

Minutes Executive Meeting held in Christchurch 18 September 2016.

Present: Kyla, Mark, Evan, Nicky, Derek, Alan, Kris, Grant

Apologies: Mark Hardman

Meeting opened: 9.00am

General Business:

1. Quick discussion re membership card for coming years, QR code and details we should have on the card. Should we have it designed professionally?
2. Kris – discussion re auditing and health and safety requirements, re are we a PCBU? Discussions re Review cycle, farmer concerns re health and safety issues, insurances. Audits Kris thinks should be done: Part 149 responsibilities; Incorporated Societies Act; Health & Safety/Club facilities? Responsibilities for club/sites/facilities? Who should Kris report? Evan or Kyla? Should we audit issues where we know they exist – ie new PG2 form/instructors? Need framework and prioritise audits to do.
Kyla/Evan.
Aorangi – not yet incorporated... hold club fees taken until club is incorporated. Kyla to write to Aorangi to advise.
Follow up on past audits – which are finalised, which still need work, is still live? Must have an audit review meeting each year with Exec. (required by CAA).
3. Kris – DPFC – CAN (Magic Mountain), issues re requirements to finalise application not having been met yet. Inter-club fighting re monies. Kris thinks have now satisfied initial requirements. Any future requests for funds will likely be declined by the fund. Kris recommends \$1800, previously approved. Andy/Grant recommend \$1800, Derek recommends \$1450. Vote: \$1800 unanimously.
PCC has been paid out, but Evan suggests review of ongoing need.
Matt Senior applied but no further communication.
No other live applications, \$1500 surplus from last year, over-obligated at end last year \$1500.
Footes hill, have requested progress report on how funds spent but not yet forthcoming.
Exec has received detailed report from Kris on all issues and recommendations.
4. FRTTO (radio license) – Evan sent to exec. A guide for theory for radio license for PG/HG and cert theory test. Restricted version of FRTTO license. Can we use existing licensed members to approve licenses to other members?
5. Accident reports – where can members see reports? Need to get work done to pull data out, take away identifying information, and put back onto website so people can view it.
6. A PPG pilot in Tauranga, flying off his farm with no license. Approached Evan to get registered properly, but declined to do full signoff etc via normal avenues. Now wants to get instructor rating, has joined as member but still has no rating. Has been interviewed by CAA, but couldn't get him on any evidence. Admitted to lying at

second interview with CAA. The CAA has been investigating a PPG pilot allegedly flying without being licensed. The pilot has now completed his training, and the CAA believes him to be remorseful. But before we issue him with NZHGPA membership we need to consider whether he is a fit & proper person. After feedback from the CAA & a discussion Evan had with Dave Washer, President of the BoP club, we agreed that we should give the pilot a chance, and that the best outcome for everyone is for him to become a legal & legitimate member of the community. However before we do that, we want him to acknowledge that he will respect the Association & its rules.

Kyla will draft a letter to him from CEO & President, requesting an apology & explaining why it is important he comply with the NZHGPA and its rules. We will also ask for a letter from Alan Hills confirming he believes the pilot to understand rules, will comply & is fit & proper.

7. HG promotion activities
Mark Alton working with Ross G on target page; Mark & Grant looking at other examples for ideas
8. HG supervisory system
Grant / Mark ready to present draft
9. Admin workload
Evan, Derek & Kyla investigate where the manual-heavy activities appear to be, then propose how we fix them & check with Nicky if it will work
10. Action for all Exec members - consider items we want to focus on this year so we can priorities & focus on them. This might include:
 - Speed flying
 - Promotion of HG
 - Instructor rating PG
 - Instructor code of conduct
 - Admin workload – how we stay functioning & limit workload
 - Novice rating HG
 - Site authorisations
 - Warrant of Fitness – Evan, Mark & Mark
 - Ongoing website issues
 - Accident reports depersonalised
 - Visitor license applications (ie the countries we accept, which will align with Austria)
11. CEO contract briefly discussed and agreed to renew for another year.
12. Next meeting - Skype call in early Nov. Kyla will schedule.

Meeting closed at 1:20pm.