

### 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	Tom A / David Bramel	Working with Carol Hudson.	Fall 2015
4	Treasurer will audit the Region books after the effective change of RDs: no change in RD's this year	Joe / JT	Filings are complete for 2014	Defer until next change
5	Establish a Job Description for Safety Advisor, for the central division	JT	No action yet, reset date	Fall 2015
6	Vehicle Rental - Kevin to write up policy for completing rentals	Kevin		Fall 2015
7	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	June 2015
8	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	Ongoing	July / Sept / Jan
9	Call for candidates - dates on the division calendar.	Ken	Yearly	As scheduled
10	Investment committee to create a plan on how to provide funding to the Dan Somalski fund to help support growth of the endowment, use (or not) of division funds, and on policy of amounts to be given to each recipient. See S15 P006 Motion #12 for further committee review 4/18/15	Investment Committee (Joe/Tom/Dick/ Kevin)	Review in Process	Deferred to Fall15
11	Develop an updated patrol questionnaire and talking points for RD's to announce to their individual regions. Recommend ramifications to not reporting.	Kevin / Joe H		July 2015
12	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	Will do as separate request item for Fall Meeting	Fall 2015
13	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	Included with officer change request for 2015	Yearly
14	Per board floor motion F14 #9, All Central Division websites should be under the control of the central division. (Certified program sites)	Kent	Work with programs to complete transitions	Confirm in fall 2015

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15	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, and Kevin for Legal Review	Julie (Tom), Guy, Vicki	Vicki has begun will report on at Fall meeting - add to Fall meeting agenda	Fall 2015
16	Begin identifying replacement for Tim Zimmerman; per request of Tim, to transition over time	JT		pending
17	Develop a consistent tool for the division for financial/tax reporting purposes and accountability of each unit assets	Joe H		Work in progress
18	Proposal for Non-Ski Module testing for Certified Program.- after year 2 review	Patrick		Due Spring 2016
19	Annual Officer Confirmations to be completed by each region for national submission. See email from Dean Brandt	Dean & Board	RD's reminded to review	In process through fall.
20	Joe to document process to educate division programs advisors on how to get the tax exemption on purchases	Joe H		Before Fall Meeting 2015
21	Kevin to determine if Central Division needs its own D&O coverage or if covered under national policy	Kevin M		June 2015
22	Snow Sports School should put together a three year rotation plan for taking programs to the regions and submit to the RDs	Harold Park		Fall 2015
23	Develop process for reporting of donated services: paid, then donated back, or separately reported	JT/ Joe		Fall 2015
24	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	Joe		Fall 2015
25	Work with national to develop a process to include Mountain Host programs as part of registrations.	JT/Dean		Fall 2015
26	Region Directors talk to their patrol reps about who and how many are currently involved in Mountain Host Programs.	Region Directors		Fall 2015
27	ADD's to educate Program Advisors to understand how to create an event - including set up of paypal, registration, web page, and correct accounting for funds. (JT / ADDs)	Chris/Tom/ Julie/JT		Fall 2105
28	ADD to communicate with their programs about reporting of expenses to the correct categories	Chris/Tom/ Julie/JT		Fall 2015
29	Skills Development Team to document the requirements for on hill instructors, regardless of certification, to maintain their evaluator certification status.	Tom / Britt / Daren / Harold		Fall 2015

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30	Region Directors need to check into laws for their states to gain exemption from sales tax. Work with Kevin	RDs		Fall 2015
31	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		Fall 2015
32	Modify job descriptions for ADD's and RD's to incorporate language from S14 P003Rev2 for notification of advisors before board vote as defined.	Cheryl		May 2015
33	Revision PnP for new liability release	Cheryl		May 2015
33	Investigate and develop if reasonable a revision to the division calendar to filter listings with selection by region and event type	Kent		Fall 2015
34	JT to discuss with Chris Stoddard the need to advise patrollers to have personal insurance and develop communications on such.	JT		Fall 2015
35	Develop Records Retention Plan - principally for storage of liability releases by regions and division	Kevin		Fall 2015
36	Liability Release - modify new release for easy modification and drop down fields to adjust per event/program	Kevin / Julie		Fall 2015