

Annual General Meeting & Extraordinary Executive Meeting 2015

Saturday 21th November 2015

Venue: Brentwood Hotel

- www.brentwoodhotel.co.nz , 16 Kemp Street, Kilbirnie, Wellington
See their website for directions and they have a free airport shuttle from the domestic terminal, but please try and wait for a few delegates so that you can share.

Meeting starts at 9:30 am Saturday. Delegates are encouraged to stay Saturday evening anyway to take part in a group dinner.

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Checklist for clubs

1. Organise club meeting
2. Check delegate entitlements (see table below and voting advisory p 25)*
3. Select your delegates or organise Proxy voting if you are sending nobody to the AGM.
4. Decide on your votes for/against all remits, or ascertain what discretion your delegate will have to decide for themselves after hearing speakers at the meeting.
5. Organise travel for your delegates ASAP.

Club member numbers and voting rights as of 29 Oct 2015

	Members	Maximum Votes*
Aorangi	59	2
Auckland	204	7
BOP	56	2
Canterbury	144	5
Hawkes Bay	30	1
Manawatu	7	1
Marlborough	21	1
Northland	29	1
Southern	263	9
Taranaki	8	1
Tasman	66	3
Waikato	43	2
Wellington	46	2
Total	976	37

Agenda Items

Annual General Meeting

1. Welcomes, housekeeping, apologies
2. Nomination and Election of vote counters
3. Tabling and approval of 2014 AGM minutes
4. Matters arising from the 2014 minutes
5. President's Report
6. Executive Committee Reports
7. Auxiliary Officers' Reports.
8. AGM Remits (Financial and constitutional issues)
9. Close of AGM

Extraordinary Executive meeting

1. Open of Extraordinary Executive meeting (EEM), Apologies
2. Explanation of how voting rights differ from AGM
3. Auxiliary appointments
4. Executive Remits (Operational and procedural issues)
5. General Business
6. Meeting Close

MINUTES OF NZHGPA AGM
& Extraordinary Executive Meeting
9 AUGUST 2014
AUCKLAND Jet Park Hotel

Call to Order - 10.30am

Evan opened meeting, welcome - introductions, housekeeping.

Present – Evan Lamberton; President (AKL) Derek Divers; Vice President (STH Delegate)
Grant Middendorf; PG Ops (STH) Ross Gray; HG Training (MAN Delegate)
Glenn Meadows; HG Ops(TAS Delegate) Nicky Hamill; Administrator (TAS)
Kris Ericksen; Internal Auditor (WTN) Nick Taber; Airspace Officer (TAS Delegate)
Hagen Bruggemann (AOR Delegate) Leslie Graham (AKL Delegate)
Wayne Roberts (BOP Delegate) Dan Campbell (CAN Delegate)
Rebecca Rae (HAW Delegate) Russ Read (MAR Delegate)
Herman Ahrens (NOR Delegate) Dennis Green (TAR Delegate)
Ewen Tonar; Bookroom (WAI Delegate) Grant Tatham (WTN Delegate)
Tony Cowley @ Wayne Rohrs; Website (AKL)
Observers; Janice Lamberton (AKL), Nick Stead (AKL), Dennis Thorpe (AKL/AOR)

Apologies – Dean Straker; outgoing PG Training (TAS), Alan Swann; incoming PG Training (STH)

Election of vote counters – Dennis Green & Nick Stead – carried unanimously.

Minutes of 2013 AGM – briefly read by Evan.

Matters arising – Mark Alton – under 18 membership fee (came up after last AGM meeting) – fees determined at AGM, can't then be changed unilaterally. Can maybe look at again at this AGM.

Motion to Accept minutes of last meeting be accepted – carried unanimously.

President's report – Evan briefly discussed his report, discussing what has happened during the year; revising OPM etc, Airspace review, website, internal auditing etc. To discuss website/Airborn better once report given by Wayne Rohrs and Tony Cowley. Issues/reports to be discussed later in meeting. DOC. – Derek & Evan spoke briefly re “no go” fly areas, DOCs requirements etc. Few small discussions from floor on various issues.

11am Late arrivals: *Dan Cambell, Dennis Thorpe, Hagen Bruggemann, Wayne Roberts – introduced; brief discussions re problems in Chch/BOP – speed flyers/non-members/sites at risk/CAA intervention.*

Further talk from Evan re his report – memberships, database etc., jobs for the coming year. Closing stmt re our association and our contributions to it.

Other reports – HG training (no disc); Auditor – brief disc; HG OPS report – some discussion re accident reporting/ACC stats/reporting thresholds; PG OPS report – same issues as HG but also accidents in media, not necessarily reported. Administrator's report – not talked to. Airspace Officer's report – Nick spoke to floor re airspace issues re CAA and 5 yearly airspace review. Need for indiv. clubs to be doing own airspace submissions with help from Nick. Database

set up for clubs to use for own submissions. Share knowledge to assist all clubs with issues with CAA, support from Nick. Important for all airspace meetings to be represented at by someone from our association – important to 'be there' in the face of CAA.

Election of Officers

1 nomination for each position – all existing elected unopposed. Glenn & Ross will swap roles for the coming year – Glenn HG training – Ross HG OPS. PgG Training – Dean Straker retired – Alan Swan Queenstown nominated. Evan proposed that all positions be accepted – agreed unanimously.

New Website: Tony Cowley spoke to a powerpoint presentation re data content and how it works. Wayne Rohrs arriving after lunch, will be able to explain some technical issues. Brief discussions re format, contributors, old information migration etc. Difficulties getting people to submit stories etc to complete website (as with Airborn). Tony is to be website manager - moderator, checks comments etc., manages website – gatekeeper/filters content. Cost is free via Google. Site set up by Wayne Rohrs in Google sites – costs are design and technical costs to Wayne. Tony is volunteer at moment. About half of \$20k allocated at a previous AGM has been spent to get website going – ongoing cost of website is free. Now is time to publicise to clubs how to contribute to website – do we have a few contributors ie one for each club, or open it up to everyone? Don't want to have barriers to people 'contributing' to website. Expand so that club sites can feed to website, or at least be linked to club sites.

Accounts – must be voted to accept – any issues? Question re income from fees and expense re Airborn. Postage costs for Airborn previously put under postage, but felt should be included in Airborn costs. Insurance costs went up – public liability up and forestry up o good for association. Various discussions re insurance and pilot excess, procedure for making claims. Proposed to accept accounts be accepted – Evan, second Nicky. Carried unanimously.

Break for lunch 12.45.

1.40pm reconvened

Website: Wayne Rohrs arrived – to answer website issues/online Airborn issues. Questions re format of online Airborn – ability to read etc. Publication of online Airborn as it is temporary until decision made on Airborn, then will use proper magazine format. General migration from old website that need to come to new website – eg forum, will everything come over, historically. Need new form platform, more modern to fit in with rest of site. Membership renewal should work as it has in the past. Student/visitor memberships to come online? Rules in OPM are not flexible - being discussed in remits later, with look to putting online. Old database doesn't completely mix with new website, working out fixes.

