**Attendees: *James Dicks, Jeff Boucher, Tom Abernethy, Allan Braun, Deb Blimkie, Keith Blimkie, Alex MacPherson, David Farough***

**Regrets: *Bernie Simpson, Malcolm McKinley, Martin Bourgon, Heather Scott, John Jarescni***

**Guest: *Teresa Sloan***

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| Agenda Item | Discussion | Action |
| 1. Welcome All – Invitation to add Agenda items | James welcomed members and opened the meeting at 17:45. **Items to add to agenda:**   * Special Needs Camp Day * Name Change * Branding * Discussions with Vorlage |  |
| 1. Approve minutes from Meeting of Oct 4, 2017 and Special Meeting of Nov 1, 2017 | James circulated the minutes from Meeting of Oct 4, 2017 and Special Meeting of Nov 1, 2017 in advance. | Jeff motioned that the minutes from our Oct 4, 2017 meeting be accepted. Keith seconded. Motion approved.  David motioned that the minutes from our Nov 1, 2018 Special Meeting be accepted. Allan seconded. Motion approved. |
| 1. Financial Report Update | Tom submitted the financials in advance of the meeting. He reviewed the CADS-NCD Income Statement and Balance sheet. Both documents are up to date as of Jan 22, 2017. They include revenue from registration and other fund raising items. The net revenue is high because it does not include expenditures incurred during each season.  Alex reported attendance is up for WSC. True Patriot Love (TP) has donated $54,000 for 2018 WSC but the funds would not be received until March. WSC expenses for the Calabogie Peaks rooms and meals will also be higher this year.  Tom explained CADS-NCD had received another donation of stocks worth about $3,000 at the time of donation. A tax receipt was issued on behalf of CADS-NCD.  Tom advised that the one year $10,000 GIC bought Jan 29, 2017 matures on Jan 29, 2018. He will ask Hollis Wealth to invest it for three years. | Tom motioned the financials (balance sheet and income statement) be accepted as presented. Alex seconded. Motion approved.  Tom will contact Hollis Wealth to re-invest $10,000 of CADS-NCD reserve in a GIC for three years  . |
| 1. Program Update Reports including TC & WSC. | All program reps submitted excellent reports in advance of the meeting. Programs are having a great 2017-18 season. |  |
| 1. De-Brief Eastern Pre-course, Programs’ pre-season training, and certification enrollments. | Malcolm provided TC’s report in advance of the meeting indicates that Eastern Pre-course was well taught and received. Goalline registration makes it simpler to confirm people registered in certification courses.  NCD programs conducted significant pre-season training. There are level 1, 2 and 3 courses this season in NCD along with a VI module. |  |
| 1. Mont Avila trip March 11 confirm trip coordinator for East and West busses | Jeff advised that the trip date is moved to Sunday March 11, 2018. Mont Avilla has several bus trips on March 10 so the hill would be very crowded. March 11 is not expected to be as busy so safer for our participants  Catherine Preseau is the Trip Coordinator. She will do registration and payments in Goalline. Details will be circulated in the coming weeks. | Jeff will provide program coordinators with the trip details. |
| 1. Festival 2018 – NCD Festival Funding Process and Timing | Jeff has received a few applications and expects a few more prior to the January 30, 2018 deadline. In early February Jeff will advise the Board who applied for funding and of the decisions. Priority is given to fist time attendees |  |
| 1. Long Service Awards | Tom has pins if programs need them. Programs are ready to hand them out to their volunteers. WSC will confirm volunteers service and hand out pins at the clinic | Program Coordinators to ensure volunteers are recognized |
| 1. Registration Update Importance for Registration | There was a general discussion on the new Goalline registration system. It is far better than the previous system.  In order to ensure everyone is covered by the insurance, it is essential that programs verify that all participants are registered and have fully paid for their registration fees. It is questionable whether a participant would be considered insured if they have not paid in full.  Goal Line registration resulted in far fewer people who are in NCD wrongfully registering with Ontario or Quebec.  A few challenges arose in the registration process. Program registrars intend to meet after ski season to set out their challenges and inform Goalline so there can be improvements next season. Program Coordinators expressed interest in being able to see their entire rosters of volunteers including those being in two or more programs. They may also discuss initiating 2018 registration at the same time for the entire division. | Program registrars to meet post season to review registration from this year and coordinate the process for next season |
| 1. CADS National Updates | James advised that the CADS awards process would be initiated soon. Bernie is on the committee again this year. Tom suggested members nominate volunteers for other awards such as the City of Ottawa Volunteer awards.  Christian has a staff member Amy Boyea. She is very helpful responding quickly to inquiries we have raised. Her specialization is the Goalline registration system.  Festival is March 18 to 23, 2018. Deadline for festival registration is February 14, 2018.  CADS Annual General Meeting is on March 19, 2018 at Festival and all are welcome to attend.  In mid March CADS will ask Divisions for year-end reporting. Program Coordinators may be asked for information, enrollment, and payment status. |  |
