

Board of Directors Meeting Minutes Oct 24th, 2005
Hintonburg Community Center 1064 Wellington St., Ottawa, ON

1st Draft: - Rev. 2005 DEC 29

Present: Bernie Simpson, Craig Abernethy, Mauricio Morales, Wayne Crosbie, Susan Cressy, Bruce Meredith, Andrea Timlin, Michelle Lee, Marc Grondin, and Tom Abernethy
Invited Guests: Pat Carroll, TC Chair & National TC Rep
Regrets: Clay Dawdy, and Michael Rochette

1. Welcome all - invitation to add items to the agenda

Bernie Simpson opened the meeting at 6:10 pm. He welcomed all and referred to agenda item No. 3 and this was discussed first. Bernie also asked for additional items to be added to the previously distributed agenda.

New agenda items added include:

- 11 A Web site updates - Bernie Simpson
- 11 B Fund-raising / Teleus - Bernie Simpson

2 A. Approval of Minutes from meeting on Sep 19th 2005

Motion: Upon correcting minor typos at page 1, 4 and 5 of the draft minutes, **Moved** by Susan Cressy to approve the minutes. **Seconded** by Bruce Meredith - **Approved**

2. B Business arising from the Minutes

1. Dan Temple's name is to be added to the list of Honorary members for the years and years and the continued assistance he provides. **Moved** by Michelle Lee, **Seconded** by Susan Cressy. - **Approved**
2. Tom to draft a letter for Bernie's signature to all four: Ron Prince, Wally White, Jenny Temple, and Dan Temple.
3. Michelle asked about the CADS logoed apparel the Calabogie program will be supplying at a subsidized rate for certain ski instructors. This is as per the Calabogie program plan as tabled at the Sept 19th meeting. This led to discussion of various products available with the CADS logo.
4. CADS-NCD recognition plaques for Ski Hills. Tom has a \$300.00 quote from Martin Trophy in Orleans for the five plaques and the engraving. The Awards

committee is to draft appropriate wording and Tom will have Martin Trophy engrave the plaques. **Moved** by Susan Cressy, **Seconded** by Bernie Simpson. - **Approved**

3. Industry Canada update

Bernie distributed a letter from Industry Canada dated 22 SEP 05 just after our last BOD meeting. The letter advised that CADS-NCD has received ministerial approval of our by-law amendments as of 19 AUG 05. This means that both Clay Dawdy, the Calabogie Program Rep. and Michael Rochette, the Mont Cascades Program Rep. being duly elected by their respective programs are now officially Directors of CADS-NCD.

Moved by Clay Dawdy and Mike Rochette **seconded** that the board appoint Marc Grondin as the interim Race Team rep on the board. - **Approved** According to our by-laws the Board can do this when the position is vacant but the program (Race Team) should elect their board representative at their next opportunity. As such, Craig Abernethy agreed that the Race Team would meet at their registration night on Nov 9th and he would propose Marc Grondin as the Race Team rep.

4. Treasurer's financial report and approval of 05/06 budgets

Wayne Crosbie provided a treasurer's report dated this date. He also tabled our Auditors report. All is in order and according to plan.

Motion: Wayne Crosbie moved to approve the financial report. **Seconded** by Craig Abernethy - **Approved**

Tom Abernethy provided a draft 2005 - budget that he and Wayne had worked on with input from the six programs. The Race Team and Mont Cascades needs were not completely finalized. The local water ski club for disabled individuals had a very successful year with numerous CADS-NCD members from most of the programs participating. Although we are still awaiting information on their program costs, revenues and expenses including participation fees, fund raising, equipment purchases etc., \$1,500 will be put in this year's budget to assist them with some of their expenses. This money will only be available once we get more information from that club. The budget is to be circulated electronically for input and concurrence.

5. CADS AGM at Regina, SK - Review and Update

Bernie provided verbal feed back on the CADS BOD meetings that he attended and the AGM.

- Bruce Lebens the board rep from BC is the new President.
- Gord MacKenzie was the board rep on the TC and his Alberta rep position is now filled by Meggie Shellenberger. Meggie is the new Board rep on the

TC.

- CADS is looking for a major signature / corporate donor as after ten plus years MacKenzie Financial served notice last year that 2005-06 would be their last year associated with CADS.
- Relations with the Biogen Express and their support of services and treatment of MS patients is under review and more detail will be forthcoming.
- Sharon Leslie the new Exec. Director was unable to attend due to illness and her Doctor ordering her not to fly. Regarding the membership cards that were not issued last year and the yet to be received TC pins and certification cards for the certification courses for level 1, 2, 2A and 3 held at Edelweiss last March, Bernie advised that we are not the only division that experienced difficulty. It boils down to Sharon being totally swamped in her work. Having to devote more than full time hours to a job that was supposed to be part time. For years CADS had the service of two people namely, Jerry and Annie Johnston and paid part time hours for only one. The learning curve, change of duties, change of processes has led to this situation and the President and Treasurer will be meeting with Sharon to determine how best to assist her and get the work flow moving in a timely manner.
- Pat Carroll advised that he spoke to Kim Atkinson and Gord MacKenzie, the former board rep on the TC and also to Meggie Shellenberger, the new Board rep on the TC about the pins and cards.

