

**Board of Directors Meeting Minutes Sep 19<sup>th</sup>, 2005**  
Hintonburg Community Center 1064 Wellington St., Ottawa, ON

**Final as approved by the Board: 2005 OCT 24**

**Present:** Bernie Simpson, Craig Abernethy, Susan Cressy, Wayne Crosbie, Paul Emile Hamel, Bruce Meredith, Andrea Timlin, and Tom Abernethy

**Invited Guests:** Clay Dawdy, Calabogie Program co-ordinator; Michael Rochette, Mont Cascades co-ordinator; and Pat Carroll, TC Chair & National TC Rep.

**Regrets:** Michelle Lee and Mauricio Morales

**1. Opening of Meeting**

Bernie Simpson opened the meeting at 6:15pm. He welcomed all and asked for additional items to be added to the previously distributed agenda.

**New agenda items added include:**

- 11A. CADS-NCD logo apparel - Tom Abernethy
- 11B. Plaques for ski hills - Mike Rochette
- 11C. Membership renewal - Tom Abernethy

**2. Approval of Minutes from meeting on May 9<sup>th</sup> 2005**

**Motion:** Bruce Meredith moved to approve the minutes. Seconded by Paul Emile Hamel - **Approved**

**3. TREASURER'S FINANCIAL REPORT**

Wayne Crosbie provided a treasurer's Report dated this date. Bouris Wilson the auditors currently have all of the books and no significant issues were found other than some account transfers for Festival and memberships. The bank accounts currently total \$77,761.71.

Wayne advised that he will not be letting his name stand for re-election this fall at our AMG. As such he will be there to assist the new treasurer and see that all files are transferred in a timely and smooth manner.

Wayne presented recommendations in that:

1. The new treasurer must have at least some book-keeping skills, if not accounting skills. Tom raised the Bingo requirements in that the treasurer signs weekly, monthly and quarterly bingo reports and must live within Ottawa, and ideally the east end of Ottawa. - **Agreed.**
2. It has been determined from Industry Canada, Revenue Canada and the

City of Ottawa (Bingo) that a formal audit / review by a professional Audit firm is not required to produce annual financial reports to demonstrate financial accountability to the membership. The books should be reviewed by designated individuals on a routine basis (quarterly) This could save CADS-NCD close to \$2,000 per annum. Someone will need to complete the annual GST and Revenue Canada Charity filings. - Discussion ensued and the Board on this date was not prepared to move away from having a professional accounting firm do the annual audit. Set-aside for further discussion at the next meeting.

3. Large projects like the Edelweiss Ski-a-Thon and Festival need a financial co-ordinator to manage the documentation of monies. - **Agreed** and discussion lead to each program should have a financial co-ordinator to work with the Treasurer.
- 4 A laptop computer for the treasurer would make the job much easier and timely. Example he/she could bring it to BoD meetings and have all financial info readily available. (Cost approx \$1,000) - **Agreed**

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

**Motion:** Andrea Timlin moved to thank Wayne for all of his hard work as our CADS-NCD Treasurer for the past three years. Seconded by Paul Emile Hamel - **Approved.**

#### 4. CALENDAR OF EVENTS

Bernie Simpson advised that Sharon Leslie of the CADS national office requires a calendar with all scheduled activities. This is for insurance purposes. The lead time that Sharon needs it is 30 days prior to a ski activity and 60 days for non-ski activities. Now that the six program plans are being prepared and finalized, Bernie asks that all programs submit their schedules to him and the secretary for consolidation onto one CADS-NCD document.

Note: Ski Hawks handout All of their dates are on one page.  
This could be used as a template.

#### Division Dates

- 1 MacKenzie / Division Fund day - Gord Temple Memorial Guesstimation Race - Saturday March 4<sup>th</sup> - back at Mont Cascades for another year.
- 2 Eastern Canadians - Date and location to be determined.
- 3 Annual Spring Bus trip Saturday March 18<sup>th</sup> Where ?? Ste Sauveure 2005
4. National CADS Festival - Mount Washington, Vancouver Is. March 26/31<sup>st</sup>

#### Technical:

Pat Carroll asked for input from the program co-ordinators regarding the best location(s) and dates to hold the annual certification update / professional day after he and others attend the Eastern Pre-course on Dec 3<sup>rd</sup> and 4<sup>th</sup> at Mont Habitant.

He is also trying to squeeze in a Level 1 CADS Certification course early in the season. Debated Dec 10<sup>th</sup> & 11<sup>th</sup> at both East and West - at Calabogie and Edelweiss. After discussion it was agreed to hold the professional certification refresher day at Mount Pakenham on Jan 2<sup>nd</sup> 2006 and if Susan C. could not make the arrangements there, Clay D. would host it at Calabogie Peaks on the same day.

CADS Certifications for levels 1, 2, 2A and 3 are scheduled for March 11<sup>th</sup> and 12<sup>th</sup> at Edelweiss. Marc Grondin has agreed to do the CSIA portion, although timing and location are still being worked out.

Concern was raised regarding the CADS Level 1 held at Vorlage last winter. There is much to cover on this course and it was too rushed and was covered in a short 3 hour evening. It should be a full day or 2 or 3 evenings.

