**Attendees:** Bernie Simpson, Tom Abernethy, Randy Innes, James Dicks, Mike Moulton, Heather Scott, Eric Lacasse, Malcolm McKinley, Miranda Newton, Pierre Goulet and James Delaney.

**Regrets:** Jeff Boucher, Colin Moden and Todd Hicks.

**Guest:** Deb Blimkie

| **Agenda Items** | **Discussion** | **Action** |
| --- | --- | --- |
| 1. Call to Order | **James Dicks** welcomed everyone and thanked them for attending. He called the meeting to order at 7:04pm.  Items added to agenda:   * CADS National implementation of their Safe Sport Framework. * Purchasing a name tag maker * Mt. Avila Bus Trip Mar 19, 2023 |  |
| 1. Approve minutes from our Special Meeting and Board Meeting, both held on Dec 7, 2022. | The minutes of these meetings were shared with the Board ahead of the meeting. | Bernie motioned that we approve the minutes from our Special Meeting held on Dec 7, 2022.  Randy seconded.  Carried.  Bernie motioned that we approve the minutes from our Board Meeting held on Dec 7, 2022.  Jim Delaney seconded.  Carried. |
| 1. Financial Report and Budget Update | Tom circulated the financials with Board members prior to the meeting.  Jim reported that the JumpStart grant has been received. It will be used to purchase 2 new sit skis. The program/s receiving the equipment will be required to send 3 to 4 instructors to take the Safe Sport training that Jumpstart requires all recipients of funding to complete. The Board decided that the Edelweiss and Calabogie Programs will each receive one new sit ski and equipment to go with it. All the equipment will be ordered within a week. The next time NCD is receives grant funding for sit skis Mont Cascades and Mount Pakenham programs are priority. Both those programs are consulting internally to establish their priority requirements.  Tom gave an account of the latest financials, highlighting details from each program. Some details are as follows:   * Technical committee – 2 members went to pre-course, funds allocated for lift tickets for volunteers doing the training. * Mt. Pakenham – created a facility improvement fund. Would like to upgrade their facilities. Funds will be allocated to the fund. | Tom motioned that the financials including the balance sheet and income statement as presented be approved.  Pierre seconded.  Carried.  Bernie will apply for funding from the Para-Olympic committee.  Bernie, Tom, Randy and Malcolm will confirm the list of equipment to be ordered. It will be consistent with the equipment for which Jumpstart approved funding.  Miranda motioned to allocate the TC’s actual expenditures to each of the other programs proportionally by the breakdown of actual enrolment of all members according to the year end data confirmed by CADS National Office.  Malcolm seconded.  Carried |
| 1. Program Update Reports | Program directors circulated updates about their program to Board members, prior to the meeting.  Programs are generally running well so far. There is a general shortage of volunteers.  Social events coming back. This will help with awareness of CADS-NCD and hopefully recruitment.  Jim encouraged programs to advertise NCD’s certification courses early and often to instructors.  Programs are encouraged to work with TC. | Bernie to share advertisement for volunteers developed by Saskatchewan division to recruit, with program directors to use as a template. |
| 1. Snowline Credits: should we be using them? | Colin shared a document ahead of the meeting detailing the credit system featured in SnowLine. It operates similarly to air miles and are not real currency. You can gain them, and they might be worth something. | Jim Dicks will circulate information about how other programs are using these credits.  More info found here:  [**https://youtu.be/oYg96LTvf6U**](https://youtu.be/oYg96LTvf6U) |
| 1. Festival & Snow Mass Update | Jim reported on the upcoming festival which takes place March 19-24, 2023.  CADS-NCD has 2 x bursaries ($750 each) for festival members who are going for the 1st time. Programs may also subsidize their members if they see fit.  Snow Mass – 3 x CADS-NCD instructors will be attending. | Contact Amy and Christian for more info on CADS bursaries/funding. |