6. CADS-NCD AGM preparation

President Bernie Simpson asked all program reps to prepare a brief verbal or written presentation for the AGM. Date has not been finalized but he is looking at the 2nd or 3rd week of November depending on the availability of the Festival Control room at Ottawa City Hall.

Note: *The AGM was scheduled, advertised to our membership via e-mail and our web site, and held at the Festival Control Room, Ottawa City Hall, Laurier Ave. Ottawa, ON 21 NOV 05*

7. CADS NCD 05/06 nominations

Board members are to advise Andrea Timlin, Chair of the Nomination Committee of any potential members with desired skill set and who would be willing to serve on the Board as a Director at large and a member of the Executive. This request will also be posted on the web site.

8. Auditors for 2005 - 2006.

After discussion, including the Treasurer's report showing this year's increased cost of the audit (\$3,150 plus GST), it was agreed that the current auditors for this business year be re-considered with the idea of appointing an audit committee of two or three people at our AGM - much like Wayne Crosbie proposed at our last

meeting on 19 SEP 05. **Moved** by Tom Abernethy, **Seconded** by Michelle Lee that providing the auditors represent the requirements of Industry Canada, Revenue Canada, the City of Ottawa, and allows the board to exercise their due diligence, we should look elsewhere for capable people to fulfil our audit needs.

Approved

9. Pre-course

Pat advised that he recently received and distributed the TC minutes from their April 2005 meetings in Banff, but he is still chasing minutes from the DEC 2004 Eastern pre-course.

The following will attend this year's pre-course at Mont Habitant: Pat Carroll, Clay Dawdy, Sue Cressy, Mike Rochette, Bruce Meredith, Mauricio Morales, and Marc Grondin. Their cost for registration, lift tickets and shared mileage and accommodation where possible is to be costed to CADS-NCD. **Moved** by Susan Cressy, **seconded** by Bruce Meredith that our TC Rep. Pat Carroll will forward to the Kim Atkinson the TC Chair our agenda items for this year's Eastern pre-course and request that Kim in turn, forward the agenda at least one week prior to the course to course attendees. Susan Cressy will also act as Secretary for the pre-course. -- **Approved**

10. Kiosk - trade fair representation - Ross Holden's mandate

Ross has manned the kiosk at many events this year, and there are more to come. Results are sporadic but positive. Lines have been blurred with the kiosk demonstrating both Alpine and water skiing and it is suggested that the kiosk remain as a CADS only kiosk. Ross is encouraged to carry through with his two year plan to purchase new signs, banners and other presentation equipment.

11. OTHER ITEMS (AS ADDED AT THE START OF MEETING)

A Web site updates

Bernie once again requested each program to surf our web site and note any and all updates. Advise Serena Beairsto our Web Master who will to keep our web site current.

B Fund-raising / Teleus

Bernie Simpson advised that we are in the process of applying to the Telus Corp. for a \$20K grant from their Community Building Fund. If approved, the funds will be used to purchase new bright reflective safety jackets / vests for the Ski Hawks and offset the cost of new sit-skis for the Mont Cascades and Edelweiss programs.

12. ROUND TABLE UPDATES

Tom Abernethy provided a handout with the monthly Bingo revenue to September since April 2004

Michelle Lee advised that:

- the Edelweiss registration night will be at Russell's Lounge at the Ottawa Police Assoc. on Catherine St., Ottawa the evening of Wednesday Nov 9th. Mont Cascades and the Race Team will also be there for their registrations.
- They are in the midst of building new shelving in the equipment sheds and doing a complete inventory,
- Edelweiss Valley will once again charge \$13.00 for the lift passes, and
- Chris Holden and his technical team are inspecting and refurbishing where needed, all of the sit-skis. New sit skis will be ordered to accommodate Mike Rochette's Mont Cascades needs. The new sit skis should be ordered ASAP to ensure they are here for the start of our ski season.

Marc Grondin advised that providing the race schedule does not conflict, he is scheduling Feb 18th as the Race Team's annual Temple Challenge fund raiser.

Note: *The Temple Challenge is now been rescheduled to March 3rd, 2006*

13. ARRANGE NEXT MEETING AND ADJOURNMENT

The next meeting will be scheduled by Bernie. Date and location TBA.

Note: *This meeting is now scheduled for Thursday 02 FEB 06 @ 5:30 - 8:30 PM, Perkins Restaurant at 1130 St. Laurent Blvd @ Coventry Rd. Ottawa, ON*

The meeting adjourned at 9:42 pm

1st Draft: - Rev. 2006 JAN 28

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