**Attendees: *James Dicks, Bernie Simpson, Tom Abernethy, Jeff Boucher,*** ***Paul Johannsen, Laura Wismer, Russell Rumley, Amber Corby, Heather Scott, Martin Bourgon******, and Vicki Mierins.***

**Regrets*: Al McLarty and Dale Cross.***

**Guests: *Deb Blimkie (WSC).***

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| Agenda Item | Discussion | Action |
| 1. Welcome All – Invitation to add Agenda items | Jim opened the meeting at 7:04 and welcomed members to our Zoom meeting. |  |
| 1. Approve minutes from our meeting on May 27, 2020 | Jim circulated the minutes in advance from this meeting. | Jeff motioned that the minutes from our May 27, 2020 be accepted. Paul seconded. Motion approved. |
| 1. **A.** Financial Reports; 2019-20 Income Statement & Balance Sheet - final, BDO Financial Review, and | Tom reviewed the 2019-20 financials he had submitted in advance of the meeting. Most entries are routine.  He advised there are two accounts payable items. First is for the cost of BDO Review which is routine. The second is for the Overbrook Bingo Hall (OBH), which is a debt owed to NCD that we may never be able to collect.  The OBH supports 31 charities equally, since 2003 CADS-NCD has been one of these charities. We have conducted weekly bingos in three (3) other Ottawa bingo halls since the early 1980’s.  Over the years CADS – NCD has received considerable financial support from the OBH. In mid-March 2020 CADS – NCD received a cheque for activity conducted during February 2020. Cheques are issued during the 3rd week of the following month for which the activity took place. Tom also advised that in spring 2020 it was discovered that for some time (perhaps 2 or more years) the bingo hall owner and the 31 charities have received the monthly divided funds, that were supposed to be maintained and allocated for “pooled” game winnings available for future winner’s prize board(s). Therefore, the Bingo Hall Sponsor’s Association (BHSA) is in significant debt. This circumstance combined with the onset of the COVID 19 pandemic, which led the Ontario Government to close bingo halls throughout the Province, resulted in the insolvency of the BHSA. Due to the insolvency of the Bingo corporation, the BHSA requested that the February 2020 cheque, previously deposited, be returned. Tom returned this cheque to the BHSA. CADS – NCD has not received any funding for the two weekly March sessions. In addition, the BHSA has asked each of the 31 charities, that the bingo has supported, to each donate $5,000 back to the bingo so that it can restart gaming and pay creditors. Most charities supported by the bingo are not able to donate.  The bingo hall is in the process of changing from paper to electronic gaming and will re-open as an electronic bingo hall. Bingo has brought CADS-NCD much revenue in the past and Tom suggests CADS-NCD should continue with this arrangement, for future revenue.  For decades Tom has been on the Boards for both BHSA and CADS-NCD. He recommends the NCD Board consider the donation to support the Bingo reincorporation, to secure continued support for CADS-NCD from the new Bingo E-operations (to obtain future Bingo revenue).  CADS – NCD Board will meet to decide:   * whether the Board should pursue action to recover funds owed; * whether CADS – NCD should cease the relationship with BHSA; and * if the Board should donate to support the bingo re-incorporation to gain future revenue.   Outstanding debt for the 2019-20 CADS – NCD fiscal year is $2,588 for February 2020, having received nil for March 2020. In addition, BHSA would like a $5,000 donation. Cumulative impact on the CADS – NCD 2020-21 budget and operation is significant given this situation in conjunction with other uncertainties pertaining to the pandemic. Bingo revenue in the short term, is difficult to forecast at this time. | Bernie motioned to approve 19 – 20 financials as presented. Laura seconded. Motion approved.    Paul motioned to approve 20 – 21 financials as presented. Tom seconded. Motion approved. |
| **B.** CADS-NCD 2020-21 Proposed Draft Budget | Prior to the meeting Tom circulated a draft 2020-21 NCD Budget. Tom highlighted a few points in it. Tom advised that as has been the case for the past few years the TC costs will be apportioned to programs based on actual membership confirmed by CADS National in the Spring 2021. A short discussion ensued.  Many events are cancelled so the budget will not include any funding for them. This includes the annual Spring Mont Avila Bus Trip, Community Living Day at Calabogie Peaks, along with CHEO and Spinal Cord Injury Days at Sommet Edelweiss. In addition, there is no funding for attending Festival and Snowmass.  Tom noted that the budget is still in progress and encouraged Program Coordinators / Board members to send him input. Tom has received budgets from a couple of programs. Remaining programs are encouraged to submit budgets to Tom by mid October.  Bernie mentioned that there is an opportunity to apply for a grant from the JumpStart Foundation, and he would investigate. | Paul motioned to approve 20 – 21 financials as presented. Tom seconded. Motion approved.  Board members are to send Tom comments on the NCD Budget and their program Budgets.  Tom intends to have the NCD and Programs’ Budgets finalized by the fourth week of October.  Bernie motioned to approve the costs of TC be apportioned to the programs based on distribution of actual membership confirmed by CADS National in the Spring 2021. Martin seconded. Motion approved. |
