Attendees: James Dicks,Bernie Simpson, Tom Abernethy, Miranda Newton, Heather Scott, Eric Lacasse, Malcolm McKinley, Mike Moulton, Pierre Goulet, and James Delaney.

Regrets: Jeff Boucher, Colin Moden and Randy Innes.

Guest: Kim Leahy.

| **Agenda Items** | **Discussion** | **Action** |
| --- | --- | --- |
| 1. Welcome all - Invitation to add Agenda items | Jim welcomed everyone to our first meeting for the season. He called the meeting to order at 7:07 pm.  The following items were added to the agenda:  **A: CADS insurance (new medical) policies that CADS National purchased for 2023-2024**  **B: Sharing division wide info in Snowline and/ or via program coordinators**  **C: CADS – NCD $10 portion of registration fee**  **D: OSA Lifetime Volunteer/Administrator Award Winner**  **E: CADS training for professional ski instructors employed at resort ski schools** |  |
| 1. Approval of Special Meeting held on December 7, 2023. | Meeting attendees were provided with the minutes in advance via email. Minutes were presented for approval. | Malcolm McKinley motioned to accept the minutes from Special Meeting held on December 7, 2023.  Pierre Goulet seconded.  All in favour.  Carried. |
| 1. Financial Report and Budget Update | Prior to the meeting, Tom shared the 2023-2024 financials as of Friday January 19, 2024:   * Income Statement; and * Balance sheet   His update to members included:   * Reviewing sources of income, particularly the investments the organization holds. * highlighted upcoming expenses that programs have noted. * explained that some income for programs from registrations (through SnowLine) is still being processed. * noted that it is normal to see a fluid cash flow at the beginning of the season. * All programs are in financial good standing, with some programs even having reserves, for example Mount Pakenham has reserves for the future facility they want to build. * Some programs have events coming up this season, like the CHEO and Community Living days. * So far, 4 people have applied for CADS – NCD bursaries to attend the CADS festival. | Tom Abernethy motioned to approve the 2023-2024 financials as presented.  Mike Moulton seconded.  All favoured. Carried.  Miranda Newton motioned to allocate TC actual expenditure to each of the other programs proportionally by the breakdown of actual enrolment of all members according to the year end data confirmed by CADS National Office.  Jim Delaney seconded.  All favoured. Carried. |
| 1. Program Update Reports | Program reports were in advance of the meeting via email. Jim thanked everyone for their reports.  Calabogie Program report referenced developing an Emergency Action Plans (EAP).  Malcolm is developing a safety protocol/procedure for Calabogie Program and asked for other program coordinators to share any information they may have, or safety protocols and procedures they use.  He mentioned that it appears CADS National provides guidelines as opposed to policies and procedures. | Coordinators who have EAPs will share them with Malcolm. |
| 1. Program Safety Officers | Jim indicated that the importance of program safety officers was discussed at our meeting in May 2023 and in our December 12, 2023, call with program coordinators, the Board and Christian Hrab (CADS National).  Programs were supportive. They agreed to advise the Board by email of their program safety officer’s name.  The safety officer’s role is to:   * Review all options to improve safety overall, so that we can promote the safety of our operations. * Be familiar with processes and forms to report any accidents to CADS National. * Be familiar with CADS insurance. * Work with programs and Amy (CADS National) to improve the templates, processes and guidelines. | Programs agreed to send the Board the name of the program safety officer. |
| 1. Festival & Snow Mass | Festival registration deadline is February 20, 2024. It takes place from March 17 to March 22, 2024.  There are 12 CADS-NCD bursaries ($750 each) for students and volunteers/instructors to attend. Preference will be given to students attending for the first time. CADS National will inform us if they have bursaries this year. Contact Amy or Christian for more info. Tessier representatives will be at Festival and program coordinators are encouraged to try out their equipment.  5 CADS-NCD members will be participating at Snow Mass this year and receive a bursary of $750 each. |  |
| 1. CRA Mileage & Meal Rates | Tom Abernethypresented the mileage and meal process and rates. He highlighted that because CADS-NCD is a charity, it is recommended that we adopt Canada Revenue Agency (CRA) mileage and meal rates.  CRA’s 2024 rates remain at $23 per meal, or $69 per day and the rates for mileage are as follows:   * 70c/km for first 5000km driven; and * 64c/km after 5000km driven. | Tom Abernethy motioned that effective January 1, 2024, CADS-NCD retain the CRA 2024 allowable meal rate of $23 per meal and adopt the CRA 2024 allowable travel rates:   1. 70c/km for the first 5000km; and 2. 64c/km driven over that.   Bernie Simpson seconded.  All favoured. Carried. |
| 1. Registration Update | Several programs are experiencing multiple issues with members registering with the wrong program. A discussion followed and Jim and Tom answered questions from the floor.  It was suggested that:   * CADS-NCD market themselves again to help people recognize the name of their programs; and * Programs work with CADS National (Amy) to see if SnowLine can be tweeked to create a more efficient way to show potential participants how to register with their proper programs online.   Jim gave an overview of the current CADS-NCD membership. It seems registration for CADS-NCD is higher than in 2023. |  |
| 1. CADS National Awards & Updates | Jim shared an update by email and asked programs to share it with their groups.  **Key updates:**   * Note – the CADS AGM will be held on Thursday February 15, 2024. * Remember to submit nominations for CADS National awards. * Familiarize yourself with the insurance and process to follow in the event of accidents. * Take the NCCP Safe Sport Training. * Encourage members to attend Festival. |  |
