**Attendees: *Deb Blimkie, Bernie Simpson, David Farough, James Dicks, Tom Abernethy, Keith Blimkie, Heather Scott, Theresa Arsenault, Allan Braun, Malcolm McKinley, Alex MacPherson and Jeff Boucher***

**Regrets: *Martin Bourgon***

**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 17:28.  Items to add to the agenda were sent prior to the meeting. |  |
| 1. Approve minutes from meeting of Feb 16, 2017 | Jim circulated the minutes from meeting of Feb 16, 2017 in advance. | **Tom** motioned that the minutes from our meeting on Feb 16, 2017 be accepted.  **Alex** seconded.  **Motion approved.** |
| 1. Financial Report and Budget Update | Tom reported on the financials which he had submitted in advance of the meeting.   * As Enbridge stocks have fallen the Finance Committee will make a recommendation to sell this investment, and purchase GICs with the proceeds; these are guaranteed and stable investments. * Tom reviewed the CADS-NCD Income Statement and Balance Sheet from July 1, 2016 through to May 22, 2017 and offered to take questions or to get in touch with him if you have a question. * Tom commented that there has been a mix up of names between CADS-NCD and CADS Ontario, regarding cheques being sent by Legions for WSC. | **Jim** motioned the financials be accepted as presented.  **Keith** seconded. **Motion approved.** |
| **MEAL AND WASHROOM BREAK 18:05** | | |
| 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. Snowmass Update, Support & Trip Note | Jeff reported that there was a noticeable decline in the number of volunteer tetherers at Snowmass this year, possibly due to the ageing population of instructors. He encouraged programs to source possible tetherers to send next year. They should be strong tetherers and have experience with heavier skiers.  A discussion around funding followed which resulted in a motion being approved to subsidise 3 CADS-NCD volunteers who attended Snowmass as volunteers; it was decided that, due to rising costs to attend, funding for Snowmass be added to the budget and guidelines for funding be developed. | **Tom** motioned to give a subsidy of $1,000 to the 3 CADS-NCD volunteers who attended Snowmass as volunteer tetherers.  **James** seconded.  **Motion Approved.** |
| 1. Festival 2017 Meetings, Testimonials & next year who to sponsor and how much? | It was decided that the festival subsidy for this year was too high and criteria for funding should be set in place. The aim will be to develop an approach to the funding bursaries to encourage more participants to attend festival. An option may be more bursaries at a lower amount each. The budget for this will be discussed in the Fall.  All the testimonials received from Festival indicate that all attendees had a positive experience! |  |
| 1. CADS Awards at NCD and National | The Board congratulates all winners of the 2017 CADS National awards Congratulations to CADS – NCD members;  Jeff Boucher for winning the Bob Gilmore Inspirational Leader of the Year; and  Martin Bourgon for winning the Instructor of the Year. |  |
| 1. Schedule of events for 17-18, National will require it early for Insurance | Jim reminded everyone to keep their schedules of events updated and to provide their 2017-2018 schedules to Christian at CADS as soon as practicable.  CADS needs to know 6 weeks in advance for insurance purposes. |  |
| 1. Individual Hill Training Program. Perhaps our TC & Ops Dir work with others to develop a standard that all hills train to? | Malcolm provided feedback from the TC and commented that it was a challenge trying to fit in volunteer training. |  |
| 1. Black Diamond/Race Way Ahead & Funding – CPC Grant Application Update | Jeff reported that the CPC grant did not come through, but there are some possibilities for funding coming up with JumpStart.  Deb will take over as committee chair for the Black Diamond program and would like to pick a date for “Carving the Future”, which will be hosted at Calabogie. |  |
| 1. Tether Manufacturers – set standards for CADS | TC will discuss at their next meeting. |  |
| 1. CADS Registration Update | Jim began the discussion by thanking everyone for their input to the registration process and explained details about the package CADS has decided on – Goal Line. Adaptations will be made to meets CADS needs and each program will have their own space. Coordinators are encouraged to let Christian know what their needs are so that changes can be made. Be aware that fewer changes have a greater chance of being made and on time!  Deb reported on a package she had been shown that the Silver Star Adaptive club in BC has implemented which has a custom design system and is excellent. Board members discussed possibly two systems in the future. First may be the new registration system managed by CADS Second could be a system like Pakenham or Silver Star have as a program management system intended to track instructors’ certification, ensure appropriate due diligence with a solid complement of instructors on the hill to support students participating in program events, etc. Board members raised a question of whether information from CADS registration system would be easily transferable into their program management systems. | **Jim** offered to follow up with CADS if our NCD programs have ideas about what we want to see in a registration system.  **David** will look at some Goal Line examples to see how accessible these systems may be. |
