**Attendees:** James Dicks, Bernie Simpson, Tom Abernethy, Mike Moulton, Miranda Newton, Jeff Boucher, Randy Innes, Malcolm McKinley, Colin Moden, Pierre Goulet, James Delaney

**Guests:** Erica Hilles, Neil George, Kim Lahey

**Regrets:** Heather Scott, Eric Lacasse

| **Agenda Items** | **Discussion** | **Action**  |
| --- | --- | --- |
| 1. Call to Order and ask for additions to Agenda
 | James welcomed everyone and thanked them for attending. He called the meeting to order at 7:06 pm.One item added to the Agenda: Confirm Mount Avila Bus Trip Date 2025 | Attendance was taken. 11 Board Members present, 2 regretsQuorum attained.  |
| 1. Approval of the minutes from our meeting held on May 30, 2024.
 | **Minutes were shared in early Sept along with the Agenda for today.** | Jim Delaney motioned to approve minutes from our May 30, 2024 meeting. Second Miranda Carried.  |
| 1. Financials Report 2023/24 Income Statement and Balance Sheet and 2024-25 Income Statement on Sept 20, 2024
 | **On Sept 20, Tom circulated the documents for consideration and approval.** A. Financial Reports: 2023-24 Income Statement & Balance Sheet– (as sent to BDO for their Financial Review), and 2024-2025 Income Statement on September 20, 2024* Tom reviewed programs’ and NCDs’ financials and answered a few questions.
* Once the audit is complete, the BDO report will be circulated.
 | **Randy motioned to approve the 2023-24 financials as presented.****Colin Second****Carried**  |
|  | B. CADS-NCD Budget proposed and considerations. A discussion now and approval of the Budget will be in October.* Tom summarized the 2024-2025 Income Statement as of September 20, 2024, and gave details about a few line items under Income.
* Would like programs to present a plan to spend funds carried forward.
* A short discussion followed regarding Division and programs sharing the CADS – NCD Technical Committee expenditures because Eastern Pre-Course cost to attend at La Massif are high.
 | Jim Delaney motioned that the financials for 2024-2025 be approved as presented. Malcolm seconded.Carried. Malcolm motioned that the Division pay the CADS-NCD Technical Committee costs for Eastern Pre-Course and TC expenditures beyond that will be apportioned to the programs based on program membership data provided by CADS National at the end of the 2024-2025 season.Colin seconded.Carried.Program directors to work with Tom to prepare 2024-25 program and division budgets for the AGM.  |
| 1. Registration24/25 updates (Includes Criminal Record Checks)
 | * CADS Registration is open in Snowline.
* Joint memberships available with CASI, CSIA, ACA, and other organizations
* Administrators should register early / now.
* Currently about 20 NCD members are registered
* **Tom advised that he had worked with CADS National Office to arrange a bursary in Snowline towards CADS and CADS-NCD registration fees for CADS - NCD Board members and those in program leadership groups. Programs are encouraged to work with Tom and as necessary Amy to register early with these bursaries.Up to programs how/when they proceed with their program registration.**
* **All program members are required to register with Snowline.**
* **Programs please ensure your CRC are up to date. VSC is also encouraged.**
 | **All Program coordinators need to ensure they and their leadership groups are registered in Snowline in order to be insured.** |
| 1. Ottawa Ski Show
 | * Takes place October 19 to 20, 2024.
* Colin is co-ordinating the CADS-NCD display. He reported that planning is well advanced. They are creating a one pager with information on the programs which includes the price, dates and times.
* Parking expenses are reimbursed for those working at CADS NCD show booth.
 |  |
| 1. Succession Planning & Outreach
 | **Jim advised that CADS – NCD welcomes all those interested to serve on the Board of Directors. Some CADS – NCD Board members would wish to mentor their successor.** **Jim encouraged members to solicit new volunteers for the CADS – NCD Board positions that will be open at the AGM. There will be some vacancies to be filled at the AGM. There will be enough open positions so there will be no elections at the AGM.****We would appreciate help of students parents and others to run the show.****It would be great to have people on the CADS – NCD Board from various NCD Programs and roles (student, instructor, volunteer, parent, etc.). That would likely bring a more diverse perspective to board business.****The Division is an essential element of the CADS Organization. It is a great opportunity to learn about and consider the whole of all our NCD programs. The pivotal relationship over to CADS National and also to our Programs is positive and dynamic. The Division Board facilitates programs and they facilitate the division. This division does a lot up front and quietly behind the scenes that benefits all our programs - notably bursaries for people to attend CADS annual festival and snowmass,conducts the Avilla bus trip annually, funds training for volunteers and instructors. Programs do a lot to benefit division – notably share the TC costs.** | Hoping to hear we have new recruits in the wings. |
| 1. CADS-NCD Virtual AGM TBC Election Committee, Board Nominations, Program Reps Maybe Mid/ Late November better know once BDO Report returns
 | Jim introduced the item and general discussion ensued to plan the AGM. Member expressed support for:* Virtual AGM,
* Election Committee will be Jim Delaney and Miranda Newton,
* Tom suggests that the BDO report will be complete at the end of October,
* Once BDO completes their financial review/audit they will want to meet and present it to the Board. Tom will arrange that meeting,
* Bylaws require we need to provide 21 days notice and send members the invitation, agenda, and notice at least 21 days in advance,
* Board members agreed that the AGM take place Thursday November 28, 2024, starting at 7pm,
* About a week prior to the AGM, the Board will meet or E-vote to recommend:
	+ 2023-24 BDO Report be presented at the AGM for approval by membership, and
	+ 2024-25 Division and Program Budgets be presented at the AGM for approval by membership.

Volunteer Appreciation Awards will be announced at the AGM. | Jim to circulate package for AGM preparation to Program coordinators at end of October.Program coordinators must forward these to the members by Nobember 7, 2024. Programs including TC are asked to submit their Program Representative nominations.Jim Delaney and Miranda Newton have volunteered for the Election Committee |
| 1. National Updates & Sanctioning for 2024-25 for Insurance purposes
 | Jim thanked programs who have submitted sanctioning packages already and asked that other programs submit theirs. Sanctioning packages can changed and re-submitted very easily by advising CADS National Office of the changes.Prior to the meeting Jim circulated updates from CADS National and notes from the September 2024 meeting between CADS National Office and Division Representatives/Presidents. No questions were raised pertaining to matters noted in those documents. |  |
| 1. Volunteer Recognition Long Service Pins
 | **Programs are encouraged to work with Tom to get pins for their year-end socials. Pins are for the 5 year incremental service for volunteers /instructors and participation for students.** |  |
| 1. Items added to Agenda
 | **Avilla Trip will take place on March 16, 2025. This is the week after the time change and****conditions are usually ideal. Last year participants had a great time. With Colin’s assistance Snowline should be up and running to register the first week programs are running.****Calabogie has an old Mountain Man Sit Ski****to pass on to another program if needed. Please Contact Malcolm if interested.****Community Living Day will take place on Monday February 24, 2025 at Calabogie.****Jeff advised that Oct 22, 2024 is CHEO for pizza day to meet some of the children who participate at our CHEO ski day at Mount Pakenham.** | Pierre will send information about the bus trip at the beginning of the season for programs to circulate and plan. |
| 1. Round Table
 | **No questions in Round Table. Next meeting to be advised.** |  |
| 1. Next meetings
 | Tom or Jim will contact the board once dates and time are confirmed for upcoming meetingsJim is tentatively away from November 1 to 18, 2024. The meeting adjourned at 9:00PM. | **Jeff motion to adjourn. Mike Seconded. Carried** |