Ski for Light, Inc.

Executive Committee Minutes

Meeting via Teleconference

June 7, 2021

President McCorcle called the meeting to order at 8:01 p.m. Eastern Daylight Time.

Roll Call:

Tim McCorcle, President;

Julie Coppens, Vice President;

Krista Erickson, Secretary;

Brenda Seeger, Treasurer;

Michael Evelo, Director-at-Large;

Robert Hartt, Director-at-Large;

Marion Elmquist, Immediate Past President.

All Executive Committee members were present.

Guest: Cara Barnes, Site Selection Committee Chair.

Action Via E-mail

A draft of the January 12, 2021, Executive Committee meeting minutes were e-mailed to the Committee listserv on January 19th. With no corrections requested, the minutes were considered approved as distributed and e-mailed to the SFL Board listserv on January 31, 2021.

Treasurer’s Report

Prior to the meeting, Tim sent out a spreadsheet with financial information as of May 31, 2021. Brenda reported that SFL currently has $183,489.53 in checking and $59,767.38 in savings for total operating funds of $243,256.91.

The current value of the Endowment Fund is $529,093.00.

Endowment withdraw

Last year we withdrew $5,000.00. Tim suggested moving $130,000.00 out of cash accounts over to Banker’s Trust to be managed/invested but not be co-mingled with the existing Endowment Fund since that fund is restricted. This would take operating funds to $113,000.00. Krista moved and Marion seconded a motion to move $130,000.00 to Banker’s Trust. The motion carried unanimously. Tim will work with Brenda, Bob and Banker’s Trust to accomplish this and clarify how Banker’s Trust will report it to us.

Tim recommends not withdrawing money from the Endowment Fund this year. A withdrawal this year is not financially necessary and would not make sense especially if we’re moving money out of cash accounts. Marion moved and Bob seconded a motion that there be no withdraw from the Endowment Fund for this fiscal year. The motion carried unanimously.

A discussion ensued of how to best utilize the $75,000.00 donation from the Flatley Foundation. The donation came with no specific instructions. Suggestions included: adding some of the donation into the Endowment Fund; lowering event fees across the board; waiting to use the money to offset event fees for more expensive venues; using some of the money to offset event fees for everyone or for targeted groups of people such as people who have never attended an SFL event; funding a special project such as a new video (possibly focused on recruitment) or creating something for the upcoming 50th anniversary of SFL; upgrading or purchasing MIP equipment or other ski equipment; procuring any needed technology upgrades for event streaming or website enhancement/management or other behind-the-scenes tech needs.

Site Selection Committee Report

Tim asked Cara Barnes, Chair of the Site Selection Committee, to be present at the meeting for this discussion. Cara has been providing detailed reports since last Spring. (See current Site Selection Committee Report Pages 9-11 in these minutes) Cara explained that there are three possible venues for the 2023 event, each venue is doable but each has pros and cons.

* Green Bay. Jeff toured the Hyatt, noting several accessibility concerns. Jeff only went to the Hyatt since SFL has been to the Radisson. The Radisson is preferrable but the event dates for the Radisson would be February 23rd to March 4th. Mike voiced concern about the amount of snow Green Bay usually gets that late into the season. Bob mentioned that he has heard complaints about the skiing in Green Bay not being challenging. Cara explained that there are challenging trails at Brown County but they were not tracked for SFL last time. Marion agreed that Green Bay is suitable for both beginner and intermediate skiers. Brown County may be able to help offset some ski area expenses.
* Michigan. Cara did not include much in the report since this is a known entity. The hotel is very good to work with and the skiing trails are workable for us. Flights may be more expensive than other possible venues. The dates would be the same as available dates for Rhinelander.
* Rhinelander. The dates would be January 19-28, 2023. This venue has a lot of moving parts and will require multiple contracts. Rhinelander would require SFL using two hotels and catering all meals. One possible issue is uncertainty about how many tables will fit in the dining area with tables set up as rounds of eight with thirty-six inches between tables. This would limit event participants to around 225 people. Meeting space will be tight -- not sure where the board reception would be held. We would likely need to provide transportation from two airports. Concerns were raised about the skiing terrain – some of the hills may be too difficult for most skiers. Mike explained that the 5k could be rerouted to remove one of the more challenging hills and that there is a flat area near the hotels which might be used for practice but it is separate from and not close to the rest of the ski area.

