# 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 2017 |
| 2 | Send out new Action Item Log and post on the Website,  Send Reminders | Laurel | Normal schedule reminder | Mar/Apr, Aug/Sep |
| 3 | Treasurer will audit the Region books after the effective change of RDs – will need to audit South Central, Western, and Western Michigan after close of books on July 1st. | Marty / JT | | After July 1st. |
| 3a | Review South Central's Changes | | | ???? |
| 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 Kevin is getting the policies to review – ongoing. | Fall 2017 |
| 5 | Begin re-write of current national manual for Patrolling 101 which has not been updated since 1999.   Julie/Vicki working with OET Program.  Provide a timeline and plan for this. | Julie | In process – Jodie working on this. | Fall 2017 |
| 6 | 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. Scan releases is OK – scan both sides if double sided. | Spring 2017 |
| 6a | Mike Schons and Dick Jacques to review feasibility of using Smart Waiver program for this process. | Mike Schons and Dick Jacques | | Fall 2017 |
| 7 | 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. ONGOING | Fall 2017 |

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| 8 | Develop and accounting summary by Program in order to easily see the net result of each group's income and expenses | Marty J | Ongoing – Marty to continue to work with Cheryl | Fall 2017 |
| 9 | 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 | | Ongoing |
| 10 | Discuss having supervisors/PD/PR/RDs who do not charge patrollers to submit expense vouchers with a "No charge" to get an accurate charge for the program costs. | Board | | Ongoing |
| 11 | Update Senior Manual version 6 with additional changes to create version 7 for the Spring meeting | Rob C. | Version 6 updated and approved at fall meeting | Spring 2017 (MTG) |
| 12 | Update version 6 Senior Manual change log to represent changes made | Senior Team | | |
| | Report from RDs to report on what area equipment is being used in other areas for training purposes so Kevin can assess risk | RDs | | Fall 2017 |
| 13 | Formulation of an administrative Ski School patrol | JT and Board | Continued discussion and thought to occur with plan to review further at next meeting | Fall 2017 |
| 14 | Helping funds for Ski school PSIA candidates – Marty to create a "process/flow" with the assistance of Mike S. Guy D. and Chris R. | Mike, Guy and Chris | Elimination of the $25.00 fee, funding for the Level I, II and III. | Summer 2017 |
| 15 | Update of chapter 6 in the PnP OEC section | Laurel and Sue H. | Update to include current practice for a proposal in the fall | Fall 2017 |
| 16 | Skills development team will present a plan for getting the CURRENT/EXISTING toboggan evaluators through the ASDW/Senior program within the 3 year timeline when it is limited to a specific number of people. | Skills Development Team | | |