

### 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            |
| 1a     | Determine how we can get a division wide calendar, pulled from region's data which is all formatted differently. Could we move to the same calendar type embedded to the website? Need investigated further  | Kent           | Temp fix could be links to each region calendar.  | Fall 2016               |
| 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      | 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          | Defer, waiting on Nat'l   | Fall 2016               |
| 5      | Begin re-write of current national manual for Patrolling 101 which has not been updated since 1999. Julie/Vicki working with OET Program.  | Julie          | In process  | Fall 2016               |
| 6      | 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    | Complete for most regions, remaining to set up.   | Fall 2016               |
| 7      | 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          | Encourage regions to arrange for cloud storage. Mike using Smart Waiver - \$150/yr storage. | Fall 2016               |
| 8      | RD's to come up with more options to support the award winners; such as travel, attendance at division meeting.  | RD's           | Regions continue to work on this.   | Fall 2016               |
| 9      | Advise all program advisors to get information to Kent to update their web pages with program information and advise Marty for any new paypal registrations to monitor.  | ADD's          | Reinforce again with new year.  | Fall 2016               |
| 10     | 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  | Reinforce again fall  | Fall 2016               |

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| 11     | Develop and accounting summary by Program in order to easily see the net result of each group's income and expenses   | Marty J        |       | Fall 2016           |
| 12     | JT to advise national that central division will process its member dues in batch mode with ACH transfer, per S16 meeting, board Motion #2  | JT             |       | Summer 2016         |
| 13     | JT to share survey results on registration process with PRs; results to be sent out with same process as collected after redacting for identifying information  | JT             |       | Summer 2016         |
| 14     | Change Appendix C of PnP to reflect that all positions will report as directed by the Central Division Board (rather than specifying an individual report)  | Cheryl         |       | Spring 2016 updates |
| 15     | PR advisor to lead a public relations campaign on telling the division what the program is and benefits, then review in fall for registration add on options.   | Tom / Russ     |       | Fall 2016           |
| 16     | Create division director award for Chris Stoddard, MSA, who will be resigning this year. S16, Motion #8   | JT             |       | Fall 2016           |
| 17     | Division budget funds for the programs will be reviewed again in the fall for determination of which program will meet in the spring and receive the funds. DD/ADD's to meet with their supervisors before then to present a plan supporting any request to meet. | JT / ADD's     |       | Summer/Fall 2016    |
| 18     | Each side of the lake will have an OEC conference over the next three months to support the OEC committee work and determine how to best implement required changes. CD will provide \$1,000 to fund each program meeting   | Mike S/ Ron P  |       | July 2016           |
| 19     | Change account 523 from "Fall" Supervisor meeting, to Annual Meeting  | Mary J         |       | Fall 2016           |
| 20     | Review PnP language and create proposal as needed to reflect changes for supervisor meetings and OEC annual meeting S16 Motion #10  | Dick           |       | Fall 2016           |
| 21     | Advise regions and patrols about changes to PnP and reporting of annual financials with bank statements per S16 P001  | Marty J        |       | Summer 2016         |
| 22     | PSIA has an offering for Patroller Continuing Education, need to get the word out so that PSIA members on patrol are aware  | Tom            |       | Fall 2016           |
| 23     | Pursue the state non-profit registration issues with national, board request  | JT             |       | Fall 2016           |