

# NZHGPA MID-TERM EXEC. MEETING

## 18 APRIL 2015

**Venue:** Exchange café (meeting room), Queenstown.

**Present:** Evan Lamberton, Derek Divers, Grant Middendorf, Alan Swann, Ross Gray, Glenn Meadows.

**Start:** Meeting opened at 9:00 am

### **Minutes from the Exec. Meeting of 10 Aug 2014:**

**Motion:** That the minutes of previous meeting be accepted as a true and accurate record.

Proposed by: Grant Middendorf, Seconder: Alan Swann. Passed (unanimously).

### **Matters arising from the minutes of the Exec. Meeting of 10 Aug 2014:**

1. That the final bullet point of item 3; OPM and amendment list be fleshed out for the record.
2. **OPM Copyright:** Copyright symbol now added to the OPM.
3. **Online, WOF Authorisations:** Currently WOF Authorisation information displayed online only shows expiry date. There is no visual distinction between those that are current and those that have expired. Online WOF authorisations is desired and this issue should go to the NZHGPA's IT project committee and Project Manager as a priority item.
4. **Website Updates:** This is an ongoing agenda item covered in general business.
5. **Student Licenses:** The current expiry and renewal procedures for student licenses were discussed. Discussion was inconclusive with no changes agreed at this time.
6. **Shane Tims:** Covered in General Business.

### **Agenda Items**

1. **CAA Audit of NZHGPA:** Evan presented the findings of the CAAs recent audit of the NZHGPA
  - a) **Evidence required of a response to the CAA's findings:** The NZHGPA needs to show that it has acted in response to the CAA's findings, therefore one aim of this meeting to address as many of the CAA's findings as possible.
  - b) **Evidence required of a review by the Exec. of the NZHGPA's own Internal Audit findings:** There needs to be documented evidence of the NZHGPA's own

Internal Audit findings being reviewed at a "Management Meeting". Another aim of this meeting to review the reports and findings produced by the NZHGPA Internal Auditor, Kris Ericksen.

- c) **Failure to use appropriate forms:** There is no evidence that the appropriate forms (OPMF's 92 & 38) were used by the Association during its Internal Auditing. Kris Ericksen has undertaken the Associations internal auditing and he will transcribe his reports onto the applicable NZHGPA forms and submit to the NZHGPA CEO.
2. **Shane Tims - Investigation Report:** Shane Tims is no longer a member of the NZHGPA which precludes the NZHGPA's ability to take direct disciplinary action against Shane if recommended by the disciplinary committee (DC).
  - Kris Ericksen conducted an investigation instigated in response to a complaint by Shane ex-student pilot.
  - Issues identified and a DC committee convened.
  - DC report tabled and considered.
  - Evan has compiled a summary of disciplinary committee recommendations to be considered by the full exec
  - Reports tabled.

**Motion:** "That the recommendations of the DC regarding Shane Tims be accepted and that these become the conditions which must be met by Shane for full membership of the NZHGPA. "

Proposed by: Evan Lamberton. Seconded by: Grant Middendorf. Motion passed (unanimous)

### 3. **Funding application for Nick Neynens XAlps bid.**

The NZHGPA Discretionary Projects Funding Committee has received an application from Nick Neynens, with a supporting resolution from the Southern Club (below), for his 2015 X-Alps bid.

Southern Club offering \$2000 and asking NZHGPA for \$2000. The DPF committee recommends supporting this application for funding with conditions. Report tabled.

**Motion:** To approve NZHGPA funding of \$2000 with conditions as recommended by the DPF committee.

Proposed by Evan Lamberton. Seconded by Allan Swan. Motion passed (unanimous)

4. **Student memberships** the aim is for these to be done online in the future. Implementation ASAP with creation of online facility. Fit and proper person (FPP) will not need to be part of the student online application process.
5. **Sale of gliders:** NZHGPA has no enforcement responsibility relating to the sale of gliders. Instructors need to be reminded of their duty of care and responsibility to instruct student on matters of glider suitability and airworthiness.

## 6. **IT Projects Update**

Although it continues to function our present membership database is restricted in functionality, complex to administer, outdated and lacks adequate security. A new system is needed that will improve security, increase the availability and range of information, automate basic functions such membership and improve reporting.

