**Attendees: *James Dicks, Bernie Simpson, Tom Abernethy, Paul Johannsen, Russell Rumley, Heather Scott, Martin Bourgon******, Vicki Mierins.*** ***and Jeff Boucher.***

**Regrets*: Al McLarty, Dale Cross, Laura Wismer,*** ***Amber Corby,*** ***and Deb Blimkie (WSC).***

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| Agenda Item | Discussion | Action |
| 1. Welcome All – Invitation to add Agenda items | **Jim opened the meeting at 7:08** and welcomed members to our Zoom meeting. |  |
| 1. Approve minutes from our meeting on October 1, 2020 | Heather circulated the minutes in advance of this meeting.  For information - we do not approve minutes from Finance Committee meetings. Circulating the Finance Committee meeting was done to share the information discussed and inform discussions for this Board meeting. | Paul motioned that the minutes from our October 1, 2020 be accepted. Vicki seconded. Motion approved. |
| 1. **A.** Bingo | Tom provided background on Bingo operations and an update on their current circumstances. The Budget considered under Agenda item 3B reflects it.  The Finance Committee recommends continuing NCD’s relationship with OBPSA and will look to operate a 2nd E-Bingo weekly session and, possibly have Ski Hawks being a separate Charity in the future operate another weekly Bingo session.  Tom will coordinate as we go forward,. |  |
| **B.** CADS-NCD Revised 2020-21 Budget Proposed for Approval | Last week, Heather circulated Tom’s current draft 2020-21 NCD Budget. A short discussion ensued, and Tom answered questions.  The Finance Committee minutes summarize Tom’s adjustments. With the cancellation of Community Living Day (Calabogie), CHEO and Spinal Cord Injury Days (Edelweiss), the expense / costs associated with these events are now removed in the draft budget and so there is a surplus of $2,500. With the $5,000 now not required for Bingo has been returned to 2020-21 Bingo income from Account Payable, increasing the increase in surplus is $7,500. Given current significant uncertainties due to the pandemic, this will be shown in our reserve which if necessary, could be drawn upon in the current and or future years.  This draft Budget is still at the information stage. As has been the case in prior years the entire consolidated Budget, including Program Budgets will be approved as one package before the AGM.  Three of our six programs have drafts with Tom. The other three Programs are encouraged to firm up their budgets and send them to Tom by late October. | Board members are encouraged to send Tom any comments they have on the draft NCD Budget.  Programs to develop their budgets in October, working with Tom. |
| 1. COVID 19 Updates, Risk Management Reports for CADS | Jim provided CADS with the CADS - NCD Division COVID-19 Risk Management Report. The report has been posted on CADS-NCD website’s main page.  Russell explained the way forward and thanked the working group for their efforts on the report.   * A full "Return to Snow Plan" that looks like either the CADS National guidance or the CADS-NCD Divisional Plan is not strictly required for each Program. At minimum, ensuring adoption of the CADS-NCD COVID-19 Risk Management Guidance by each Program's Executive is required, as is updating operational and training documentation accordingly to account for all necessary COVID-19-related safety-driven procedures. * Regardless of what is put together to represent a Program-level "Return to Snow Plan", each Program must deliver its Division-approved "Plan" to CADS National along with the event list **for sanctioning by December 1st.** To support the December 1st date, a CADS-NCD Board meeting is planned for late November to review/approve Program Plans. (Please Note: It is understood some details will remain fluid, as there would remain 6-8+ weeks between the CADS-NCD Plan approval date and the full resumption of Programs, should we still be able to do so at that time.) * To ensure sufficiency of scope of operational and training updates, we could adopt a standardized template "checklist" approach across the Programs. Each Program would "fill in the blanks" for each section by either including the detail directly, or by linking/pointing to the corresponding operational/training documentation in which that content has been updated. (I have some thoughts as to what these templates could like and will mock something up before next Wednesday's Working Group call.) * A key goal of these templates will be to minimize unnecessary documentation at the Program level. The "blanks" would be focused primarily resort-specific guidance and the tactical risk management strategies each Program will put in place. Furthermore, several of these strategies may be shared across programs (e.g. Health Checks and Lesson Notes via Snowline; Equipment cleaning protocols; use of masks/PPE; etc.), which could further streamline some of our work by leveraging select content across multiple if not all Programs. * Directionally, Christian Hrab is supportive of this approach. Furthermore, a consistent look/feel should both ease the vetting of the "plans" with the CADS-NCD Board, and alleviate any concerns that could surface with National (even though at this time CADS National is not planning to review Program-level Plans).The working group and programs will work collaboratively to finalize Return to Snow Plans, to the extent possible given the ever-changing circumstances. | Program’s Return to Snow Plans to be completed by late November and reviewed by the Board on November 26 (TBC).  Directors are welcome to reach out to Christian (CADS Executive Director) directly with any questions or concerns. |
| 1. Sanctioning Reports CADS requested | Templates from CADS National were circulated last week.  Any questions to Amy.  A co-ordinated approach to returning the forms will be organised.  **Forms include:**   1. CADS Request for Sanctioning & Insurance 2020-2021, 2. CADS D&O Application (To be completed by all and must include a hand signature), 3. CADS COI Request 2020-2021 (If needed), and 4. attached in FAQ, is an infographic on CADS Insurance & Sanctioning   **3 Important Notes:**   1. All forms require the Division and Clubs legal address of the office and the legal address of the place of the activities throughout the season. 2. The request for sanction document must include the name & contact information (phone #, email) of the Responsible Executive Officer that will oversee your organisation's COVID Safety Plan pursuant to their approved Return to Snow Plan. 3. The request for sanction document must include the organisation’s COVID Return to Snow Plan. | For information, Tom will share with programs filled in templates from last year.  Programs and divisions to complete sanctioning forms and send them along with program Return to Snow plans to CADS by December 1, 2020. |
| 1. Items Added to the Agenda | None |  |
| 1. Round Table | 1. Jumpstart Relief Grant Application – Bernie advised that after our October 1 meeting he submitted a request on behalf of CADS – NCD for the full $15,000.00 that could be made available. Results should be made available as early as today and he will let you know the moment he hears anything. 2. Certificate of Appreciation to be Bilingual - Rachel Simpson is working on a draft to have the French and English wording on one side. This will be circulated when it is ready. 3. Pins Volunteer Long Service – Pin order is in process. Bernie to get a quote on new pins and submit to Tom to inform quantities to be purchase and cost.   Tom described 2 different types of pins which can be ordered:   * 1. Blank; and   2. Stamped with number of years service   A discussion followed on number of pins and type of pin to order, ordering more than needed would give programs an opportunity for fundraising (buy at cost).   1. Zoom Meeting Instructions – Tom circulated a handout with instructions on how to use Zoom.   Ideas on how to administer efficiently were discussed.   1. COVID N-95 Masks (Dymon storage donating) – Bernie has put in a request for 10,000 masksand will let us know if successful. They did stipulate on their application they wanted “City of Ottawa” users so we will see if we qualify having our home base here. | Directors can follow up with Tom, with their ideas.  Tom will look into the suggestions about administering Zoom. |
| 1. Next meeting: dates to be confirmed | 1. Planning for a Board review of Programs’ Return to Snow Plans on Thursday, November 26 (TBC); 2. E-meeting to approve the final consolidated Budget of the Division, TC and our 5 Programs that roll up to NCD; and 3. CADS – NCD AGM to be confirmed once our Public Accountant anticipates completion of NCD Financial Review.   **Jim closed the meeting at 8:21.** | Tom will advise on the timing for items b and c.  Paul motioned that the meeting be adjourned.  Russell seconded. Motion approved. |