

WEST MICHIGAN REGION MEETING ATTENDANCE SHEET

Meeting Date: 10/23/2018 at Brann's on Division

role	first	last	Present
Region director	John	Donnelly	X
ARD (alpine skills)	Chip	Knappen	X
ARD (OEC, Awards, Elections, I.D.)	Pat	Livingston	X
Secretary	Jim	Tuinier	X
Treasurer	Adam	Medema	X
Legal	Steffany	Dunker	
Web	Jon	Kelder	X
Blue and Gold	Matt	Chapman	X
Awards	Rog	Brands	X
MTR/ Avalanche	Michael	Walenta	X
Safety	David	Menke	
YAP	Maddie	Dodson-Garrett	report
Alumni		Open position	
Womens Program	Jackie	Bottomley	X
Oec Advisor	Doug	Mesara	X
NSP-C Snowsports School	Erica	Krol	X
Alpine snowboard	Kathy	Brennan	X
Telemark	John	Mallet	X
OET	Shawn	Rhoda	X
Senior Program	Sue	Brann	X
Senior OEC MSP	Jenn	Squires	
Senior Hill	Kyle	Jones	X
Certified	Hal	Froot	X

role	first	last	Present
Section 1 chief	Steve	Peltz	X
PD Timber ridge	Jason	Kovacs	report
PD Bittersweet	Doug	Haase	report
Section 2 chief	Kevin	Barrons	X
PD Cannonsburg	Don	Smith	
New PR Cannonsburg	Matt	Chapman	X
West Michigan Nordic	Mike	Oliver	
Section 3 chief	Lourie	Hurley	X
PD Crystal	Chip	Hurley	X
PD Crystal	Jackie	Bottomley	X
PD Caberfae	Dennis	Menke	X

Other Attendees

Jacob Clemons (new trainee for awards)

Handouts and other items presented at meeting and reports given but not present

Doug Haase bittersweet presented by Jim Tuinier, Jason Kovacs Timber ridge by Sue Brann

A Medema - Spreadsheet for Budget estimate for 2018-2019

M. Walenta new size sams splint, new style tourniquet, Auvi-Q trainers and epi pens, padded sam splint

Kevin Barrons reporting for Nordic, Maddie Dodson Garret YAP report sent in presented by John D

Western Michigan Region Meeting Minutes

BRANN'S – DIVISION

October 23, 2018 6:30 PM

I. Call to Order

Meeting called to order by John Donnelly at 6:31PM

II. Introduce Guests and New Attendees

Jacob Clemons will be taking over Awards, Steve Peltz is the new chief of WM1, Matt Chapman will be new Patrol Rep at Canonsburg .

III. Minutes for 5-5-2018 meeting approved via email –on Region website

Discussed that once the minutes are emailed to previous attendees and all changes are addressed they will be approved and posted on website.

IV. Agree on agenda or adjust as needed.

No changes unless we run short on time. Motion to accept by M. Walenta; 2nd by H. Froot, motion passed

V. Treasurers Report - Adam Medema

- a. Summarize Year End Reporting Submitted – Consolidated and Region Only

2017-2018 sent into division and no issues reported back yet

- b. Last Fiscal Year Ended (June 30, 2018) vs Budget

Reviewed last year's budget in preparation for setting this year budget. Good year. Region netted \$809 due to lower than projected spending and fees for the women's clinic coming in higher than budgeted (clinic was slightly profitable)making \$700. See attached sheet.

- c. Reminder: Region dues increase (approved May 2017 for 2018-19)

Dues increase this year will show up this year on books.

Another is set to happen in a few years but will be reviewed before this occurs

- d. Audits on Region Accounts: Status – update on progress/findings.

Due to change over in region director and treasurer, Division is auditing all accounts down to patrol level.

e. New voucher form

New form on Google drive folder. Automated form will allow Adam to get a spreadsheet automatically tallied with expenses. Old form is available for those that are not comfortable yet with online form. Adam wished people will give the automated form a try and ask for help if needed.

f. Financial Controls, Approval of Payments, etc.