Set Fees for coming year: Evan proposed (according to budget) that fees remain as for 2013/2014. Dennis suggested 2% increase every year for inflation to avoid a large hike in fees at some stage. Some discussion re surplus held of \$100k approx. Youth fees: previously had large discount for under-18s for full membership. Discussions re costs for membership as a whole – how to reduce costs for new pilots to get them into flying. **Remit: proposed to have fee \$50 annual membership for all pilots aged 18 or under.** Proposed Hagen/ Second Nick Taber. Mark Alton proposed amend to **20 years**. Derek proposed amend to say **provided they are NZ resident pilots. Passed unanimously.** Fees to be discussed again in a year's time. **Further Remit: to accept all other fees to stay at current levels. Passed unanimously.**

Remits.

Discussions re delegate duties – is delegate able to alter vote at meeting if discussions change viewpoints. Constitution states that is responsibility of delegate to determine wishes and ensure wishes are expressed in votes cast by delegate or proxy – is uncertainty about whether delegate has discretion at meeting, on a brand new remit that they haven't discussed. Opportunity to abstain from voting if felt necessary.

1. To change the NZHGPA Constitution to include the Airspace Officer as a member of the Executive Council. (Amend Constitution at 5.8.1)

To nominate Nick Taber as Airspace Officer on the Executive Council and circulate with the agenda for the General Meeting as per 5.8.2.

Discussion: Nick Taber expressed not voting for personality, but voting for a position (possibly someone different in the future). Honorarium? Would be appreciated, but was taken on voluntarily – didn't foresee workload as it has turned out. Important role but is it worth going on the exec? Would it increase Nick's workload? Evan spoke, exec members are all involved in running of association, involved in decision-making for whole exec – would be extra workload. Honorarium can be paid to someone outside exec and position can be carried out outside the exec.

Vote on remit: 7 favour / 29 against **Lost**

NEW REMIT: Auckland Club proposed honorarium to value of other regular executives be paid to NZHGPA Airspace Officer. Proposed: Les Graham/Second: Bex Rae **Vote: 36 favour Carried**

2. Auditor v Review. I would like to propose that we amend the constitution wording from AUDITOR to REVIEWER in the following sections: 5.14.1 (b), 5.14.2, 7.1.1, 7.1.3, 8.3.1 (f).

Discussion: Fee saving. Fees predominantly from members, division of duties etc reduce changes of fraudulent activities. Derek spoke explaining duties of auditor v reviewer, fraudulent activities etc - what would an auditor look at? Several clubs took view of reviewer most of the time but with a 'regular' audit say every 5 years.

Derek noted current accounts have not yet been audited due to time constraints. Noted that audit could be asked for at any AGM and discussed/voted on at time.

Vote: 31 favour / 8 against Carried

3. Constitutional change for AGM 2014

Visitor members.

- a. Constitution 4.2.7(e). Amend from "have never previously been members of the Association" to read " Are not and have not been New Zealand residents at any time in the previous 12 months."**

Discussion: Aim – to let a genuine visitor come to NZ and be a visitor more than once.

Tasman Club – slight wording change “are not and have not been residing in NZ for more than 4 months in the previous 12 months”.

Vote on amended remit: 36 favour Carried

4. Airborn

- a. That the members vote in order of preference for the following to give the new NZHGPA executive guidance on the future direction for our magazine:**

- i. **Status Quo of 4 issues per year glossy print magazine. Current cost per issue approx \$8000 incl printing and distribution = \$32000 p.a. or approx \$40 per member. New tender for contract required.**
- ii. **Optional full colour glossy print mag by subscription with reduction in fees for non-subscribers. Free downloadable version via the web site for everyone. Separate contracts for production and printing.**
- iii. **Electronic magazine only, hosted on a dedicated magazine website (such as Zinio or ISUU) with full contract for production to current standard but no printing. Currently printing costs (as far as I can tell from the quotes) approx \$4000 per issue so cost approx \$20 per member.**
- iv. **A paid email (and available on web site) simple newsletter format on a shorter time frame (monthly??) with full colour but lower production values aimed at local content. Contracted editor to find or produce content. Say \$500 per issue = \$6000. Cost approx \$8 per member.**
- v. **A volunteer produced version of 4 above. This could work but depends on the skill and enthusiasm of the editors. It does work in many similar sized organisations to ours that have a more volunteer based culture.**

Discussion: Doesn't change constitution but does effect budget. Trying to get discussion on where we go with Airborn – not really a remit. How to record it? Preferential voting. Tasman Club said was confusing on how to vote/show preference so would vote status quo and get a proper survey done. Previous survey done a few years ago, Xen spoke re this – outcome was nearly 50/50 out of those who responded, slightly in favour of Airborn magazine. Big issue was no way of knowing what online version would look like, so defaulted to status quo – what they knew. Various discussions re costs print/electronic etc. Discussions re Bill Degen's contract, costings, should be put out to tender every three years. What is the preferred option?

Vote: First Preference: Opt 1 – 15; Opt 2 – 7; Opt 3 – 5; Opt 4 – 7; Opt 5 – nil

Second preference: Option 3 – 14 votes

Second preference: Option 2 – 5 votes

Second preference: Option 1 – nil

Second preference: Option 4 – 2 votes

Third preference: Option 2 – 7 votes

Third preference: Option 4 – 7 votes

Russ pointed out that votes should only be taken as broad guidance – no real definite verified costings etc in remits. Russ pointed out on behalf of Bill that costs increase as printings/postings reduce of paper copy. Evan stated that independent quotes indicate costs per copy might be higher if less copies are printed but the overall cost still goes down. It was suggested from the floor that advertising could be spread further to cover costs.

Discussions re tender process – felt that editor still required to make magazine a 'good' magazine. Possibly pay someone to be 'journalist' to write stories for those who can't/don't want to. What happens now? Goes out to tender for 3 years with exiting? Or shorter tender for existing? Exec works towards incremental change over time towards alternative publications. Need to get more involved with provider in future.

5. **That we accept the budget presented, adjusted for whatever effect any of the above remits have on our expected bottom line.**

No Discussion. **Vote: 36 favour Carried**

6. **Non flying members. Amend all references to "non-flying member" to read "Associate member". Associate members would not have the right to hold or apply for pilot certificates, would have lower membership fees and would have all other rights of a full**

member including voting rights and election to official positions. Change of status. 4.7 Delete entire section. This is not required as a loss of FPP or medical fitness suspends all pilot certificates. Furthermore Non-flying members are given no rights under section 4.4.
Discussion: Southern Club says that none flying members should not vote.
Vote: 29 favour / 7 against Carried

7. Pilot members. In all cases amend "Pilot member" to read "Full member". This reflects the common usage and helps separate membership rights from the privileges of any pilot certificates.

a. Constitution 4.4.2 Amend "Pilot members" to "Full members"

b. 4.4.2 (a) Delete and replace with "to apply for pilot certificates according to the bylaws of the association."

No discussion: **Vote: 36 favour Carried**

8. Senior person positions

a. 5.1.8 After "For any nominations..." insert the words "to designated senior person positions". Currently only the Pres/CEO, Vice president and 2 ops managers are designated senior persons. This amendment allows greater flexibility in the exec.

No discussion: **Vote: 26 favour / 10 against Carried**

9. Delegates

a. 5.4.2 delete the words "in the votes cast" and "in person or by proxy". This is to reflect the fact that delegates must express the views of the members they represent but they must also have the ability to take note of discussion of a remit at the AGM and where necessary to reflect that in how they cast the vote. To enforce the rigid view of 5.4.2 would eliminate any value in discussion at an AGM.

