

### 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 North Central, Southern and Northern Michigan after close of books on July 1 <sup>st</sup> .	Marty / JT		After July 1 <sup>st</sup> .
3a	Review South Central's Changes	Marty will complete		
4	Contact Meeghan and/or Willis re: an insurance policy.	JT		Fall 2018
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.	Update at Fall 2018
6	Reminder to All RDs to discuss and educate on Retention and Liability releases for 10 years, whether it be in paper or electronic.	All	Encourage regions to arrange for cloud storage. Mike using Smart Waiver - \$150/yr storage. Scan releases is OK – scan both sides if double sided.	Ongoing
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	Ongoing
8	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
9	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

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10	Review current proposal for Medical Associate and if the current RFA will suffice.	JT/Jim Grundstrom/ Tom	From presentation given by Jim at the CD Fall Meeting.	Fall 2018
11	Addition/changes to the P&P with updated/current job descriptions – Proposal to be presented in the spring	Laurel with assistance of appropriate ADD/DD	Need for updated job descriptions due to staff changes/additions/removals	Fall 2018 Meeting
12	Legal/Insurance coverage education document to be identified.	JT/David Schwartz	Include in the Patroller 101/Patrol Rep Education	Fall Meeting 2018
13	Discuss with IT/Webmasters if/can they use google calendars so we can coordinate all calendars.	ALL	Also, have your web person introduce themselves to Kent	June 1 <sup>st</sup> , 2018
14	Review of releases to decide if we need to use National/Division or if we use one.	David Schwartz		Fall 2018 Meeting
15	Business process – 8 week registration question for review with PRs to provide feedback to the Business Process Committee	All	Consider using phrasing of “is there a reason you CAN’T do this”	
16	Chuck Martschinke will review format for Senior Ski/Snowboard/telemark Score cards to reformat	Chuck Martschinke with Tom Anderson and Rob Carpenter		Fall 2018
17	IT/Toboggan Prep session, discussion of dates and locations	All in conjunction with Troy Southwick	Please identify potential locations and dates for prep sessions	Fall 2018
18	OEC – Task Force. Identify and contact Mike S. and Dick J. regarding members for the OEC task force.	All	If you have someone who would like to be involved let Mike and Dick know.	April 30 <sup>th</sup> , 2018
19	Region directors will educate their PR/PD staff on the Red Flag/Accident Investigation information as appropriate.	All	Refer to Jim Woodrum’s presentation for details	Fall 2018