



New Zealand Hang Gliding Paragliding Association

Minutes of Annual General Meeting & Extraordinary Executive Meeting 2020

Saturday 26th September 2020

Venue: Castaways Resort – Karioitahi Beach, Auckland

- <https://www.castaways.co.nz/#location-home>
- 685 Karioitahi Road, Karioitahi Beach, Waiuku
See their website for directions and parking information.

Signed by Nick C J Taber – (Chief Executive) on 20th Nov 2020

Signed by D B Macnab – (National President) on 20th Nov 2020

MINUTES OF NZHGPA AGM & Extraordinary Executive Meeting 26 September 2020 Castaways Resort, Waiuku

Call to order – 9.55am

Duncan opened the meeting, welcome – introductions, house-keeping provided

Present: Duncan Macnab, Carol Curtis (minutes), Amy Carruthers (admin), Glen Ogilvy, John Burton, Stoney Burke, Mel Heather, Kyla Macdonald, mark hardman, Evan Lamberton, Herman Ahrens, Guntram Gross, Kevin McManus, Steve Cronin, Carlos Palmer , Kris Ericson, Matt Barlow, Grant Tatham, Frog Twissell, Blake Round, Ian Manton, Nick Webster

Zoom Meeting: Nick Taber, Mark McIntyre, Bill Degen, Grant Firth

Apologies:

Election of vote counters: Duncan proposed Ian/Carol– agreed unanimously

Minutes of 2019 AGM tabled:

- Kyla noted as attending – Kyla advised she was not there
- Guntram -wanting clarification on remit – to be addressed under Remits

Motion:

That the minutes of the 2019 AGM be accepted as a true and correct record.

Moved by Ian – with adjustments and Seconded by Carlos

Agreed and carried unanimously.

Executive Reports:

President:

Duncan spoke on his report.

Discussion from Guntram re president's honorarium being \$5000.

The Presidents honorarium has been set at \$5000. Members were requested to refer to the 2018 minutes which states an increase in honorarium for the President

The Presidents honorarium used to be \$1500 and this was increased to \$5000.

Duncan suggested to all that members need to read the job descriptions prior to attending the AGM to ensure they have knowledge and know of the responsibility of these roles

Chief Executive:

New Chief Executive - Nick

Evan is no longer the Chief Executive but happy to report to everyone.

Evan was happy to summarise and thanked everyone.

Guntram paid thanks to Evan for the great job done

- All agreed

Nick has not been Chief Executive for two weeks – from today onwards all communications should go to Nick for further advise (no longer to Evan]

Administrators Report:

Ian introduced Amy who is helping out with the licensing role.

Duncan thanked Ian for stepping in on a temporary basis.

Ian gave a brief on how this could operate more effectively.

Mark and Ian are looking at getting this more automated.

Ian happy conversing with all those in the room and happy for you to pull him up on processes and constitutional requirements at any time.

Ian and Mark are working towards defining this role more and looking at someone with a financial background

- CEO to be involved with the appointment of the administrator due to their close contact with each other
- Ian is actively looking at this role due to what this role entails – finding a suitable person

Internal Auditor:

Kris

PG Training:

Mark Hardman – spoke on his report

- Kyla questioned 'were the admin tasks impacted on what he could do as training manager?'
- Guntram questioned is the training manager's role too big? Split back to PG/HG?
- - General responses – including that it is not up to the training manager to do the work themselves – but to ensure that the work is done. Its project managing
- Duncan talks about the lack of time for volunteers and also talked about good communication and the tone of communication

- Ian stated it was not the admin responsibility to update members' details. Members need to take responsibility for this – for incorrect email addresses.
- o Duncan – reiterating to members where emails should be sent to : admin@nzhgpa.org.nz
- o Mel Heather – suggestion that existing pilots take the online VFR - Mark – may look at reviewing: How do we manage the problem when 80% of those that sit VFR fail the exam

HG Training:

No Reports tabled – included in CEO Report

Airspace Officer:

Rhys Akers will be the new airspace officer and is well qualified for this role.