| 1. CADS Service pins | Service pins are given at 5-year increments of service. They are recognized across the country.  Tom provided background on the history of our service pins including the criteria used to award them to volunteers. He advised that an order that has been placed with CADS National to purchase their pins. The CADS National pins are intended to be awarded to all members at every fifth year of their membership/service in CADS - NCD. Hopefully the pins will be delivered before end of season programs’ social events so that they can be awarded during the event.  It was suggested to work with CADS National to track in Snowline members years of service. | Tom Abernethy  motions that all CADS-NCD members who  served for 5 years get a pin irrespective of their role. Pins can be awarded every 5th year anniversary of their participation at CADS-NCD. Service will be tracked through SnowLine. Pins would be presented by Programs at their season-end socials.  Bernie Simpson seconded.  All favoured. Carried. |
| 1. Items added to the agenda | Items added to the agenda at start of the meeting.  **A:** **New medical policy that CADS National has purchased**  On Jan 20, 2024 Jim circulated the CADS National update that sets out descriptions of the policies which CADS purchased for the 2023-2024 season along with CADS National Deck that sets out limits and terms for each policy in their insurance bubble.  Board members generally concurred with the point in Sommet Edelweiss Program report that there may be a need for re-alignment of templates, processes, and overall guidelines, along with importance of timely incident reporting.  The Board discussed that program safety officers become familiar with the various policies in the insurance bubble. They may attend the annual insurance seminar which CADS hosts to help with this.  **B:** **Sharing division wide info in Snowline and/or via program coordinators**  Traditionally programs have shared information about division level items and events. Jeff’s Administrators report notes that SnowLine has the capacity to distribute information to our volunteer/instructor community. This will help streamline communications by decreasing email traffic and targeting who should receive the communications. This may require extra training on SnowLine.  Directors supported this approach.  **C:** **CADS-NCD division portion of registration fee**  In June 2018 CADS - NCD revised its Bylaws to increase its portion of the registration fee from $5 to $10 effective for the 2019-2020 season. We committed to hold it consistent for five years and review it in the fifth year, 2023-2024.  Jim asked Directors for their input about whether CADS-NCD should maintain the current fee or increase it next season. A discussion followed which resulted in a motion being presented and approved.  **D:** **Ottawa Sports Award -** **Lifetime achievement winner**  Bernie reported that Bruce Meredith willreceive the Ottawa Sports Association’s “Lifetime Volunteer/Administration 2023” award. It will be presented to him at a banquet on February 7. All are welcome to attend and can purchase their tickets at [www.ottawasportsawards.com](http://www.ottawasportsawards.com). If you want to send Bruce a note of congratulations, send it to [brucemeredith@rogers.com](mailto:brucemeredith@rogers.com).  **E: CADS training for professional ski instructors employed at resort ski schools**  Colin emailed the Board prior to the meeting to flag that the Ontario government has instituted a rule that school trips must go to places that accommodate students with disabilities. He offered his thoughts about the implications for CADS-NCD and the potential role we can play.  A discussion followed which included examples of how programs are supporting this already:   * CADS - NCD Pakenham have an arrangement with the Pakenham resort and ski school to provide volunteer instructors when a school trip is scheduled that includes a student with disabilities. * Ski Hawks has started a program to support school ski trips in Gatineau to Cascades, Edelweiss, Vorlage, and Camp Fortune.   Jim noted that CADS National and CADS Ontario received funding to provide CADS training to about 100 ski school instructors this season. At Festival, training will be offered to ski school instructors in our area.  Jamie Spencer is leading the training and so questions can be directed to him.  **F:** **CADS-NCD and Divisions’ Websites**  Malcolm proposed discussing updating the CADS-NCD website and individual programs’ websites at the next meeting. He noted a professionally developed web site should be developed to first serve the purposes of CADS – NCD and our programs. It would take time to advance and likely have significant cost.  Tom and Kim added that the CADS – NCD and program websites were developed to be accessible, for example it can be navigated without needing to use a mouse. It is accessible to screen readers. The Board supported initiating a discussion at the next meeting regarding updating the webpage. Kim offered to test it for accessibility when the time comes. | Eric Lacasse motioned to leave the CADS-NCD portion of the registration fee at $10 for the next three seasons, that is 2024-2025 to 2026-2027 but commit to review it again during that season with a view to raise it or retain status quo.  Pierre Goulet seconded.  All favoured. Carried. |
| 1. Round Table | Round Table – Items for the awareness of all  **A –** Ski Hawks has launched a program to support schools with ski trips in the Gatineau area.  **B –** Winter sports clinic will be launched in two weeks. |  |
| 1. Next meeting | Next meeting **Thursday March 14,** 2024, so that those attending Festival are informed for CADS National Board and division representatives’ meetings.  There will be a meeting in May to close out fiscal year.  Jim adjourned the meeting at 8:56pm. | Eric Lacasse moved to adjourn the meeting.  Mike Moulton seconded.  All favoured. Carried. |