

**Central Division Ski Patrol Staff      Action Item Log      Spring Meeting – April, 2014**

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	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	Complete, Don will update again for fall 2014	Fall 2014
4	Post minutes, Action items, and Presentation materials to website	Cheryl/Kent	Set Teleconference Wed 8pm central, April 16 - send draft Mon/Tue 4/7-8	5/1/14
5	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	Process is basically working; advisors need to reinforce.	6/14
6	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.	Fall 2014
7	Proposal S12 P004 Prepare a National Action Request for Web Class closure	Jim , JT	Still working with National on database issues.	Fall 2014
8	Establish a Job Description for Safety Advisor, for the central division	JT	No action yet, reset date	Fall 2014
9	Consolidate region calendars into CD calendar; also fosters inter-region activities.	RDs		Fall 2014
10	Vehicle Rental - Kevin to research with national legal committee members to determine liability issues.	Kevin	Ref: S14 P005	Fall 2014
11	Develop a proposed list of inactive accounts to be removed from PnP; to be incorporated in a proposal for fall meeting	Joe	Joe and Cheryl to work on list revisions	Fall 2014
12	Kevin to investigate need for Errors and Omissions Policy for Central Division and present back to Exec board	Kevin		Fall 2014
13	RD's (Don/Joe/Dick) to review the current Region Support (Acct 620) process and create proposal on how to best go forward, perhaps reducing Division by \$3 and allowing Regions to increase to net \$0, vs other adjustments.	Don / Joe / Dick		Fall 2014
14	Don Loerch and Kevin McQuillan to work together to develop a program for future funding and usage annually of the Somalski Funds - by Fall meeting.	Don/Kevin		Fall 2014
15	Dick and Chris to develop proposal for internal Email service process	Dick / Chris		May 2014

**Central Division Ski Patrol Staff      Action Item Log      Spring Meeting – April, 2014**

16	Patrick Perlman to develop rotation schedule of certified exam among four regions currently defined (North Central, Western, Ohio, Northern Michigan)	Patrick / Chris	Work with certified team to develop and propose to board	Fall 2014
17	Patrick will continue with Certified project being investigated for rotation of non ski/board modules and come back in the fall with status and next spring with the plan.	Patrick / Chris		Fall 2014 - Status Spring 2014 - Plan
18	Post Fall Teleconference Minutes to website, along with other spring 2014 materials	Cheryl		May 2014
19	Revision to PnP for updated Division Elections procedures. Kevin to revise as needed to represent all types of communications	Kevin / Cheryl	Text received; will be updated to PnP	May 2014
20	JT to take RFA for revision to Sr OEC manual forward to national; need to look further for support from other divisions	JT / Bill (Guy)	RFA to be supplied from Bill to JT	Summer 2014
21	Update Chapter 5 of Division PnP to reflect approved revisions from Proposal S14 P003 Division Investment and S14 P004 Food Allowance	Cheryl		May 2014
22	Remove all existing financial data documents from the web site	Kent / Chris		May 2014
23	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		Fall 2014
24	RD's to all go back to their regions and communicate the requirement to use the division liability release form, not the national form for their events, whether paper or electronic. Located on the CD website.	RDs		Fall 2014
25	Kevin to follow-up with National on the use of the CD liability release form vs national; or determine exception cases - such as at a national event	Kevin / Chris		Fall 2014
26	Make necessary changes to reflect new name of Snow Sports School change from Ski School in all skills documents and in the PnP	Cheryl - PnP Harold - other		Fall 2014
27	Document what the new procedure is now that insurance has changed and incorporate into the registration process online	Harold / Chris / Kevin	Develop and review with board at fall meeting	Fall 2014
28	Reminders to RD's and Program Supervisors from July/Sept/Jan to RD's to update their calendars for course/clinic information.	Cheryl		July / Sept / Jan
29	Executive Committee to meet to review possible candidates vs list of national needs and work on better ways to get out the vote; also to identify people to groom for the following year.	Jim / Mike		Fall 2014
30	Call for candidates - dates on the division calendar	Ken		As scheduled

**Central Division Ski Patrol Staff      Action Item Log      Spring Meeting – April, 2014**

31	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		Fall 2014
32	Send out procedures from Dean Brandt on how the RD's should confirm leadership positions to national, and copy others, as changes occur	Cheryl		Completed 4/10/14
33	Investment committee to create a plan on how to provide funding to the Dan Somalski fund to help support growth of the endowment	Investment Committee (Joe/Don)		Fall 2014
34	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		Fall 2014