None of these venues have snowmaking capabilities.

The Site Selection Committee is currently considering several options for 2024 including New Hampshire, Provo, Utah and Anchorage, Alaska.

Frisco, Colorado is in consideration for 2025 so that SFL would be as close as possible to the initial site of the first SFL event.

Tim asked the preferences of each Executive Committee member.

Bob: Rhinelander, Michigan, Green Bay;

Brenda: Rhinelander, Green Bay, Michigan;

Julie: Michigan, Rhinelander, Green Bay;

Mike: Rhinelander, Michigan, Green Bay;

Krista; Rhinelander, Michigan, Green Bay;

Marion: Michigan, Green Bay, Rhinelander; and

Tim: Rhinelander, Michigan, Green Bay.

Cara voiced concern that venues were filling up and have already been holding dates for us for a while. A discussion ensued of when and how to have the Board vote – could we wait until the Summer Board meeting or would a vote via e-mail or a special meeting be necessary? Since people will likely have questions and want to have some discussion, voting via e-mail was decided against. There was a general consensus (with not all agreeing) to call a special Board meeting possibly June 23rd or 24th. Tim will notify the Board.

Julie moved and Bob seconded a motion that the Executive Committee recommend to the Board the 2023 event be held in Rhinelander Jan. 19-28. The motion carried unanimously.

Cara left the meeting

As it was getting late, Tim suggested adjourning the meeting and reconvening later this week.

Krista moved and both Mike and Marion seconded a motion that the meeting be adjourned and reconvened Wednesday, June 9th at 7 p.m. CDT. The motion carried unanimously.

The meeting was adjourned at 8:40 p.m. Central Daylight Time.

Ski for Light, Inc.

Executive Committee Minutes

Meeting via Teleconference

June 9, 2021

President McCorcle called the reconvened meeting to order at 7:01 p.m. Central Daylight Time.

Roll Call:

Tim McCorcle, President;

Julie Coppens, Vice President;

Krista Erickson, Secretary;

Brenda Seeger, Treasurer;

Michael Evelo, Director-at-Large;

Robert Hartt, Director-at-Large;

Marion Elmquist, Immediate Past President.

All Executive Committee members were present.

2022 Event Update

Tim thanked Mike for agreeing to chair the upcoming event. The dates of the 2022 event will be Sunday, January 30 to Sunday, February 6th with the 2022 annual Board meeting scheduled for Friday, January 28th.

Mike provided an update on the planning for the 2022 event. Mike has been filling positions on the Planning Committee and provided a list of the positions people have volunteered for so far. Among those positions are: Vice Chair, Scott McCall; Guide Coordinator, Lars Johanson; MIP Coordinator, Nicole Haley; VIP Coordinator, Sheri Richardson; Registration and Housing Coordinator, Nancy McKinney Milsteadt; Ski Site and Trails, John Elliott; Transportation Coordinator, Bob Hartt; and Foreign Delegations, Marion Elmquist. Julie asked about adding a position for someone to work on making part of the event virtual or somehow available online – possibly livestream the opening and closing evenings and also possibly the finish line at the race/rally. Tim and Julie will talk about identifying someone to work on this possibility.

Tim and Mike continue to work on the contract with Snow Mountain Ranch (SMR). Marion offered to stop in at SMR if necessary in August as she’ll be in Colorado then.

2022 Event Variables to Consider

Requiring Covid Vaccinations. Tim explained that he thinks we should – we are no less susceptible than last year and will be in close quarters. Questions were raised about how exactly SFL would collect, verify and protect vaccination information. Tim explained that the mechanics of how we would do this come into play after we make a decision. The information on a vaccination card is not as sensitive as what we used to collect on our Emergency Data forms.