| 1. CRA Mileage & Meal Rates for 2023 | Tom explained for the benefit of new Board members that as a charity, CADS - NCD adopts Canada Revenue Agency (CRA) mileage and meal rates every year retroactive to Jan 1 and not Government of Canada Treasury Board Secretariat (TBS) rates. If TBS rates are used it is possible that members receiving reimbursements for meals and mileage could be taxed. The 2023 CRA meal rate is $23 per meal. Mileage rates for 2023 are: 68¢ per kilometre for the first 5,000 kilometres driven and 62¢ per kilometre driven after that. These CRA rates will apply for all travel in the 2023 calendar year. | Tom motioned to approve that effective January 1, 2023, CADS - NCD adopt the CRA 2023 allowable meal rate of $23 per meal and mileage rates of:  A) $0.68 per kilometer (KM) for the first 5,000 KM, and  B) $0.62 per KM over that.  Mike Moulton seconded.  Carried. |
| 1. Registration Update | Jim provided a general update on CADS registrations. Numbers are starting to increase from pandemic levels. CADS-NCD registration has uptake about 66% of pre-pandemic levels.  Most programs are a bit smaller.  WSC – using SnowLine for registration. | Jim offered to send anyone interested more details about registration numbers. |
| 1. CADS National Awards & Updates | CADS will be sharing email with information regarding nominations for CADS National Awards. Jim encouraged members to nominate volunteers for awards.  Jim reported back on the CADS Strategic Summit that he and Deb attended. It was noted that National will circulate material soon for input from all Divisions and Programs. CADS intends to develop a draft of their 5-year strategic plan over the coming months. |  |
| 1. Items added to the agenda | A. CADS National implementation of their Safe Sport Framework.   * In early January CADS shared a Safe Sport video and deck describing the process to address complaints. Board members are asked to share any comments. * CADS will expect divisions to adopt it or have in place a process of their own. BC and Alberta and maybe Ontario may have their own process. * NCD operates in 2 jurisdictions. If there is a complaint it would have to abide by applicable provincial law in the place of the alleged event. That is incorporated in National’s approach. It may be a good idea to adopt National’s approach.   B. Jeff Boucher proposed CADS-NCD purchase a name making machine to have consistent looking, quality and professional looking name tags. They could be tailored for each hill. Cost approximately $1,000.   * Randy explained the process to make the tags and showed members an example. * Members generally support the idea. * Tom mentioned that funds could be allocated in the fall budget for next season. * Tom emphasised using the CADS-NCD logo instead of the CADS logo.   C. Mt. Avila bus trip - Pierre confirmed this will be on Sunday, **March 19**. Ski passes to be at corporate rate level. 2 accessible buses to go from East and West end of Ottawa. Tom reminded directors that participants must be members of CADS(-NCD) for insurance purposes. Participants to co-ordinate their own volunteers. Would like to use SnowLine for registration. Registration needs to be confirmed by 3rd week in February. | Board Members to send Jim comments about the safe sport video and CADS approach to deal with complaints of maltreatment.  Pierre will reach out to program directors for participant numbers and names of volunteers to attend the day and be bus monitors. He will also create a short paper setting out information about the Mt. Avilla day trip.  Name tag idea to be put on agenda for May meeting when a motion will be proposed. |
| 1. Round Table | A. Tom – while Tom is away, directors can get cheques from Heather.  B. Eric – can CADS-NCD support Ski Hawks to purchase more radios.   * The CPC has asked for equipment funding applications now leading into February 2023. Ski Hawks will go to CPC for the equipment grant and CADS-NCD will support the grant application, and if need be assist with the writing of the application. |  |
| 1. Next meeting and adjournment. | Jim proposed the next meeting be on Tuesday March 14, 2023.  Will meet at end of May to wrap up fiscal year. The meeting adjourned at 8:35 PM. | Randy motioned to adjourn the meeting. Seconded by Pierre.  Carried. |