Financial controls need to be a priority. At division meeting it was disclosed that there was a big problem with a patrol's books (not in our region), what appeared to be personal (not patrol related) expenses were charged with a potential loss - in excess of \$10,000 ~~for personal expenses not patrol related.~~ Financial controls need to be in place with oversight to prevent this from happening. Region will try to set up some guidelines so if an audit occurs the answers can be found.

Motion to approve report R. Brands 2nd H. Froot, motion passed

VI. **Director's Updates**

a. Fall Division Meeting

i. Voting for National Board – VOTE!!!!

Last year only 22% voted in region. Voting turnout was low in the division and could be the reason Eastern division took controlling interest of the NSP board. There is not enough diversity among divisions on the board. It was heard that some hills in the east required voting as part of the refresher activities. Please go to NSP.org to vote so other divisions can have a say about how our organization is run including the update to the OEC book, delayed now for a few more years by the current board that shows no rush to change the current book that Eastern division largely designed and wrote.

ii. FEMA course added

NSP has added a requirement that all patrollers take a onetime FEMA ICS 100 online course. Michael Walenta will be registering the course at a region level at NSP to get credit. To

take the course sign up for an SID at FEMA which is a student ID number. That will allow you to take the course, get a certificate similar to our online refresher and submit it to Michael, More info to follow

iii. Bike patrol update

This is still in flux with the IMBA. A new division advisor has been appointed. Bike patrol must take OEC and be a member of a patrol. Bike hosts are being examined for the OFC course. Mike Patterson ~~is in~~ New region bike patrol advisor

iv. Chair Evac

MSAA, NSAA and NSP are working on new manuals. Many from our region participated in a training event at Boyne Highlands. PD's should have info.

v. Patroller 101 course update

This course is in final reviews for an update

vi. Hard push on financial controls and spending compliance

Push on financial controls and spending compliance. Division chose Caberfae as this year's audit candidate in our region. Marty Jarvis, division treasurer will chose a different patrol every year to audit. John D rRead from the Fall Division treasurers report to outline expectations. Division is looking at books to make sure they follow spending rules. Example, some patrols have ordered uniforms and that doesn't follow guidelines Use division EIN, do not get a patrol EIN as it causes tax issues(contact John Donnelly or Adam Medema immediately if there is another tax ID in use)~~—~~. Patrol reps will be notified if they are breaking rules, no exceptions. The full report can be seen in division minutes. John D. will try to post spending guidelines.

vii. Move calendars to Google to share through-out division

Jon Kelder will work on this with help from Bittersweet if needed, G suite use will be mentioned later in meeting

viii. Red Flag incident training/area liability coverage assessment

Recommendations from some groups that all patrol directors go through training on Accident training. John D. will

email PD's to look over each hills liability policies to make sure patrollers are covered by the hill for actions at the hill. More to come

b. Open Advisor Position – Alumni

Tony Wolfer stepped down from this position. Please let John D. know if anyone may be interested. You don't need to be an alumnus to be an advisor. Each patrol should have an alumni person to push people in this direction rather than have a person quit to slow turnover. Some people may need a short time off from patrolling due to family, job change, school, etc and NSP want to try and retain them. They need to keep OEC card current.

c. Succession planning – need lists of qualified and nearly qualified
Identify people that maybe able to fill you roles.

d. Chain of Command/Organization Structure and P&P

At the division meeting they were asking for help with “code of conduct” complaints for people that can't get along. Follow the process in the policies and procedures. Follow the chain of command before going to the next level up of leadership to try and resolve issues within patrols/sections rather than triggering a larger response. Train the people what the proper NSP chain of command is. There was an issue where instead of going to region level the person went all the way to an NSP board member to complain causing a lot of issues that didn't need to happen.

