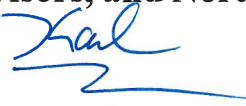




National Ski Patrol System, Inc. Northern Division

To: All Patrol Representatives, Program Supervisors, and Northern Division Board Members
From: Karl Uhlig, Assistant Division Director 
Date: August 28, 2017
Subject: September 15-17 Northern Division Annual Meeting

Hello everyone. By now I hope you have received both the electronic notice of posting the Division meeting registration form and the summer edition of the Polaris. In the Polaris you will find several interesting articles and the announcements of some changes to the meeting agenda. Following the Friday evening activities, Saturday should prove to be a day packed with activities designed to be fun and informative. The business meeting has been moved to Sunday morning in an effort to allow more flexibility for those not required to attend. Because of the position you hold the Sunday business meeting requires your attendance. Here are some weekend highlights and reminders.

40th Anniversary of the NSP Alumni Program

This year NSP is Celebrating the 40th anniversary of the creation of the NSP Alumni Program. Over the course of the past year Marty Merwin has been working on helping individual patrols create self-driven Alumni Programs if desired. Marty is hosting an Alumni get together on Friday afternoon. We hope to see you there.

Attendance Scholarships

As announced in the Polaris, the Board is offering a 50% reimbursement for the Northern Division Annual Meeting registration fees for first time attendees. Up to 2 individuals from each member patrol could and should take advantage of this offer. I hope you are thinking of contacting future leaders from within your patrol to encourage them to take advantage of this offer.

Sunday Business Meeting

Attached are copies of the entire weekend agenda and draft 2017-2018 FY budget spreadsheet. I've also attached a copy of the Division's Spring Board meeting minutes. Board members please review the spring meeting minutes because they will need approval on Sunday. The Division meeting agenda is for your information and use, please feel free to pass along to anyone who may have an interest in attending.

For Sunday's business meeting if you are a Board member or Program Advisor who has already submitted a report to the Board, your report will be part of the meeting packet given to you on Friday evening. If you plan to submit a written report and want it in the meeting packet please forward it to Jana Barns at swazijana@yahoo.com before Friday September 15th. We will incorporate any reports received timely into the packets and meeting record. By submitting reports timely the hope is that your discussions will focus on the highlights of your program.

During the Spring Executive Board (Leadership and Advisors) meeting on April 29th amendments to two sections of our current Northern Division Bylaws were proposed. The purpose of the amendments is to give the Executive Board a little more flexibility in moving money between programs without requiring an approval of the entire Board of Directors (Program Advisors and Patrol Representatives). These amendments do not give the Executive Board the authority to increase total yearly Division budgets without approval of the entire Board of Directors. Please see copies of the proposed language attached. These will be presented during Sunday's business meeting and you will be asked to reject, modify or approve as proposed.

A budget spreadsheet is also attached. I request that you remember the spreadsheet is a work in progress and not final until proved by the voting members consisting of Patrol Representatives and Program Advisors, during Sunday's meeting. The budget approval is for the period of October 1, 2017-September 30, 2018. My hope in getting the draft budget to you now is that you will take the time to review it and be better prepared for Sunday's meeting. The spreadsheet identifies our current budget, including

income, what's been spent to date in the current fiscal year (Oct 1, 2016-Sept 30, 2017) and the requested budget for each program for the coming year (Oct 1, 2017-Sept 30, 2018).

Safe travels and I hope to see you each at the September meeting.

Enclosures;

1. Spring Board meeting minutes
2. Division Meeting agenda
3. Draft Northern Division Budget
4. Bylaw Amendments

**NATIONAL SKI PATROL NORTHERN DIVISION
FALL MEETING AND REFRESHER
BUCK'S T4
BIG SKY, MT
SEPTEMBER 15, 16, 17, 2017**

FRIDAY, SEPTEMBER 15

- 11:00-4:00 Golf
- 3:00-5:00 Alumni Meeting and Social Event
Rainbow Room
- 6:00-9:00 Hors d'Oeuvres/Registration/Meet and Greet
Gallatin Room