| 1. CRA Mileage and Meal Rates for 2018 | Tom explained the CRA rates. The 2018 rates are $17 per meal or $51 per day and $0.555 per kilometer for mileage.  Tom explained the process that is available to Board members and key volunteers at each of our programs as suggested by Program Coordinators, to claim meals and mileage. It is more efficient to let claims for mileage build up before submitting for a cheque and the claimant donates a similar amount back to CADS-NCD. | Tom motioned that NCD increase the mileage rate effective January 1, 2018 to $0.555 per kilometer and continue to apply the $17 per meal rate. Deb seconded. Motion approved. |
| 1. Carving the Future and Race Report | Deb advised that Gwen Binsfeld the para coach for Ontario was not expected to be back in the NCD region this season. There would not be a Carving the Future clinic in NCD this season  Brian Rowland is participating in both para and able-bodied races. Coach Andy Van Grouvsen has re-certified his qualifications and is working with Brian. There may be expenses for the recertification. | Deb will see if there is funding in the Calabogie program for Andys coaching recertification. She may inquire with Tom if funds are required from NCD. |
| 1. CADS National Awards and Ski Hawks Ottawa 40 Anniversary | The Board discussed SHO’s 40 great years at Camp Fortune. Keith and Deb asked Dave if he was going to nominate Camp Fortune for the CADS National Award of Ski Resort of the Year.  Discussion ensued about CADS – NCD 40 Anniversary next season. The topic of swag was raised. Swag Jacket committee Bernie Keith and Deb to review swag in conjunction with the name change moving forward. | Dave to pursue nominating Camp Fortune once CADS National Awards information is released |
| 1. Items Added to the Agenda | The Special Needs Camp February 25, 2018 is primarily for summer activities. Winter sport participants are looking towards next season.  Branding: The Board discussed the importance to recognize that our programs are in CADS – NCD.  Division Level Messages and E-mails: Program coordinates expressed preference that the Board send division wide updates through them. They have periodic (eg. Weekly) emails going out and would insert division messages. They do not want to over burden members with emails.  Name change: The intent is to be consistent with CADS National changes approved by members at the 2017 festival. Changing the name requires a change to NCD bylaws approval by membership and then by Industry Canada and Canada Revenue Agency. The topic will be **~~be~~** included on agendas for our March and May meetings. It is efficient to make other desired bylaw changes at the same time to discuss any items that the Board would like to see changed. General discussion ensued on a process along the lines of:   * developing a few bylaws changes in spring * a special meeting in the summer (BBQ with plenty of notice) to have membership approve proposed changes, and * federal government approvals so the new bylaws could be effective for the CADS-NCD Annual General Meeting in November   Discussions with Vorlage Regarding an Adaptive Program: The Edelweiss program charges $340 per season has several young children who are not strong enough to do a half day. Jeff initiated discussions with officials at Vorlage to start an adaptive program of about 1 to 2 hours per session. It would be for stand up skiers and maybe a day time program for VI. Vorlage is closer to Ottawa-Gatineau with excellent teaching staff, a program for Special Olympics students, consistent terrain, and lifts that only accommodate two people. If a program is established NCD and the program coordinator would have to find volunteers. Discussions will continue | Allan Braun and Miranda Newton will attend on behalf of NCD to explain and demonstrate what we do. This will include equipment, banners, and the one pager describing our programs.  Board will discuss bylaw changes at its next few meetings to set up a process to have desired changes effective for the next CADS - NCD AGM.  Jeff will continue discussions with Vorlage and advise the Board or progress. |
| 1. Round Table | Deb noted that on January 29, 2018, Community Living Day will take place at Calabogie Peaks. Participants look forward to a great day  Alex noted that WSC will take place Feb 4 to 9 at Calabogie Peaks. The number of participants has increased. We expect a great clinic  Jeff noted that the Edelweiss days for Spinal Cord Injury Ontario on Jan 25, 2018 and the Ottawa Children’s Treatment Center on the Ontario Family Day February 19, 2018, both had to be cancelled due to lack of funding from the participant organizations. |  |
| 1. Next Meeting Thursday March 15, 2018 | James asked meeting participants to vote for their preferred week evening for our next meeting. All but one chose Thursday.  Our next meeting will be on Thursday March 15, 2018 at 5:30 PM.  James closed the meeting at 8:05 PM |  |