**Attendees: *Bernie Simpson, David Farough, James Dicks, Tom Abernethy, Keith Blimkie, Heather Scott, Alex MacPherson,*** ***Martin Bourgon and Jeff Boucher***

**Regrets: *Deb Blimkie,******Malcolm McKinley,******Theresa Arsenault and Allan Braun***

| **Agenda Items** | **Discussion** | **Action** |
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| 1. Welcome All – Invitation to add Agenda items | Bernie welcomed members and opened the meeting at 17:42.  Items to add to the agenda were sent prior to the meeting:  *Jeff: discuss waivers*  *Malcolm: dates for certifications*  *Keith: Hill Safety Policy and Incident Reporting standards*  *Tom: Action from previous meeting’s minutes* |  |
| 1. Approve minutes from meeting of May 24, 2017 | Jim circulated the minutes from meeting of May 24, 2017 in advance.   * The Financial Committee, as recommended by HollisWealth, has agreed to keep CADS-NCD’s Enbridge stocks. * One application is underway for the Governor-General’s award. | **Keith** motioned that the minutes from our meeting on May 24, 2017 be accepted.  **Alex** seconded.  **Motion approved.** |
| 1. Financial Report for 2016-2017 | Tom reported on the financials which he had submitted in advance of the meeting.   * The Balance Sheet (Oct 2nd, 2017), as presented, was not valid as last year’s books were still open. BDO needed Board’s approval first before sign off. * Tom reviewed the CADS-NCD Income Statement from July 1, 2017 through to October 2, 2017 explaining highlights and expanding on the various sources of income. * Tom will include recent funding granted to WSC from Lockheed Martin and Nordion donation. * Tom explained how foundations operate and how CADS has accepted funds from them in the past. * Alex queried, given the recent name change, there were any guidelines for cheques being written. Tom said name remains the same – CADS-NCD. | Tom to update financials with corrections.  **David** motioned the financials be accepted as presented.  **Jeff** seconded. **Motion approved.** |
| **MEAL AND WASHROOM BREAK 18:03** | | |
| 1. Budget Preparations for 2017-18; support Para Ontario Race, Festival Bursaries, and update on JumpStart | Tom suggested looking at budget prep from last few years’ as a precedence.   * Possibility of slowing down fundraising or creating an objective to spend money on eg. Pay volunteers membership, sponsor ski trip or volunteer’s banquet tickets.   Discussion followed on how best to support skiers for Para Ontario Race.  It was agreed to fine tune festival bursaries and revisit how to award the funding.  JumpStart: Bernie explained how they award funding and it was decided the best way forward will be to refer participants to them directly. | Bernie to speak to Gwen about looking at their budget.  Jeff to write a proposal for festival bursaries. |
| 1. Program Equipment Insurance Update | Jeff: raised concern about insufficient insurance coverage for equipment stored in shed at Edelweiss. | Tom will look further into issue of insurance, specifically for the equipment held in the sheds at Edelweiss and Calabogie. |
| 1. Registration 2017-18 Updates | Jim reviewed all the updates he had received.   * All programs will be connected to CADS PayPal account. * Jeff requested forms from Cads national. | Jeff (Cathy Presseau) to follow up with Christian regarding forms. |
| 1. NCD-AGM Date Nov 1 or 2, 2017, Nominations and Update | AGM to be held on November 1, 2017 @ 6pm   * Bernie and Jeff are up for renewal. * Quorum remains at 30 * Jeff proposed moving to a more accessible venue | Jeff to follow up with City Hall about hosting the AGM. |
| 1. CADS-NCD Name & Use – Procedure(s) to change: SWAG wait for next year | Tom clarified that CADS-NCD name and use procedures to remain the same.  Jackets will not be ordered this year. | Bernie and Keith to discuss swag offline. |
| 1. Ski and Other Shows Update | * Jeff needs 18 volunteers. * Show hours have been extended this year and so an extra shift has been added to each day.   DATES: EY Centre; **21 and 22 October 2017**.   * Jeff will have a kiosk at the National Capital Ski Show’s AGM in early November. | Jeff will email volunteers to notify them of schedule for Ski Show. |
| 1. Web site Updates | Jim reminded program coordinators to update their websites to be current for 2017-18. |  |
| 1. National Updates & Schedule of Events for 2017-18 Insurance | Program coordinators are encouraged to send Christian a copy updated schedules of events in the fall in order to ensure insurance coverage.. |  |
| 1. Volunteer Recognition Long Service Pins Available | Tom reported we have a sufficient inventory of pins for this year. |  |
| 1. CADS Level 2 & 3 National TC Lessons Learned | Important to note:   * Level 3 evaluation happens throughout the course * It’s the responsibility of each hill to properly prepare the candidates taking the course. |  |
| 1. Items Added to the Agenda | **Jeff: Waivers**   * Brought a copy of the waiver for each member and talked us through the details. * Pointed out its restrictive nature and how volunteers had pointed out that they are reluctant to sign it as they are signing away their rights and could be liable in case of an incident. * Jim indicated that the waiver included in the new registration system is written a little differently than the one on CADS National site but it is essentially the same content and issues . * .   **Malcolm: Dates for certifications**   * Jim circulated these dates via email.   **Keith: Hill Safety Policy and Incident Reporting standards**   * Each hill should have a program in place for this. * Would like to see a package in place eg. An emergency action plan. | Keith to come up with a list of what is reportable. |
| 1. Round Table | **Alex**   * WSC Update: 50 participants so far; need more instructors and tetherers; funding from TPL and the Legions is secured. |  |
| 1. Next Meeting | Next meeting:   * 2 electronic meetings before AGM, first to approve the 2016-2017 Financial Statements the second to approve the 2017-2018 Budget. * CADS-NCD AGM on November 1, 2017.   Bernie closed the meeting at 19:51. | Send program budgets to Tom |