**Attendees: *James Dicks, Bernie Simpson, Tom Abernethy, Jeff Boucher,*** ***Paul Johannsen, Al McLarty, Deb Blimkie, and Martin Bourgon,***

**Regrets:** ***Keith Blimkie,*** ***Allan Braun, Dale Cross, Vicki Mierins and Heather Scott.***

**Guests:*****Alex MacPherson (Mont Cascades rep) and Amber Corby (Mount Pakenham rep).***

|  |  |  |
| --- | --- | --- |
| Agenda Item | Discussion | Action |
| 1. Welcome All – Invitation to add Agenda items
 | James welcomed members and opened the meeting at 17:40. See Item #11 for Items added to the Agenda |  |
| 1. Approve minutes from March 12, 2019.
 | Tom circulated the minutes in advance from this meeting. | Deb motioned that the minutes from our March 12, 2019 be accepted. Bernie seconded. Motion approved. |
| 1. Financial Report and Budget Update
 | Tom reviewed the financials he had submitted in advance of the meeting. Further to board Decisions at our October 2018 and January 2019 meetings, the financials now include the pro rating of support from each program to CADS – NCD Technical Committee. Due to their fiscal environment CADS – NCD will support some of Ski Hawks Ottawa’s share. Tom indicated that there are a few transactions remaining to be process for each program prior to the fiscal year end on June 30, 2019. All programs are in good financial shape. | Jeff motioned to approve financials as presented. Paul seconded. Motion approved. |
| 1. Program Update Reports
 | All program reps submitted excellent 2018-19 season-end reports in advance of our March 12, 2019 meeting. All programs had an excellent 2018-19 season. No discussion on them.Tom advised that Chris Holden attended the 2019 CADS festival at his own expense and obtained his CADS Level 3 of Certification. Chris paid the entire cost of the trip and course fees. CADS – NCD has reimbursed Chris for the course fees. Tom reviewed the significant contributions that Chris has made to CADS – NCD over the years including leading the Black Diamond program for about a decade, currently volunteering at Edelweiss program and also being on the Canada Ski Patrol educating them in handling persons with various challenges in emergency and evacuation circumstances. | Tom motioned that CADS – NCD pay Chris Holden $750 for attending the festival to obtain his CADS Level 3 of Certification. Jeff seconded. Motion carried. Tom will provide the cheque to Chris Holden |
| 1. Snowmass & Festival Report
 | Jeff compiled and submitted these reports in advance of the meeting. All volunteers and participants had positive experiences.  |  |
| 1. CADS Awards at NCD and National
 | Congratulations to the following CADS-NCD members on their awards: Deb Blimkie Bob Gilmore Inspirational Leadership AwardCalabogie Peaks Resort of the YearFrancis Lepine Sponsor of the YearPhilip McNeely Volunteer of the YearNext year please do not hesitate to nominate more of our great volunteers. |  |
| 1. Ottawa Ski Show Booth & Coordinator
 | Jeff has made arrangements for NCD to have a booth at the show again and advised that he is happy to organise things for the Fall 2019. Discussion ensued about finding energetic outgoing volunteers to manage booth both who have good skills in communications with the general public. |  |
| 1. Communications Update internet phone cost
 | Tom reviewed CADS - NCD existing policy on this item followed by a general discussion.For about 10 years, CADS – NCD reimburses Program Coordinators including TC & WSC, the Administrator and President for half their annual internet or phone cost.It is offered to recognize the time and effort spend administering their programs or doing extra responsibilities. Most often people have a "bundle" of internet, phone and communications expenses. Tom groups the recipients in three categories. Program coordinators are grouped into three categories which now include; 1. Large programs EDEL, PAK, & CAL, President, V-President and Treasurer / Administrator
2. Medium programs WSC & SHO
3. Small Program CAS & TC.

Payment for each category is; 1. Large programs $500 to $750
2. Medium programs $350 to $500
3. Small Program $250 to $350.

Payment is based on receipts provided to Tom for Internet, Telephone or Cell Phone pro-rated to a 6 month total (Nov to April).Some Program Coordinators take the money and donate it back to their program and get a tax receipt. Others do not take the money leaving it with CADS – NCD. | Tom will follow up with Program Coordinators, Administrator, Vice President and President to offer them funding for 6 months internet phone or cell phone cost in exchange for a receipt. Tom will provide a cheque and or tax receipt to those who provide a receipt and request the funding. |
| 1. Developing People Skills to Enhance Instruction
 | In his festival report Keith outlines how he used people skills to convince a student who had a negative outlook to become positive, confident and enjoy their skiing. Keith noted CADS as a program talks, educates, and trains with a focus on the people, equipment, and teaching techniques. He suggests there is an opportunity to enhance our training program by looking at ways of developing our people skills.* How could we develop these soft skills / people skills?
* What expertise / experience do we need to bring to our program?
* How do we develop lesson plans / coaching sessions / seminars which would support and encourage the development of these soft skills / people skills?
 | Al will raise the topic with CADS National Technical Committee to see if they want to incorporate people skills into their teaching manuals and course curriculum. |
| 1. CADS – NCD Pakenham Building
 | Mount Pakenham ownership has been planning a new rental building which was to include CADS-NCD, as it does now. In early May 2019, members of the CADS-NCD Mount Pakenham management team were advised that the building plans have changed and CADS will no longer have designated space in the new building.The CADS – NCD Mount Pakenham team is reviewing options with the resort ownership. These include the 1. CADS - NCD Pakenham team purchasing a portable building and re-locating it on the resort property,
2. the resort ownership group building CADS – NCD a space, or
3. CADS – NCD not having designated space at the resort and using the public space as done by all others attending the resort