SATURDAY, SEPTEMBER 16

- 8:00-8:15 Check In/Cover New Format for the Meeting
- 8:20-11:40 *Mini Work Shops/Instructor Training, New Patrol Directors Meeting
- 8:20-9:20 Patrol Director Meeting: John Larson & Cheri Thompson
- 9:30-10:30 Instructor Training with John Fradette
- 10:40-11:40 Open
- 12:00-12:30 Catered Lunch
- 12:30-5:30 OEC Refresher
- 6:30-7:00 Cocktail Hour, Vendor Booths/Demonstrations
Montana Room
- 7:00-10:00 Banquet: John Larson and Eric Sakariassen
Montana Room

SUNDAY, SEPTEMBER 17

- 8:00-12:00 Patrol Directors/Board Meeting
Introduction
Advisor Reports
Review and Approval of the 2017-2018 Budget
Northern Division Website Update
Goals for 2017-2018
New Business – from the floor

*Mini Workshops include activities from the Avalanche, Mountaineering, and Nordic Programs. Each program will offer the workshop three times during the morning, so you can attend all three if you are not required to be at the Patrol Director or Instructor meetings. If you are a new patrol director, you will need to attend the meeting with John Larson and Cheri Thompson. The Patrol Director meeting is also an opportunity for you as a Patrol Rep to discuss difficulties and plan strategies for a successful ski season with your ski area management and volunteer patrollers. If you need Instructor Training, you will need to attend the meeting with John Fradette.

Spring E Board Meeting for the NSP Northern Division
April 29, 2017
Buck's T4, Big Sky, MT

Meeting Called to Order 8:55

Members Present: John Larson, Karl Uhlig, Jana Barnes, Jeannette Amrine, Marty Merwin, Steven Thompson, Matt Radlowski, Jeff Motley, Brent Broks, Dan'l Moore, John Fradette, Bill Lay, Michael Marlow, Troy Walker, Vicki Motley, Rusty Wells, Carl Shiner

Members Not Present: Erik Sakariassen, Charles Allen, Dan Schaefer, Justin Data

Other NSP Members Present: National Board Member Mike Huber, Stan King, Trevor Motley, Bruce Amrine

Minutes from 2016 Fall NSP Division Meeting reviewed. Jeff Motley moved to accept minutes as presented. Seconded by Steve Thompson. No discussion. Motion carries.

National Update from newly elected National Board Member Mike Huber:

See article in the Polaris for more information. He stressed the dedication of the National Board and its members who put in a great deal of work. The previous National Director John McMann moved into a new position and his departure from the NSP was amicable. The interim Director has stepped up, volunteering for the position until it can be filled. IT is working on improvements and understands the frustrations from members. OEC 6th Edition is in the works and is due to come out in 2019. National is working on improving the Alumni program and sees this as a source of money for the NSP.

Goals for the meeting were reviewed and discussed.

1. Set date and location for September Division Meeting.
 - a. Motion made by Steve Thompson for the meeting to be held the third weekend of September annually. Seconded by Mike Marlow. No Discussion. Motion carries.
 - i. 2017 meeting will be held September 15, 16, 17.
 - b. Location: Buck's T4, Big Sky, MT.
2. Set date and location for Spring 2018 Board Meeting.
 - a. Carl Shiner made a motion for the meeting to be held the last weekend of April annually. Seconded by Jeff Motley. Discussion: There are many conflicts earlier in April and later in May. Signatures for awards occurs at the Spring meeting and moving the date up, would push up deadlines for award applications as well. Motion carries.
 - b. Does this meeting need to be held face to face? Motion made by Mike Marlow for the meeting to be held face-to-face with an option for those unable to attend to call/skype in to the meeting. Seconded by Vicki Motley. Discussion: There are a lot of side conversations and other discussions that occur with the face-to-face meeting. Downfall of face-to-face meeting is the cost to the patrol. Motion carries.
 - c. Location: Motion made by Jeff Motley to form a committee to set location for the Spring E board meeting. Seconded by Mike Marlow. Jana Barnes and Carl Shiner agreed to look into possible location for meeting to include: Chico Hot Springs near Livingston, Buck's T4 in Big Sky, Yogo Inn in Lewistown, and Billings, MT. They will have information by June 1st. Motion carries.
3. Set dates for Polaris Publications. This was voted on at the Fall 2016 meeting. Publication dates are November 10, April 10, and August 10. Articles will be due two weeks prior to publication: October 25, March 25, and July 25. Jana Barnes made a motion to accept these dates, including article due dates. Jeff Motley seconded. Discussion: all members are free to write articles. Justin Data can eblast information out to all ski patrol members. All program advisors need to work on getting correct email lists to Justin to their respective programs to eblasts. Motion carries.

