

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 mailings.	RD's	Normal schedule reminder	April & Sept
2	Send out new Action Item Log and post on the Website, Send Reminders	Cheryl	Normal schedule reminder	Mar/Apr, Aug/Sep
3	Treasurer will audit the Region books after the effective change of RDs: no change in RD's this year	Marty / JT		Defer until next change
4	Establish a Job Description for Safety Advisor, for the central division	JT	No action yet, reset date	Spring 2016
5	Vehicle Rental - Kevin to write up policy for completing rentals	Kevin	Kevin preparing P&P revision	Spring 2016
6	Kevin to investigate need for Errors and Omissions Policy for Central Division and present back to Exec board. Kevin to determine if Central Division needs their own policy for D&O Insurance.	Kevin	Waiting on actual policy from national to review	Spring 2016
7	Reminders to RD's and Program Supervisors in July/Sept/Jan to update their calendars for course/clinic information. Should be sent in 3 weeks in advance for Kent to load to division website for event registration.	Cheryl	Normal schedule reminder	July / Sept / Jan
8	Develop an updated patrol questionnaire and talking points for RD's to announce to their individual regions. Recommend ramifications to not reporting. - Revised guidelines for appropriate use of patrol funds.	Kevin / JT	Kevin working on use of funds/accounts policy - will provide summary letter.	Oct 2015
9	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	ADD's to request updates	Spring 2016
10	Per board floor motion F14 #9, All Central Division websites should be under the control of the central division. (Certified program sites)	Kent	Working with programs to complete transitions	Spring 2016
11	Begin re-write of current national manual for Patrolling 101 which has not been updated since 1999. Julie/Vicki working with OET Program.	Julie	Julie has in process, and will coordinate with OET program.	Spring 2016
12	Proposal for Non-Ski Module testing for Certified Program.- after year 2 review	Patrick		Spring 2016
13	Document process to educate division programs advisors on how to get the tax exemption on purchases by state.	Marty/Kevin	Kevin investigating state by state	Spring 2016
14	Change account 170 to Division Snow Sports School Registration; also update other accounts in reporting and excel as agreed in F14 P006 and S14 P010	Marty	Confirm with Marty accounting file updates	Fall 2015
15	Work with national to develop a process to include Mountain Host programs as part of registrations. (Mike-0, Les-0,)	JT		Ongoing

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16	Region Directors talk to their patrol reps about who and how many are currently involved in Mountain Host Programs.	Region Directors	Add to equipment list request of patrols.	Spring 2016
17	Rules on Video and Photo Taking at Events - RD's need to add to Region PnP; Daren needs to add to Senior Manual	Daren / RDs	In process	Spring 2016
18	Develop Retention Plan for storage of liability releases by regions and division; determine viability of an annual release; set up online usage once process established.	Kevin		Spring 2016
19	RD's to come up with more options to support the award winners; such as travel, attendance at division modules.	RD's		Spring 2016
20	Advise all program advisors to get information to Kent to update their web pages with program information.	ADD's		October 2016
21	RD's find out who has Young Adult programs - and report back by October 15th. Mike to coordinate program for now.	RD's		October 2016
22	Send out a div letter, a region letter, have RD's talk to each PR with why they need to get their patrollers to vote, Chris has a letter drafted that he was going to split into mailings - will send to all along with the stats from Kevin (posted to drive folder). Should also have RD's conf call with their region staff. Division staff - the three ADD's will arrange a call with all of their supervisors to Vote for the central div candidates.	Chris / ADD's		October 2016
23	Supervisors' meetings proposal: establish budget item for next year	Marty	Add account and budget per F15 P002	October 2016
24	RPN Archive – per proposal F15 P004 Dick to arrange for process and Marty to revise budget and add line item / account	Dick/Marty		October 2016
25	Result of S15 P001 discussion to be communicated to Patrick/certified program - the board voted previously to approve the manual with hills as currently defined, and the motion to bring forward P001 was turned down. No further action.	Chris		September 2016