

Central Division Ski Patrol Staff –Action Item Log

April 13, 2013

ITEM #	ACTION ITEM	Responsibility	Target Date
1	RD's will Update Central Division Website calendar and Directory, particularly before the fall meetings and ballet mailings	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	2013-2014
3	Patrols continue registering yearly Toboggan refreshers to provide record of attended refreshers (other than OEC)	RD's	9/13
4	Post minutes, proposals, Action Items on website after the Board has had a week to review content.	Frank	5/13
5	Review minutes and past meeting minutes to assure all action items were followed up on properly (add this to job description)	Frank	9/13 C
6	Send budget to RD's and post to website	Joe, Chris	5/13
7	Send out an email with organization chart and open positions to RD's	JT	5/13
8	RD's to register patrollers for ski school insurance prior to Nov 1	RD's	11/1/13
9	Develop a written Patroller Stepping stone or overview of the journey basic, senior, certified	Chris, Tom, Don, Brian, Linda	10/13
10	Ken to prepare for upcoming elections	Ken	10/13
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.	ADD's RD's	4/13
12	RD's to inform Joe if they change the Region dues	RD's	9/13
13	Develop training for this year's CD Banquet: Respect, Civility and Chain-of-Command education.	JT, Jeannine	9/13
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	9/13
16	Frank to print new RD's yellow name tags for upcoming meeting and update the division org chart	Frank	9/13
17	Treasurer will audit the Region books after the effective change of RDs and DD	Brian Joe JT	10/13
18	Rework the job descriptions to align with NSP, add Safety Team, prepare for PnP	Frank Linda Dick Kevin	9/13
19	Floor Motion #8 Change website to make our addresses not publicly available, add requirement to PnP Chapter 8	Chris, Frank	5/13
20	Jim W to talk to NSP to assure new people in Spring training are covered for the entire year and not charged for two years dues	Jim W	7/13
21	Committee to review Lower Michigan Region boundaries	Dick, Mike Guy D	9/13
22	Proposal S12 P004 Prepare a National Action Request for Web Class closure	Jim , JT	4/14
23	Review document 'Patrol Rep Checklist' Document located on the CD bookshelf	Bill, Les, Jeannine	4/13
24	Establish a safety team advisor in each region,	RD's,	4/13
25	Work with Mike Russo from National to establish a Job Description for Safety Advisor, send the document to Frank	Jim	4/13
26	update the Certified manual on page 44 to reflect the fact that the Division Director appoints the Certified Supervisor and prepare/present alternate to rubric to board	Chuck/Patrick	9/13
27	Execute bond on new DD, treasurer and registration supervisor	Joe	7/13
28	Prepare for open electronic meeting proceedings format for fall board meeting, board to have laptop or notebook with wireless capability	Frank, JT, Board	9/13
29	Conduct PnP Training for all new RD, ADD's and CD supervisors/advisors/staff	JT	9/13

30	Purchase wireless printer compatible with wireless meeting preparation	Frank	9/13
31	Add 2 nd reading of S13P001 Bylaws Election procedure changes to Fall Agenda	JT	9/13
32	Floor Motion #10 Add additional financial accounts to PnP	Frank	4/13 C
33	S13 P002 Remote address from PnP Risk Wavier on over 18 and add full address to the under 18 portion	Frank	4/13 C
34	S13 P002 Remote address from Senior Risk Wavier on over 18 and add full address to the under 18 portion (See updated PnP)	Senior Supv or ADD	9/13
35	Document a OEC ASE (Accredited Senior Examiner) program and prepare for addition to Senior Manual (Board approval required)	Deb E, Janet G, Karen H, Kathy G	9/13
36	Implement a OEC ASE (Accredited Senior Examiner) program for Central Division	Deb E, Janet G, Karen H, Kathy G	9/16
37	Prepare for Fall Banquet in Wausau, WI Sept 68	Les	9/13
38	Look into Dragon voice activated minutes program	Frank	9/13
39	Coordinate MSAA room accommodations	Ken M	7/13
40	Post the Registration/Treasurer Flowchart process to the website bookshelf	Joe	5/13
41	Send a document to the National Board supporting Tim White's employment and service.	Brian	4/13
42	Review investment strategy (objectives and risk) and if not appropriate prepare update for Fall executive meeting. JT to appoint committee	JT, Joe	9/13
43	Transfer funds of \$2425 from account 646 to Dan Somalski fund	Joe, Don	5/13
44	Prepare questions for NSP survey of MSAA members	Tom A, Dick J, Bill C, Jeanine M and Jim W	7/13
45	Review the name of budget lines 710 and 711, possibly Ski School and PSIA Liaison	JT, Joe	8/13
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