

Central Division Ski Patrol Staff Action Item Log

ITEM #	ACTION ITEM	Responsibility	Notes	Target Date
1	RD's will Update Central Division Website calendar and Directory, particularly before the fall meetings and mailings.	RD's	Normal schedule reminder	April & Sept
1a	Determine how we can get a division wide calendar, pulled from region's data which is all formatted differently. Could we move to the same calendar type embedded to the website? Need investigated further	Kent	Temp fix could be links to each region calendar.	Spring 2019
2	Send out new Action Item Log and post on the Website, Send Reminders	Laurel	Normal schedule reminder	Mar/Apr, Aug/Sep
3	Treasurer will audit the Region books after the effective change of RDs – will need to audit North Central, Southern and Northern Michigan after close of books on July 1 st .	Marty / JT	Ongoing	After July 1 st .
3a	Review South Central's Changes	Marty will complete	Ongoing	
4	Contact Meeghan and/or Willis re: an insurance policy. JT to follow up on getting a rider.	JT		Fall 2018
4a	Explore insurance policy for division and region boards as we are not covered under National	Tom/JT		Fall 2018
4b	All RDs to send information regarding their board structure to JT for future reference.	RDs		ASAP.
5	Begin re-write of current national manual for Patrolling 101 which has not been updated since 1999. Julie/Vicki working with OET Program. Provide a timeline and plan for this.	Julie	In process – Jodie working on this.	Update at Fall 2018
5b	Jodie will send all RDs and ADDs document to review	RDs and ADDs	Notation item.	
6	Reminder to All RDs to discuss and educate on Retention and Liability releases for 10 years, whether it be in paper or electronic.	All	Encourage regions to arrange for cloud storage. Mike using Smart Waiver - \$150/yr storage. Scan releases is OK – scan both sides if double sided.	Ongoing
7	Advise all program advisors to get information to Kent to update their web pages with program information and advise Marty for any new paypal registrations to monitor.	ADD's	Reinforce again with new year. ONGOING	Ongoing

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8	Division budget funds for the programs will be reviewed again in the fall for determination of which program will meet in the spring and receive the funds. DD/ADD's to meet with their supervisors before then to present a plan supporting any request to meet.	JT / ADD's		Ongoing
8a	Tom to discuss bringing MTR/Nordic/Avalanche to the spring meeting of 2020.	Tom		Spring 2019
9	Discuss with IT/Webmasters if/can they use google calendars so we can coordinate all calendars.	ALL	Also, have your web person introduce themselves to Kent	Spring 2018
10	Review of releases to decide if we need to use National/Division or if we use one.	Kent Anderson		Spring 2018
11	OEC – Task Force. Identify and contact Mike S. and Dick J. regarding members for the OEC task force. Will include Sue Hayes and ROAs.	All	If you have someone who would like to be involved let Mike and Dick know.	Spring 2018