Program Advisor reports were discussed. Please see the meeting packet for complete reports. Highlights are as follows:

Director: John Larson

Has had the Subaru car for the Northern Division, but would like to pass it along. There are a number of requirements for the car including, but not limited to 1000 miles/month, attendance at 12 small events of 500+ and 4 large events of 5000+. Subaru would like to keep a car in the Northern Division, so if any one is interested, please contact John Larson for more information.

John has one year left as director. Karl Uhlig is set to take his position, but if any one else is interested, please let a board member know. It requires travel to Denver, CO twice yearly as well as Powderfall every spring in addition to travel within the Division.

Please contact John with any questions or concerns regarding Division concerns.

He reminded everyone to keep accurate records of budgets, including incurred costs.

Budget: \$3000

Assistant Director: Karl Uhlig

Would like to continue to improve and attract more members to the Division meeting in September.

Continue to work on an Alumni Program in the Division. This will need to have more participation at the patrol level.

Continue to work on the Division Website.

He will be stepping into the Director position in 1 year, the assistant director will need to be filled when this occurs.

Budget: \$600

Alumni Administrator: Marty Merwin

This year marks the 40th anniversary of the NSP Alumni Program. Marty proposed that he increase this year's budget by \$1200 to cover some costs for Alumni members to attend the Division meeting. A motion was made by Jeff Motley to move \$ from other budgets to cover the cost of breakfast and the banquet for Alumni to attend the Division meeting. Seconded by Mike Marlow. Discussion: Brent Brooks reviewed the Bylaws and this is not allowed with current Bylaws. Motion withdrawn. Marty will offer this to benefit to Alumni members and go over budget if necessary this year and adjust the budget for next year.

He has been frustrated with lack of response from division patrols in getting an alumni program going at the patrol level. Will consider dissolving the program at the division level if no response in 2017-18 season.

Alumni fee is \$30/year, \$10 comes back to the Division. Includes all communications from NSP and incentives such as Pro Deals.

Budget: \$750

Secretary: Jana Barnes

Nothing to add to report. Continues to work on organization and accurate record keeping.

Budget: \$750

Avalanche Report: Steve Thompson/Matt Radlowski

Steve is stepping down as Avalanche Director and Matt Radlowski is stepping into the position. Matt's goals for the next year are to get the NSP Avalanche Program in line with AAA. He anticipates that there will be some continuing education needs this coming year to keep current instructors up to date. Matt is working to get a better idea of actual program costs for the Avalanche Program.

The Flathead Nordic Program will likely be hosting an Avalanche II Course this year. This may be an opportunity for instructor recruitment.

Budget: \$2400

Awards Advisor: Erik Sakariassen

Reviewed deadlines for award nominations.

Proposed that nominations for annual outstanding awards for patrols and patrollers be limited so that any recipient who receives one of these awards two years in a row be excluded from nomination the following two years.

Proposal suggesting that a new division level award in honor of Dr. Warren Bowman, who passed away recently, be created. Karl Uhlig made a motion that John Fradette, Judy Handstede, and Erik Sakariassen determine requirements for this award and bring a proposal to the Fall Division Meeting. Seconded by Marty Merwin. No discussion. Motion carries.

Budget: \$1700

Instructor Development: Jeff Motley

National ID rewrite committee is currently working on the online program.

Budget: \$750

Legal: Brent Brooks:

There were a number of questions brought forth this season and his report includes answers and supporting documents. Goals for upcoming season include retaining a private CPA or tax attorney to help with tax related issues that have risen this year, review the "Good Samaritan" laws of the 4 states within the division, draft bylaws amendments as requested by the Division. There are two bylaws changes that were discussed at the spring meeting and he will draft these to bring to the Fall meeting.

Budget: \$500

Medical: Charles Allen

Spinal Protection/Backboard Use has been a topic of discussion and new recommendations are being formulated. These will be forthcoming.

Working to create a guideline to help document quality control at the patrol level. He requests that patrols let him know if there is a physician associated with their patrols and the roles that they play.

