

**Central Division Ski Patrol Staff      Action Item Log      F13 Meeting – September 7, 2013**

ITEM #	ACTION ITEM	Responsibility	Notes	Target Date
1	RD's will Update Central Division Website calendar and Directory, particularly before the fall meetings and ballet mailings	RD's	In process	As needed
2	Send out new Action Item Log and post on the Website, Send Reminder each quarter with link to the document	Cheryl	Post after minutes approval	2013-2014
3	Provide Delinquent report to RDs for refreshers with reminder to Patrols that they must register Toboggan refreshers to provide record of attendance	Don L / David Bramel	Don will issues to RDs by end of week.	10/1/13 (10/4/13)
4	Post minutes, Action items, and Presentation materials to website	Cheryl	Minutes after approval	10/1/13
5	Develop a written Patroller Stepping stone or overview of the journey basic, senior, certified: New team: Patroller 101, Senior, Certified programs	Patrick, Daren, Vicki	Chris and Don oversight	Fall 14
6	Ken to prepare for upcoming elections	Ken	On schedule for RPN	10/13
7	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.	ADD's RD's	Re-set for upcoming season	4/14
8	Treasurer will audit the Region books after the effective change of RDs and DD, Eastern and Western Mi to be audited	Joe / JT	Meeting 10/2 with CPA. Div will be scheduled for audit	10/13 Regions, 11/13 Div
9	Proposal S12 P004 Prepare a National Action Request for Web Class closure	Jim, JT	Monitor; revisit in spring	4/14
10	Establish a Job Description for Safety Advisor, for the central division	JT	Include for spring updates	4/14
11	S13 P002 Remove address from Senior Risk Wavier on over 18 and add full address to the under 18 portion (See updated PnP)	Daren, Don	Daren to update - compare to PnP	10/1/13 for conf call
12	PnP requires change in two locations: Pg 24, 4th and 5th bullets can be eliminated, then add statement for inclusion of the new Ski School fee	Joe / Cheryl	Cheryl - PnP document change. Joe - adjust budget	Complete as of 10/1
13	S13 P001 Update PnP and Bylaws to incorporate revision for Elections	Cheryl	PnP updates to be made	Complete as of 10/1
14	S13 P003 Job Descriptions - Revise PnP to remove job descriptions from PnP chapter. Create new appendix with job descriptions in current form, incorporating amendment for revisions to be due March 15 yearly.	Cheryl	Make revisions incorporating descriptions to date.	Complete as of 10/1
15	Dan Somalski Memorial - execute funds and transfer from Division account	Kevin/Joe/Don	Kevin will execute first. Ready to move forward	11/1/13
16	MSAA Survey - Prepare a one page bullet point summary of things we can do that are customer focused.	Jeannine, Ty, Tom, Don	Ty to begin summary with input from others	Completed and issued to regions
17	MSAA Survey Customer Service Summary - carry forward information to their patrols for further review.	RDs	RD's need to distribute for Refreshers/fall Mtgs	Complete

**Central Division Ski Patrol Staff      Action Item Log      F13 Meeting – September 7, 2013**

18	Lower Michigan Consolidation Review - Investigate at least merging some events for senior level activities; and find other ways to more effectively work together to provide the best services	Dick / Mike / Dave	JT requested the three regions work together to explore more options	Date not yet set
19	F13 P001 Certified Terrain criteria - go back to committee and validate the measurements; then provide a list of who qualifies. Address error of measurement on starting and ending points and variability on terrain over time, snowmaking etc.	Patrick / JT/ Bill	Develop method to validate measurements. JT needs req for equipment that was indicated.	Spring Agenda
20	Creation of Investment Committee - Reference F13 P006. Collect list of qualified and interested candidates for committee	JT / RDs	RDs need to collect names and submit to JT	10/1 need more names supplied. Committee by 11/1
21	Feedback on new electronic, paperless format of meetings	RDs	All agreed that the format should continue.	Will continue to evolve.
22	Floor Motion to update the PnP for Elections - Ken M to provide correct wording to Cheryl to incorporate	Ken	Cheryl then to update PnP	Completed as of 10/1
23	Provide a proposal for the Spring Meeting to modify the PnP to move oversight of the investment committee to the Board (from the Exec. Comm)	Joe	Joe to write up proposal	Spring 2014