

## 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.	Spring 2019
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	Ongoing	After July 1 <sup>st</sup> .
3a	Review South Central's Changes	Marty will complete	Ongoing	
4	Contact Meeghan and/or Willis re: an insurance policy. JT to follow up on getting a rider. Mike will continue to work on getting insurance paperwork filled out and work with David and Marty as appropriate.	Mike		Fall 2019
4a	Send Mike and Org chart of the region boards and then one layer below that (to include all voting members)	All	For insurance purposes	Fall 2019
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 2019
5b	Jodie will send all RDs and ADDs document to review	RDs and ADDs	Notation item.	
6	Reminder to All RDs to discuss and educate on Retention and Liability releases for 7 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.	Mike / ADD's		Ongoing

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	DD/ADD's to meet with their supervisors before then to present a plan supporting any request to meet.			
8a	Tom to discuss bringing MTR/Nordic/Avalanche to the spring meeting of 2020.	Tom		Spring 2019
9	Review of releases to link to National Release/waiver as Central Division waiver is removed.	Kent Anderson		Fall 2019
10	Region directors to pick 2 senior QA personnel to send names Senior Program Advisor prior to the season. And recognize a candidate list for new staff.	All RDs	To assist with having qualified QA staff prior to season.	Ongoing prior to season.
11	RDs will review Senior program manual and will submit comments or approval to Rob by May 15 <sup>th</sup> , his Revision will be due back by June 15 <sup>th</sup> in order to submit another proposal by Aug. 1 <sup>st</sup> for the Fall meeting 2019.	Board	Clarification needed	May 15 <sup>th</sup> June 15 <sup>th</sup> Aug. 1st