Budget: \$1500

Nordic: Dan'l Moore

Flathead Nordic Backcountry Patrol is not recognized as a SAR unit by Flathead County any more. They are going through a time of transition. Five Valleys Backcountry Ski Patrol is working on an MOU with Missoula County and recruitment is their main goal for the upcoming season.

Working with Avalanche and MTR to have more of a presence at the Division Meeting to let other members know what these programs do and offer.

Budget: \$2000

OEC Supervisor: John Fradette

National is working on refresher materials. They have heard feedback about redundancy of online and workbook materials and future workbooks will be skills focused.

There is a new learning management system and patrollers no longer have two sites to log in to. There will be a link on the NSP site for the online refresher.

Majority of OEC instructors expire at the end of 2017 and will need to complete a continuing education class in order to be renewed.

OEC 6th Edition is in the works and due out Summer 2019.

My NSP Kit is no longer supported.

Backboard for Spinal Immobilization is being discussed. Currently, our standard of training regarding the use of backboards remains the same. The curriculum will be revised according to current standards with Cycle B in the summer of 2018.

John brought a Silicone BVM that holds up better in cold weather and can be ordered from the NSP catalog.

Budget: \$3500

Discussion: OEC is not often recognized by other organizations despite being at or above EMR level. If specific organizations do not recognize OEC, there is not much to do about that, other than to educate those organizations about our level of education. There is a MOU with the Park Service and Forest Service. Those documents can be found on the national website. NSP does not want OEC regulated at the state level.

Registration: Bill Lay

Last year, it was decided to not pay Division and National Dues at the same time. This caused a lot of problems for patrols. Bill Lay made a motion to pay all dues to National and have National reimburse the Division. Seconded by John Fradette. Discussion: This requires rosters be approved by Patrol Directors to ensure accuracy of the rosters and accurate collection of dues. Motion carries.

If OEC candidates register before June 1st, they will have to pay dues for the current and future years. If registered after June 1st, then their registration carries through the following year. Just make sure that candidates are aware of this when completing OEC courses.

No word that dues are increasing this year. Current National dues: \$55, Division dues: \$48.

Please contact Bill with any questions before contacting National with questions.

Budget: \$550

OET Supervisor: Mike Marlow

Needs to work with patrols more closely to get correct courses registered.

Discussion regarding Senior Testing: There is not much time left at the end of the Senior Testing Weekend for OET testing. Mike proposes that we do not have a Senior this year to retool the program and come up with a better way to get all of the required testing done, including OEC and OET, appropriately. There were many suggestions including have two separate weekends for testing, making it a three day testing weekend instead of two day, or do OEC one year and OET testing the next year. Not sure how much interest there is in a Senior program this year, so will take this year to retool/improve the program and offer the program in the future. Karl Uhlig, Jeff Motley, John Fradette, and Mike Marlow will work on this and bring a plan back to the Fall meeting.

Winter Tip Off: First weekend after the new year. Will be January 5,6,7 this year. Mike Marlow is hoping to hold the event a Showdown. He is also hoping to work with PSIA to have them there two days of the Tip Off to help members with ski skills while operating a toboggan. Mike is always open to suggestions, so please forward any concerns/suggestions to him.

Budget: WTO: \$8000, OET \$4000

Mountain Travel and Rescue: Troy Walker

The new Student and Instructor manuals are completed and up to date.

Troy would like to get more information regarding the MTR program to patrol directors.

MTR level 1 and 2 combined course will be hosted by Flathead Nordic Patrol in 2017-18 season. Level I course to be scheduled at Lost Trail as well.

Budget: \$1500

Young Adult Program: Vicki Motley

Continue to offer two \$500 scholarships to young adults that are 19 years or younger.

NSP Young Adult Program continues to work on ways to encourage more young people to join and become involved. They are offering scholarships to Powderfall.

Budget: \$1500

Website Coordinator: Justin Data

The website has been redesigned and moved to a new hosting platform.

Would like to continue adding content to the site, including more photos.

Budget: \$400

Treasurer's Report: Jeannette Amrine

2016-17 budget and proposed budget for 2017-18 reviewed and updated where appropriate.

A Certified Public Accountant does our taxes. There were more requirements this year because, as a division we have crossed over a \$100,000 threshold. The IRS requires more information for taxes when this threshold is crossed. Jeannette and John Larson are working with accountant on requirements. This is currently due May 15. The process will be simpler in coming years with the work that has been done this year.