Paul Emile Hamel suggested that each program send a rep. to the Eastern Pre-course. No consensus to be discussed at our next meeting. See following comments.

The general lack of National TC minutes, pre-course agendas and delivery of a meaningful pre-course, was again discussed. Clay Dawdy and Susan Cressy requested that the letter as per our last Board meeting minutes be sent. Bernie advised that he has requested that the TC be placed on the agenda for the national Board meetings in Regina this September.

Clay spoke to his frustration of having to have names and all the details to the national CADS office 10 days prior to a certification course, yet our course candidates from last Feb and March have yet to receive their pins and certification cards.

Pat Carroll is to prepare a budget for the TC needs.

### **Mont Cascades**

Michael Rochette presented a draft program plan and anticipates at least twice the number of skiers in the program this year. Discussion arose over a proposed budget item for an end of the year recognition / awards event. This is the standard terminology the board asked to see in all program budgets and when programs use CADS-NCD subsidies, the dollar amount should be standardized when we recognize our skiers and volunteers. The Mont Cascades budget requires a tad more work. Wayne and Tom to assist

Michael in revising same.

### **Calabogie**

Clay Dawdy tabled his program plan for the 2005-06 ski year. Discussion ensued regarding their plan to subsidize CADS / Karbon jackets and ski pants for their instructors at the rate of 33% and 50% depending on qualifications and length with the program. This is seen as a very positive form of volunteer recognition and was fully supported.

### **Ski Hawks**

The Ski Hawks Ottawa had a retreat and Bruce Meredith was elected as their CADS-NCD Board rep for the year 2005-06. Bruce Meredith tabled their program report and also the audited financial statements for the past business year. The Ski Hawks have a new President and 3 new directors:

David Farough - President,

Bruce Meredith - Treasurer

Carolyn Mitrow - Technical

Murielle Arseneau -Admin/Social

Adele Farough - Secretary - **New Director**

Doug Jones - Fund Raising and Community events - **New Director**

Janet Barker - Director @ large - **New Director**

### **Race**

Paul Emile Hamel provided a verbal update. Paul advised that he is stepping down from the Board and possibly moving to either Whistler, BC or Montreal. The NCD Race Team will be coached by Marc Grondin, assisted by Nadia Smith and what happens to the QDART (Quebec team) rests with where he (Paul) moves to and discussions with Pat Patterson President of CADS-Que and the Alpine Quebec Rep.

Currently the Team managers have met and plans are under way to attend the following races:

- 1 The Ontario Paralympics at Huntsville, ON in January. Only cost is registration. Ont. Gov't will cover transportation, meals and accommodation.
- 2 ODART (Ontario team) will again host Ontario championships, likely in February,
- 3 There will be Quebec Championships,
- 4 The Eastern Canadians, and
- 5 National Races at Mont Washington the last week of March.

Much fund raising will be required.

**Motion:** Bruce Meredith moved to thank Paul for his good work as the CADS-NCD Head Coach for the past ten years or so. Seconded by Susan Cressy -  
**Approved.**

### **Pakenham**

Susan Cressy advised that she planned to operate the Pakenham program much like in past years with only the monies collected being the \$20.00 per person to cover membership. Mount Pakenham is most generous in that they provide lift tickets, storage of equipment and even a pizza party at year end. Last year local with corporate donations primarily from Waste Management Services and the Local Optimist Club, they bought a new sit ski and outriggers.

### **Edelweiss**

Michelle Lee, although not able to attend the meeting had forwarded the 2005-2006 Edelweiss Plan to each member of the Board. Comments were deferred until our next meeting.

## **5. PRESENTATION OF 05/06 BUDGETS**

Although a preliminary draft budget for 2005 -02006 was tabled by Bernie, it did not have any of the programs' financial requirements, nor other Division needs. Same will be re-tabled at our next meeting.

## **6. CADS-NCD AGM**

Tom Abernethy advised that the By Laws as amended at the Special General Meeting held on July 21<sup>st</sup>, 2005 were forwarded to Industry Canada shortly thereafter but we have not heard anything regarding their status. If not approved we cannot proceed with the 12 directors including one for each program. Decision to delay our CADS-NCD AGM until we hear from Industry Canada and hold a subsequent Board meeting.

## **7. CADS AGM**

Bernie advised that he approached each of the six program co-ordinators and our TC rep., suggesting that he would have the finances in the Division budget and they should plan to attend or have a representative attend the workshops and AGM in Regina on Saturday Oct 1<sup>st</sup> 2005. Rationale for this expense includes the fact that we are the 3<sup>rd</sup> largest CADS division behind BC and Alta., we are a strong supporter of the CADS program, and there is

always something for us to learn and to impart to others at these National events. Michael Rochette, PaulEmile Hamel, Michelle Lee, David Farough and Pat Carroll accepted the offer and in addition Tom and Dierdre Abernethy would be in Saskatchewan on a family visit and they would both be delegates at minimal expense to the division.

Bernie attends as a national CADS board member.