Julie moved and Brenda seconded a motion, that SFL require applicants to the event to provide proof of covid-19 vaccination as a condition of acceptance. The motion carried.

Krista and Tim will research how to best collect, verify and protect applicant vaccination information.

A brief discussion ensued about other factors that might affect holding the event such as providing transportation from Denver to Snow Mountain Ranch, communal dining and social distancing requirements that could alter special interest sessions or evening programs. We would expect everyone to comply with any SMR safety regulations. We could have masks and hand sanitizer available. We will likely have to file a mass group gathering plan with Grand County and should do our own worst-case scenario planning.

Event Pricing

Previously, the event was priced for single and double rooms in Indian Peaks with single rooms limited and single, double, triple and quad rates for Aspenbrook and Silver Sage. Tim proposed not publishing rates for triple or quad rooms this time – there have not been many requests for triples and the rooms really don’t comfortably accommodate four people. If someone wants a triple, they would have to line up their own roommates. Nancy and Nicole are in favor of this approach. Another possibility would be to offer no singles in Indian Peaks but offer a single in Aspenbrook or Silver Sage for the same price as a double occupancy in Indian Peaks. Tim anticipates that the double room rate will probably be similar to what it was in 2019.

Julie suggested having some Zoom sessions about the event – an SFL virtual bootcamp of sorts to help people get in shape and answer questions. The suggestion was made to give veteran guides an opportunity to go through guide training again (a guide refresher course) with SFL paying for the required extra lodging and meals. This may cost us but it will be money well spent. It may be helpful to put this offer on the guide application. There was a general consensus in favor of this idea.

Credit for Paying with a Check. Last year, 45% of people paid by check. The event fee includes an embedded amount for the credit card processing fee -- this credit offsets that charge so someone doesn’t pay a fee that’s not applicable to them. There was a general consensus in favor of offering this credit again for 2022.

Policy Updates:

Prior to the meeting, Krista distributed proposed policy updates for the Code of Conduct Policy (Page 15), the Nondiscrimination Policy (Page 13) and the No Smoking Policy (Page 12).

* Code of Conduct Policy

Tim explained that he would rather the committee be confident on implementation before we vote on policy changes as we don’t know how they are going to be implemented. It is not yet clear how to make the Policy implementable. Krista asked for clarification – what is missing from the Policy draft, what is not implementable? Julie explained that we hoped to bring in a consultant well-versed in preparing officers to deal with situations such as the ones we may receive allegations about from implementing this Policy. Amy was previously working with someone who now may not be able to help due to health issues so we’re looking for another expert to help. This is complicated. Marion voiced the opinion that making awareness of the Policy part of the application is a mistake, it should be part of the Waiver or a checkbox like the Waiver is on the applications. Let’s not frighten people -- why all these warnings? The attorney who Krista and Tim have been communicating with did not recommend any changes but only advised on the mechanics of informing people about the Policy. The Waiver is waiving rights. If people choose to attend the event, they’re subject to the Code of Conduct Policy, we can’t require people to accept it as we do with the Waiver of Liability. Distributing an e-mail to all event attendees just prior to the event seems to be the most accessible way for everyone to get the same information at the same time. Bob suggested noting specifically who the current officers are if/when such an e-mail was distributed which Krista explained we would do and that specific instruction could easily be added to the Policy. Julie explained that times are changing and while we do not want to scare people, other organizations have had issues and people know about those issues. If this is done right, we will show that we take things seriously, are doing our due diligence and are being transparent. We can do this proportionally and sensibly.

Krista agreed to withdraw the proposed policy revision and work with Tim on drafting. Julie offered to help with policy drafting.