No discussion: **Vote: 14 favour / 19 against Lost**

10. Minutes

a. 5.5.1 Amend "in a hard bound minute book" to read " and be made available to all members within two months of the general meeting. Delete all of the 2nd sentence starting "A full or summarised account..."

b. 5.7.4 Amend "minute book" to "minutes".

No discussion: **Vote: 36 favour Carried**

Meeting closed: 4.15

Extra Executive meeting opened 4.30pm.

Voting rights explained.

Remits.

1. That the NZHGPA establish a working group to investigate means of effectively promoting hang gliding and paragliding in line with Objective 3 (a) of the Constitution:

"Develop, protect and promote the sport of hang gliding and paragliding."

Discussion – Mark - paragliding all good, have enough members/students coming through but HG is not in same position (in Auckland). 140 HG as opposed to 850 total membership. As membership gets older less and less HG pilots, less instructors to teach. Hagen – view is that perhaps NZHGPA association is not behind HG instructors, don't issue instructor rating to people not up to the task. In the case of accidents etc then NZHGPA needs to be fully supportive of its instructors. Hagen doesn't charge to train students, has help from older pilots to keep

enthusiasm and like 'club' atmosphere – is a unique situation. Dennis Thorpe spoke – Auckland has population but only 1 instructor so difficult to promote and get people in to the sport. Evan discussed how the NZHGPA could support – ie promotional leaflet etc. Assoc maybe to help instructor do things correctly – make sure paperwork done properly, procedures followed correctly, use of internal auditor to help with compliance. Glenn said we should remove obstacles for instructors/students re rules (streamline rules). Ross/Hagen suggest older 'club' model should be used as opposed to commercial model, to assist HG.

Dan discussed that HG Ops mgrs don't seem to do much to support and enhance sport. Hasn't seen much come out of exec for 10 years he has been flying.

Glenn suggested seminars aren't productive – no new blood coming through.

Vote: unanimously carried.

Vote for people to be on the group: Evan, Glenn & Ross to co-ordinate. Executive not to be involved. 3-4 other people to be involved in the group to help. Mark & Hagen to help find people.

General Business:

Accident reporting – can something be put in Airborn – a link/hyperlink, but needs to be done so that it's not obvious who it involves. Need to have accidents reported first, to get them publicised. Xen suggested one report be made into a 'story' for each publication so that it's an interesting read and people can learn from it. But do we want to publicise it to the wider public? Need to change culture so that it's acceptable to publish and accident report. Also need to change threshold for reporting – shift it down to 'ACC' claim level? Health & Safety? Currently – must report if 48 hours hospitalisation. Suggest you should file a report if there is a lesson to be learnt....

Remit: That the threshold for accident reporting be an injury that results in an ACC claim or medical care. **Vote: unanimously carried.**

Porosity meters: there are association meters, a couple are broken. Association will look at getting a few more meters for clubs. Will be attended to ASAP.

Discretionary fund committee: 2 applications to be put forward to recommendation for \$3000. Will committee put another \$3000 for this year. Is a permanent \$3000 per year. To be promoted again with clubs. If overspent then remit more money for next year.

Meeting closed 5.45pm.

President's Report 2015

First I need to say that I will not be standing for president at this AGM. I will explain more about that later.

As this will be my last report as president I want to cover some of the things members of the executive committee, the appointed officers and our teams of helpers have achieved over the last year.

You could say the theme of this report is that freedom comes at a price.

Shortly after last years AGM we were faced with another audit by CAA. These are required by the director of CAA and are there to make sure we comply with all of the rules and can be trusted to continue administering our part of the aviation system. There is a lot of work goes in to preparing for these audits and a day long meeting with our administrator, internal auditor, myself and the officials from CAA who conduct the audit. I want to thank Kris Ericksen for his work as our internal auditor and to Nicky our administrator for their part in contributing to a good outcome from the CAA audit. We maintained our certification and received praise from CAA for the progress we have made on improving quality assurance and general compliance across the organisation. Did you notice anything different? I hope not, it means you are already doing the right things. If you were asked to produce your licence and wof on a launch, or to fill out an incident form or explain your actions sometime, just think of it as your small contribution to our collective freedom to continue flying. While I'm on the subject of audits, CAA has just introduced new rules that will replace the existing system of quality assurance with safety management systems across all sectors of aviation. This is something of a shift in philosophy that focuses on assessing and managing risk throughout the whole organisation. Once the rules have been signed in to law we will have 9 months to produce our implementation plan and two years to get it working. If you want to know more about it go to <https://www.caa.govt.nz/SMS/index.htm> .

How the NZHGPA will implement SMS is a decision the next executive will have to make. We have a report prepared on the early implications of SMS but no decisions have been made. It seems clear to me that the Association will not only need to provide a framework and make significant changes to our OPM and management systems but we will also need to provide guidance, documents and templates to help our members fit in to and comply with the system. In particular the clubs and instructors will need resources to help them assess and manage the risks in their operations. We already have some of the elements of SMS in place through our existing quality systems. In addition many of the initiatives that have been suggested in recent years would support SMS, e.g. training for club safety officers springs to mind. There is little that can be argued about the new rules when the aim is to improve safety by a process that asks us to identify and manage the risks in our own sport. It could be that little would change for ordinary pilots, not much would change for clubs and only a few things would change for instructors. But we do need to go through that process to develop and refine and implement what we say will work for us.

Another area that has seen a huge amount of work in the last year has been on airspace. For those that don't know it by now, New Zealand is in the middle of a 5 year review of all airspace. We have taken this as an opportunity to try to regain and improve on our access to airspace that is free of unnecessary restrictions. Our national airspace officer Nick Taber has provided a detailed report on the progress in various areas but I want to thank him and the club airspace officers and all the other helpers around the country for their contribution to our flying freedom. As pilots we can make their job easier by showing that we take notice of airspace rules, that we are legitimate users of that airspace as much as any other aircraft and that we do not condone flying which is illegal and dangerous to all. We have made great progress in recognising and dealing with airspace issues in the last few years, let's keep it going.

One small initiative in support of legitimate airspace use has been to incorporate recognition of an airband radio licence into your membership cards. Many pilots have taken advantage of this already

and if you wish to have your FRTO rating shown on your card please let Nicky know. The radio licence is recognised in Australia where it is required for legal flight near their many small airfields. A big project for us this year has been implementation of a new membership management system. This is a continuation of our ongoing modernisation of the IT systems which started with the website last year and will continue for some time to come as we aim to revamp other areas such as accident reporting, training and examinations, communication...the list goes on. To help us decide the membership system we commissioned a report from a professional IT project manager (also a member, thanks Kyla). The report looked at a range of options including purchasing a copy of the HGFA's custom built system and developing our own custom system. The main factors that made us decide to go with the commercial system you see now were cost (of course), time to implement and most importantly long term reliability. Implementing a new system just a few weeks before nearly 1000 members have to renew and pay their fees was quite a big task that, for the most part has gone very smoothly. I think it gives us some confidence that we chose a robust system that can grow and evolve as the organisation grows and will still be operating reliably in 10 years or more without needing specialist support from the members. Most of the real work on the new system has been done by Wayne Rohrs assisted by Joe Ward, coordinated by Kyla MacDonald and with a lot of extra admin work from Nicky and others. Thanks to all of you.