VII. Old Business Part One: 2018-19 Preliminary Budget – Discussion and Approval – John Donnelly and Adam Medema

a. Review and discuss requests

A spreadsheet (see attached in minutes) with the previous year's budget was passed out for discussion. Each program advisor discussed need and gave cost as the same as the previous year. John wanted to make sure numbers were in line and not under estimated which causes surprises. New budget will be listed in the right column on the attached

Total Disbursements	<u>9,231</u>	<u>7,119</u>	<u>7,763</u>	<u>9,027</u>	<u>8,433</u>	<u>10,372</u>	<u>7,373</u>	<u>22,206</u>	<u>7,144</u>	<u>5,641.54</u>	<u>11,525</u>	13925
Bike Advisor												
Ending Cash Balance	<u>15,533</u>	<u>15,504</u>	<u>14,558</u>	<u>13,882</u>	<u>13,532</u>	<u>12,059</u>	<u>15,975</u>	<u>24,028</u>	<u>33,453</u>	<u>34,262.46</u>	<u>27,578</u>	27887
Cash Provided (Used)	(2,193)	(29)	(945)	(649)	(350)	(1,473)	3,916	8,053	9,425	809	(5,875)	(6375)

Working copy, actual available via emailed link

PSIA certification asked for more money. Original funds were set up to help defray level 2 and 3 testing cost. Addition funds are requested to set up a prep class or mock exam or skills prep in our region to defray cost for instructor and students. John suggested budgeting high end at \$1000 to cover this class as more patrollers are needed to be PSIA certified. PD's that send people to this clinic will verify that the person is an active trainer at their hill. It was agreed to adjust budget up to \$2000. Instructor development was increased to \$100 cover some out of pocket cost to put courses on. Banquet was capped at \$1000 with expectation that the event pays for itself. Elections asked for \$200, a decrease. OEC wanted to remain at \$1500, said costs are going up even though budget is not spent each year. There are still a few bills (aprox. \$300) outstanding from previous year for senior event. Region travel was budgeted at \$300 to cover fuel cost for the region direct to attend events. Division meeting was set at \$750. John D. requested that funds be established for a Bike Advisor and set at \$250. Question was asked about the two line items for banquet and merchandise cost. John D. said those were put in for the Division events hosted by our region and don't need to be addressed now and the next one will be past his second term as director. Marketing and recruitment were discussed and a new budget line item was established at \$500. Also a reminder was made that since dues for region were increased we should expect about \$1800 in additional revenue.

- b. Discuss and approve preliminary or set date for next review

Adam set preliminary figures into budget for approval. With changes, we were within range of last year's spending vs. revenue for the year.

Motion made by C. Knappen to approve, 2nd L Hurley, motion passed

VIII. Old Business Part Two:

a. Region Calendar – any changes

TTW is set for Dec 15, a Saturday, at Caberfae. Discussion was made about moving it to the tradition Sunday training date. It was decided to keep it as stands on Dec 15 as a trial.

Awards asked that all paperwork for outstanding awards be turned in by Valentine 's Day Feb 14th instead of 3/1 to allow more time to look at them. Paperwork for the star awards can be later

Division ASE senior hill exam at Crystal is on Feb 2

Young Adult patroller event at Caberfae on March 2. There is also a YAP event at Mt Brighton for eastern region on 2/2 that we have been invited to.

b. Bike Patrol – next steps in WM Region

See director update for new position assignment

c. Recruiting Update – general and Explorer/scout groups follow-up

M. Walenta discussed that this used to be a great way to recruit scouts onto a patrol. Rog B. said it was very successful at Pando to help grow the patrol. John D. asks patrol director to contact Michael Walenta for info, he will get info from the adventuring advisor from scouts. Since scouts are coed now and male and female advisor would need to be assigned at each hill. This is better carried out at Individual hill rather than at a region level.