* Non-discrimination Policy:

Prior to the meeting, Tim responded to the draft Krista distributed to the Executive Committee and expressed a concern about including age. Another policy (Policy B01 - Minimum Age of Guides and Participants) in the existing SFL Policy Manual, sets a minimum age. In the past, we have had some young but very good guides and at least one of them was younger than eighteen. Marion suggested taking age out of the proposed revision. There was a consensus, without everyone agreeing, in favor of this suggestion.

Bob moved and Mike seconded a motion to recommend to the Board adopting the Nondiscrimination Policy with age removed. The motion carried.

* No Smoking Policy

Marion explained that she does not remember the Radisson in Green Bay being smoky. Bob asked about enforcement -- what if a spouse or someone else was smoking? We cannot accomplish enforcing no smoking at SFL activities.

Julie moved and Marion seconded a motion that the Executive Committee recommend to the Board adopting the No Smoking Policy with the edit of deleting the sentence: “There shall be no smoking at all Ski for Light activities”. The motion carried unanimously.

Dates for summer board meeting

Tim explained that he spoke with Cara prior to this meeting and both of them agreed that there is no need to call a special meeting of the Board as previously discussed. Tim is considering July 12 or 14th at 8:00 p.m. Eastern for the next Board meeting. The consensus was for July 14th. Tim will send an announcement out to the Board.

Tim asked for thoughts via e-mail on whether or not we should have an in-person Executive Committee meeting sometime this fall. As has been done in the past, we could try to have an in-person Executive Committee meeting with the on-site Event Planning Committee meeting.

Marion moved and both Bob and Brenda seconded a motion to adjourn the meeting. The motion carried unanimously.

The meeting was adjourned at 8:40 p.m. Central Daylight Time.

Ski for Light, Inc.

Site Selection Committee Report

June 7, 2021

Covid related travel restrictions have made the work of the Site Selection Committee difficult this year. In January, February and March 2021 visitors to the state of Minnesota were required to quarantine upon arrival. Similar requirements were in place in New Hampshire until mid March and by then Great Glen Trails was planning to close before the end of March.

Three locations continue to be options for the 2023 event.

Green Bay, Wisconsin

In April 2020 the Radisson and the Hyatt Regency in Green Bay submitted proposals for 2023. The Radisson (where the group stayed previously) offers 391 rooms including 15 ADA rooms, four with roll in showers. Two of the four rooms with roll in showers are suites. The Radisson is across the street from the Green Bay airport and approximately 17 miles from the ski area. The Radisson has already booked other groups late in January and early in February 2023 so the only dates currently available are Thursday, February 23, 2023 through Saturday, March 4, 2023 or Monday, January 16 through Wednesday, January 25, 2023.

The Hyatt Regency is closer to downtown and approximately 14 miles from the ski area. It is an all-suite hotel originally built in 1989 as an Embassy Suites. There are approximately 158 rooms with two queen beds (including some executive suites) and 78 rooms with king beds. There are two ADA rooms, one with a king bed and the other with two queen beds, both with roll in showers.

On February 11, 2021 Jeff Pagels toured the Hyatt and noted that only one of the beds in the ADA room with two queen beds was an appropriate height. Each of the ADA rooms adjoins another room. The connecting passage between the two rooms is narrow but a wheelchair will fit. It might be possible to use these rooms if the beds were lowered and the occupants agreed to share the bathroom in the ADA room. The ADA rooms are good sized and it might also be possible to put a roll-away bed in these rooms.

In addition, there are 17 rooms with wider doors. These rooms have 36 inch wide bathroom doors, 36 inch wide doors into the corridor and a 30 Inch door between the sitting area and the bedroom. Jeff was able to move about in these rooms but noted that beds would need to be lowered. This could be accomplished by removing the platform and putting the box spring and mattress on the floor. Shower chairs/benches would also need to be added to the bath tubs. Both the swimming pool and hot tub have lifts. The Hyatt has also booked a number of groups since submitting a proposal in April 2020 and the dates currently available are Thursday, January 19 through Saturday, January 28, 2023.