A Project Manager has been appointed. Kyla MacDonald ( prof IT project manager)has offered to manage this project. The approach will be in stages:

1. Agree priorities & requirements. The requirements list has been started & is on Google Drive, and priorities that we have discussed are:
  - a. Ease of use;
  - b. Supportability (ie not relying on one person's goodwill in case of issues);
  - c. Integrity / reliability (can we trust the data?);
  - d. Security / privacy.
2. Compare options for new system. Options include:
  - a. Buy into HGFA system; Evan to liaise with Brett Coupland for visit to present system to team.
  - b. Buy commercial system like Wild Apricot;
  - c. Develop our own (unlikely, but noting here for consideration);
  - d. Do nothing – stay with current system.
3. Prepare recommendation for approval of the Exec. The recommendation will be the option that is deemed the best fit based on the functional requirements and priorities from Stage 1.
4. Build / implement.
5. Test.
6. Migrate.

The recommendation in Stage 3 to include a summary of people & expected effort involved. Depending on the effort & complexity, the proposal may be to handover to an external body to manage, with Kyla involved for guidance & as a liaison for the NZHGPA.

Towards moving this project forward, in May 2015 the NZHGPA has invited Brett Coupland, HGFA Operations Manager to demonstrate the HGFA database (and other related IT) to the NZHGPA's IT project committee comprising, Evan Lamberton, Kyla MacDonald, Wayne Rohrs and Joe Ward.

Online examinations (rating process) as a component of any new database is high on the committees wish list. In any case, Evan proposes that there be a review of the NZHGPA's

examination (rating application) system no matter what the recommendations are from the IT project committee.

## 7. Executive review, Audit Checklist

- a) In accordance with OPM 4.2.4 the executive shall annually review quality items and audit processes in the preceding period.

Audit reports (AR) from Kris Ericksen internal auditor were reviewed:

AR No	Item heading	Status	Date for completion	Person responsible
1.1	Online renewal	OPM amendment required	1 Nov	CEO
1.2	Launch site authorisations	OPM amendment	1 Nov	CEO
1.3	Minor errors and typos	OPM amendment	1 Nov	Admin
2.1	Sign off while not current	Review competency	Complete	PG Trng
3.1	WOF process	CAP to be developed	1 Nov	Hg and PG OPs

- b) Note to item 2.1 above. The investigation in to Shane Tims detected that two students were signed off by this not current instructor.
- Agreed that the students will be offered a free assessment by a "Current" instructor to verify that they do meet the standard for which they were signed off .
  - Agreed that, if they fail to meet the standard the NZHGPA will pay for the instruction necessary to bring them up to the appropriate standard.
- c) The 2014/15 CAA Audit of the NZHGPA identified a number of items requiring Executive review.
- a. Use of OPM audit forms. Now corrected and item closed by CAA
  - b. Evidence of internal and affiliate audits. Completed and item closed by CAA.
  - c. Evidence of management review of quality items. See item 7 above.

Agreed that Evan Lamberton will update the audit checklist status.

## 8. NZHGPA Task List

The NZHGPA Executive committee agreed that Evan will review the minutes from the last two Exec. meetings and compile a Task List for the committee to work from.

## 9. Proposed Restructure of the NZHGPA Management Structure and related Constitutional change.

Evan led a discussion on his proposal that the NZHGPA needs to change its management structure.

- That the existing structure is a confusing and ineffective mix of governance and executive functions with no accountability for performance. The governance of the organisation and executive management need to have greater separation with agreed performance standards and improved accountability.
- The workload on the executive has increased as a result of:
  - Increased CAA and other legal compliance and reporting.
  - Increased expectations from members for higher standards.
  - Increased membership
  - Major projects to replace or upgrade IT systems and administration.
  - Increasing range and quantity of flying activities( speed flying, paramotoring)
  - Airspace reviews
- Looking ahead there is a large body of work to be done on the introduction of new SMS rules by CAA which will require a coordinated approach to ensure compliance can be achieved throughout the organisation at minimal cost and disruption to members, clubs and instructors.
- Review of the training codes of practice (COPs) will be required to update and to include SMS.

The current exec believe the workload required is more than can reasonably be expected of volunteers in a committee structure.

The CAA requires aviation organisations at all levels to be managed in a decisive, efficient and effective way. Our members should also be able to expect the same. Although CAA have long complained about the NZHGPA's inefficient and overly amateur Club like structure that in itself is not a reason for us to change. It is the service to our own members that needs to improve most.

