

Central Division Ski Patrol Staff Action Item Log

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	Normal ops	April & Sept
2	Send out new Action Item Log and post on the Website, Send Reminders	Cheryl	Normal schedule	Mar/Apr, Aug/Sep
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	Dave will need to work with Darcy	Dec 2014
4	Post minutes, Action items, and Presentation materials to website	Cheryl/Kent	Teleconference for minutes approval 9/23/14, 9PM EST	10/1/14
5	Treasurer will audit the Region books after the effective change of RDs: Ohio, Western MI and Western for fall 2014	Joe / JT	Joe to schedule with regions.	Nov 15, 2014
6	Proposal S12 P004 Prepare a National Action Request for Web Class closure	Jim , JT	Still working with National on database issues.	Fall 2014
7	Establish a Job Description for Safety Advisor, for the central division	JT	No action yet, reset date	End of year
8	Consolidate region calendars into CD calendar; also fosters inter-region activities.	RDs	Continue to evolve based on web development	
9	Vehicle Rental - Kevin to research with national legal committee members to determine liability issues.	Kevin	Ref: S14 P005	Oct 2014
10	Kevin to investigate need for Errors and Omissions Policy for Central Division and present back to Exec board	Kevin	No answer yet, it depends, will update 9/23 phone call	Oct 2014
11	Don Loerch and Kevin McQuillan to work together to develop a program for future funding and usage annually of the Somalski Funds – present to board 9/23	Don/Kevin	Need to grow fund further, req board donation.	Oct 2014
12	Dick and Chris to develop proposal for internal Email service process	Dick / Chris	Nearly complete as of 9/7, roll out over next month	Oct 2014
13	JT to take RFA for revision to OEC snow restrictions in Senior Manual forward to national; need to look further for support from other divisions	JT	RFA submitted May 2014 – JT to ck on status	Open to National Committee
14	Kent to modify electronic registration process for accommodate new requirement. Kevin will work with Kent to make sure all liability issues are addressed.	Kent / Kevin	In progress	Oct 1 2014
15	Reminders to RD's and Program Supervisors in July/Sept/Jan to update their calendars for course/clinic information.	Cheryl	Complete through Sept	July / Sept / Jan
16	Call for candidates - dates on the division calendar	Ken		As scheduled
17	Work up for publication a procedure on what a patroller needs to do in order to participate in a course/clinic within another region	Mike / Jim	Mike completed write up and forwarded to Jim.	Fall 2014

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18	Investment committee to create a plan on how to provide funding to the Dan Somalski fund to help support growth of the endowment, and on policy of amounts to be given to each recipient.	Investment Committee (Joe/Don/Dick/ Kevin)	Review in Process, present to teleconference meeting - move to Spring Meeting	April, 1014
19	Evaluate the ASE program both for the evaluation side as well as teaching requirements and develop a recommendation on how to proceed.	Don / Skills Dev Team/ Dick / Mike	Committee has been meeting: schedule separate call.	Fall 2014
20	Discuss how we track equipment the division owns for training; who has it and what is it	JT	JT and Woodrum met with PDs, more info to distribute	Fall 2014
21	Reminder to program supervisors and ADD's that any updates to job descriptions must be in 2 weeks before spring meeting for a consolidated annual PnP revision	Cheryl		March 2014
22	Track progress in search for new Avalanche supervisor to prepare to replace Derek Wener who will be stepping down.	Chris		Oct 2014
23	Communicate annually to PD's with copy to RD's to confirm if No change to checking accounts, or to provide new information if any changes	Dean B		Oct 2014
24	Per board floor motion F14 #9, All Central Division websites should be under the control of the central division.	Kent	Work with programs to start transitions	Fall 2014
25	Begin re-write of current national manual for Patrolling 101 which has not been updated since 1999. Work in conjunction with national; will turn over when complete. Include Jay Zedak in process.	Tom, Guy, Kevin and Vicki		Winter 2014-15
26	Begin identifying replacement for Tim Zimmerman; per request of Tim, to transition over time	JT		Winter 2014-15
27	Document policy and procedures for distribution across division related to Snowsports School Instruction of other patrollers, no need to register classes, but must be member of NSP-C Snow Sports School to instruct and be covered.	Harold / Chris		Nov 2014
28	ASE committee to set up meeting with board relative to agreement on how to move forward with this program	Don / Dick	Set up conference call - Don to advise when ready to discuss further	By Spring 2015