While both hotels have adequate meeting space, the Radisson has been recently renovated and has more up-to-date ADA rooms.

The Brown County Reforestation Camp would again be the ski area. They do not have snow making equipment but reported a good snow year in 2019-2020. On March 11, 2021 a letter was sent to Brown County requesting fee waivers for the use of the trails and lodge building. On May 19, 2021 the Brown County Board of Supervisors issued a resolution allowing fee waivers for the use of the Reforestation Camp trails and lodge building for six days (the two pre-event training days are included in the waiver but not the resolution). The fee waivers are contingent on the Greater Green Bay Convention and Visitors Bureau donating/granting $5,000 towards the cost. The Greater Green Bay Convention and Visitors Bureau can apply for a state grant but will need to begin the application process by June 2021.

Lunches would be under a separate contract and Brown County staff can provide a list of approved caterers.

Rhinelander, Wisconsin

The Quality Inn has expressed interest but typically provides contracts rather than written proposals. The Quality Inn has 98 rooms including 5 ADA rooms with roll in showers. The facility does not have an elevator to the second floor. The size of the event would be limited by the size of the banquet space. Hotel staff have indicated that the banquet area will hold 20 rounds of 8 (with SFL’s required 36 inch minimum between tables), but when questioned, agreed to explore further. Meals would be prepared off site by a caterer who has indicated that 30 rounds of 8 will fit in the banquet area (with less than 36 inches between tables). There is a room equipped with a bar which can be locked off so the room can be used for other activities during the day. There are rental fees for banquet and meeting space which we do not typically encounter at other hotels where the hotel is providing meals.

The pool has a lift but the hot tub does not as it is on an area above the pool with steps. It is unknown whether a temporary ramp could be installed.

There is an AmericInn with 51 rooms including 2 ADA rooms with roll in showers next to the Quality Inn. The General Manager at the AmericInn has expressed interest but could provide only approximate room rates as this will depend on when a contract is signed. The AmericInn is a Wyndham property and Wyndham sets rates for 18 month periods. The room rates at the AmericInn are generally higher than the Quality Inn. The AmericInn has a pool and hot tub with lifts for each. There is also an elevator to the second floor. Both the Quality Inn and AmericInn are ten to fifteen minutes from the ski area. The dates currently available at both hotels are Thursday, January 19 through Saturday, January 28, 2023

Site visits were made to Rhinelander in 2017 and 2019. Both site visit reports

Indicate that a short, direct walk is possible from one to the other via the lawn of the AmericInn which in the winter is typically packed snow. While the Event Coordinator at the Quality Inn and the General Manager at the AmericInn expressed concern about participants walking between the two hotels, this concern was not shared by those who made the site visits.

Lynn’s Catering has expressed interest in providing meals and has provided preliminary pricing information. The ski trails would be located on and around the grounds of the Northwood Golf Club and the club house would serve as a warming and lunch area. The Northwood Nordic Ski Club previously provided a proposal for grooming for a 2022 event and has expressed interest in assisting with a 2023 event but has not provided an updated proposal. While the club does not have a pistenbully groomer or snow making capability, Michael Evelo reports that the club has groomed for a number of races and done a fine job. The 2017 site visit report indicates that the 10 km course would be challenging.

Ski for Light has an existing tax-exempt certificate for Wisconsin.

Bellaire, Michigan

Shanty Creek Resorts has submitted a proposal for 2023. The group would again stay at the Lakeview Hotel and Conference Center and ski on the resort property. The hotel has 7 ADA rooms, 4 with roll-in showers. There is a fitness center and indoor pool although the pool is not accessible. There is an outdoor pool at Cedar River Village which MIPS will have permission to use. There is some snowmaking capability at the downhill area but not on the cross-country trails. The hotel is approximately 49 minutes (35.8 miles) from the airport.

It is difficult to make a detailed price comparison of these venues as some charge for things others do not. Each venue has pros and cons and transportation needs vary among the three venues.

