**Attendees:*Bernie Simpson, Theresa Arsenault, David Farough, James Dicks, Jeff Boucher, Tom Abernethy, Allan Braun, Malcolm McKinley, Martin Bourgon, Keith Blimkie, Alex MacPherson and Heather Scott***

**Regrets: *Deb Blimkie***

| **Agenda Items** | **Discussion** | **Action** | |
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| 1. Welcome All – Invitation to add Agenda items | Bernie welcomed members and opened the meeting at 17:30.  **Items to add to agenda:**  Input for CPC grant.  Update on national registration. |  |
| 1. Approve minutes from Meeting of Oct 6, 2017 and Special Meeting of Nov 2, 2017 | Bernie circulated the minutes from Meeting of Oct 6, 2017 and Special Meeting of Nov 2, 2017 in advance. | Jeff motioned that the minutes from our meeting on Oct 6, 2017 be accepted. Theresa seconded.  Motion approved.  Tom motioned minutes from special meeting of Nov 2, 2017 be accepted.  Jim seconded. Motion approved. |
| 1. Financial Report and Budget Update | Tom submitted the financials in advance of the meeting.  Tom reviewed the CADS-NCD Income Statement and Balance sheet as of 01-18-2017. He explained CADS-NCD had received a donation of stocks, and for this purpose an account with Hollis Wealth had been opened. As of December 19, 2016, $3,083 had been transferred into this account and a tax receipt issued on behalf of CADS-NCD for $3 083.  Tom explained expenses in the Balance Sheet. Malcolm, Tom and Jeff discussed the amount claimed for mileage from CRA. Tom and Jeff explained that it is more efficient to let claims for mileage build up before submitting and the claimant donates a similar amount back to CADS-NCD. This process is available to all Board members and key volunteers at each of our Programs as suggested by the Program co-ordinator.  Tom proposed to do due diligence and invest a part of CADS-NCD reserves in the new Investment account with Hollis Wealth. He proposed purchasing $30 000 worth of GIC (guaranteed investment certificates). Tom would purchase 3 GICs split equally; $10,000 each with durations of 1, 2, and 3 years. The funds in GICs would earn more than in the Operating bank account. They could earn upwards of 1% interest. No service fee is involved. | Tom motioned the financials (balance sheet and income statement) be accepted as presented. Jeff seconded. Motion approved.  Tom to speak to Allan about members at Pakenham who could be claiming for their mileage.  Tom motioned to invest 30K of CADS-NCD reserve funds in GIC. James seconded. Motion approved.  Tom to contact Hollis Wealth to purchase investment. |
| 1. Program Update Reports including TC & WSC. | All program reps discussed their update reports. Theresa provided a verbal report and committed to e-mail her report to the Board shortly after the meeting. All programs in good shape. |  |
| 1. De-Brief Eastern Pre-course, Programs’ pre-season training, and certification enrollments. | Malcolm debriefed the Eastern Pre-course – great turn out of more than 20 people. First time snowboarding certification and 3 re-certifications.  In some NCD courses for CADS certification he has a challenge tracking registration. Numbers to participate on days of the courses were double those who had registered online. Discussion followed around solutions and navigating the website to register.  Solutions included charging for certification courses, and then giving a refund to participants who pass, as well as those wanting to take a course register with their program co-ordinator first and then the co-ordinator gives names to TC.  It was re-iterated that all volunteers, as long as they are active CADS members, are insured. See Snow Sports Association website and the CADS national website for details. | More work needed for tracking registrations. To be discussed.  Allan suggested that an insurance certificate be requested for each CADS course date |
| Meal & Break | Bernie moved to break for dinner at 18:40. |  |
| 1. De-Brief Eastern Pre-course, Programs’ pre-season training, and certification enrollments cont. | Malcolm continued the discussion around challenges with registration. Christian Hrab is testing new software for CADS registrations. May be used in the future.  Jeff reported on and gave the dates for Level 2 and Level 3 certifications. Numbers were down for Level 2 this year and there may not be enough interest to run Level 3 course.  Alex reported attendance is up for WSC. True Patriot Love (TPL) has donated $50,000 for 2017 WSC. Alex gave details of the week’s program. TPL had shown an interest in expanding the clinic at other Ontario venues. Bernie suggested teaching others to host a WSC.TPL has indicated that funding for WSC is in their 5 year plan. Those registering on site need to be made CADS members automatically. | Program co-ordinators to send Jeff names of anyone interested in doing level 3.  Tom will train someone to register the WSC members. |
