by FEB 22, 2017 | Bernie has received 8 nominations so far.  Nominations from each program were encouraged.  Bernie added that it is possible that the deadline may be extended. |  |
| 1. Items added to the Agenda | **Branding of our NCD name and logo/icon (Tom):**   * Tom elaborated that when talking about branding it refers to the CADS - NCD name, logo and icon. * He emphasised that CADS - NCD is our corporate entity and encouraged everyone to adopt and use this to get the CADS - NCD name out there. * Whether national changes the name or not, the acronyms CADS and CADS – NCD will remain unchanged.   **Safety (Keith):**   * Concerned about risk of losing the program if accidents occur. * Public profile of CADS should be positive and so we should have a standard protocol for safety. * Require a process to promote visibility and awareness of our athletes on the ski hill as red and white jackets blend into others, eg. ski patrol and ski hill staff (Ski Hawks have fluorescent vests. They seek funding from Community Foundations grants to fund the purchase of the vests.) * Need for incident reports (standardized definitions for “incidents” and “near misses”).   + Define what causes an incident and formalize a process for what we do and how we record them.   + All volunteers to be briefed on this. * Re-create a Safety Officer at each program/ski hill so that it is standardized. * Create a log/Add a field to a log specifically for skiers. * At the end of the day we want to be able to say we are a safe program.   **Website hacked** **(Bernie and Jim):**   * Hacking occurred on website and immediate action was taken by Jeff Stark – all identified issues were removed from site and it is now safe. All passwords reset. * Recommended that CADS - NCD purchase protection against hacking – the standard package of “Safeguard” can be purchased for $10/month and Jeff Stark can put it in place. * Keith questioned whether it was worth hiring someone to design, host and maintain the website to give it a professional look. * Board members briefed the new members that a couple years ago we put out a request for proposal seeking a site developer and administrator to develop a fully accessible web site. We got no replies. Jeff Stark is a national expert in the area and volunteered to lead the development of CADS – NCD web site. | **Tom** motioned for everyone to use CADS - NCD branding in their e-mail signature.  **Martin** seconded.  **Motion Approved.**  Tom will develop a signature block for all to use.  Keith will approach program representatives to form a team to draft standards and approaches over the summer and have it in place for next season.  Appoint a safety officer for each hill.  Possibility of having colour co-ordinated jackets.  All members to advise ASAP if notice any inconsistencies on site.  Anyone having issues getting into the site to contact Jeff Stark.  **Jim** motioned to purchase Safeguard, as recommended by Jeff Stark as he deems fit, for a year.  **Keith** seconded.  **Motion approved.** |
| 1. Round Table | Tom would like to explore corporate funding eg. Dymon storage.  Would like to have it as a topic for next meeting; how can we identify and target corporations? | Tom to begin discussions with Dymon storage about the possibility of funding. |
| 1. Next meeting | 24th May 2017 at 5:30pm.  Bernie closed the meeting at 19:25. |  |