The Committee hopes the Executive Committee and Board will move forward on selecting one of these sites for 2023. We are hoping to visit North Conway and a couple of sites in Minnesota next ski season, and if appropriate, consider them for 2024. In addition, RFPs (Request for Proposal) have been sent to the Vermont tourism office, the Lake Placid tourism office and Gunstock mountain resort in New Hampshire.

Respectfully submitted by Cara Barnes

Cara Barnes

Site Selection Committee

No-Smoking Policy

In researching something completely unrelated, we became aware that in 2018, the Executive Committee voted to expand SFL’s existing no-smoking policy. Since this may be an issue that we’re likely to encounter again in the future, we decided to propose the Policy revision detailed below. In drafting this revision, we obtained input from some Executive Committee members who were serving at the time of the vote as well as from the chairwomen of the current and previous Site Selection Committees.

The minutes of the May 19, 2018 SFL Executive Committee meeting state: “A significant problem this year was the excessive presence of smoke in the hotel. Although we have a policy that says Ski for Light is a no-smoking event, it was agreed that the policy should be expanded to state that Ski for Light will be held at a no-smoking facility. Marion will make this recommendation to the Board.”

Proposed Revision

A23 – No Smoking

Purpose

To maintain a safe, healthy environment for all Ski for Light attendees.

Policy

Ski for Light International Week shall be a no-smoking event. There shall be no smoking at all Ski for Light activities. Ski for Light International Week shall be held at a no-smoking facility whenever feasible.

Current Policy:

A23 - No Smoking

Purpose

To maintain a safe, healthy environment for all SFL attendees.

Policy

There shall be no smoking at all indoor activities.

February 7, 1986

Non-Discrimination Policy

SFL’s current non-discrimination policy is dated 1994. As language and times have changed significantly since then, we are proposing the below Policy update. Per Tim’s request, the entire ad hoc committee which revised the Policy Manual in 2015 were queried and no members of that committee were able to explain how/why the initial list of protected classes was selected or from where that list originated. As a policy with the stated purpose of ensuring that SFL abides by applicable law, the specified protected classes should come from a lawful and citable source. We, therefore, used the list of protected classes specified in the Minnesota Human Rights Act (revised 2020). The Minnesota Human Rights Act can be accessed at: https://mn.gov/mdhr/yourrights/mhra/

Under the Minnesota Human Rights Act, protected classes are listed as: race, color, creed, religion, national origin, sex, marital status, disability, public assistance, age, sexual orientation, gender identity, familial status, and local human rights commission activity. The protected class of disability is partially addressed separately in this Policy, as well as elsewhere in the Policy Manual. The protected classes of public assistance, familial status, and local human rights commission activity were determined not to be applicable to SFL’s activities/programs and were excluded from the revised Policy.

Proposed Policy:

Policy B07 - Non-Discrimination

Purpose

To ensure that SFL engages in nondiscriminatory practices and abides by applicable local, state and Federal law.

Policy

Ski for Light, Inc. invites participation without regard to race, color, creed, religion, national origin, sex, marital status, age, sexual orientation, or gender identity.

Ski for Light will ensure that physical accessibility is present for all program activities.

Current Policy:

Policy B07 - Non-Discrimination

Purpose

To ensure that SFL engages in nondiscriminatory practices and abides by applicable local, state and Federal law.

Policy

Ski for Light, Inc. invites participation without regard to race, religion, gender, or national origin.

Ski for Light will ensure that physical accessibility is present for all program activities.

