**Attendees: *Bernie Simpson, Theresa Arsenault, David Farough, James Dicks, Tom Abernethy, Jeff Boucher, Allan Braun, Catherine Presseau***

***Regrets: Heather Scott, Chantal Fowler, Deb Blimkie, Neil George, Mike Rochette, Philip Cassidy***

| **Agenda Items** | **Discussion** | **Action** |
| --- | --- | --- |
| 1. Welcome – Invitation to add Agenda items | Bernie opened the meeting at 5:39 pm.  Heather being absent, Theresa agreed to act as the meeting Scribe.  Jeff added an item on Special Needs Fair. He organized NCD booth at the Fair, and asked the Board to please advise him if other events arise. Great visibility for our programs. |  |
| 1. Draft Minutes | Theresa submitted the minutes from the January 21th, 2016 meeting in advance. | Tom motioned the January minutes be accepted. Dave seconded. Motion.  Approved |
| 1. Financial Report and Budget Update | Tom submitted the financials in advance of the meeting.  Tom explained the balance sheet as of January 22, 2016, advising that NCD is in good fiscal shape. Tom reviewed expenses incurred to date. Starting this season, Calabogie has to pay for lift tickets at an estimated $15 each and they once again received a $7,500 Corp. donation this year from Techcom a Company that Bob Gilmore had developed as a sponsor. Tom briefly discussed expenses yet to be paid this year (Bus Trip, Festival, etc) and that items the Board may wish to consider purchasing if there is surplus nearing fiscal year-end. Programs wishing to purchase equipment should consider it in May June nearer NCD fiscal year end. | Tom moved the financials be accepted as presented, Allan seconded. Motion.  Approved |
| 1. Program Updates | Program reps provided updates prior to the meeting. TC missing, Discussed upcoming training courses. CADS national is offering a variety of courses at Festival.  Tom advised that Jamie Spencer from National TC was unfortunately not accepted by WSC committee to participate at this year’s Winter Sports Clinic. Tom suggests that if Jamie wants to conduct courses or otherwise participate at NCD events, NCD should pay and make it happen. |  |
| Meal & Break | Bernie moves to break for dinner 6:00pm. |  |
| 1. CPC Grant Application | James advised Application for CPC’s 2016-17 System Development Fund grants opened in mid -February and are due by March 18, 2016. We normally apply for 50-50 cost sharing for equipment. CPC grants now support recruitment initiatives, equipment, coach development and training. Jim highlighted a couple options for funding request application. CPC provided $125,000 SDF grants in 2015-16 - $20K for para alpine skiing.  The Board briefly discussed wish lists and applying for up to $10,000. Bernie requested clubs provide James a wish list within the next week or two so the application can be completed  Jeff raised a question about having a race program. We need a coach, recruitment initiatives and show CPC our commitment to athlete development to solidify grant applications. | James to complete and submit the application, after consulting Board on items to be included. |
| 1. Mont Avilla Trip Update | Allan provided brief assessment of progress to date – 13 have paid, online registration not going as planned, registration is slower this year, could be weather related, registration deadline is March 1st , trip coordinator requests all registration be done on-line, trip still a go on March 13, 2016. Board members discussed sending an e-mail reminder of the trip. | James to draft a “reminder” e-mail to club for them to send to members. |
| 1. 2016 Festival – NCD Funding | Jeff advised funding applications and instructions were sent out. 11 Applications received and reviewed by Jeff, Heather and Catherine. Bernie will have the cheque book and pay at festival based on completed expense claims. People funded to provide trip notes after festival.  Tom will prepare and circulate expense claim form. | Jeff to notify applicants of their status, funded or not; and remind them of requirements.  Tom to circulate expense claim form |
| 1. Long Service Awards | Tom advised pins are expected to be in this week. He will provide pins to clubs when he receives them.  All years of service should count working with disabled skiing in CADS other Divisions, Ontario Track 3, and Alpine Canada’s Para Race Team etc, even if the person left and returned. There was brief discussion about a couple people receiving pins who are involved OCTC, coaching racers before that, significant persons at ski resorts who have provided significant assistance to CADS – NCD, etc. The Service pins are awarded at the Program level and the decision of providing a pin to a non- current CADS-NCD member is left at that level. | Tom to distribute pins to clubs who will provide them to long serving members |
| 1. A) Resorts Swag for Silent Auction at Festival   B) CADS National Awards | Bernie indicated we are looking for swag to donate to CADS silent auction at festival. He requested members provide it to him by mid-March. NCD likely to donate a piece or two of our old swag.  Bernie noted National Awards Applications are now closed. There were a number of good applications and all awards will be awarded. The CADS Awards Committee decided on winners. The CADS National plaques are ordered once again from Martin Trophy our NCD supplier. Winners will be announced at festival. |  |
| 1. Snow Mass confirm support | It is not a CADS or NCD event but experience from participating is invaluable for our instructors. Participants bring back significant training methodology particularly for sit skiing. Currently 7 instructors planning to attend.  Tom discussed bursaries – possibly in the $5,000 range split among the participants at about $700 each. | Tom to confirm amount available for bursaries. |
| 1. Items added to Agenda | Items noted above |  |
| 1. Round Table | Jeff noted the Gordon Temple Shield can be an NCD-wide award, not only Edelweiss. It is for a Skiers / instructor team that has excelled. It is managed and awarded by Edelweiss club, not NCD Board. Jeff asked clubs to send in any nominations. Allan asked if we should advise people who Gordon Temple was and why the award exists and is significant.  Board discussed putting something on web site along with information about other, significant members (Board or otherwise), Builders of NCD, Bob Gilmore award, race athletes and coaches etc.  Allan inquired if there should be a process for “Give it a Go Day” Jeff suggests it be at all our programs, people try it and always return to ski with NCD, asked about doing it earlier in the year and putting something concrete in clubs’ events plans. Bernie suggest building this up and getting more volunteers on it, to promote it at all programs,  Theresa inquired about the $750 CADS National Binnion Foundation funding.  Tom provided a brief history/overview how the fund was established. Ensure a first time festival attendee applies so NCD gets its share of the funding as this National funding is included in our NCD budgeted revenue and forms part of the bursary NCD provides to all of our members who are selected to attend Festival. |  |
| 1. Next Meeting | The next meeting in mid-May, 2016 to be confirmed. Program reps are requested to send final year-end program reports prior to that meeting. |  |
| 1. Adjournment | Bernie closed the meeting at 7:12pm |  |