Question was raised by Michael W. that we have programs to allow doctors nurse, emt's and paramedics onto a patrol but there is no way for a combat medic to join. Decided a proposal

needs to be written and presented to national to allow combat medics to challenge the OEC class.

Discussed possibly getting college credits for OEC course.

College people could be a good to fill wholes in shifts and possible permanent patrollers if they stick around. Michael W. said there was some discussion with GVSU and draw back is if you have a course you have to be able to get the students to it somehow. Need some local by in by PD's and of course instructors to man another course.

- d. Succession Planning – update on planning for the future (homework)
Need to look at who could replace your position
- e. New advisor position – recruiting/marketing/social media
Region is looking for a person to fill the listed position above. John D says there are a lot of ways to make things look real exciting and need a person that could make it happen or ideas of how this position can work. Attend events to advertise the region.

IX. Section Reports

- a. Section I Steve Peltz
All refreshers have been successfully completed in section
- b. Section II Kevin Barrons
Refresher had 122 patrollers, 85 for CPR training, region banquet planning starting in November
- c. Section III Lourie Hurley
Caberfae has completed refresher, Crystals in Nov 3rd Lourie mention that the Spartan Nash receipt collection is still going on. Goal is get \$100,000 in receipts to get a \$1000 donation. \$16000 in receipts collected this far (from very few people) it is easy money, but needs more to participate, looks for dropped receipts, ask cashiers for tossed receipts, don't be shy.

X. Patrol Reports

- a. Crystal Mt. Chip Hurley/Jackie Bottomley
OEC test is Nov 11th looking for any OEC/ instructor evaluator that can help. Test includes Mt Holiday. Contact Jackie B if you can help.

Based on Chair evac training they will be setting up people on their patrol on each shift that will be called chair evac specialists.

ASE at crystal on Feb 2nd

- b. Caberfae Peak Dennis Menke

8 candidates have passed written OEC test. Nov 4th is practical final. They could use help on the final if anyone is available.

- c. Cannonsburg Don Smith

Matt Chapman presented report as new PR. Ski Swap is Nov 9 – 11th. Nov 18th in OEC final exam

- d. Bittersweet Doug Haase

Jim Tuinier presented report. 9 candidates taking OEC, one of them is doing the EMT challenge. She is an ex patroller that is coming back and will be going to Crystal when passed. Doing Ok on help for the final which is Nov 3rd.

The lodge expansion outside work is done and trying to get things set for the coming season. The advanced hill expansion is not complete. Ground has all been reshaped but the lift expansion will be completed next season. Everything is ready but running out of time to get things finished this year.

- e. Timber Ridge Jason Kovacs

Presented by Sue Brann report. Refresher is completed. 4 new OEC candidates have passed OEC and are moving on to hill training.

This summer some patrollers helped out at xterra triathalon at Fort Custer and also a Jeep crawl at timber ridge.

Timber ridge will be open Tuesday this year, closed only Monday

- f. West MI. Nordic Mike Oliver

Kevin Barons presented, refresher completed events are listed in the region calendar

XI. Advisor Reports

- a. ARD Pat Livingston

- 1. Instructor Development

No classes scheduled. If anyone is interested contact Pat or Jackie B. There are people in all three sections that can teach ID. It hasn't worked in past to set dates then add people. Its requested to get a group together then a time and place can be set up. John D questioned if we are losing people. Doug Mesara responded it varies by patrol but we are up a little. John said we need to start them early if we want them to be instructors.

2. OEC Doug Mesara

Cannonsburg will host the Senior OEC MSP this year 1/20 for midterm and 3/17 for final. Hall Froot will coordinate. Jenn Squires is the new OEC MSP advisor replacing Doug Haase Senior Aide room module has been completely revamped with more parts to it this year. This is for people interested in senior but won't do Alpine training. Info will be sent out to trainers about this module.