February 9, 1994

Code of Conduct Policy proposed revision June 2021

Below please find the proposed revisions to the Code of Conduct Policy. Some of the proposed revisions come from the e-mail discussion held during October 2019. An ad hoc working group continues to meet to determine the specifics of policy implementation training for the SFL Executive Committee. For your reference, the current version of the Policy begins on Page 5 of this document. The proposed revisions are:

* The word “a” was changed to “an” in this sentence: Any individual attending an SFL function has an obligation to conduct him or herself in accordance with the highest standards of integrity and ethics, and in compliance with federal, state, and local laws.
* The word “will” was changed to “shall” in this sentence: Actions taken by SFL will occur independently from any actions by local authorities.
* The word “a” was changed to “an” in this sentence: The report shall include an assessment of whether the submitted complaint violated a SFL policy or whether inappropriate conduct occurred, as well as a recommendation for any corrective actions that may be appropriate.
* A section was added to the end of the current Policy, Policy Awareness, Distribution, and Implementation, to memorialize the specified actions and ensure that these actions are carried out as directed in the Policy. The wording in quotation marks in Event Participant Applications, has been approved by legal counsel.

Proposed Policy:

Policy C22 - Code of Conduct

Purpose

Ski for Light, Inc. (SFL) seeks to establish and maintain a safe and healthy environment for all participants. This includes volunteer guides, disabled participants, and other volunteers or guests attending any SFL function.

Policy

Any individual attending an SFL function has an obligation to conduct him or herself in accordance with the highest standards of integrity and ethics, and in compliance with federal, state, and local laws. Examples of improper conduct may include but are not limited to bullying, endangerment, unwelcome verbal or physical conduct of a sexual nature, abusive language, and behavior detrimental to the best interests of SFL.

This code of conduct policy is intended to encourage and enable any person involved with the SFL organization and/or program to raise serious concerns internally so that SFL can address and correct inappropriate conduct and actions.

It is the responsibility of all persons involved with the SFL organization and/or program who believe they have witnessed or been subjected to an incident of improper conduct to promptly report the incident to an SFL Executive Committee Member. The Executive Committee Members include the positions of President, Vice President, Secretary, Treasurer, two Directors at Large and the Immediate Past President. The SFL Vice President shall be the Compliance Officer for the organization, unless the report is related to that person. In such a situation, the Compliance Officer for the complaint shall be the SFL Executive Committee member who received the report.

It is the responsibility of the Compliance Officer to fully investigate the complaint. The Compliance Officer may involve such other persons who are not related to the complaint, including the SFL President and outside resources, as appropriate and necessary to conduct a thorough investigation. The investigation shall be conducted in a confidential manner to the extent consistent with a reasonable investigation. While reasonable efforts shall be made to preserve the identity of the person filing the complaint if so requested, disclosures may be made in furtherance of the investigation as practical and necessary given the nature, scope and details of the complaint.

If the incident being reported involves a potential or actual violation of law, the Compliance Officer shall contact the appropriate authorities and strongly encourage the victim to immediately file a report with the appropriate authorities. Actions taken by SFL shall occur independently from any actions by local authorities.

When the Compliance Officer has completed the investigation, he/she shall submit a report to the Executive Committee, except that if the party about whom the complaint is made is a member of the Executive Committee, he/she shall not be a party to evaluating or deciding on the merits of the complaint. The report shall include an assessment of whether the submitted complaint violated an SFL policy or whether inappropriate conduct occurred, as well as a recommendation for any corrective actions that may be appropriate. The Executive Committee shall endorse or modify the conclusions and recommendations of the report and take appropriate action to address the current improper conduct and prevent future similar conduct. In situations where the alleged improper conduct does not violate any local, state or federal law, the action of the Executive Committee shall be final.

Policy Awareness, Distribution, and Implementation

* Event Participant Applications.

Beginning with the event applications for the 2022 Ski for Light International Week, and continuing annually thereafter, all International Week event participant applications shall include a numbered item containing the following wording: “Ski for Light, Inc. (SFL) seeks to establish and maintain a safe and healthy environment for all participants. Any individual attending an SFL function has an obligation to conduct him or herself in accordance with the highest standards of integrity and ethics, and in compliance with federal, state, and local laws. It is the responsibility of all persons involved with the SFL organization and/or program who believe they have witnessed or been subjected to an incident of improper conduct to promptly report the incident to an SFL Executive Committee Member. Examples of improper conduct may include but are not limited to bullying, endangerment, unwelcome verbal or physical conduct of a sexual nature, abusive language, and behavior detrimental to the best interests of SFL. The Executive Committee Members include the positions of President, Vice President, Secretary, Treasurer, two Directors at Large and the Immediate Past President.