In looking at similar organisations operating in a similar environment the HGFA appears to employ a much more modern and efficient structure which serves them well and allows them to operate effectively in the modern aviation regulatory environment.

The HGFA structure consists of an elected board of management which is entirely voluntary and meets to determine the overall policies and direction of the federation. This board employs a paid operations manager to carry out the policies of the board and to take direct responsibility for the day to day management of the organisation. There is also a paid office administrator who is accountable to the Ops manager. This structure is currently under review to change the number and method of electing the board and to change the Ops manager role to that of CEO. This separation of the board from day to day management tasks is something the NZHGPA should consider. It will require the creation of a paid part time position of CEO along with continuation of a paid administrator.

Funding for the new position can be met within existing income by elimination of the executive honoraria and other cost savings combined with the increase in income derived from increase membership. No increase in membership fees is anticipated.

Agreed that Evan will write-up/detail his proposal and that he will draft remits for constitutional change that will allow the NZHGPA to restructure, should that become an agreed outcome.

## **10. Instructors**

Alan (PG Training Manager) proposed reviewing the PG Instructors rating. It is a concern that the NZHGPA has not produced any new PG instructors recently. He envisages a Instructor training program which is more in depth and provides more clarity on the steps needed to become an excellent instructor. This will involve a more detailed but concise syllabus that also allows assistant instructors to be used more effectively by an Instructor and helps both parties on a paragliding site. It seems that the big schools have their "own" processes in place currently and it would be great to formulate a syllabus that works for everybody and shares knowledge from these operations throughout the association.

Difficult to quantify how serious the issue is when the NZHGPA is none-the-less growing strongly.

Glenn noted that although paragliding may be growing, hang gliding is however facing a challenge, be it mainly amongst the small clubs. There is a serious shortage of active hang gliding instructors especially amongst the smaller clubs. Hang glider instructors need much better support e.g. funded development courses.

Glenn suggested that instructors should receive a commission for each new member they train.

Allan proposed issuing a standardised NZHGPA logbook to students. Glenn pointed out that a standardised NZHGPA logbook was available to students through the bookstore and that the NZHGPA Hang Gliding Training Manual (for student pilots) issued to students by HG instructors had a section for logging flights.

## **GENERAL BUSINESS**

### **1. Training code of Practice**

The Training Code of Practice sections that pertain to delivery of information and educating students on safe/suitable gliders for their competency and flying conditions need to be improved.

**Site Ratings:** The current site rating procedures are considered to unrealistic especially as they have no component that reflects critical, variable influencing factors such as weather. Agreed that Site Ratings should be rescinded

**Launches and Instructing:** In the future it is envisaged that Instructors will conduct site risk assessments on all the sites they intend to use for instructing and progressing their student pilots.

**Motion:** Rescind current NZHGPA procedures relating to the rating of launch sites.  
Proposed by: Allan Swan. Seconded by: Grant Middendorf. Motion passed (unanimous)

Agreed that Derek Divers will be leading work on site ratings prior to their removal.

## 2. Speed Flying

Owen Darby extended a proposal to the NZHGPA Exec. regarding formalising and structuring Speed-Flying within the NZHGPA.

Owen has undertaken significant effort in formulating proposals for Speed Flying within the NZHGPA.

Owen considers the best way to handle Speed-Flying may be to create a specific license and community at the same time - to help keep these pilots under control and comply with the rules, as a community there is forum to communicate and push the understanding that if sites are to be preserved, then there needs to be community compliance.

Owens vision for the future of this sport in NZ includes creating a course that educates Speed-Flying pilots properly so that we may have a smarter group of pilots, detailed information for locations for speed flyers so they are aware of the rules and what sort of conditions are not favourable for flying, plus also identify dangerous areas.

Owen has a dream of hosting an annual event much like the HG or PA nationals - this he feels is key for a number of points and objectives and would have a very positive effect.

- It would pull together a community
- People are going to want to be licensed so they can take part
- Keep WOF's current. Can be completed before the event (as you can't fly without one :) – Owen recognises that there remains an issue with certification for these wings
- Safety night where any and all incidents will be shared, open forum for people to voice some experience - a knowledge sharing session if you will and a chance to update everyone one any new regulation or rules for sites
- Mentoring new pilots connecting them with experienced guys
- Possibly of coaching sessions
- This could also serve as a way of separating SF from PA as it's a concern of yours as well, having incidents like Mt Maunganui and Auckland blamed on paragliders, the public and media don't know the difference between Speed-Flying and Paragliding - all they see is a paraglider. The only way to separate these is too educate the public and media.