## 8. RECENT / UPCOMING EVENTS

The Kiosk was on will be on display at:

- 1) Sunday June 12<sup>th</sup> - Rick Hansen's "Wheels 'n Motion" mobility show / event on the Western Parkway near the Parkdale exit. (4<sup>th</sup> year we have attended)
- 2) Saturday Sept 24<sup>th</sup> - Annual Ottawa Senators Alumni and Canadian Paraplegic Assoc's (CPA) annual wheel chair relay race at the Terry Fox Athletic Center, Mooney's Bay. This is our 7<sup>th</sup> yr. and again CADS-NCD will have a wheel chair relay team entered in the race, with Michael Rochette as Team captain. All teams are asked to fund raise for the CPA but traditionally the CADS-NCD Board makes a donation so as our members don't have to fund raise for another charity.

**Motion:** Tom Abernethy moved to approve a \$200.00 donation to the CPA on behalf of our CADS-NCD team. Seconded by Bruce Meredith -  
**Approved.**

- 3) Week-end of Oct 21<sup>st</sup> - 23<sup>rd</sup> - Annual Ottawa Ski show at Lansdowne Park. We have attended the majority of the last 20 years.

## 9. WEBSITE UPDATE

Bernie requested each program to surf our web site and to consider updates. Even to appoint a program member as the web site co-ordinator to work with Serena Beairsto our Web Master to keep our web site current.

Tom advised that he is forwarding to Serena all items of interest that are forwarded from the National Office, the monthly e-version of the Ski Express, and in PDF format, our last meeting's "Draft" minutes. The last two years of Board meeting minutes will also be posted on or linked from the governance page.

## 10 HONORARY MEMBERS

Tom advised that CADS national has instituted a policy whereby all recipients of the Karl Hilzinger trophy would become Honorary members for life. Our By Law 3.1 provides that we can have Honorary Members that would not pay dues yet receive membership for a year. The list must be voted on annually by the board and approved by at least two thirds of the board in attendance

at the meeting. It was proposed that we should initiate a list of Honorary Members for the 2005 - 2006 ski year for consideration at our next meeting: The first person on that list would be Ron Prince, a 27 / 28 year volunteer member from inception of the CADS program in the Ottawa area, and last season's CADS Karl Hilzinger award. Wally White a Ski Hawk and one of the founders of CADS national, and Jenny Temple were nominated and it was believed that there may be more people worthy of this designation. As such the list will be re-considered and approved at our next meeting.

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

- A. CADS-NCD logo apparel** - Tom Abernethy advised that he recently met with Roch Lalande and ordered short sleeve golf shirts for the people who work at our weekly bingo. He distributed a red golf shirt with the CADS-NCD name and logo to each board member, program co-ordinator, and other key people such as Ross Holden who co-ordinates the kiosk,. Due to sizing another order will be made for a few more shirts.

Roch Lalande would like to partner with us and have some apparel with the CADS-NCD logo on same that could be used as a small fund raiser. Being as the bingo shirts absorbed the art work cost, he embroidered the logo on three clothing items for consideration purposes. On display were:

- 1 Ladies sleeveless fleece - Suggested sale price \$30 - \$35  
Note Mens sample not displayed but suggested price \$35 - \$40
- 2 Neutral gender long sleeved cotton pullover Price \$ ???
- 3 Rib knit winter toque with chin strap Price \$15

The turn-around time is less than 2 weeks and there is no minimum order.

- B. Plaques for ski hills** - Mike Rochette referred to board discussions at our January 2005 meeting that arose when Michelle Lee talked about the Edelweiss program celebrating over 25 years at that location. At that time it was suggested that we purchase five plaques, one for each of the ski hills where we have programs. The plaque would be of reasonable size and simply congratulate the ski hill for supporting and allowing CADS-NCD to operate a program at that location.

It was decided that Bruce Meredith's Awards Committee should oversee this and ensure they have the funds in the budget

**ACTION:** Being our engraving is done by Martin Trophy in Orleans, Tom agreed to approach Paul Martin and obtain a quote.

- C. Membership renewal** - Tom Abernethy advised that being our CADS-NCD business year is July 1<sup>st</sup> to June 30<sup>th</sup> annually, he renewed the memberships of the entire board, the Program co-ordinators and TC Rep in preparation for both tonight's meeting and the delegates traveling to the AGM in Regina so

as all can participate as a full member of CADS-NCD and CADS respectfully.

## 12. ROUND TABLE UPDATES

Craig Abernethy advised that in mid-November 2005 he will be moving to Regina, SK to pursue other endeavors and hopefully assist CADS-Sask with a local program. As such he would not stand for re-election at the AGM.

**Motion:** Paul Emile Hamel moved to thank Craig for his many years devoted to Board issues for the past five years and the positive example he has been to many local and not so local skiers. Seconded by Andrea Timlin - **Approved.**

## 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 Monday 24 OCT 2005 @ 6:00 - 9:00 PM, Champlain Board Room, Hintonburg Community Centre, 1064 Wellington St., Ottawa, ON*

The meeting adjourned at 9:20 pm

Rev. 2005 Oct 25

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