You may read Ski for Light’s Code of Conduct Policy here.”

* Reminder of Policy to All International Week Event Attendees.

Beginning with the 2022 International Week, and annually thereafter, the SFL Vice President shall coordinate with the SFL President, Event Chair and Event Vice Chair to ensure that no later than one (1) week prior to the start of the International Week Event, an e-mail shall be distributed to all registered attendees providing a reminder of the Code of Conduct Policy.

* Annual Policy Review with SFL Board of Directors.

Effective immediately, and every year thereafter, the SFL Vice President shall ensure that this Code of Conduct Policy is reviewed with the SFL Board of Directors during the Annual Board meeting scheduled prior to the start of the International Week.

* Policy Implementation Training for SFL Executive Committee.

Effective immediately, and as applicable thereafter, at least biannually (or sooner if the Committee composition changes outside of the regularly scheduled Ski for Light Board election cycle), the SFL Vice President shall ensure that all members of the SFL Executive Committee receive training on how to conduct an investigation as detailed in this Code of Conduct Policy.

Policy C22 - Code of Conduct

Purpose

Ski for Light, Inc. (SFL) seeks to establish and maintain a safe and healthy environment for all participants. This includes volunteer guides, disabled participants, and other volunteers or guests attending any SFL function.

Policy

Any individual attending a SFL function has an obligation to conduct him or herself in accordance with the highest standards of integrity and ethics, and in compliance with federal, state, and local laws. Examples of improper conduct may include but are not limited to bullying, endangerment, unwelcome verbal or physical conduct of a sexual nature, abusive language, and behavior detrimental to the best interests of SFL.

This code of conduct policy is intended to encourage and enable any person involved with the SFL organization and/or program to raise serious concerns internally so that SFL can address and correct inappropriate conduct and actions.

It is the responsibility of all persons involved with the SFL organization and/or program who believe they have witnessed or been subjected to an incident of improper conduct to promptly report the incident to an SFL Executive Committee Member. The Executive Committee Members include the positions of President, Vice President, Secretary, Treasurer, two Directors at Large and the Immediate Past President. The SFL Vice President shall be the Compliance Officer for the organization, unless the report is related to that person. In such a situation, the Compliance Officer for the complaint shall be the SFL Executive Committee member who received the report.

It is the responsibility of the Compliance Officer to fully investigate the complaint. The Compliance Officer may involve such other persons who are not related to the complaint, including the SFL President and outside resources, as appropriate and necessary to conduct a thorough investigation. The investigation shall be conducted in a confidential manner to the extent consistent with a reasonable investigation. While reasonable efforts shall be made to preserve the identity of the person filing the complaint if so requested, disclosures may be made in furtherance of the investigation as practical and necessary given the nature, scope and details of the complaint.

If the incident being reported involves a potential or actual violation of law, the Compliance Officer shall contact the appropriate authorities and strongly encourage the victim to immediately file a report with the appropriate authorities. Actions taken by SFL will occur independently from any actions by local authorities.

When the Compliance Officer has completed the investigation, he/she shall submit a report to the Executive Committee, except that if the party about whom the complaint is made is a member of the Executive Committee, he/she shall not be a party to evaluating or deciding on the merits of the complaint. The report shall include an assessment of whether the submitted complaint violated a SFL policy or whether inappropriate conduct occurred, as well as a recommendation for any corrective actions that may be appropriate. The Executive Committee shall endorse or modify the conclusions and recommendations of the report and take appropriate action to address the current improper conduct and prevent future similar conduct. In situations where the alleged improper conduct does not violate any local, state or federal law, the action of the Executive Committee shall be final.

November 2, 2019