

Pacific Northwest Division
National Ski Patrol
Executive Board Meeting

Date: April 24, 2010

Place: Boy Scout Headquarters
Kennewick, WA

Names per sign in sheet:

Board Members Present: **Dave Ulrich**, Southern Idaho, Division Director elect and **Phil Dixon**, Southern Idaho Region Director elect; **Liz Dodge**, Northwest; **Chris Stern**, Inland Empire; **Michael Skeels**, Oregon; **Rod Legg**, Mt. Hood;

Officers & Advisors Present: **Dolores LaLiberte**, Division Director; **Jim Whittaker**, Asst. Division Director; **Rick DeBenedetto**, Controller; **Al Richardson**, Legal; **Bernie Goddard**, Division Convention Chair; **Ann Werner**, Secretary

Others present: **Harold Heacock**, **Robin Ulrich**, **Greg Tate**, S. Idaho Nordic patrol director; **Gary Deaver**, 49 Degrees North paid patrol director.

Agenda was approved with changes.

Announcement of the new Region Directors and Division Director was made.

All present were introduced and a quorum of voting members was established.

Minutes were read. Correction was made to the minutes to read: Ed Gately, proxy for Look-out Pass, called for the question to pass the motion to accept the comptrollers report.

Treasurer's report: Rick DeBenedetto. Rick provided the balance of the checking accounts and the money market accounts. Currently earnings are less than 1% on the money market account. There was a higher than expected income for dues and convention. The IRS 990 return was posted to the website. There is a problem with patrols providing timely reports to the Division. Region directors need to work with their region treasurers on this issue. Discussion was held on ways to solve the problem. Recommendation was a pamphlet to provide the patrol director with information to be given to the treasurer.

Motion made and seconded to make a pamphlet as a guide for treasurer information. Motion passed. Dave Ulrich and Phil Dixon will complete the pamphlet and report to the E-Board. The pamphlet is to provide the following: 501 (c) (3) information, information on completing forms, how the money can be spent, and a letter from the Division Director giving authority to the treasurer to have a banking account and the authority to sign checks, as well as a timeline for completion of the forms. Division report is due to the IRS on the 4th month and 15 days after the end of the fiscal year.

There were questions on payment of some advisors, payments were made but was not shown on the actual budget. This accounting program for non-profit organization does not show amounts easily. Discussion was held on needs of the accounting program. Liz Dodge will contact Dave Ulrich with the program her patrol uses.

Dave Ulrich is new Division Director as of June 1, 2010 and has financial responsibility in decision making including adding new signatory persons, all check writing authority and signing authority for all bank accounts. Dolores J. LaLiberte will take over as controller until a new one is appointed and confirmed by the board; her name will stay on the PNWD bank accounts until the new controller is appointed

Motion made and second to accept the Treasurer's report. Motion passed. Thanks were given to Rick for his work.

Budget presentation 2010-2011: Telephone costs for the Division Director could be reduced with changing to a Skype account.

Since Region Directors are required to attend the fall board meeting, travel was changed to have the Division reimburse the region directors for travel including room and convention meals. Region Directors will also be reimbursed mileage and one half the lodging for the Spring Board meeting. This will affect region and patrol budgets since they can now use the money for other purposes.

Registrar expenses were removed as a line item for spring board meeting and will be included in the advisor section.

Educational Conference has been funded for regions to hold training sessions. Discussion was held on types of training and these may help drive division and national programs into the region and the patrols.

S&T should be the same as other advisors. The name will be changed to S&T programs. The Women's TES is under the S&T programs. Discussion was held on women's TES training and region training. It was decided the Education conference is to be used for all training including women's TES training.

Added to special projects is an all discipline education conference.

Chris Stern proposed reducing assets held by PNWD and reimburse the money to the regions or patrols. Recommendations are the Division should have in reserve double or triple the annual expenses. Discussion was held on methods of reducing the assets to be the most beneficial to the general patroller and the regions.

Motion made and seconded to add \$22,650 based on \$10 per registered patroller to the budget as a redistribution fund line item. Discussion was held. Motion passed with one abstention.

Discussion followed on how to distribute the money. Chris Stern will compile the information. Chris would like to have information prior to May 1 to be able to compile the information in July to provide information to the patrols for discussion in August.

Motion made and seconded to approve the proposed budget. Motion passed.

Policy and Procedures: Liz Dodge and Dolores LaLiberte. Changes were reviewed and discussed. *Motion made and second to approve changes made through chapter 8. Motion passed.*

Bylaws: Liz Dodge. Liz provided a list of changes to be completed for the By Laws. Discussion followed. *Motion made and second to change the Bylaws as suggested by Liz. Motion passed.* The changes will need to be presented to the voting board 30 days prior to voting at the annual meeting.

An all discipline Division Conference is to be held Sept 18, 2010 and is tentatively scheduled for the TriCities. If the conference were to be moved to after ski areas are open, 49 degrees N would be happy to host the conference. Funding for attendees will be paid up to \$200 per instructor using the OEC fund and the budget.

Patroller registration went well online per Josie Elting with some glitches. There are 2,255 patrollers in the PNWD.

2010 convention: Dates are August 13, 14, 15 at the Embassy Suites, Bellevue with a rate of \$99/room including breakfast. Early registration of 38 attendees was reached last fall. Cost of registration is \$45 through June 30 with cost of late registration at \$55. Golf will be held on Friday. Motorhome parking is available for those wanting to vacation later. Registration forms will be on the web ASAP.

2011 convention: Aug. 12, 13, 14, 2011 at Twin Falls, Idaho. The contract has been sent to Shirley Cummings for her review. The cost should be similar to last time in this location.

EMS: Al Richardson. Idaho and Washington are revising EMS regulations. Washington State has issued draft regulations; however, the State will not attempt to regulate EMS services by NSP. A safety awareness bulletin was issued by L&I in response to the death of a patroller in Jackson Hole regarding protective gear to be worn by patrollers. It is not clear if volunteer patrollers will be affected. Terry LaLiberte, past National Chairman is participating in the process in Idaho. A draft rule is due mid May.

Instructor Development National advisor Doug Howlett passed away recently.

The executive board has been able to use a room in the Boy Scout headquarters for many years. *Motion was made and seconded to donate \$200 in appreciation of using the room. Motion passed.* Dolores will contact Rick to have him send a check.

From National, the Nordic program will be a standalone program and not to be under transportation.

During the National Board election, PNWD had only 8.6% patrollers voting with about 13% nationally. It is important the division have an increase in the visibility. Larry Bost, Southern; Janet Glaser, Central; John Lawson, Eastern; and Frank Davis, Rocky Mountain are the new Board members.

The Division Director election saw 81% of voting members voting.

OEC 5th edition: Liz Dodge. The book is behind schedule. Liz provided a roll out schedule for the Region Directors to use.

Rod Legg: Rod is a member of the Quality Management Committee working in parallel to version 5 of OEC. First draft of the book is to be out April 2011. Their work is to assist the IT's to better evaluate quality.

Region dates for Inland Empire and Southern Idaho were presented.

Motion was made and second to adjourn. Motion passed. Next meeting will be August 13, 2010 at the Division Convention.

Respectfully submitted,

Ann Werner, Secretary
Pacific Northwest Division