3. Women's Program – Jackie Bottomley

Feb 2 and 3rd at Crystal

4. Awards Rog Brands

Date have been discussed. Also there are all new forms this year. Download the new ones, old ones cannot be used. Merit star awards can be submitted at any time.

5. Legal Steffany Dunker no report

6. Safety David Menke no report

7. Web Master - Jon Kelder

P & P still a work in progress. Check names and addresses on website. Click the link on your name to check the email system to make sure it is sending to you.

8. YAP – Maddie Dodson-Garrett

Report presented by John D. Caberfae has started a junior patrol. Ages 12-15, two people signed up.

YAP Eastern Michigan region event at Mt Brighton on 2/2

young and junior patrollers are welcome

YAP on 3/2 is planned for west michigan

9. Alumni – no report

Note: blue and gold Matt Chapman current editor and new PD at cannonsburg say this doesn't take much time but if someone else is interested in working on it let him know. He said he will still do it if other writes articles. He tries to do it the first of every month so get him info 4 days ahead of time starting Nov 1

b. ARD Chip Knappen

1. Senior Program Sue Brann

She has an issue she is trying to rectify. Last year a candidate passed the senior hill test but because she wasn't aware that the person completed all the senior requirements and electives a senior patch and certificate was not awarded. She's trying to figure out a way to prevent this from happening again. Discussion around isn't it the candidates job to make sure people know. Is there a way to get a database to track it? John asked the senior group to get together outside the meeting to figure this out.

Applications for senior need to be sent in by the PD's to national office and a copy sent to Sue Brann.

2. NSPC Ski School Erica Krol

Note: ski is now snowsport in title.

An SES is scheduled in each region. See calendar.

Working building the certified instructor pool.

3. OET Shawn Rhoda

TTW is Dec 15 at Caberfae. Get instructors at the region hills to attend

3 TES's are lined up and in the calendar

4. Alpine Snowboard Kathy Brennan nothing new to report

5. Telemark John Mallett nothing new to report

6. Certified Hal Froot

Application due Jan 1 Interested call Hall or Don Smith

1 current and one starting this years

7. MTR/Avalanche Michael Walenta

Passed out auvi-q epi trainers and a few epi pen trainers to take back to patrols

There is a recall on some ortovox avalanche beacon/transceivers. If you have one go on line to check on the recall.

International association of emergency management conference was in Grand Rapids this year. Michael talked to a guy from Wixom MI representing SAM splint items. He passed around a padded SAM splint. Far west region has gone to a wider Sam splint for use. A tourniquet from SAM was shown that uses same Velcro/ lock as the SAM pelvic sling. Going to try and get the links to the entire training module for SAM splints. Michael is to get pricing from them.

Mountain House freeze dried food has said they will give us a pro form deal.

8. Other

XII. New Business:

a. Communications/web site/Google/G-Suite use

John D will work with Jon K to develop this. It would be nice if all the patrol could work together on this. G-suite calendar for division is something that need to happen

b. Records Retention in P&P - discussion

There Is a retention requirement that need to be done for waivers at all events. A move to make them electronic is a push

Retention plan for old Blue and gold and minutes. Jim T has scanned into computer the old blue and gold newsletters and old minutes from 1995 to 2008. Requests opinion on if the paper can be destroyed and scanned copies retained. John D also said he has a very large amount of paper handed to him. He will work on a plan.

c. Tele-conference meeting idea/interest in short calls for updates to facilitate progress

Idea suggested to have smaller quicker meetings in between our open meetings but John D. doesn't have the whole idea worked out yet as to how. G-suite does have teleconferencing abilities. Suggestion was have a 4th Tuesday of every month meeting online for these.

d. Other

XIII. Next Meeting is scheduled for January 15, 2019 (subject to calendar discussion) – assume same location

XIV. Motion to Adjourn

At 8:45pm

Motion to adjourn Chip Knappen, 2nd Sue Brann motion passed