| 1. COVID 19 Risk Management Reports for CADS | Jim thanked Russel and the WG on putting the plan together; it meets all CADS requirements.  Russel spoke to the report and highlighted some aspects. Programs are encouraged to apply for the CADS grant at the appropriate time. CADS requests that prior to December 1, 2020 each Program develop its own return to snow plan, have them approved by Division, and sent them to CADS along with their sanctioning request and name of the COVID 19 Officer.  The CADS – NCD COVID 19 Risk Management Plan will be posted on the website. | Laura motioned that the COVID 19 Risk Management Plan be accepted substantially as presented. Tom seconded. Motion approved.  Board members are encouraged to submit comments to Russell by Oct 5, 2020.  By Oct 8, Russell will send the CADS – NCD COVID 19 Risk Management Guide to Jim. He will send it to CADS.  Russell and Jim will follow up with CADS to confirm direction and the accountabilities from insurer to the requirement for programs to submit individual plans. |
| 1. Registration 2020-21 Updates | Jim indicated that SnowLine is open. Ray Blimkie is available to support programs if needed.  Programs are encouraged to communicate to members to sign up now but pay later.  CADS approved a refund policy, by January 15, 2021 if a program must cease operations or a person cannot continue because of health reasons, that person will be fully refunded for CADS, CADS – NCD and program registration fees. |  |
| 1. CADS - NCD Virtual AGM Date TBC, Election Committee, Board Nominations, Program Reps | Waiting for BDO to finalize their review of CADS – NCD 2019-20 accounts and advise us of their planned completion date. At that time, the AGM date will be set. To comply with Bylaws a minimum of 21 days notice will be provided. Two positions on the Board of Directors are up for elections.  Three packages will be sent to the Board and Program Coordinators. First are the forms that go to all members including notice, invitation, agenda and NCD Board Member at Large applications. Second is the program representative applications. Third is the draft Presidents Report for review.  Thanks to Paul Johannsen and Bruce Meredith for volunteering to form the election committee. | James and Tom to advise the Board when BDO report is expected and the AGM date. James to send the three packages. Program Coordinators to circulate the first package to all members. Programs to submit nominations for program reps in a timely manner. |
| 1. Web site Updates Reminder | Suggested CADS-NCD website could have its bilingual content updated.  Programs encouraged to find their own website developers. Martin volunteered to review French translations from DeepL, and encouraged Board members to send him content requiring review. |  |
| 1. National Updates & Schedule of Events for 2020-21 for insurance Bus Trip and other Day events, Festival | Prior to the meeting James circulated a list of CADS National updates. A short discussion ensued and there were no questions at this time. |  |
| 1. Volunteer Recognition and Long Service Pins available | Tom advised that money is allocated in the 20-21 budget to order pins. Once the budget is approved, he will order pins with the new CADS-NCD logo.  Prior to the meeting Jim circulated a proposal to provide former Board members, who departed the Board from 2016 onward, with a certificate of appreciation. Board members expressed preference that the certificate be fully bilingual as opposed to separate certificates in English and French. | Tom will order pins after the Budget is approved, which will include funding for them.  Bernie to ask Rachel Simpson to do a bilingual version of the certificate. Bernie will share options with the Board for input. |
| 1. Items Added to the Agenda | A. Jackets – 31 ordered and awaiting delivery  - Deb asked that we find and appoint someone to coordinate.  B. Translation of outgoing reports & messages  - Suggest we use DeepL translator on Mailchimp notices and have qualified volunteers’ vet the final product prior to release. It has great reviews by user community. Free versions of the software are available. An advanced version is 19.99 € per month.  C. Jeff advised that Sommet Edelweiss has not classified CADS instructors similarly to CSIA instructors. There is guidance for CSIA instructors. CADS instructors are considered members of the public so not allowed the same conditions to teach and have close contact / interaction with students as is afforded to CSIA instructors. Jeff will ask CADS National to seek a similar alignment of conditions for its instructors as is afforded to CSIA instructors on the hill. | Programs to inquire with their members to find a volunteer to replace Deb, and co-ordinate jacket orders.  Jeff to raise issue with CADS National pertaining to equitable treatment of its instructors as is afforded to CSIA instructors. |
| 1. Round Table | Vicki and Jim would like to revisit financial circumstances pertaining to the Bingo situation.  Police Checks, that is Vulnerable Sector Checks, are mandatory for adult volunteers. A reminder for programs to encourage adult volunteers to complete this, and upload check to SnowLine.  Programs’ management teams have been meeting with host resort management to discuss returning to snow in 2020-21. Discussions are cautiously positive. Board members suggested the CADS – NCD COVID Risk Management Guide helps advise these discussions  CADS – NCD recently purchased Zoom Pro. It can be used any time by all entities in the Division (for example, program leadership groups, working groups, board committees and board). Everyone is encouraged to consult with Tom to confirm time for use. Time is available 24/7 on a first come first serve basis. | Tom to set up meeting with Finance Committee, followed by Board meeting, to discuss bingo financials situation.  Jeff to send information to programs about companies who could provide police checks online. |
| 1. Next Meeting | Review of Bingo Financials within a week or so, Tom to set dates.  CADS – NCD AGM date TBD once our Public Accountant anticipates completion of our Financial Review. Likely in December.  Planning November 26, 2020 to approve Return to Snow Plans.  Jim closed the meeting at 8:49. | Paul motioned that the meeting be adjourned.  Amber seconded. Motion approved. |