Now back to the future. I've said I won't be standing for President this year so I should say why. I had a list of things that I thought needed to be done when I accepted this role 3 years ago. That list is pretty much ticked off now but unfortunately I have a new list of things that need to be done which is longer than the original one. With a fast growing organisation (up >20%), increased expectations from all sectors and trying to keep on top of the day to day management of the organisation as well as complete some of the things on the wish list I have simply had to draw a line under the hours that I put in to it. Others might see this job differently and somehow manage their time to match the expectations or vice versa. I can't do that, so I am proposing another way forward. That proposal is contained in the remits I am putting to this AGM, firstly to separate the roles of President and CEO and secondly to employ a paid CEO. For an improvement in governance and management of the Association there are very good reasons to separate these two roles. They have different functions and responsibilities in law and in practice. The president is responsible to the members of an Incorporated Society, the CEO to the government regulators at CAA and the members as pilots. As in any democratic society the president and governing body should be elected by the members but a CEO should always be filled by a selection process that ensures the right skills, knowledge and experience are there. The President and executive committee are the governing body who make policy and guide the direction of the organisation. They will be involved in the implementation of those policies, their skills will be called on. But the bulk of the work to put those decisions in to practice needs to be done by someone who has responsibility for them and can be held accountable. In my opinion it has grown too much to ask this of elected volunteers. So I offer a choice. Pay someone to do that work or hope that somehow it will get done, by volunteers, when it is needed.

To make this as transparent as possible I need to say that if these proposals are accepted by members then I will apply to the new executive for the position of CEO. I still want the opportunity to complete some more of my wish list for the Association. But whoever gets that opportunity, whether it's paid or volunteer, CEO or combined President/CEO I will support them in getting in to the job and I will stay on as CAA delegation holder until the formal transfer can take place.

Thanks to all of the members of the executive I have worked with over the last 3 years, particularly Derek our vice president who's guidance and attention to detail has been invaluable, and to Ross who has been a guiding hand on constitution and policy of many years of experience, to Middy and Swanny for your wisdom and commitment to this voluntary work against a busy personal life and to Ben and Nicky, Kris, Nick and all the club presidents, secretaries, safety officers, committee members, instructors, senior pilots and everyone else who helps keep this organisation running. I have learned a lot about our Association and the whole aviation system, I've made friends in many

places and gained a great deal of satisfaction from the few achievements we've made along the way.

Cheers and beers,
Evan.

NZHPGA Operations Manager Paragliding Annual Report 2015

Operations Manager – Paragliding

I am stepping down from the PG Operations Manager role at this year's AGM. I would like to thank the rest of the Executive for their hard work over the last three years. The majority of the time this role has been a rewarding experience but I need to dedicate more time to my family and business (and flying). I wish my successor all the best and will endeavour to make the transition an easy one.

I am pleased to report that while accidents and incident reports have increased they have taken less time this year as the majority were of a minor nature.

I have needed to remind some people to respect site rules and NZHGPA rules. The local clubs and national body work hard to maintain flying site access, it only takes a few people to jeopardise continued access to well established sites. An increase in speed flying nationally has presented some issues around flying site protocol and rules. It's really important to communicate the site rules to all visiting pilots, including speed flyers.

Accident reports

Thank you to everyone who completed incident/accident reports this year. It is pleasing to see there has been an increase in the number of accidents reported, although it is never good that they occur.

We have had an increase in the number of minor or near miss incidents reported – these are great opportunities for everyone to learn from with no serious repercussions. I strongly encourage everyone to continue to submit these.

Following CAA being actively chasing unlicensed pilots last year, there have been fewer instances of unlicensed pilots this year.

Equipment checks after incidents –it is very important to complete a thorough equipment check after any incident. It is advisable to complete a Warrant of Fitness to all flying equipment after a reserve deployment, tree landing, mid-air, major glider repair or any other incident where equipment could have been damaged.

Summary of Incidents this year: Landings

The largest number of accident reports (8) were for landing incidents –include rough or turbulent air encountered low to the ground, wind gradients and mistaking wind direction on landing.

Almost all of these incidents could have been prevented by identifying safe landing options early. Being aware of changing weather conditions and adjusting your flight plan according is critical for safe flight.

Launches

Four incidents occurred while launching, generally in strong wind resulting in dragging or wing collapsing.

Assess wind over a number of minutes before launching, even if other people are already flying.

Thermal Flight

Two incidents of pilots entering thermals resulting in wing collapses close to terrain.

Thermic conditions require greater safety margins.

Soaring

Four incidents involving soaring flight. Due to light wind conditions and stalling wings.

Flying at minimum sink (low airspeed) close to the ground doesn't give margin for error.

Speedwings	Four incidents were recorded for speed wing flying this year, majority were takeoff related.	The higher airspeed and close proximity to the ground increases risk.
Groundhandling	Three incidents occurred when groundhandling in moderate to strong wind where pilots were lifted or dragged resulting in injury.	Although it is a very good idea to increase skills by practicing on the ground it is advisable to be prepared for flight, and to not exceed conditions you are prepared to fly in.
Acrobatics	One incident was reported where a pilot landed hard after an acrobatics manoeuvre.	The pilot didn't throw their reserve, with a positive outcome. However it is always advisable to throw a reserve if your wing is uncontrollable.

Maintenance

There has been more members authorised to carry out WOF this past year which will hopefully help alleviate the pressure put on those with WOF authority and enable everyone to ensure their equipment has a current WOF. Any members wishing to obtain WOF authority should continue to work alongside experienced club members to develop the skills and experience required. The maintenance system relies on people volunteering their time.

Extensions to permitted airspace as required for special events

I am not aware of any extensions to airspace completed this last year.

Information affecting airspace safety or changes

I have had little involvement in airspace this past year, our dedicated airspace officer has been doing a great job.

Part 115 Commercial operators

Commercial operators continue to consume a high proportion of my time. Hope fully this will reduce as CAA has undertaken to assume more of this responsibility but this will take some time yet.

Grant Middendorf

28 October 2015

NZHGPA HG Training Manager – Report 2015

To be given at AGM.

INTERNAL AUDITOR'S REPORT 2015

To be given at AGM.

NZHGPA Airspace Officers Annual Report - 1st Sept 2014 – 1st Sept 2015

The NZHGPA is now into the second year of the CAA's five yearly review of NZ airspace under the Airspace Navigation Plan which has been driven by Performance Based Navigation. Whilst it presents many challenges it also presents many opportunities and the NZHGPA has grabbed every opportunity to be part of the consultation process to promote and protect the airspace that we fly in.

Summary of airspace matters during this reporting period

1. West Coast Danger Area - Proposed danger area at Denniston – Submission made to move proposed boundary approx 800m behind launch on Mt Rochfort .

Outcome - Successful; Mt Rochfort launch kept outside of NZD 716 Danger Area.