Jeannette would like to propose that we change our fiscal year to make accounting easier. The accountant suggested July 1st fiscal year. Mike Marlow moved to look into changing our fiscal year to July 1st, ending June 30th. Jeff Motley seconded. Discussion: Do we have to bring this back to the board and patrol reps? Each patrol would have to change their fiscal year as well. Would have to be changed just once. Brent Brooks: Bylaws Section 8.2: Fiscal year October 1, ending September 20th. Would have to do a bylaws change. Will bring this to the Fall Division meeting. Motion tabled.

Current Edward Jones representative is retiring. Working with a new representative. Our investment account is being invested conservatively to protect our money. The account is up 3.1% year to date.

Please get expense reports to Jeannette as soon as possible after events. Advisors, please be sure to let people know what expenses are being reimbursed and review each reimbursement request to ensure accurate reimbursement before signing requests.

Be aware of email scams!! We, at the Division level, were potential victims of an email scam. We were able to figure this out at the time, so there was no harm done.

Budget: Over budget this year including \$1300 in professional fees, \$225 in office supplies.

Requested budget: \$2300

Course Fee Schedule

Reviewed. Discussion about adding a new column with total course fees charged to participants as well as National and Division Course Fees. Troy Walker made a motion for each advisor to review the schedule and revise as appropriate and table the discussion/changes until the fall meeting. Seconded by Mike Marlow. Each advisor will email changes to Karl Uhlig who will finalize changes to be voted on at the fall meeting. Motion carries.

New Business:

1. Scholarships for first time attendees at the Division Meeting. Was discussed at the fall 2016 division meeting. Proposal: Division will pay for ½ of the meeting fees, with the hope that individual patrols pay for the other ½ of the cost of the registration. Available to each patrol in the Division, 1-2 patrollers to accompany each patrol director.

Motion made by Marty Merwin to institute a policy that allows each patrol representative to offer up to 2 ½ paid registrations to each fall division meeting. Amendment by Mike Marlow: to someone who has not attended the meeting before. Jeff Motley seconded with the amendment. Discussion: The fees would be paid out of the Division meeting budget. Each person would pay for the meeting and then be reimbursed. Motion passed.

2. Karl Uhlig proposed that we create a new board position: Historian. The purpose of the position would be to build a digital historical document about each patrol represented in the Northern Division.

Mike Marlow moved to create a historian position. Carl Shiner seconded. Amendment by Karl Uhlig: Initial budget \$500. Mike Marlow has used scanners to be donated. Steve Thompson recommended and accepted the position. Motion passed.

3. Lift Evacuation: John Larson has been on a review board for the new NSA/NSP Lift Evac Manual. There were two seminars at Powderfall 2017 on this. NSA is not planning on writing a "How To" manual. The NSP Board is not going to participate or put out a manual for lift evac. We as patrollers do the lift evacuation for area management; therefore it is area management responsibility. John has been trying to get lift evac plans from patrols, so that samples of lift evac procedures can be posted on the Northern Division website for reference.

4. Critical Stress Advisor: Is Seth wanting to stay on in this position? What kind of budget does he need? Current \$1500 for travel to get a team to an area of critical incident stress debriefing. Discussion: Most counties have this in place. For some patrols, there are many red tape issues in their respective counties, so having a division program would be helpful. Part of what should be done is to help coordinate resources around ski areas. Is there a

team in place made up of NSP members? IF Seth would like to continue in this role that was created this season, he needs to write a job description to bring to the fall meeting.

5. Division Meeting Agenda: Karl Uhlig would like to discuss this at the Spring meeting and get an agenda set so that programs can be worked on through the summer.

Current Agenda:

Friday afternoon/evening: Golf tournament and meeting for new division directors.

Saturday Morning: Business Meeting

Saturday Afternoon: OEC Refresher

Saturday Evening: Banquet

Sunday Morning: Workshops

Mike Marlow Proposed new agenda as follows. Seconded by Vicki Motley

Friday Afternoon: Golf Tournament

Saturday Morning: 8:00-11:00 Mini Work Shops/Trainings for ID, New Directors, Etc.

