**Attendees: *Bernie Simpson, Theresa Arsenault, David Farough, James Dicks, Tom Abernethy, Heather Scott, Jeff Boucher, Allan Braun, Mike Rochette, Philip Cassidy***

***Regrets: Chantal Fowler, Deb Blimkie, Neil George, Catherine Presseau***

| **Agenda Items** | **Discussion** | **Action** |
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| 1. Welcome – Invitation to add Agenda items | Bernie opened the meeting at 5:45 pm.  Tom added CADS jackets  Jeff added the matter of insurance  Bernie added SWAG |  |
| 1. Draft Minutes | Louis submitted the minutes from the October 14th, 2015 meeting in advance.  James gave track changes to Heather for correction.  Bruce Meredith submitted minutes from the Special Meeting of November 12th, 2015 in advance. | Tom proposed that the October minutes be accepted as amended, James seconded the motion.  Approved  Tom moved that the November minutes from the Special Meeting be accepted as is, James seconded the motion. Approved |
| 1. Financial Report and Budget Update | Tom submitted the financials in advance of the meeting.  Tom explained the balance sheet as of December saying it is a work in progress and the money that is needed will come in; he concluded that overall it is in good shape. | Phil proposed that the financials be accepted as presented, Allan seconded the motion.  Approved |
| 1. Appointments to the Board | Appointment of head coach of Race / Black Diamond is deferred until Chantal Fowler confirms.  James and Tom indicated that in the absence of a solid race development program, CADS - NCD likely could not expect to receive CPC funding in the foreseeable future. The CPC recently re-oriented its funding programs towards race development and advancing athletes on the Long Term Athletic Development.  Programs are encouraged to have their own race development initiatives led by a well-qualified coach.  NCD needs to maintain as part of the organization a sustainable race team lead and coordinated by a well-motivated head coach to oversee our programs initiatives and support higher end skiers with race potential who may wish to move to Ontario or Quebec provincial para-alpine teams or to the national para-team.  Members discussed that the board should include both volunteers (administrators, guides instructors) and skiers from our various programs. The skiers should be well represented on the board.  Discussion to appoint Neil George as Winter Sports Clinic program representative. | Phil motioned to appoint Neil George as Winter Sports Clinic program representative (Bylaw 5.06) and Allan seconded.  Approved. |
| Meal & Break | Bernie moves to break for dinner 6:07pm. |  |
| 1. Debrief Eastern Pre-Course & Programs’ Pre-season Training Weekends | Mike reported that the new manual is out and is a valuable tool. It can be downloaded from the CADS National website for $5. The way courses are taught now differs from prior years. Level 1 is comprised of VI, 3&4 Tracking, Sit skiing and a new module on each Autism Spectrum Disorder (ASD) and Cognitive and Intellectual Disabilities (CI). Each level will now be slightly longer with the times being finalized by the CADS National Technical Committee. Level 2 has the same four disciplines though the training will focus on higher level skiers. Both involve a new cognitive portion and Jeff expressed concern at who would be able to teach this with the limited training material currently available. A person can become a specialist in any of the modules offered without necessarily being a full level 1 or 2. For instance the module for visually impaired is 6 hours.  The pre-course was well attended, with more than 50 people attending.  CADS National keeps a record of who has completed courses.  Mike concluded that modules can be fine-tuned to suite each program and the schedule of CADS training courses will be finalized soon. |  |
| 1. Schedule Of 2016 Certification Courses (CADS, CSIA, Other) | Level 1 will take place at Pakenham in January and Edelweiss in March | Mike to email concrete dates for CADS courses |
| 1. Awards and Recognition | Mike reported that the new molds for the pins have been created and pins will be made in pewter with number of years’ service. $150 for all of the required molds and the cost of the pins is $2.50 each. They will arrive in the New Year (2016). Program co-ordinators will send in numbers of pins required and for each milestone (for example for 5, 10, 15, 20, 25, 30, 35 years of service).  Tom mentioned the budget for pins was $1,500 and the amount spent will be less than this. |  |
