**CADS-NCD BOARD OF DIRECTORS ELECTRONIC MEETING**

**January 26th to February 2nd, 2021**

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

**Regrets: *Dale Cross. Laura Wismer, Vicki Mierins***

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| Agenda Item | Discussion | Action |
| 1. E-Vote on two motions | On January 26, 2021, James circulated two motions requesting the Board approve the minutes from our Board meeting held on October 15, 2020 and minutes of CADS – NCD Special Meeting held December 2 2020. Copies of the minutes were included for ease of reference.  On February 2, 2021, at approximately 6 PM James circulated an email to share the results, close the electronic meeting, and provide everyone with the record of the votes.  Annex 1 below includes the relevant e-mails | James motioned that we approve the minutes from our October 15, 2020 board meeting and December 2, 2020 Special meeting as circulated with this email.  Seconded Jeff Carried  James also motioned that CADS – NCD adopt the Canada Revenue Agency allowable travel rates;   1. Meals $23 per meal (up from 17) and 2. Mileage $0.59 per kilometer for the first 5,000 kilometers (no change in rate) and $0.53 per kilometer over that (no change in rate)   Seconded Jeff Carried |
| 1. Financial reports; 2020-2021 Income Statement & Balance Sheet at Jan 29, 2021 | Tom circulated the financials during the e-meeting as an information item for review by the Board, Program Coordinators and the financial officials in programs. No questions were raised during the duration of the e-meeting. |  |
| 1. Round Table | Russell included a few Return to Snow Update items, below, for awareness:  RETURN TO SNOW UPDATE   * Although the Return to Snow Working Group did not meet in December, it convened on January 6, and is scheduled to meet again on February 10. * As of the last Working Group Meeting, no CADS-NCD club program was planning to pursue on-snow programming this season. Should that change, the given Program would be required to update its Return to Snow Plan accordingly and obtain CADS-NCD approval prior to resumption of on-snow operations. * Training led by the CADS-NCD Technical Committee (TC) is considered as covered under the overarching CADS-NCD Return to Snow Plan, however, any such training is also subject to guidance from the CADS National TC. * ASD/CI (Autism Spectrum Disorder / Cognitive Impairment) Module Level 1 is the only certification CADS-NCD will be able to offer this season under the current CADS National general guidance. |  |
| 1. Next Meeting Mid-Late March 2021 | James adjourned the meeting at 6 PM Ottawa time on February 2, 2021  James suggested depending on the business needing to be addressed we may need to have another e-meeting or zoom call in mid-late March and again in late May. |  |

**Appendix A to the Minutes**

**CADS – NCD E-Meeting Motion, Seconder, and Votes**

Note the original email with identical text was sent on Jan 26 2021 at 8.26 AM but without attachments. It was resent at 8.34 AM with the attachments.

**From:** Dicks, James (AADNC/AANDC)

**Date:** Jan 26, 2021 at 8:34 AM

**To**: berniesimpson@outlook.com, tjabernethy@rogers.com, scotthm24@gmail.com, russell\_rumley@hotmail.com, bouch1957@gmail.com, director@calabogiecads.ca, lwism078@gmail.com, martin.vstrom@gmail.com, amber.corby@hotmail.com, director@cads-pakenham.org, wsc.calabogie@gmail.com, pkjohannsen@sympatico.ca, vicki.mierins@outlook.com, alexkuta@gmail.com, deb@blimkie.ca, debblimkie@cads.ski, James1Dicks1@Gmail.com

**Subject:** CADS – NCD Board E-Meeting – Two Motions and Administrative Matters

Hello Everyone

Resent to attach documents. I accidentally bumped send while attaching the first time.

Happy New Year. I hope everyone is healthy safe and remains that way. It is time for us to meet again for an early season check in on a few administrative matters and approve two e-motions.

**I am setting up an e-meeting with two motions.** Please feel free to circulate any other items, motions or concerns you may wish to discuss.

**Motion 1:** I motion we approve the minutes from our Oct 15, 2020 Board meeting and December 2, 2020 Special meeting as circulated with this email.

**Motion 2:** I move that effective January 1, 2021 CADS-NCD adopt the CRA 2021 allowable travel rates:

1. Meals $23 per meal (up from $17) and
2. Mileage $0.59 per kilometer KM for the first 5,000 KM (no change in rate) and $0.53 per kilometer over that (no change in rate)

I would **appreciate a Seconder for the motions.** To keep it simple I suggest one person second both motions at once and that votes unless specifically indicated be towards both motions at one time.

**Once the motions are seconded voting can start. I propose voting continue all week and close Tuesday Feb 2, 2021 at 5 PM Ottawa Time.**

We would appreciate it if programs could please provide any updates they have. In addition please highlight anything you would like to raise with the Board.

The minutes from the Annual General Meeting held on December 3 2020 are attached fir your information. They will be approved by the members at the AGM in fall 2021. In the event you have any comments please do not hesitate to share them with the Board.

Rachel Simpson has done a lot of graphic arts work for the Division. We provided her a $250 gratuity a few years ago for her work on the CADS – NCD logo and new jackets. Since then, she designed the Certificate of Appreciation that we provided to former Board members. That involved a few drafts and lots of work back and forth to review with the Board. Recently she revamped the certificate so programs could use it to show appreciation for their volunteers. It is attached to this package. Rachel also designed the new long service pins with the new CADS - NCD Logo. We recently sent Rachel a thank you card and $250 cheque. Rachel does excellent work so please let us know if you have any ideas where she could design us a product.