| 1. Ottawa Ski Show Coordinator to Help Jeff | Jeff is looking for an outgoing coordinator who has a good understanding of the program and CADS-NCD. You are welcome to send him names. He will do a call for volunteers for the ski show and would like to see participants volunteering.  **Dates: Oct 21-22, 2017 @ EY Centre** |  |
| 1. CADS-NCD Name & Use – Procedure(s) to Change | There has been some confusion with CADS-NCD name. National has not yet adopted a “national” jacket and has encouraged NCD to design their own. The hope is for our division to reach consensus on a design, colour and make to be adopted by all programs. | **Bernie, Keith and Deb** formed a committee to find a design for the division jackets. |
| 1. Volunteer Recognition | Tom gave highlights of the Governor-General’s project to recognize volunteers through an award and explained the eligibility around it. Notably, applications should be done one on one basis rather than by an organization and all information submitted must be attested. He suggested putting in an application(s) and recommended a couple of deserving names. | **Tom** will send out the link to the application for the GG’s volunteer award. |
| 1. CSIA Level 2 Approval to Reimburse - Bill Durrell, SHO member. Recommended by Carolyn Mitrow SHO President, and - Keith Blimkie as recommended by Deb Blimkie Coordinator Calabogie Program | Jim reminded that based on the recommendations of the Program Coordinator, CADS-NCD will reimburse 50% of costs incurred for those successfully obtaining their certification (CSIA, CADS, CASI, etc.) level 2 and above. Regarding succession planning, it will be helpful to track individuals and their certifications. It is important to have an adequate number of Level 2 instructors, level 3 course conductors and the program should continue to support the continuation of this, as the intent will be to have a level 4 instructor come from within. | **Jim** proposed both motions for CADS-NCD to reimburse 50% of costs incurred by Bill Durrell and Keith Blimkie to complete their CSIA Level 2.  **Heather** seconded.  **Motion Approved.** |
| 1. Items Added to the Agenda | **Key Dates for the next season:**   * Army Run weekend: Sept 13-15, 2017 downtown Ottawa * Application window for Winter Sports Clinic students and instructors: Sep 13 to Dec 12, 2017 * Ottawa Ski Show: Oct 21-22, 2017 @ EY Centre * Eastern Pre-Course: Dec 14-17, 2017 @ Calabogie * Festival, Mar 18-23, 2018 @ Ste. Anne * OCTC day, Edelweiss * SCI day: 25th Jan, 2018 @ Edelweiss * WSC: Feb 4 – 9, 2018 @ Calabogie * Mt. Avila bus trip: either Mar 10 or 11, 2018 * Community Living Day @ Calabogie to be confirmed * Level 1 full course weekend Jan, 2018 * Level 2 full course weekend early Mar, 2018   **NCD $5 registration fee – same or change for 2017-2018?**   * Tom explained the $35 registration fee structure for 2017-2018. CADS receives $30 and NCD receives $5. This $5 for NCD has been in place for decades. It is a low amount compared to other divisions. At NCD funds from Bingo, UW etc. are shrinking. NCD Programs continue to raise funding from their corporate and other supporters. * Allan said it was difficult to raise funds at a local level when balance shows a surplus and people are not always aware what NCD is and the services that NCD funds. He suggested NCD consider charging clubs an admin fee as part of our internal accounting process. * Tom recommends putting it in the budget at a per person fee and it comes out as an individual program cost   The discussion will carry on in the Fall when it is known how much NCD fees are going to be allotted to each program.  **Accessibility week**   * Minister of Sport and Persons with Disabilities, Carla Qualtrough, announced a new annual accessibility week (May 28th to 7th June,2017), to highlight inclusion and accessibility in our communities and the workplace.   **Safety standards group status and next steps**   * Keith referred to his discussion paper on creating a safety program to serve as a learning and prevention tool, with the intent of upholding the reputation and image of CADS-NCD. * Objectives   1. One standard form   2. CADS-NCD file repository for all groups   3. Review/sharing process to develop preventative measures   4. Appoint safety/reputation ambassadors for each program   **SHO 40th Anniversary support**   * Wanting to have swag eg. 40th anniversary t-shirts. * Board members to be made aware so that funds could possibly be set aside in the budget. | **Tom** motioned to maintain the $5 membership fee.  **Alex** seconded.  **Motion Approved.**  **Jeff, Alex, Carolyn and Theresa to** assist **Keith** develop safety program. |
| 1. Round Table | **Jeff**   * Asked all to Vote on the three options for CADS – NCD’s new volunteer recruitment banners.   **Alex**   * There will be a CADS-NCD booth at the Army Run on Sep 15 -16th with a sign-up sheet for people to indicate their interest in volunteering for NCD programs. * Sep 13th – Dec 12th is the application window for WSC (students and instructors).   **Keith**   * Questioned amending the bylaws to change the quorum.   + Tom explained that any changes to quorum, division name or electronic or proxy voting must be made through Industry Canada and Canada Revenue Agency. He and Bruce Meredith will try to do this over the summer so that these matters can be voted by membership at the fall 2017 CADS – NCD Annual General Meeting. | Board members voted for Option 1. Jeff to follow up to have 7 made. |
| 1. Next Meeting | Next meeting will be in the last week of September.  Jim suggested that an e-meeting may be useful prior to launch of the new registration system.  AGM will be in the last week of October.  Bernie closed the meeting at 20:04. |  |