| 1. Mountain Trip | Date: **13th March, 2016**  Allan mentioned that a coordinator is needed for the entire trip plus volunteers.  Pakenham volunteer: Erin Faubert.  Bus to be booked in January and destination to be specified as Mont Avila. | Jeff to send recruitment email to find a coordinator from the Edelweiss Program. |
| 1. Winter Sports Clinic Update | In advance of the meeting Neil submitted a brief update for reference.  Phil said that volunteers are needed for this. All application forms are available on the website and there is space for 40 participants (incl. spouses). |  |
| 1. Website Follow-up, Appreciation of Jeff Stark | Jeffrey to be given an appreciation gift of $1,000 for all his hard work. He has done a fantastic job and is still available for follow-ups.  The token of appreciation is for work Jeff did this fall and not for ongoing hosting costs  The website meets accessibility standards.  Programs are encouraged to upload material, pictures or mention improvements (as updates are being made all photos must show members wearing proper safety equipment such as helmets).  Rachel and Dave are administrators, if more are needed then speak to Jeff.  Jeffrey Stark also hosts our web site through his service provider. During the web site development process he advised Tom and other Board members by e-mail that he would have added annual hosting costs to for example do necessary upgrades. Those costs should be forwarded to the Treasurer so he can be compensated accordingly. | James to provide the cheque to Jeff on December 11, 2015 and advise the Board when it is done.  Dave and James to advise Jeff to pass his annual hosting costs to the Treasurer so he can be compensated.  James to send an e-mail to Board and web committee clarifying process to make simple revisions to the live site and that the test site is primarily for administrators to work with major updates to the overall theme, color scheme etc. |
| 1. Festival 2016 – NCD Festival Paper | Kimberley Alpine Resort, March 20th – 25th, 2016.  CADS 40th anniversary.  There is money in the budget for bursaries: 5 skiers @ $1,250 each and 5 Volunteers @ $1,000 each.  Programs are encouraged to advertise festival early so planning can happen.  Sub-committee of 3 CADS – NCD Board members was formed to prepare applications for NCD festival funding, screen applications completed by CADS – NCD members requesting this funding, and notify those receiving and or not receiving funding. Therefore, no Board member on the committee can apply for NCD festival funding. They can go to the festival themselves but cannot be funded by CADS - NCD. Preference will be given to provide CADS – NCD funding to first time festival attendees.  Jim explained that the NCD Festival paper can only be done once more information is received from National.  Tom suggested sending out a teaser. | Tom to confirm amount available for bursaries.  Sub-committee = Phil, Jeff and now Heather  James to send an e-mail to the Board for program reps to share with members reminding them of the festival and that NCD would have about 10 bursaries for CADS – NCD members to attend. |
| 1. Items Added to the Agenda | **CADS Jackets**: Tom has picked up first order and due to delays at Accent Logos, the rest will be ready between Christmas and New Year.  **Insurance**: Jeff queried what our insurance policy is and how it is set up. Theresa would like to see a copy of the insurance policy and is particularly concerned in case of injury of a participant.  In the past, former CADS Executive Director, Maureen O’Hara-Leaman, has organised it according to the calendar ie. 30 days ahead – snow event and 60 days ahead – non-snow event. There is no longer a calendar available.  Allan mentioned there may be a need for personal liability insurance  **SWAG:** further 50% discount. Bernie has gear in his basement. | Tom to pick up remainder of order between Christmas and New Year.  Theresa to contact Dave Pym in connection with the insurance policy.  Bernie will do an inventory and send to program coordinators. |
| 1. Round Table | No comments |  |
| 1. Next Meeting | The next meeting will be on Thursday, January 21st, 2015 |  |
| 1. Adjournment | Bernie closed the meeting at 7:27pm |  |