

Central Division Ski Patrol Staff –Action Item Log

September 11, 2011

ITEM #	ACTION ITEM	Responsibility	Target Date
1	RD's will Update Central Division Website calendar and Directory	RD's	As needed
2	Send out new Action Item Log and post on the Website	Frank Cleary	2011-2012
3	Request National provide CD Supervisors access to National Database of patrollers and registered classes (Senior, P101, Auxiliary) OEC and Toboggan Supervisors are now the only Supervisors with access. Continue to check with the new National IT manager	Jim W	2012
4	Patrols continue registering yearly Toboggan refreshers and P101 to provide record of attended refreshers (other than OEC)	RD's	9/11
5	Post minutes, proposals, Action Items on website after the Board has had a week to review content.	Frank, Chris	10/11
6	Post the PnP with approved amendments	Frank, Chris	10/11C
7	Send out approved amended budget to RD's and post to website	Joe, Chris	10/11C
8	S10 P007 - Jim will inform our agent, Jack Lawson, that proof of insurance is necessary and will follow-up so patrollers have cards in hand by the beginning of the season, Chuck is checking on an emailed card	Dan Moss, Chuck M, Kevin	10/11
9	S10 P007 – Jay to insure all insurance payments received and insurance commencing before season starts,	Joe, Dan M	10/11
10	Treasurer will audit the Region books prior to change of RD Dave Johnson	Jim Joe Dave	1/12
11	Jim will create a list of patrollers to register toboggan refreshers using NSP IT database network	Jim	10/11
12	Woodrum will follow up with National about the old National radio license	Jim	1/12
13	Develop all CD Supervisor Job Descriptions for PnP	Jim, Brian, Linda, RD's	10/11
14	Develop a written Patroller Stepping stone or overview of the journey basic, senior, certified	Brian, Linda, Dan	4/12
15	Frank to change the color of the cross on the PnP to white and remove CD logo	Frank	10/11C
16	Frank to record the S11-001 Bylaws Change Election Date elimination from Bylaws and post to Website	Frank - Chris	10/11C
17	Frank to record the F11-001 PnP Change Electronic Signatures and post to Website	Frank - Chris	10/11C
18	Ken will put an article in this coming RPN to start the RD voting process.	Ken	10/11
19	All IT's for all programs submit to the Region supervisors their past year activity logs and what they plan to accomplish over the next year.	RD's to send notices to IT's	10/11
20	All Region supervisors to review all IT's past year activity logs and review what they plan to accomplish over the next year.	Jim requires CD Supervisors to monitor	10/11
21	Assemble a list of key concepts to put offer to RD's to be used to train new PR's	Kevin	10/11
22	Dissolve the Central Ski Patrol Inc	Kevin	12/11
23	Move Central Ski Patrol Inc assets to Central Division of NSP, Inc	Joe	12/11
24	Check that all classes are properly registered and promptly closed (Jeannine Mogan will be closing all remaining P101 classes 11/1/11)	RD's	10/11
25	Joe to start using income line 112 for Alumni Dues recording	Joe	10/11

26	All Patrollers must have personal access to new 5 th Edition OEC manuals for the fall refreshers	RD's and PD's	10/11
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