A slide show presentation was given to those in attendance – Fly The Right Way – consider others, fly responsible (this was Peter's parting gift)

- Hang gliders are aircrafts – should be treated as an aircraft
- Members were advised this is now up on an official AirShare App

Evan – a reminder to members that when you are entering yearly flying numbers you are to put in digits only.

Need to reflect the activity we are doing around the count.

Discretionary Funding Committee:

Kris (unofficial secretary) – no discussion and nothing further to report.

RASP report:

Glen spoke on his report.

Break for morning tea – 11.10

Meeting restarted: 11.34

Duncan confirmed to members re speaking rights. Duncan confirmed and advised yes – if you are not a delegate you still have speaking rights.

Financials/Accounts:

Duncan advised members the accounts have been prepared by a Chartered Accountant. No treasurer appointment has been made at this stage.

There was discussion on the 21 May 2020 accounts:

Kyla put forward a question on administrative costs – why it was lower. Ian responded this and advised there was a lot of donated time and we applied for the wage subsidy on offer.

Guntram – PayPal fees – is there anything else available?

Evan responded to Guntram and advised alternatives were being looked into and there appeared to be nothing cheaper available – bank transfer is extremely higher regarding admin/costs.

Duncan responded and confirmed that all money in and out was correctly processed.

Ian advised members PayPal works well for all card holders.

Kyla questioned is there an on-going plan for equity/assets?

Duncan stated this needs to be face to face – there is a cost to this.

- Strategic plan – long term to be put in place

Guntram put forward a question on data base costs.

- Evan responded to this. WA (Wild Apricot)

Evan responded: rather than trying to reduce the cost of WA – we should be looking at using this more effectively. Getting more value out of WA.

Guntram questioned on the lack of communication with members – Ian responded and advised the exec will take this on board.

Evan stated that it is a small portion of the members only that have a lack of respect for the executive.

What came out of that discussion?

- Must communicate better with members
- The expectation of communication with members

Duncan advised that communication with members is on the list of things to do and this is a work in progress.

Mel suggested that putting out a newsletter every quarter may encourage more members to put their hand up to be more active/involved.

It was mentioned that by taking info back to Club meetings gets Clubs more involved

Duncan advised this will always be a work in progress.

There was no further questions or discussion on last year's financials.

Budget:

Duncan explained a budget has been put together by the Executive and this has been put forward and is up for any discussion.

This is an estimate of what we are doing and this is not set in concrete.

Duncan gave his report: General discussion on items. Specifics as below.

Item: **Accountancy fees** – remain status quo

- Chartered Accountant signs off the books
- Financial Reviews are now only required rather than a full audit

Kyla – notes that the Accountant stated this was not an audit or review. Duncan spoke to this.

Mark – members need to know how the association works to show how the Accountant works for our organisation

Duncan – every dollar that goes into our account is accounted for. Any error is an honest error

- All expenditure needs to be signed off by two people – this secures all money going out
- The Accountant has been in force for two years - comment from the floor was this saves members spending a lot of their own time processing financials
- Mark: Only vulnerability we have is for a payment to an incorrect account
 - o Clubs have the rights to come back to the Executive with their concerns – look at option of allowing club officials read access into the XERO system.

Item: Administration Contract:

Planning on obtaining a new administrator, therefore the figures allow for a crossover of two persons in place.

CEO – this details a higher figure and also includes cross over costs

Guntram questioned the budgeted figure.

- Ian responded – he did not take any payment for his part in this role. This was budgeted for but not taken. The covid wage subsidy was obtained.
- Glen advised there is a contract put in place for an agreeable figure
- Ian advised members that he has been working on this role and what this entails to feel where this role lies
- Duncan advised of a new website being put in place and that this may be part of the new administrative role
- Kyla questioned do we need to budget additional costs if an administrator comes on board ie: travel costs
- Duncan responded and advised that if costs need to be incurred for training etc then these are costs we need to spend

Item: CEO:

Duncan put it to members - is there anyone who thinks we could do away with a CEO.

Evan – gave a brief on an Aviation CEO & Business CEO differences.

CEO – this has been budgeted for 13 months which includes 1 month cross over.

