

Central Division Ski Patrol Staff –Action Item Log

Sept 9, 2012

ITEM #	ACTION ITEM	Responsibility	Target Date
1	RD's will Update Central Division Website calendar and Directory, particularly before the fall meetings	RD's	As needed
2	Send out new Action Item Log and post on the Website, Send Reminder each 2-3 months as a link to the document	Frank Cleary	2012-2013
3	Patrols continue registering yearly Toboggan refreshers to provide record of attended refreshers (other than OEC)	RD's	9/12
4	Post minutes, proposals, Action Items on website after the Board has had a week to review content.	Frank, Chris	9/12 C
5	Post the PnP with approved amendments	Frank, Chris	9/12 C
6	Send budget to RD's and post to website	Joe, Chris	9/12
7	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 a card	Dan Moss, Chuck M, Kevin	9/12
8	S10 P007 – Dan to insure all insurance payments received and insurance commencing before season starts,	Dan M	10/12
9	Develop a written Patroller Stepping stone or overview of the journey basic, senior, certified	Brian, Linda, Tom	10/12
10	Ken to prepare for upcoming elections	Ken	10/12
11	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. Submit plans for adding this to job descriptions.	Jim and ADD's (CD) RD's (Region)	4/13
12	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	4/13
13	Develop training for this year's local refreshers: Respect, Civility and Chain-of-Command education.	Ty Damon, Kevin M, Derek, Jim W	3/13
14	Code of Conduct review: Is this a National issue for all DD's to review?	Jim W	7/13
15	Have the insurance companies reviewed the new OEC manual?	Kevin	6/13
16	Frank to print new RD's yellow name tags for upcoming meeting	Frank	4/13
17	Treasurer will audit the Region books prior to change of RD Les Robinson replaces David Dahl	Jim Joe David	10/12 C
18	Treasurer will audit the Region books prior to change of RD Dick Jacques replaces Bob Lechtanski	Jim Joe Dick	10/12 C
19	Treasurer will audit the Region books prior to change of RD Don Steen replaces Bill Dick	Jim Joe Bill	10/12 C
20	Treasurer will audit the Region books prior to change of RD Joe Riley replaces Tony Ortega	Jim Joe Tony	10/12 C
21	Joe and Jim will develop a proposal to document the way the amount of region funding is adjusted as the total CD patrollers will change each year.	Jim Joe	6/13
22	Proposal S12 P004 Prepare a National Action Request for Web Class closure	Jim , JT	4/13
23	Plan some Civility and Chain-of-Command education for the upcoming Division meeting, something the Regions can take home to their staff	Les, Kevin	4/13
24	Edit PnP to add/relocate all CD Staff Job descriptions into an Appendix to the PnP	Frank / Jim, Linda, Brian	4/13
25	Frank will update the Org chart to add Tom Anderson ADD	Frank	9/12
26	Chris will update the NSP Logo on our website to the new logo	Chris	9/12 C

27	Review document 'Patrol Rep Checklist' and provide feedback to Bill Currier. Bill will prepare a final copy for the spring meeting	RD's	3/13
28	Establish a safety team advisor in each region	RD's	10/12
29	Work with Mike from National to establish a Job Description for Safety Advisor	Jim	10/12
30	Floor Motion #1 Election announcement changes to the PnP: Frank to make the changes and post the new PnP	Frank	10/12 C
31	update the Certified manual on page 44 to reflect the fact that the Division Director appoints the Certified Supervisor	Mike L Jones	4/13
32	Proposal F12 P001 – Patroller 101 Frank will update the PnP and post to the website	Frank	10/12 C
33	Review past minutes to see if any action items were not followed up on properly and write proposals to correct important issues.	Frank	Ongoing
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