| 1. Black Diamond Representative lead at each program and Carving the Future. | No participants for Carving the Future planned for Calabogie Peaks on Sunday Jan 22nd. In fact the event was cancelled on Jan 21st. |  |
| 1. Mont Avila trip March 11 confirm trip coordinator and coordinator for East and West buses. | Date: Sunday, **March 12th**  Coordinator is Catherine Presseau  Jeff confirmed that there are 2 bus monitors and the buses have been booked. | Trip Coordinator to confirm information package with the Board so program coordinators can distribute to membership. Program coordinators to collect the money for the trip. |
| 1. Festival 2017 – NCD Festival Funding Process and Timing. | Jeff has received a few applications and the cut-off date is 31st January. In early February, Jeff will advise the Board who applied for funding and of the decisions. Priority is given to fist time attendees |  |
| 1. Long Service Awards. | Tom has the pins and except for Calabogie, all programs are ready to hand them out. | Tom working with Deb to work out recipients from Calabogie.  Program Coordinators to lead this initiative ensuring volunteers are recognized. |
| 1. Plaques for Board Members who have left the Board. | Bernie said all members who have left will be given a plaque for their years of service, unless the member declines. Tom advised that most former Board members have been contacted and are receiving plaque if they wish. He will contact the former Board members who were replaced at the November 2016 AGM. Namely: Catherine Presseau, Neil George, and Phil Cassidy to determine their desire.to receive a plaque. | Tom to follow up with former Board members to offer them a plaque. |
| 1. Policy for Members who go for CSIA, CASI or CSCF Level II certification or higher. | Bernie said that program coordinators need to approve this certification and, based on that recommendation from the coordinators, that CADS-NCD provides 50% funding (incl. lift passes). The coordinators bring the names to the Board to approve. Note: Level I approval is at the Program Co-ordinator | Board to approve costs for candidates upon Program Coordinator’s recommendations. |
| 1. Registration Update Importance for Insurance. | Tom explained there were still mismatches with online memberships. He re-iterated that all participants should be CADS-NCD members for insurance purposes.  As of Jan 11th we have the following members:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Recap** |  |  |  |  | | CAL | 91 | WSC | 0 |  | | CAS | 21 | BD | 3 |  | | EDEL | 127 | Other | 4 |  | | Pak | 107 | Karl Hilziner | 5 |  | | SHO | 63 | S/Total | 409 |  | | S/Total | 409 | Total | 421 |  | | And as a comparison:   |  | | --- | | ***CADS-NCD 421*** | | CADS-ONT 322 | | CADS-QC 189 | |  |  |  |  | | Tom to send out updated member lists. Program coordinators to advise Tom of any changes necessary to ensure registration is accurate |
| 1. CADS National Updates – membership update. | Jim circulated a written update prior to the meeting and asked if there were any questions further to it. The change of CADS name has not been confirmed. CADS will confirm if it is to be voted at CADS National AGM.  Jeff expressed concern about the increase in fees; inquired on the best approach to express concern collectively to CADS national. Registration and other fees seem to be the primary source of CADS national revenue. |  |
| 1. Items added to the Agenda, CRA Mileage & Meal Rates for 2017. | **CPC Grant:** must be submitted by February 17th, 2017 and wanted to know if there were any requests for equipment. Felt the chances of receiving funding for this equipment was slim.  **Jeff** recommended applying for funds to set up a Black Diamond Program and a monoski with 3 different size seats.  **CRA rates:** Motion to approve, effective January **1, 2017** the revised CRA meal and vehicle rates to be adopted by CADS-NCD. They are: Meals are **$17 each or $51 per day** and Travel is**54c per km**  Jeff:   * mentioned ordering of jackets was done and the jackets arrived late. Sizing was mixed up. * requires experienced tetherers for Spinal Cord Injury Ontario “give it a try” day on Feb 28 * requires volunteers including 16 to 20 tetherers for OCTC day **20th Feb**   Malcolm:   * Requires tetherers for Community Living Day at Calabogie on **30th Jan** | Jim to send CPC application to Jeff to fill out.  Tom motioned CRA rates.  Jeff seconded.  Motion approved. |
| 1. Round Table | Heather offered to assist Jeff review bursary applicants. |  |
| 1. Next Meeting | Next meeting will be **on February 16, 2017** at **17:30**.  Bernie closed the meeting at 20:26 |  |