2. Queenstown – Following on from the NZHGPA's and The Southern Club's three written Submissions last year for the review of Airspace reclassification from Class D to Class C Airspace, the CAA went on to run a special airspace workshop in Aug 2014 in Queenstown to address HG/PG concern's. Of concern was the GAA boundaries and launch site at Crown Terrace. This has now been worked through and despite one boundary being trimmed back slightly due to aircraft flight paths the launch site remains, plus the site has been improved with the granting of an additional GAA to 2100 ft to run alongside the existing 3000ft GAA, to allow for safe passage on exiting to the old landing site.

Outcome – Successful; Launch Site Crown Terrace GAA NZG753 remains with slight boundary change and New GAA NZG757 Arrow Junction became effective on 2 April 2015 notified initially via AIP SUP. It will appear on the VNC effective 12 Nov 15.

Update on Classification Review – The final recommendation report with regard to the airspace classification at Queenstown is complete and awaiting the Director's final decision. CAA can not advise at this time when the decision will be made.

3. Gisborne GAA Submission – Whilst not in the airspace review the NZHGPA put in a special submission for Paramotoring which has been grounded in Gisborne since Oct 2012 after Airways wrote a letter insisting on Transponders (Same letter sent to Nelson).

Outcome – GAA Successful; GAA NZG452 Ormond 1000 ft Permanently active during the day, becomes effective 1st November 2015. Of interest Gisborne airspace will be coming up for an airspace review in May 2016.

4. Nelson – This has been an ongoing battle with CAA and Airways for the past 5 years, due to HG/PG operations not being equipped with VHF Radio or transponder in a transponder mandatory control zone. Initial advice in 2010 from CAA was to apply for a GAA which the THGPC promptly did. In 2012 Airways issued a letter to the Club to be equipped with transponders or cease flying. Numerous meetings pursued over the years with CAA and Airways and subsequent detailed reports followed until eventually it was established that Nelson ATC has the resources and the ability within the CAA Rules to manage non transponder HG/PG operations without a GAA on the Barnicoat Range.

Outcome – Successful; The THGPC has now signed an MOU agreement with effect from 1st Oct 2015, allowing for HG/PG activity in transponder mandatory airspace. Please note restrictions do apply and pilots require a UHF Radio/altimeter for Barnicoat Range general flying, a VHF radio for Saxton Field landing and in all cases a Tasman Hang gliding and Paragliding Club airspace induction – Contact the THGPC before flying Barnicoat Hill.

5. Paeroa Range – Submission made to extend existing GAA G458 Paeroa Range, Rotarua, further south to the 25 OR arc to 5500 ft.

Outcome - Pending

6. Whangarei MBZ – Whilst not initially part of the review process the NZHGPA requested it be included and the CAA agreed. A submission has been made to remove the existing Transponder Mandatory requirement currently 1500 ft to 6500 ft or reduce the size of Whangarei MBZ B171 to allow for unencumbered hang gliding and paragliding flights heading North West over the high ground at the Mareruetu Forest to the Tangihua Range and also North East from the Mareruetu Forest along the Ruakaka Coastline to Parua Bay.

Outcome – Pending

7. Mount Manguani – Submission made in support of the proposed disestablishment of the existing GAA NZG271 at Mount Manguani to uncontrolled airspace with an upper limit of 1500ft. The Bay of Plenty Hang Gliding and Paragliding club has also separate to the NZHGPA submission, made an application for shielded operations on the beachfront at Mount Maunganui for training purposes.

Outcome - Pending

8. Manawatu – The airspace in some places overlaps by the Wellington and Manawatu The Wellington Club confirmed it is happy with the current airspace - No submission made.

9. Wairapa – Activation for NZM507 East Coast, Wairarapa Consultation. Military zone does not affect Wellington HG/PG operations due to the mostly oceanic coverage and high altitude (above 9500 amsl) - No submission made.

10. Drones - RPAS - In December 2014 the CAA called for submissions to the new proposed rules under CAA Part 101 and Part 102 and I have published various articles this year in Airborn updating NZHGPA members as these rules have progressed. Of interest The NZHGPA drafted a submission and asked for comments from all club airspace officers and whilst there were concerns with such low flying activity it was noted that perhaps their might also be a future use not yet thought of as the technology evolves, such as flight following and photo opportunities for commercial operators.

The NZHGPA Submission raised questions over standardisation and quality of training, airspace knowledge and making RPAS/Drone Operators aware of HG/PG regional flying sites and club point of contact through a link to the NZHGPA Website, perhaps through some form of inclusion in the CAA Aeronautical Information Publication (AIP) which lists airports/airfields.

The NZHGPA also suggested that HG/PG Part 149 Certificate Holders already (as per Part 61 pilot licence holders) have enough airspace knowledge and are qualified enough to hold any future pilot qualification issued by a model aircraft association.

Outcome – Successful; The CAA agreed and have recommended the following wording for inclusion in CAR 101;

CAR 101.205(a)(3)

Make an exception for a person holding a pilot licence issued under Part 61, and for a person holding a certificate issued under Part 149, from the requirement to hold or be supervised by the holder of a pilot qualification issued by a model aircraft association approved by the Director.

New CAA Rule CAR101 and CAR 102 came into effect on the 1st August 2015 and now apply to all RPAS. For the safety of all air users it is important that if you observe any RPAS, Drones, Model Aircraft activity that you are unhappy with than you should speak to your club Airspace and or Safety Officer or if the air safety breach is happening at the time of observation contact your local ATC and ask to file an Air Safety Incident Report giving the; date, time, description of aircraft, nature of breach and any other information you can obtain on the operator.

11. Google Groups and Dropbox - The implementation last year of the Googles Group email and Dropbox resource library where all submissions, outcomes and airspace correspondence between CAA, Airways and clubs is held, is growing into a very informative library of knowledge and will be a valuable tool for future applications as clubs share the knowledge gained. For anyone club thinking of making an application outside of the airspace review or a submission, then the site can be accessed through your club airspace office.

12. National Airspace Navigation Plan – The initial plan has been updated from 2014-2016 to 2015 – 2018 which has resulted in a reshuffle to some of the regional review dates. Of immediate importance are those airspaces up for review in May 2016 which are;

- Gisborne.
- Napier.
- New Plymouth.

Whilst others have been pushed back to May 2017:

- Woodbourne.
- Nelson, Queenstown.
- Dunedin.

- Invercargill.

Note that under the National Airspace Navigation Plan the CAA is seeking to reduce existing control zone (CTR) sizes through reduced Performance Based Navigation (PBN) tolerances ie; simply put planes flying shortest route on a more direct GPS heading to save time, fuel (money) and be kinder to the environment. Any reduction of a CTR is of course good news for HG/PG activity, but be aware it may also alter flight paths in and out of airports, that is why it is important that clubs look very hard at the airspace they fly in and come the time make a submission.

