

Central Division Ski Patrol Staff –Action Item Log

April 10, 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 Action Item Log Every Two - Three months	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	4/11 C
6	Post the PnP with approved amendments	Frank, Chris	4/11 C
7	Give more consideration for proposals on how CD can support local patrol to 1) Increase skiing/riding skills of our patrollers 2) recruit new future patrollers 3) using and improving Accident Investigation 4) SES's at every area in CD 5) adopt Helmets usage by patrollers	RD's and Staff	9/11
8	Send out approved amended budget to RD's and post to website	Joe, Chris	4/11
9	Document a recommendation on how to deal with a patroller that has been diagnosed with Alzheimer's or dementia	Kevin, Karen, Sandi	6/11
10	Prepare for RD elections in 11-12 North Central, Northern Michigan and Southern Region.	RDs and Ken Meldahl	10/11
11	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	Chuck M	9/11
12	S10 P007 – Jay to insure all insurance payments received and insurance commencing before season starts,	Joe, Dan M	10/11
13	Kevin to look for a tax consultant and, if necessary, not-for-profit consultant to solve corporation issues	Kevin	9/11
14	All Region OEC IT's attend one of two Conferences for 5th Edition Rollout, or webinar	OEC IT's	12/11
15	Treasurer will audit the Region books prior to change of RD Dave Johnson	Jim Joe Dave	10/11
16	Jim to send PPT on Fall Division presentation and RD's to add supporting detail	Jim – RD's	8/15/11
17	Jim and JT will create a form to register toboggan refreshers using NSP IT database network	Jim and JT	9/11
18	Woodrum will follow up with National about the old National radio license	Jim	9/11
19	Joe to issue a letter to all Region Treasurers for Patrols to only have checking accounts	Joe	8/11
20	Develop all CD Supervisor Job Descriptions for PnP	Jim, Brian, Linda, RD's	8/11
21	Work with National to fashion QA after businesses use of Six Sigma Certification techniques	Jim	8/11
22	RD's to request patroller involvement with NSP survey	RD's	4/11
23	Develop a written Patroller Progression Journal or Journey (basic, senior, certified)	Brian, Linda, Dan	9/11
24	Joe to send the Tax exemption paperwork to all RD's and staff.	Joe	4/11

25	RD's to disseminate information on narrow band radio change	RD's	5/11
26	Jim to assign help to OEC supervisors to role out 5 th edition of the OEC	Jim	6/11
27	Frank to record Proposal S11 P001 – Bylaws election change KM (first reading)	Frank	4/11 C
28	Frank to Record PnP change Proposal S11 P002 – Election Funding JT with the friendly amendment	Frank	4/11 C
29	Frank to Record PnP change Proposal S11 P005 – Election Addresses KM with the friendly amendment	Frank	4/11 C
30	Jay to Record Senior Manual change Proposal S11 P008 – Senior Exam Team Tony W with the friendly amendment	Jay Zedak	4/11
31	Frank to Record PnP change MOTION #9: Page 7 of CD PnP – Supervisor Selection changes - Jim W with the friendly amendment	Frank	4/11 C
32	Frank to Record PnP change MOTION #10: change the PnP tax preparation dates – Joe - with the friendly amendment	Frank	4/11 C
33	Send out Fall Meeting Agenda and registration website information	Bill C	7/11
34	Update CD Org Chart with new Telecommunication advisor	Frank	5/11
35	Joe to inform all Region Treasurers that if Region's financial report is not submitted to the Central Division Treasurer by October 15, it will result in the loss of the Region's support funds	Joe and follow up by RD's	5/11
36	Joe sends the RD's and Region Treasurers the new 'End of the Year' excel template	Joe	5/30/11
37	Update PnP with floor motion 3 giving the Senior Supervisor the authority to create and amend Senior forms	Frank	4/11 C
38	Jim to work out agenda timing for his and Chip's General discussions, as he would like them recorded in the meeting proceedings and send them to Bill for placement in the meeting planning and handouts	Jim to send to Bill C	6/1/11
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