Saturday Afternoon: OEC

Saturday Evening: Vendors/Demonstrations, Awards Banquet with Silent and Live Auction

Sunday Morning: Business Meeting

Discussion regarding vendors, mini sessions, etc was held. Motion carries.

Mike Marlow will work on Advertisement and Promotion of this new agenda to entice more members to attend the meeting. Mike Marlow and John Larson will work on getting sponsors/vendors to the meeting.

Lost Trail Ski Patrol has a design for t-shirts and will be taking orders for meeting t-shirts.

Carl Shiner moved to adjourn. Seconded by Steve Thompson.

Meeting adjourned at 2:44.

Northern Division
NSP 2018 Proposed Budget

		2016-2017	2017-2018	Expences
		Approved	Proposed	10/1/16 -
		Budget	Budget	8/16/17
Expenses:				
Programs				
Avalanche	Steve Thompson	\$3,900.00	\$2,400.00	\$1,808.13
OEC	John Fradette / Dan Schaefer	\$3,500.00	\$3,500.00	\$1,859.95
OET	Michael Marlow	\$4,000.00	\$4,000.00	\$1,666.47
Instructor Development	Jeff Motley	\$500.00	\$750.00	\$274.61
Mountain Travel (MTR)	Troy Walker / Alice Ford	\$1,500.00	\$1,500.00	<u>\$452.50</u>
Sub Total		\$13,400.00	\$12,150.00	\$6,061.66
Supervisors				
Division Director	John Larson	\$3,000.00	\$3,000.00	\$400.00
Assist Division Director	Karl Uhlig	\$600.00	\$600.00	\$458.90
Treasurer	Jeannette Amrine	\$1,800.00	\$2,300.00	\$2,073.00
Secretary	Jana Barnes	\$750.00	\$750.00	\$119.80
Region 1 Director	Rusty Wells	\$2,000.00	\$1,800.00	\$712.00
Region 2 Director	Carl Schiner	\$1,500.00	\$1,500.00	\$307.34
Annual Meeting 2016		\$6,300.00		\$119.40
Northern Division OEC		\$3,800.00	\$3,800.00	
Legal	Brent Brooks	\$750.00	\$750.00	
Medical Advisor	Charles Allen	\$1,500.00	\$1,500.00	
Critical Stress Advisor	Seth Larson	\$1,500.00	\$1,500.00	
Alumni	Marty Merwin	\$500.00	\$1,200.00	\$130.90
Awards	Erik Sakariassen	\$1,600.00	\$1,700.00	\$191.48
Historian	Steve Thompson	n/a	\$500.00	
Polaris	Joann Lacey	\$250.00		
Registration	Bill Lay	\$550.00	\$550.00	\$236.00
Senior	Michael Marlow	\$0.00		
Spring Meeting		\$500.00		\$848.22
Nordic	Dan'l Moore	\$1,000.00	\$2,000.00	\$571.60
Winter Tip off West	Michael Marlow	\$8,000.00	\$8,000.00	\$4,265.08
Website	Cheryl Thompson	\$800.00	\$400.00	\$723.00
Digital Communications	n/a			
Young Adult Program	Vicki Motley	<u>\$1,500.00</u>	<u>\$1,500.00</u>	<u>\$180.25</u>
Sub Total		\$38,200.00	\$33,350.00	\$11,336.97

Proposed Amendments to Northern Division NSP Bylaws: Article VIII, Sections 2, 3 and 4

From: Northern Division Executive Committee

To: Northern Division Board of Directors

Date: August 19, 2017-To Be Discussed at Annual Division Meeting

SECTION 2: The records and accounts of the Division shall be maintained on a cash accounting system having a fiscal year from ~~October~~ July 1 through the following ~~September~~ June 30.

SECTION 3: The Board of Directors, at each Annual Meeting, shall establish and approve a budget for the fiscal year.

SECTION 4: ~~The Board of Directors may by majority vote at any time alter, amend, change or modify an annual budget. The Board of Directors may by majority vote authorize the Division Director or~~ Upon approval of the fiscal year budget by the Board of Directors, the Executive Committee ~~to~~ may increase or decrease the annual budget, to transfer funds between accounts, or between advisors, or authorize the over-expenditure of an amount budgeted for any particular advisorship or committee during the fiscal year by a two-thirds majority vote of the Committee.