Options 1 and 2 would likely involve a lease agreement between CADS – NCD and the resort ownership.The Pakenham program is reviewing their fiscal situation and developing fund raising initiatives to support a space at the resort. Jeff advised that Somet Edelweiss ownership group is planning renovations to their lodge which could start as early as June 2019. This will have similar implications for CADS – NCD Edelweiss program loosing current storage area and having to lease/purchase new space on the Edelweiss property.  | The Pakenham program will continue reviewing options with the resort ownership and keep the Board advised of progress so the Board can review implications for CADS - NCD.The CADS – NCD Edelweiss team will keep the Board advised of progress at that resort so the Board can review implications for CADS - NCD. |
| 1. Items Added to the Agenda
 | **Great Pumpkin Gala**Tom described the history of the Great Pumpkin Gala and amounts of funding it has raised for CADS – NCD over the past several years. Tom advised that Matt Stepchuk would be organizing another gala this Hallowe’en with CADS – NCD and the Cancer Society continuing to be the beneficiaries. **Leadership at the Mont Cascades Program for 2020 forward**Alex advised that after five great years Theresa stepped down and Vicki emailed the Cascades program volunteers to see if there was any interest internally to either take over as program director or be part of a team committed to running the CADS-Mont Cascades program. Seven volunteers committed to meet in late May to discuss and divide the responsibilities necessary to manage the program.  **Golf Tournament on September 11, 2019**Jeff advised that he has joined GR Networking and they are in the preliminary stages or organizing a golf tournament to take place Sept 11, 2019 near Rideau Carleton Raceway with the Edelweiss Program as beneficiary. Cost is estimated at about $135 per person. Further detail to come later in the summer.**Ecuadoran Para Tri-Athlete Interest in CADS – NCD**Martin advised that a CADS – NCD Edelweiss volunteer is now the Ambassador in Ecuador. An Ecuadoran triathlete who will travel to Montreal in June for completion met the Canadian Ambassador who described experiences with CADS and para-alpine skiing. When in Canada this athlete wants to meet CADS and or CADS – NCD representatives to learn more about the organization and sport. Details are to be confirmed whether such a meeting could be casual discussion over coffee or a media event which may include the Ecuadoran Ambassador to Canada. Martin will follow up to get more detail **Criminal Record Check (CRC) for the Vulnerable Sector – Police Checks**James advised that at Festival CADS Board discussed having CRC for Vulnerable Sector being mandatory by fall 2021 for all volunteers and anyone else in any position of authority. It could be administrated by having volunteers include their CRC into Goal Line as part of the registration process. Discussion ensued on the CRC being only one of several measures to screen volunteers including interviews, confirming their motivation for volunteering, and reference checks. Jeff advised that it is much simpler and faster to do the CRC on line. Other factors include deciding which offences would be tolerable and which are not. Person information would have to be kept confidential and secure.**Code of Conduct Policy**James advised that at festival the CADS Board also discussed developing such a code. James shared the paper provided to the CADS - NCD Board at the March meeting with a few CADS national reps. CADS Alberta has developed and put on their web site a suite of policy on this and several other areas. **Jackets**Deb advised that the 65 CADS - NCD jackets ordered last year went well. There are 2 left. There has been several positive compliments of the jackets all across the country including at festival. Deb received orders for 20 more jackets prior to the March 20 2019 deadline. Discussion ensued. It was discussed that the down payments for jackets would be applied to the applicable programs based on numbers ordered by their members. | Tom will continue liaising with Matt Stepchuk and advise if there is anything the Board can do to assist towards a successful gala in 2019.Mont Cascades program to keep CADS – NCD Board advised of progress in the development of their leadership team and approach.Once tournament details are firmed up, Jeff will send an email to program coordinators for circulation to membership seeking those interested in participating.CADS – NCD will pay expenses for one or two people wishing to participate in an event in Montreal to inform the Ecuadoran athlete.Martin will get more details and send an email to the Board.James will share this with CADS National and include Martin Tom and Bernie to see if National is interested to participate in an event to inform the Ecuadoran athlete.Deb will provide Tom the spreadsheet setting out jacket orders. Based on order numbers, tom will apply the down payments by program. |
| 1. Round Table
 | Al noted that national Technical Committee would meet in person June 7 – 9 2019 in Mississauga. He will inform the board of outcomesThe NCD Technical Committee will meet after that. Details TBC.Jeff indicated that if programs have younger people wanting to be in NCD TC, please have them advise him and Al. | Al will inform the Board of outcomes from the TC meetings. |
| 1. Next Meeting
 | Will be in mid-late September. Jim raised having the AGM on either * Tues Oct 14, the 40th anniversary of CADS – NCD coming into existence, or
* Wed Oct 15, the first day of our 41st year.

The September meeting would need to be planned to allow 21 days of notice for the AGM pursuant to the By-Laws.James adjourned the meeting at 8:55 |  |

* Amended at BOD Meeting 18 SEP 2019