GAA's that came on line during this reporting period

13. Auckland Airspace Review - GAA Moirs Hill to 4500 ft became Active on Approval 13th November 2014.

14. Hamilton Airspace Review – GAA at Taupiri, Huntley to 4500 ft became Active on Approval from 13th November 2014.

Summary

In the last two years since the National Airspace Review Plan started, the NZHGPA has made 13 airspace related submissions. The CAA Aeronautical Services department has approved 5 GAA's, 1 Operational MOU, 1 Danger Area amendment and currently pending are a further 4 airspace reviews, plus 2 submissions were made on policy documents. The CAA have become very familiar with HG/PG operations (what we do and how we do it) and handled each application with a solution orientated approach. Performance Based Navigation is the biggest shake up of airspace design in our time and there has never been a better opportunity to dust off those maps and take a long hard look at what your club requirements are and ask for them in this review process,

If you don't ask - You don't get

It is important to understand that by making a submission you become involved in the consultation process which means you get to see other air user applications, which may or may not impact on your airspace, but you won't know unless you are involved. Plus as part of that process you now have a voice to; object to protect or support to secure. Best of all as this is a review process it cost nothing to apply, so no matter how small or large your wish list is, get those submissions in and let's make a difference to our sport.

Acknowledgement

I would like to acknowledge and thank the following for their help and time;

1. Club Airspace Officers.
 2. Leslie Graham and Jeff Ripley are becoming seasoned professionals when it comes to making airspace submission's having just completed their fourth submission which now includes the two successful GAA's at Moirs Hill and Huntley, plus this year's application for the Paeroroas and Whangarei MBZ, awesome work guys.
 3. Mark Hardman for his three written submissions, emails, meetings, supported by Derick Divers, Ian Hornby, with letters in support from Angus Tapper, Alan Swan, Ian Clark and those that supported these guys by attending the various Queenstown meetings which resulted in saving the Crown Terrace launch and new GAA to land.
 4. Colin Cameron – Successful GAA application for Gisborne Paramotoring.
 5. Tim Percival – Nelson GPS & Map Work for the Nelson submission/MOU's and all those that attended the numerous meetings, ran the induction courses to keep Barnicoat open etc resulting in a successful outcome of an MOU that allows for HG/PG ops in transponder mandatory airspace. Credit to the THGPC Exec over the past 5 years for demonstrating to CAA and Airways that a professional management structure and approach is in place.
 6. Rhys Akers – Application for Shielded Operations for training at Mt Manguani.
 7. Rory Devine – Submission to successfully save Mt Rochfort launch, Denniston Danger Area, West Coast.
- I apologise if I missed anyone of the list, as I know behind the scenes others have also attended meetings and contributed their time and support to their Club Airspace Officers.

Thank You to you all - Great Job
Together we can all help to promote and protect the airspace we fly in

Happy Flying
Nick
 Nick Taber
 NZHGPA Airspace Officer
 31st August 2015

Election of officers

2015 AGM Nominations

President	Ross Gray	Manawatu
Vice President	Derek Divers	Southern
PG Operations	Kyla McDonald	Auckland
PG Training	Alan Swann Mark Hardman	Southern Southern
HG Operations	Glenn Meadows Ross Gray	Tasman Manawatu
HG Training		
Auxiliary Positions Medical officer Book Room Airspace Website Content	Paul Brydon Ewen Tonar Nick Tabor Tony Cowley	Waikato Waikato Tasman Auckland

Nominations:

Ross Gray – nominated Ricky Winduss 505, seconded John Morgan 355
 Kyla McDonald – nominated Evan Lamberton 2659, seconded Nicky Hamill 4657
 Mark Hardman – nominated Evan Lamberton 2659, seconded Nicky Hamill 4657

Administrator's Report 2015

Report and financials to be given at AGM.

ACCOUNTS to Year Ended 30th June 2015

New Zealand Hang Gliding & Paragliding Ass. Inc. Statement of Financial Performance For the Year Ended 30th June 2015

	<i>2015</i>	<i>2014</i>
	\$	\$
REVENUE		
Full Member	136,912	127,943
<u>Less Club Fees</u>	<u>(23,250)</u>	<u>(23,376)</u>
Net Full Member Fees	113,662	104,567
Non Flying Member	-	26
CTP Levy	-	-
Visitors	4,964	4,236
Students	7,366	6,755
Assessments	391	-
Interest Received	3,512	2,403
IPPI Cards	(6)	105
Overseas Postage Recovered	157	-
Sundry Income	112	1,026
Total Income	<u>130,156</u>	<u>119,118</u>
Less Expenses		
Affiliation Fees	2,633	1,660
Accountancy Fees	1,039	696
Airborne Magazine Costs	28,793	27,108
Administration Contract	23,000	27,167
Administration Expenses	3,303	3,187
Audit Fees	-	1,200
Bank Charges	-	76
Comp Expenses	244	-
CAA Pt 149 Audit	2,470	3,162
Credit Card Merchant Fees	2,343	1,675
Grants Paid Out	3,200	1,000
General Expenses	2,213	414
Honoraria - Executive	17,000	14,000
Insurance	12,325	9,850
Meetings	12,162	8,602
Website Costs	43	143

Investigations	883	
Training	348	
Total Expenses	<u>112,000</u>	<u>99,940</u>
Net Surplus Before Depreciation	18,157	19,178
Less Depreciation		
Depreciation as per Schedule	4,502	8,129
Depreciation - Loss on Sale		-
Depreciation Recovered		(20)
Net Depreciation Adjustment	<u>4,502</u>	<u>8,109</u>
OPERATING SURPLUS/(DEFICIT)	<u>\$ 13,654</u>	<u>\$ 11,069</u>

New Zealand Hang Gliding & Paragliding Ass. Inc.
Statement of Financial Performance
For the Year Ended 30th June 2015

	<i>2015</i>	<i>2014</i>
	\$	\$
Non-Taxable Items		
Prior Year Adjustments	-	-
	(5,611)	
Surplus/(Deficit) Before Capital Profit	<u>8,044</u>	<u>11,069</u>
Book Store	(2,235)	1,143
NET SURPLUS/(DEFICIT)	<u>\$ 5,809</u>	<u>\$ 12,212</u>

New Zealand Hang Gliding & Paragliding Ass. Inc.
Statement of Financial Performance
For the Year Ended 30th June 2015

	<i>2015</i>	<i>2014</i>
	\$	\$
ASSOCIATION EQUITY AT START OF YEAR	116,338	104,126
REVENUE		
Net Surplus for the Year	5,809	12,212
Total Recognised Revenues and Expenses for the Year	<u>5,809</u>	<u>12,212</u>
ASSOCIATION EQUITY AT END OF YEAR	<u>\$ 122,147</u>	<u>\$ 116,338</u>

New Zealand Hang Gliding & Paragliding Ass. Inc.
Statement of Financial Performance
For the Year Ended 30th June 2015

	<i>2015</i>	<i>2014</i>
	\$	\$
CURRENT ASSETS		
Bank - NZHGPA	1,119	1,857
Bank - Book Store	1,944	2,156
Bank - Book Store Petty Cash	13	14
Bank - PG Competition	739	983
Bank - NZHGPA - Savings	112,273	98,791
Bank - HG Competition	289	288
Un-deposited Funds	-	95
GST Refund Due	-	5,951
Insurance Paid in Advance	13,944	-
Membership Fees Owed	-	633

Stock - Book Store	2,095	2,448
Donation of Books by Pagen	-	1,669
Total Current Assets	<u>132,416</u>	<u>114,885</u>
NON-CURRENT ASSETS		
Fixed Assets as per Schedule	<u>6,840</u>	<u>10,366</u>
TOTAL ASSETS	<u>139,256</u>	<u>125,251</u>
CURRENT LIABILITIES		
Accounts Payable	15,386	7,084
GST due	1,723	
Accrued Expenses	-	1,500
Membership Fees Paid In Advance	-	329
Total Current Liabilities	<u>17,109</u>	<u>8,913</u>
TOTAL LIABILITIES	<u>17,109</u>	<u>8,913</u>
NET ASSETS	\$ <u><u>122,147</u></u>	\$ <u><u>116,338</u></u>
Represented by;		
ASSOCIATION FUNDS		
Retained Earnings	<u>122,147</u>	<u>116,338</u>
TOTAL ASSOCIATION FUNDS	\$ <u><u>122,147</u></u>	\$ <u><u>116,338</u></u>

New Zealand Hang Gliding & Paragliding Ass. Inc.

