**Attendees: *James Dicks, Bernie Simpson, Tom Abernethy, Deb Blimkie, Martin Bourgon, Paul Johannsen, Dale Cross, Vicki Mierins***

**Regrets: Jeff Boucher, Allan Braun, *Al McLarty, Heather Scott, Keith Blimkie***

|  |  |  |
| --- | --- | --- |
| Agenda Item | Discussion | Action |
| 1. Welcome All – Invitation to add Agenda items
 | James welcomed members and opened the meeting at 17:45. No Items were to added to the agenda: |  |
| 1. Approve minutes from Meeting of Oct 3, 2018 and Special Meeting of Oct 29, 2018
 | James circulated the minutes from Meeting of Oct 3, 2018 and Special Meeting of Oct 29, 2018 in advance. | Bernie motioned that the minutes from our Oct 3, 2018 meeting be accepted. Martin seconded. Motion approved.Paul motioned that the minutes from our Oct 29, 2018 Special Meeting be accepted. Vicki seconded. Motion approved. |
| 1. Financial Report Update
 | Tom submitted the financials in advance of the meeting. He reviewed the CADS-NCD Income Statement and Balance sheet. Both documents are up to date as of Jan 22, 2018. They include revenue from registration Some fund raising and other revenue are yet to come. The net revenue is high because it does not include expenditures incurred during this season. Dale reported attendance is slightly lower for WSC. True Patriot Love (TP) has donated $54,000 for 2019 WSC. Funds were received in December. Funding from other donations is now being received. WSC is targeting a budget of about an estimated $82,000 for the 2019 clinic. WSC expenses for the Calabogie Peaks rooms and meals will be significant this year.Tom explained CADS-NCD had received another donation of stocks worth about $4,000 at the time of donation. A tax receipt was issued on behalf of CADS-NCD.Tom also explained that further to the Oct 3, 2018 NCD Board meeting and minutes he consulted the **~~ask~~**Hollis Wealth investment advisor who recommended the stock is currently under-valued so we should not sell at this time. Tom will monitor with the investment advisorTom advised that the one year $10,000 GIC bought Jan 29, 2017 matures on Jan 29, 2019. He will ask Hollis Wealth to invest it for three years.Discussion ensued on programs’ support for CADS – NCD TC. Tom noted their expenses would likely not reach $8,000 as anticipated at our Oct 3, 2018 meeting. Programs will share the actual expenses of TC up to a limit of $8,000. The distribution of amounts will be finalized later in the CADS – NCD fiscal year based on current season 2018-2019 registration of all members by program.Tom will re-circulate the Board Contact List for final review. Once finalized Board members must use the email address with the \* beside it for any electronic voting. This helps ensure e-votes are from the Board members. | Tom motioned the financials (balance sheet and income statement) be accepted as presented. Bernie seconded. Motion approved.Tom will contact Hollis Wealth to re-invest $10,000 of CADS-NCD reserve in a GIC for three yearsTom motioned that CADS - NCD defer toward our fiscal year end the TC allocations by Program and to cover TC actual expenditures during this fiscal year up to a limit of $8,000, and the allocation of the cost by program be based on 2018-19 membership by program. Deb seconded. Motion approved. |
| 1. Program Update Reports.
 | All program reps submitted excellent reports in advance of the meeting. Programs are having a great 2018-19 season. Programs please advertise NCD’s certification courses early and often to your instructors and encourage them to advance their certification training. |  |
| 1. Mont Avila trip March 10 confirm trip coordinator for East and West busses
 | The trip date is Sunday March 10, 2019. Catherine Presseau is the Trip Coordinator. She will do registration and payments in GoalLine. Catherine will ensure registration details and other information on the trip are circulated in the coming weeks. | Registration details and other information on the Mont Avilla trip will be circulated soon |
| 1. Festival & Snowmass, NCD Funding Update
 | Jeff has received five applications and expects a few more prior to the February 1, 2019 deadline. In early February Jeff will advise the Board who applied for funding and of the decisions. Priority is given to fist time attendees. Program reps indicated they are aware that more applications will be forthcoming. |  |
| 1. CRA Mileage & Meal Rates for 2019
 | Tom explained the CRA rates. The 2019 mileage rates are $0.58 per kilometer for the first 5,000 kilometers and $0.52 per kilometer above that. CRA’s meal rate of $17 per meal or $51 per day has existed for years and will continue for 2019.Tom explained the process that is available to Board members and key volunteers at each of our programs as suggested by Program Coordinators, to claim meals and mileage. It is more efficient to let claims for mileage build up before submitting for a cheque and the claimant donates a similar amount back to CADS – NCD to receive an Income Tax receipt. | Tom motioned that CADS – NCD adjust its mileage rate effective January 1, 2019 to that posted by CRA of $0.58 per kilometer for the first 5,000 kilometers and $0.52 per kilometer above that and continue to apply the $17 per meal rate. Vicki seconded. Motion approved. |
| 1. Long Service Awards
 | Tom has pins if programs need them. Programs will liaisewith Tom to get pins to hand-out to their volunteers.  | Program Coordinators to ensure volunteers are recognized |
| 1. Registration Update Importance for Registration
 | There was a general discussion on the Goalline registration system. It went far better this year but some challenges still arise. Programs are working directly with CADS Staff Amy Royea on them. Board members discussed the possibility of a conference call with Goal Line officials towards improving a few things.Program reps noted that registration for the one day members is cumbersome for participants in some events such as ski in school. There is a lot of data required which discourages some from participating.There seem to be far fewer payment problems this year and fewer people who belong in NCD but wrongfully registering with Ontario or Quebec.Concerns were raised that instructors who registered with the multi-memberships from CASI or CSIA may be being put in CADS registration as volunteers. This needs to be accurate or could be an issue in the event of an incident requiring risk management due diligence investigating to ensure an appropriate ratio of instructors and volunteers for the students on the hill.CADS – NCD registration numbers are solid again this season but a bit lower than last year. Registration for the WSC and one day events are yet to come in. | Programs are encouraged to provide input on topics that we should raise at the Division Reps CADS Board meetings at FestivalNCD will discuss with CADS at Festival whether instructors registering for multi memberships at CASI or CSIA web sites are not placed as volunteers in the CADS registration system. |