The Executive Committee agreed that the CAA has dumped Speed-Flying upon the NZHGPA without discussion. We must recognise though, that this is the case in most, if not all other countries where the sport has developed. It seems inevitable that Speed-Flying must be accepted as a part of the "foot-launched" aviation scene.

**Motion:** The NZHGPA supports Owen Darby in his work in the area of Speed Flying and encourage him to develop his proposals further.

Proposed: Evan Lamberton. Secunder: Derek Divers. Passed: 5 for and 1 against (Glenn Meadows).

### 3. **OPM Corrections** (Website updates – carried over from business arising)

An OPM change is required regards paraglider spiralling. An update that stipulates use of helmet headset or an earpiece to ensure continuity of communication.

A safety advisory is also needed to communicate the high risk of intentional spiralling.

Allan Swan tabled some wording within the OPM that he considered needed correcting.

#### **5.10..1.1**

(c) For student harnesses, the back protection must extend continuously from under the pilots middle thigh to extensively cover the back up to the shoulder region. This applies to both airbag and foam based back protection.

#### **Proposed**

that 5.10.1 (c) should read:

"For student harnesses, the back protection must extend continuously from under the pilots middle thigh to extensively cover the back as per EN / LTF certification. This applies to both airbag and foam based back protection."

**Rationale:** Insufficient to refer to back protection needing to extend to shoulder height because many modern harnesses don't do this but are still deemed as 100% safe under EN or LTF testing.

#### **6.6.16.2**

(d) Spiral training to be conducted with radio communication between instructor and pilot

Proposed that this should read:

(d) Spiral training to be conducted with earpiece radio communication for the pilot and standard radio communication for the instructor.

### **4. D-Bagging**

Three documents (proposals/proposed new forms/procedures) pertaining to possible NZHGPA D-Bagging operations were received by Allan Swann and Grant Middendorf from Chris Connolly and Craig Taylor.

Chris and Greg wish to make D-Bag deployments at events and/or air-shows. Chris and Craig consulted with the CAA, regards the legality of undertaking this activity, ahead of raising this with the NZHGPA.

The main issues according to Chris are to `stop pilots attempting balloon and heli drops without the knowledge to conduct the operation correctly or safely. To help avoid potential D-Bagging accidents result in the banning of this activity.

Evan however, pointed out that D-Bagging was a parachuting activity (not a paragliding activity even if paraglider wings were used i.e. Not Foot Launched!) in the same way that Speed Flying is considered to be a Paragliding activity. Representatives of the CAA entered into unsanctioned (unsanctioned by the NZHGPA) discussions with Chris and Craig and accepted that the NZHGPA take responsibility for Paraglider D-Bagging without having first consulted with the Association.

Evans stance was agreed by the rest of the NZHGPA Exec.

**Motion:** Evan Lamberton will undertake discussions the CAA about D-Bagging to explore and define the correct regulatory process for this activity. Evan will communicate his findings to Chris Connolly, Craig Taylor and the NZHGPA Executive Committee. In the interim, no action will be taken to formalise the D-Bagging of paragliders within NZHGPA procedures.

Proposed: Evan Lamberton. Seconded: Allan Swan. Passed (unanimously)

## **5. Next AGM.**

Evan brought to the attention of the committee, that he will not be available to attend meetings (in person) in August and September of 2015.

The NZHGPA Constitution stipulates that an NZHGPA AGM "Shall" be held during the months of August or September.

There is no rule stipulating that the incumbent President must be in attendance.

However, because Evan wishes to table remits proposing profound changes to the NZHGPA Constitution and subsequently, the Associations management structure, the other members of the Exec. felt strongly that Evans presence (to speak to his remits) would be essential.

It was agreed that there are likely be a number of options for the 2015 AGM and/or a Special General Meeting worth investigating and discussing, but that the Exec. didn't have the time or resources available at the close of this meeting to achieve that.

The Executive Committee agreed that the decision regards format and date of the 2015 AGM (or an SGM) be deferred to online discussion, with a decision to be facilitated by Evan before the end of May.

**Meeting Closed at: 1530**