Depreciation Schedule

For the Year ended 30th June 2015

Asset	Cost	Book Value	Additions	Gain/Loss on Disposal	Capital Profit	----- Depreciation -----			Accum Deprec	Book Value
	Price	1/07/2014	Disposals	Disposal	Profit	Mth	Rate	This Year	30/06/2015	30/06/2015
	\$	\$	\$	\$	\$			\$	\$	\$
PLANT & EQUIPMENT										
Old Porosimeter	410	32	0	(32)						0
Porosimeters 2008	14,111	3,514				12	20% DV	703	11,300	2,811
Porosity Meter 10 Oct 2014			1,222			8	20% DV	163	163	1,059
Laser Printer 2013	564	246	(246)	0						0
Website Design	11,202	3,726				12	60% DV	2,236	9,712	1,490
Card Printer	2,099	1,343				12	48% DV	645	1,401	698
Laser printer	406	374				12	48% DV	180	212	194
Laptop	1,767	1,131				12	48% DV	543	1,179	588
TOTAL	30,559	10,366	976	(32)				4,470	23,967	6,840

AGM Remits

Remit 1.

Remit for change to the PG3 XC flight distance requirement.

Change the Flight Log Requirements on the PG3 form point c) from:

"Have a documented thermal cross-country flight of at least 30km one way (Within New Zealand)"

Change to:

"Have a documented thermal cross-country flight of at least 30km one way within New Zealand or a 3D GPS track log which documents a thermal cross-country flight of at least 60km one way outside New Zealand"

Proposed by Angus Tapper, Southern Club. NZHGPA Pin 1720
Seconded by Anton Dorner, Southern Club. NZHGPA Pin 4779

The reason for the remit is to give pilots more flexibility to get their PG3 as the XC requirement could be done at any time of the year through travel. During the NZ Winter it is unlikely a pilot would be able to fly a 30km XC inside NZ.

Remit 2.

Restructuring the management of the NZHGPA

Remits:

1. That the NZHGPA executive council select and appoint a suitably qualified person to the position of Chief Executive Officer on a part time paid contract to:
 - a. carry out the responsibilities of a CEO as defined by CAR part 149.
 - b. formulate amendments to the OPM and Constitution which will clearly define the separate roles of President and CEO.
 - c. manage the affairs of the NZHGPA.
2. That the position of CEO may not be held concurrently with being a member of the NZHGPA executive council.
3. That the CEO is delegated sufficient authority to effectively carry out the functions of the CEO defined in CAR part 149 and to manage the affairs of the Association until such time as the appropriate amendments have been made to the OPM and constitution.
4. That the honorarium for both the President and Vice President be \$1500 each and that no honorarium be paid to the other positions on the executive.

Cost implications

Cost of a CEO is estimated to be 40% of full time equivalent (FTE) position, based on current workload and expected projects in the first one to two years. There is a wide range of skills, knowledge and experience required of the CEO and this is a senior position with significant legal responsibilities. Research of similar CE roles in non-profit organisations shows a median salary of approx. \$100000 for a full time position. E.g. see [http://www.payscale.com/research/NZ/Job=Chief_Executive_Officer\(CEO\)%2c_Non-Profit_Organization/Salary#CareerPaths](http://www.payscale.com/research/NZ/Job=Chief_Executive_Officer(CEO)%2c_Non-Profit_Organization/Salary#CareerPaths)

This equates to a suggested \$40000 contract for the 40% FTE. Suggest this is reviewed after first year and then a 3 year contract considered. It is anticipated that as work is completed on the introduction of SMS, on completing IT systems and on restructuring the CEO contract may decrease to 20% of FTE in subsequent years.

Funding

As the fees have been set for the current year no fee increase is possible now. The Association currently has sufficient cash reserves to fully fund this position for the first year and if agreement is reached on remit 4 above the impact on reserves will be reduced due to the increase in income that has resulted from the increase in membership numbers of over 20% in the last 2 years it is anticipated that any increase resulting from this contract position will be between \$5 and \$15 per member in subsequent years depending on the final scope of the position.

Restructure the Executive Council.

Currently the executive committee are responsible for both governance and management of the Association. In the past some management duties were done by the paid administrator but as the organisation has grown in size and complexity the administrator contract is no longer sufficient or appropriate to do everything that is required. Day to day administration now takes up all of the contract time for the administrator leaving an increasing unrealistic workload for the unpaid members of the executive. This has led to some levels of frustration in the exec as worthwhile projects they want to pursue are left waiting while more pressing day to day matters take up their time. Ordinary members also get frustrated at the perceived lack of action by the governing body, often not realising the work that is being done just to maintain minimum requirements.

The proposal to employ a paid CEO to manage the operations of the Assoc. is aimed at reducing the workload of the executive so they can give more attention to the things they and we really want them to do. Like promoting our sport, improving member's services, improving safety, communicating what is happening, planning for the future. It creates a greater separation between the between the roles of governance and management which is generally a good thing when organisations grow.

The process requires amendments to the constitution and needs two general meetings to complete.

1. First meeting (this AGM). We discuss and try to get agreement in principle for the restructure and consequent amendments to the constitution. This would include agreement on the aims of the restructure but not the detail wording of the amendments required to achieve it. Those would come at the next stage.
2. Second meeting (SGM mid-year or next AGM) Detail wording of amendments to the constitution are voted on first. If agreed then elections need to be held under the amended constitution. This can be done immediately at the same meeting or at a later meeting. If it is to be done immediately then notice calling for nominations will need to be published along with the notice of meeting detailing the revised exec positions.
3. Hold new elections. New exec take up positions.

If agreement is reached at the first meeting then I suggest the process would look like this:

New Executive appoint an Interim CEO for one year.

The Interim CEO (in consultation with President and Executive) works to:

1. Define role and responsibilities of CEO, President, Executive committee and administrator.
2. Create new position descriptions.
3. Decide scope of paid positions and estimate costs.
4. Draft contracts
5. Advertise positions
6. Select and appoint contract CEO and administrator for specified terms.

Why change the term of office for the exec members?

The problem with the existing election for a one year term is the lack of continuity, the loss of "institutional" knowledge when people leave and the stalling of any projects that take more than a year to complete.

To improve this I propose a term of 2years for all exec positions with half of the total coming up for election in any year. So a 6 member executive would have 3 members positions open for election each year.

The president and other portfolio positions within the executive could be elected within the executive. That would allow the executive themselves to select the person they see as most appropriate to the job and who they will support. So the members elect say, 6 people (although a greater number could be useful) to the executive committee and then this group decides who is best to hold each position within it. In reality this is sometimes done now but the current rules are restrictive about who has responsibility in certain areas and that can mean that when an individual is absent for any reason then the decision has to wait or we act outside the OPM.