As discussed in the Fall Tom will be ordering new long service pins.

I know it is a difficult season but hopefully the members can stay engaged. CADS Friday movie night and biweekly contests are interesting. Do not hesitate to send Christian any movie or contest ideas you may have.

As you may recall, Deb has asked if we could please find a volunteer to take over the coordination of the annual jacket orders. We would appreciate a volunteer could please come forward.

I gather that Jeff and a couple other course conductors conducted a VI module over the Holiday Season. In the event anyone has interest in instructor certification opportunities please do not hesitate to inquire with us. This year we are limited to the availability of our CADS – NCD course conductors and will not be bringing anyone in from outside the division.

Tom advised he will share the financials for information purposes. This will be an information item only.

**Depending on the business needing to be addressed we may need to have another e-meeting or zoom call in mid-late March and again in late May.**

Hope everyone remains healthy and safe.

Sincerely yours,

James Dicks

President, CADS - NCD

**From**: Jeff Boucher **Date**: Jan 26, 2021 at 8:28 AM

I will gladly second both motions as presented.

And obviously vote yes to both.

Jeff Boucher

**From:** Paul Johannsen **Date**: Jan 26, 2021 at 12:04 PM

I will vote yes for both

**From**: Bernie Simpson **Date:** Jan 26, 2021 at 12:49 PM

Hello everybody

I approve and vote yes to both motions.

Thanks Jim. Bernie

**From:** Ernest Oliver **Date:** Jan 26, 2021 at 1:53 PM

Good afternoon all,

I also approve both motions.

Martin Bourgon

**From**: Heather Scott **Date**: Jan 26, 2021 at 5:20 PM

Hello,

I vote for both motions as well.

Thanks, Heather.

**From**: Tom ABERNETHY **Date**: January 30, 2021 at 11:51 AM

Hello all.

1st, I vote in favour of the two motions, and

2nd, I attach the CADS-NCD Financials as of yesterday 29 JAN 21 for your consideration.

You will note that not all of our Programs have data listed. Why? Because there have been no transactions so far this FY. Should you have any Questions, please ask. Also for the Programs, I ask that the Program Director Rep. to please forward the Financials to the Program Coordinator / President SHO and your Program's Finance person.

Note: I was talking to James yesterday afternoon and he's more or less locked-down at home and his VI IT equipment is at the office. So, his ability to send messages is limited. He asked me to remind the Directors who have not yet voted one way or another on the two motions to please do so to enable this meeting to be wrapped up.

Best regards to all. ... Tom

**From**: Amber Corby **Date:** Jan 30, 2020 at 12:18 PM

Good morning

I approve and vote yes to both motions.

Thanks! Amber

**From:** Russell Rumley **Date:** Feb 1, 2021 at 6:02 PM

Good evening,

I vote in favour of both motions, and have included a few Return to Snow update items below for awareness.

Please advise of any questions or concerns.

Stay safe. Regards, Russ 613-282-2423

RETURN TO SNOW UPDATE

* Although the Return to Snow Working Group did not meet in December, it convened on January 6, and is scheduled to meet again on February 10.
* As of the last Working Group Meeting, no CADS-NCD club program was planning to pursue on-snow programming this season. Should that change, the given Program would be required to update its Return to Snow Plan accordingly and obtain CADS-NCD approval prior to resumption of on-snow operations.
* Training led by the CADS-NCD Technical Committee (TC) is considered as covered under the overarching CADS-NCD Return to Snow Plan, however, any such training is also subject to guidance from the CADS National TC.
* ASD/CI (Autism Spectrum Disorder / Cognitive Impairment) Module Level 1 is the only certification CADS-NCD will be able to offer this season under the current CADS National general guidance.

**From:** James Dicks <james1dicks1@gmail.com>

**To:** Russell Rumley <russell\_rumley@hotmail.com> Bernie Simpson <berniesimpson@outlook.com>; Tom ABERNETHY <tjabernethy@rogers.com>; lwism078@gmail.com <lwism078@gmail.com>; wsc.calabogie@gmail.com <wsc.calabogie@gmail.com>; amber.corby@hotmail.com <amber.corby@hotmail.com>; vicki.mierins@outlook.com <vicki.mierins@outlook.com>; director@cads-pakenham.org <director@cads-pakenham.org>; Heather Scott <scotthm24@gmail.com>; Ernest Oliver <martin.vstrom@gmail.com>; Paul Johannsen <pkjohannsen@sympatico.ca>; Dicks, James (AADNC/AANDC) <james.dicks@canada.ca>; bouch1957@gmail.com <bouch1957@gmail.com>; director@calabogiecads.ca <director@calabogiecads.ca>; alexkuta@gmail.com <alexkuta@gmail.com>; deb@blimkie.ca <deb@blimkie.ca>; debblimkie@cads.ski <debblimkie@cads.ski>

**Sent:** Tuesday, February 2, 2021, 06:02:32 p.m. EST

**Subject:** Re: CADS - NCD Board E-Meeting - Two Motions and Administrative Matters

Hello Everyone

It is now about 6 PM Ottawa Time on February 2, 2021, so I am now officially closing the voting on the two motions presented on Jan 26, 2021 for this e-meeting. Both motions are approved. The formal minutes will be circulated soon.

We appreciate all the support.

In the event anyone has other matters please do not hesitate to raise them.

Thanks

Jim

*Rev. 12 FEB 2021*