Item: CAA – allocated \$7k

GLEN put forward a question as to who are we paying \$7k too?

CAA renewal costs for audit process.

Evan explained this process to members.

- 5 yearly certification is due at Christmas
- Budget is to pay CAA Mark stated that based on costs to date, he believes we should budget on \$9000
- Recommendation from Mark ‘ The budget be increased to \$9000’

Lunch break – 1.15pm – 2.05pm

Continuation on budget

Item: Grants: Discretionary funding

- In place in case something important comes up

- Examples - To support safety course, testing equipment, to pay for worthwhile projects which meet the right criteria
- Balance to remain as \$0
- Exec to make a decision if this is req'd

Item: Honorarium:

Dean Straker & airspace officer increased

Evan spoke on why honorariums have been put in place for these roles – what the effect would be if there was no honorarium.

Mel – asked Duncan about another position of safety officer – honorarium to be allocated for this new role

Duncan – spoke on the amount of time some exec spend over & above that they are being paid in Honoria – they receive a small amt for the amt of work they do

Nick –

He stated he strongly supports any honorarium allocated.

- New role – conditions to taking this role was that we had a national safety officer and they receive an honorarium
- he is insistent on this new position to ensure the safety aspect for all members
- he has a duty to all members and CAA to ensure the safety officer is.

Guntram – Day to day operations being taken over by paid professionals

- **noted** that the northern club is against the honorarium for the exec. Since the addition of the operational people, surely the work load of the exec has reduced.

Evan responded. Proven history that people who say they can do this for nothing, actually don't do it. The Honorarium is there like an incentive, to show that their time is appreciated, valued.

Item: Insurances:

We will be reviewing our insurances as part of the remit - ensuring we have the correct level of insurances in place.

Broker to work on other options

This figure may be adjusted based on future events.

Item: Meeting AGM costs

Budget for this one still pending incoming travel costs

Expenses to be submitted for payment – please ensure these are on the correct forms

Item: Safety Advisory Group

Discussion had on this re honorarium

Adjustments made

Item: Internal Auditor can bring in external experts

Some audit processes are not suitable for Zoom

- Nick – advised looking at saving a lot of money – looking at doing an internal self-assessment audit
- Further info to come out on this

Budget to remain status quo

Item: Website project has had progress payment of \$1k

- This is a one off expense
- Allocated last year & not spent

Item: Training project expenses

- Mark spoke to this
- Glen – no actual costs for this?
- Mike – responded – some expenses put elsewhere
 - o Expenses to date approx. \$1500

Guntram – wanting to know how soon do we replace Mark
Ian responded to this.

Nick – 3 applications rec'd – should have a 2 week wait for handover for Mark

- Depending on their experience – some work may need to be handed out

Item: Legal fees

We will be incurring legal fees next year.

Nick –

- Has been an increasing demand – where do we stand legally?
 - o Nick has a solicitor looking at this for us at present to advise what we can or cannot do. Can we stay voluntary, are we stepping over the line?

Discussion from the floor – do we need to increase this to more?

Item: Airborn: Extensive conversations.

Duncan wished to acknowledge the work that Bill has done on this. With Bill in charge – this just happens.

We were producing this every ½ - covid hit then we were unable to print. We ended up doing an issue without printing this and sending this – this saved ½ the cost.

Duncans thinking was that we go digital - Duncan went to Bill – Bill pointed out it did not take into account Bills time.

Bill – to speak to Duncans comments

(b4 bill spoke)

Discussion from the floor – Matt - there is a remit in place for this which has been voted by the clubs.

Is this constitutional to make a different decision?

Guntram - Decisions were based on the info provided at the time.

Further discussion from the floor re following the constitution.

Mark – suggestion that all clubs be given a guidance sheet on voting rights at AGM

Bill given the opportunity to speak on this:

- 40 years of Airborn
- Re remit – trying to pay to keep this going.

- A lot of work being put in for free.
- Contracts – he cannot get by on what he is getting paid.
- Remit matters:
 - Advertisers – needs to know where he is at – if digital may lose some advertisers
 - Have a Legal contract – should we print next 2 issues
 - Costs – without hardcopy advertisers may not pay
 - Retention is a big factor
 - With covid we need to keep people on board

Bill gave thanks to those that help contribute to this.