| 1. CADS National Updates
 | James shared a paper prior to the meeting. There is a lot going on. James advised that the CADS awards process would be initiated soon and suggested programs take the time to nominate members deserved of these awards.CADS Annual General Meeting on December 15, 2018 at Calabogie, East Pre-Course and the Administrators workshop all went well.Discussion ensued on instructor certification opportunities and lack of opportunities to ensure instructors are prepared for the examination/evaluation at the courses. Board members suggested we raise with CADS that they consider adopting practices similar to the models currently utilized by CSIA and CASI to prepare instructors for evaluation.CADS – NCD has a lot of program time which limits time for instructors’ course preparation. Board members suggested approaching CADS to have pre-course “opened up” for instructors to be informally assessed to advised what to work on to prepare for a successful evaluation course likely to be targeted for season’s end. Board members expressed interest in the event the Quebec Instructor Summit takes place in April it should provide opportunities for instructors to be formally examined for certification and for others to be assed and advised of areas needing work prior to successful certification.Discussion ensued further to CADS risk management presentation at the administrators’ workshop, particularly the approach to have CADS level 3 oversight for all programs and that CADS may want to develop s suite of new policies. We will see what policies CADS adopts and take direction from it. Board members emphasized taking safety, risk management and due diligence seriously. Board members suggested that once things emerge a bit more forming a Risk Management Committee to our Board to assess program practices in these areas and ensure they are consistent with CADS approaches. We need to ensure NCD risk management / due diligence documentation and practices are solid.  |  |
| 1. CRA Salon Mon avenir m’appartient on April 26
 | James advised that Le Centre intégré de santé et de services sociaux de l’Outaouais (CISSSO) is organizing a fair (Salon Mon avenir m’appartient) on April 26 for young adults (15-25) facing various disabilities. They reached out to see if we would be interested in hosting a kiosk. This event is for Young adult (15-25) living with a disability (physical, intellectual or autism) that are transitioning from school to their active adult life. Other organisations participating are related to school, employment, community, sports and leisure, This is an opportunity to show what we do and recruit volunteers or students from Quebec youth in Gatineau area. It is anticipated that we could recruit more students than volunteers. | CADS – NCD and SHO will seek volunteers likely in March to work the display booth on April 26, 2019 |
| 1. Branding: Jackets, Badges on Jackets, Distribution of CADS – NCD 40th Anniversary Gaiters
 | Deb advised that all 65 new jackets have arrived. Members really like these jackets.However the time necessary to develop the new CADS - NCD logo, consult CADS National on it, and have it approved by CADS – NCD Board resulted in jackets being delivered during the season. One person/program having majority of jackets was hectic. Swag Jacket committee Bernie Keith and Deb will inquire with Carbon on minimum numbers, timing and process for another order and report back to the Board. Deb suggested that depending on what Carbon advises she may ask that each program wanting Jackets have a lead to work with her and the Swag committee. That shares the work.Vicki advised that Mont Cascades program now prefers red jackets. The red is recognizable with the CADS – NCD program at the hill, the Cascades race team wears blue so confusion is avoided if our program sticks to red.She wants badges on Jackets at Cascades to be bilingual and clearly articulate that they are an adaptive snowsports program. That helps others on the hill understand who their participants are and what they need generally. She prefers the CADS Logo because that spells it out in words in both languages as opposed to people having to interpret the graphic logos. She will work with Deb, Tom, and Accent Logos on that. Bernie indicated that we had 600 Gaiters as an appreciation gift for all our current members to commemorate CADS – NCD 40th Anniversary. He provided gaiters to program reps who will pass them out to membership. | Swag committee to consult Carbon and advise on numbers and timing for another jacket order so they are delivered prior to next seasonProgram reps to help get a program lead to work with Deb if that program wants to order jackets and for the artwork that program wants on jacketsProgram Reps to ensure their members all get a CADS – NCD 40th Anniversary Gaiter |
| 1. Items Added to the Agenda
 | No items were added to the agenda.  |  |
| 1. Round Table
 | Deb noted that on January 29, 2018, Community Living Day will take place at Calabogie Peaks. Participants look forward to a great dayTom asked those attending Pre-Course and the Administrator’s work shop to submit claims for expenses they incurred. Tom advised that racers from CADS – NCD are supported by Para Ontario race team managed by Gwen Binsfeld. This year CADS – NCD has one person registered in the Division racing and working hard training. At Winter Sports Clinic, Deb will discuss with Gwen some CADS – NCD financial support in the range of $500 to support our racer. | Deb will discuss with Gwen at the Winter Sports Clinic and see if Gwen is satisfied with financial support in the range of $500 for Para Ontario to support CADS – NCD’s racer. |
| 1. Next Meeting Tuesday March 12, 2019
 | James asked meeting participants to vote for their preferred week evening for our next meeting. All chose Tuesday.Our next meeting will be on Tuesday March 12, 2019 at 5:30 PM. James closed the meeting at 8:30 PM |  |