Along with shifting the day to day workload from the exec to a paid CEO there should also be a move back to the exec being mostly a voluntary position. Small or no honorariums just expenses. The rationale for this is that although

collectively the exec honorariums are a significant cost to the Association, individually they are rarely sufficient to make any appreciable difference to the recruiting of suitable people into exec positions. Better use can be made of this money by combining it and putting it towards a contract for a paid staff member to take most of the operational responsibility from the exec committee members.

However the payments made to certain appointed positions should continue. These positions such as auditor and airspace officer etc. need to be filled by appointment rather than an election, they can have a significant workload, can really only be done effectively by an individual with the right skills and have an important role in the functioning of the organisation.

But money aside the most important part of this restructuring is to separate the roles of President and CEO and appoint a CEO. Currently the exec positions and especially the combined CEO /President are a mix of governance, policy making, executive decision making, operations management and administration. The same people who decide what needs to be done are the ones who have to do it. The need for greater resourcing is probably what led to the creation of the administrator position some years ago. At that time you can see from the wording of the OPM that it was envisaged that the administrator would carry out all admin tasks, some management responsibilities and hold the delegation from CAA. However a change in policy at CAA, the growth in the size of the NZHGPA (now well over 1000 members) and the greater responsibilities and expectations from government have meant that the single role of administrator can no longer satisfy all of the needs. The delegation from CAA and full responsibility for the operations of the part 149 certificate must be carried out by a CEO.

Key points

1. Exec positions elected for 2 year term with half up for re-election in any year. President and Vice President should only be up for election in alternate years.
2. President and exec members decide on portfolios or areas of responsibility for each member.
3. Exec employs a part-time paid CEO (not a member of the exec committee and a deputy CEO (may be member of the exec)
4. CEO is responsible for all operational matters including the delegation from CAA, legal Compliance, safety, training, licensing and the management of these
5. Deputy CEO is responsible for all sporting matters i.e. Liaison with SPARC, FAI, comp committees. Flying NZ etc. Fills in for CEO as required during absences for leave etc.
6. Administrator contract continues as existing but with a greater focus on the admin functions and a removal of certain functions that would become the responsibility of the CEO
7. The administrator reports directly to the CEO but is also available to the president and other exec members for admin duties as now
8. President is responsible for all non-flying matters e. g. magazine, website, membership, fees and budgets. Incorporated societies Act, tax and other legislative requirements.
9. Exec as a whole decides the direction and policy of the Association and provides oversight of the CEO to ensure things get done.

Proposer: Evan Lamberton 2659, Seconder Derek Divers 3529

Remit 3.

That we accept the budget presented, adjusted for whatever effect any of the above remits have on our expected bottom line.

Proposer: Nicky Hamill 4657 Seconder: Derek Divers: 3529



NZHGPA Extraordinary Executive Meeting 2015

This meeting differs from the AGM in that it deals with operational and procedural matters, rather than the financial or constitutional matters which are dealt with at the AGM.

Remit 1.

Voting Advisory

Voting Entitlements

- Voting entitlements for the Extraordinary Executive meeting, are spelt out in the constitution and differ from the AGM entitlements.
- At the Special Executive meeting each and every Club delegate present at the meeting now has one vote each.
- The newly elected members of the Executive Council who are also a Club Delegate shall have two votes to cast.
- Members who were nominated as a Club Proxy Delegate for the AGM will be recognised as a delegate at the Special Executive meeting i.e. they too will have one vote each. As this is an Executive meeting, no postal votes will be accepted for remits that are on the agenda for this meeting.

Other Appointments (Auxiliary Members)

Other appointments are appointments not governed by the NZHGPA Constitution and are therefore determined during the business of the Extraordinary Executive meeting, or subsequent Executive Council meeting.

The Candidates for NZHGPA Auxiliary Appointments are:

Internal Auditor Kris Ericksen

Airspace Officer Nick Tabor

Medical Advisor Paul Brydon, a doctor at Waikato Hospital and a very experienced hang glider pilot replaced Gaye Eden as NZHGPA Medical Advisor, when Gaye retired in late 2008. Paul Brydon has a special interest in aviation medicine so he is extremely well qualified to advise the NZHGPA. He has advised he is willing to continue and we thank him for that.

Book Store Operator The NZHGPA Book Store Operator, currently Ewen Tonar, is appointed by the Executive Committee. Ewen has not yet advised that he is prepared to continue as the NZHGPA's Bookstore Operator.

Committees The following NZHGPA committees are appointed by the Executive Council.

- Disciplinary Committee
- Flight Safety Committee
- Hang Gliding Competition Committee *

Nominations for HG Comp Committee - Mark Alton (3261), Dennis Thorpe (417), Maximilian Gebhardt (4511), Hagen Bruggemann (1199)

- Paragliding Competition Committee *
Was voted on in January at last National Competition

* Notes to: Formation of the Competition Committees:

In practice, the HG and Pg Comp. Committees are elected by their respective communities, with the Exec. ratifying the new competition committee's once advice of their formation has been communicated.

Both Competition committees report to their respective Operations Manager on the Executive Council.

Explanation of travelling expenses

In an ideal world any member who wanted to attend the AGM would be fully reimbursed all their expenses. Against that is the fact that every dollar we spend must be recouped from our members' wallets via the fees they pay... so the association has come up with a compromise over the years that is an attempt at balancing universal access with fiscal responsibility. Here is how the policy is worded in the OPM:

TRAVELLING EXPENSES – as per our OPM (to be updated on our website)

3.4.5.1 Travelling expenses will be paid to Member Organisation delegates attending Association General Meetings. Travelling and accommodation expenses for the AGM will be reimbursed to the following people:

- (a) One Delegate per club.
- (b) Current members of the Executive Council and the Administrator.
- (c) Nominees standing for the next Executive Council, but this is limited per club to the number of delegate votes that club is entitled to, or the number of nominees successfully voted in, whichever is greater.

3.4.5.2 Travelling expenses will be reimbursed with presentation of receipts under the following conditions:

- (a) That the person travelling takes all reasonable steps to travel as cheaply as possible. The NZHGPA reserves the right to pay out at no more than the cheapest available airfare found by the Administrator at a date 2 months before the AGM is held.
- (b) Those people choosing to travel by personal vehicle will be reimbursed according to the following formula:
 - 71c p/km for delegate travelling alone
 - 71c x 1.5 p/km for car owner when bringing 1 other delegate
 - 71c x 2 p/km for car owner when bringing 2 or more other delegates
- (c) Travel expenses paid out will be on an actual and reasonable basis.
- (d) The Association reserves the right to not reimburse the full cost where the cost is considered, by the executive, to be unreasonable under the circumstances.

3.4.5.3 Accommodation expenses will be limited to a subsidy of \$30 per night per person entitled.

How to get your expenses refunded

Complete the NZHGPA Expense Claim Form OPMF42 – available from our website

Give the Administrator your completed form and receipts at the AGM. Or, if you book your tickets well in advance and need the money sooner, email the Administrator a copy of the completed form and your ticket before the AGM.