Duncan – confirmed we do have a 2 issue cancellation contract.

- Duncan happy to continue with 2 issue cancellation contract
- This means our savings will not be as high as it should be

Duncan – to the floor – acknowledging Bills work on this.

From the floor – is there something alternative in the future to produce a magazine

- Digital
- Video
- youtube

Bill –

Consequence of going pure digital

- Very little – no advertising (2.5k hit)
- No support
- Decline in quality in what we have
- Cost more
- No advertising

Floor – to bill – if we go digital will he continue to edit. Bill – no

Print – if we continue to print. We pay bill on 900.

Evan- there is an option to get the non-print issue – does not save club costs.

20% if members opt to not get printed version.

During the year membership has increased.

Regardless if digital or print – members look at NZ content it contains

Guntram – another club has gone to online only and this has reduced the membership

Glen – digital could mean PDF or video

Floor: magazines are great for community visibility and for training purposes/viewing

Motion: (1:47

REMIT BI

(w Ian)

Voted 23/23

Moved: Duncan Macnab

Seconded: Ian Manton

Duncan 5.7.1.to exercise the casting vote that Airborn is to stay as it is (printable not digital)
Duncan gave thanks to Bill for the work he has done on Airborn
Evan spoke to the floor that they should go back to their clubs the reasons why Duncan cast vote – support for Duncan so members know reasons behind this – rather than members contacting Duncan directly

REMIT B2

(w Ian)

Voted

Moved: Duncan Macnab

Seconded: Ian Manton

Duncan - Motion to be withdrawn due it being redundant. 1:58min.

Kyla – Auckland club wants comment that the budget remit being submitted before the airborne remit was approved.

Budget Approval:

Duncan moves that the budget be approved.

Seconded: Frog

Motion approved

REMIT B3 – Motion Passed

Voted 27 for 19 against

Remit carried

Moved: Duncan Macnab

Seconded: Ian Manton

Discussion: Floor discussion on this.

Copy of new website shown to floor by Glen

Duncan gave thanks to Glen and Carlos for putting this together

REMIT C1 – Motion Passed

Remits for the constitution

Ian acknowledge that the information about nominations was not sent out as per the constitution.

For 9

Against 1

C2 – Motion Passed

Motion passed unanimously

C3 – Motion Passed

Motion passed unanimously

C4 – Motion Passed

Motion passed unanimously

Kyla – re responsibility of money

Want to have visibility to Xero on a club secretary level

Discussion on the floor regarding above – making sure the right person(s) have access to this Club Sec/Tres & President

Election of Officers:

Vacancy on executive committee 6 vacancies

Any other nominations from the floor

Executive. Nomination: Guntram Pin#17, by Hermann Pin#11, Mark Pin#1410 Second

-

Gone to vote.

Votes:

Glen 46

Blake 46

Ian 43

Carlos 39

Kyla 46

Kevin 46

Guntram 10

Newly elected Exec Officers for 2020-21, Glen Ogilvie, Blake Round, Ian Manton, Carlos Palmer, Kyla MacDonald, Kevin McManus

Existing Exec Officers: Grant Tatham, Duncan Macnab

CEO report

3 year focus plan – emailed out

As presented

- Floor complimented Nick on presentation and his vision

GENERAL BUSINESS

Recruitment

Stoney talked to the floor about possible recruitment for activity

To raise the profile like being involved in Wanaka Warbirds, Balloons over Waikato etc (19.20)

Mel – thanks to the exec for their time & Akld for hosting

Evan – talk re insurance

Has been involved w broker for more than 12 mths

Part 1 – what are our risks & liabilities

- H&S- are we liable for prosecution under this act?
- Worksafe – Evan gave brief of this criteria to the floor
- Nick is going to ensure we are sitting this side of the line/comply

(1.24.17)

- After a serious/fatal incident – as an organisation and as an instructor there are many things we can do to ensure we are doing everything right. Follow structures that are in place. Follow procedures.
- The investigation process is very serious and thorough.
- The Courts also follow a very strict process
- Putting in audit process to ensure we are compliant – record/documentation/simple checklist

Part 2

Legal fees

Fines

Reparations – this has become more & more of a thing

3: combine w Glide NZ

Is the insurer aware of what we actually do. Evan wanted to clarify this – they were not aware.

Switched brokers – to one who is aware of what we actually do. Same costs

2 policies – gen liability – 3rd party damage

- Assn liability - refer to form presented (pg 2)

Evan spoke to the floor on this

Exec recognise this is a hot potato – resource going into this. hot on H&S

Evan – legal advise is being sort to ensure we are doing this correctly and have this clarified

Duncan gave thanks to everyone in attendance.

Nick – spoke on membership benefits, hope to grow the list as time goes by

AGM closed 6.30pm

Executive Meeting Sunday 27th September 2020.

Present: Kris Ericson, Kyla MacDonald, Mel Heather, Nick Webster, Duncan Macnab, Ian Manton, Frog Twisell, Carlos Palmer, Grant Tratham, Kevin MacMarnus, Herman Ahrens, Guntrum Gross, Mark Harman
Zoom – Nick Taber

Remit EEM1

- Guntrum. Definition would mean club instructors – non paid.
- - General discussion.
 - Nick, Insurance company states, clubs should have their own insurance as they are their own incorporated society.
 - Kyla: As a member would like all instructors to be covered.
 - Nick.

Would like to NZHGPA to continue to work towards insurance for club instructors.

- Remit is withdrawn. Have update to all clubs within 3months.

Rmit EEM2/3

- Several years back there was a look at a Landspace officer.
- Kyla - site responsibility is for the clubs, but we have issues throughout the country with access etc. Want to consolidate information from all clubs. Supporting clubs with resource for land access etc.
- Nick spoke on this.
- Volunteered – Kyla and sidekick
- Needs to reach out to clubs to get a national feel of who has done what.

Remit 4. Code of Conduct

- Kyla spoke to it. Code of Conduct was from taken from SAFA.
- Multiple Discussions.
- Blake – Do we need to get all the CoC information from the constitution and OPM.?
- Mark H. spoke about of Coc as a mechanism to work towards constitution/OPM
- *The remit has been approved by majority* – the proposed Code of Conduct has not been approved – there will be work on it.

Remit 5. Promote the Hike and Fly.

- Nick. Has spoken with Kinga, Advice seeking regarding Legal PCBU. Working on a SMS template for competition organizer to make it easier for the organizers to use.

Election of Officers.

President: Duncan: nom: Kyla, Carlos 2nd.

Book Room: Ian Manton

Medical Officer: Sam Bartholomew

Airspace: Rhys Akers

Ancillary Position: Safety Officer: Dean Straker – to be announced..

Internal Auditor: Kris Ericksen

Hang Gliding / Paragliding committees.

PG: Tim Brown, Dave Washer, Tony Scaratt – PG Comp. 1st Kyla, Kris, Carried

HG: Tom Mulder, Matt Barlow, Dennis Thorpe HG Comp 1st Kevin, Grant, carried

President: Duncan: Kyla ,Carlos 2nd.

Good Sorts award:

- Duncan: Spoke towards the Good Sorts award. Tim Percival. The amount of the work done with the XC side. Seconded. Carlos.
- BluBridge will promote the NZHGPA with the Good Sorts award. This is a good way to get the name out.

General Business

Kyla. Thanks you for being a welcoming group of people.

Kris. Pleased to be back in the internal auditor role.

Nick. Interesting to see what has been going on in AGM

Herman - Good to catch up

Guntram. Concerned about the HG decline. Doesn't want NZHGPA to lose sight of the founding sport for this organization

Carlos – Good to catch up

Steve, - Good to see people here. Good to hear the legacy of people.

Kevin – Good

Grant: - Welcome to some new faces on the exec.

Frog: Interesting how to see things work

Blake:

Ian:

Mark: Thank everyone.

Nick :

- Thanks to Evan – he has brought the organization into the new world – Operations and governance.
- Moving forward. Good exec.
- Mark: Has done a great job
- Thanks to attending.