

Minutes of Executive Meeting held Auckland 23 April 2016.

Attending: Ross Gray, Kyla McDonald, Mark Alton, Derek Divers and Glenn Meadows.

Non-exec members also attending, CEO Evan Lamberton and Administrator Nicky Hamill.

Apologies: Alan Swann

Meeting opened 12.45pm.

Minutes of previous meeting read, confirmed as true and correct – Ross, seconded Mark.

Matters arising:

1. ACC claims vs HG accident reporting, discrepancies in number of reported accidents? Nothing to be done, can't change ACC claims system.
2. Student survey – Evan followed up with Kris, still to be completed.
3. Clubs to be audited – not completed, guidance needed by Kris.
4. Unreported accidents – some more accidents reported now, discussion on how we can still improve the situation.
5. Small clubs - proposed rule for people to join club closest to them. Evan worded a policy to address situation.
“New members who are NZ residents must join the club closest to their residence unless they can provide genuine reasons acceptable to the exec for joining another club. New members who are not NZ residents must join the club which controls the sites they complete the majority of their training on unless they provide genuine reasons acceptable to the exec for joining another club.” To be sent to clubs for consultation.
6. Instructor rating – CEO discussed at length with Alan. Existing instructors ratings can't be changed, only new students can have pilot competencies changed. One way to improve existing instruction standards is to through currency rules. PG2 standards being reviewed now. Instructor seminars are done to keep instructors current but competence is supposed to be reviewed on a regular basis. Needs to be looked at, CEO and Alan to do review of seminars and competency reviews.
7. Budget – fees depend on size of membership and decisions on administration contract/CEO contract – are the current people still happy to continue after next AGM? Evan and Nicky to discuss their positions. Exec agreed to continue Administration contract until April 2017, to get through flying period without going through tender process. Agreed unanimously to continue Admin contract until April 2017.
Fees –Complete budget at end financial year, make predictions on membership and costs, then fees are set from there. Accounts to be prepared for budget review at Exec meeting end July.
8. AGM, September – 17th/18th, venue Christchurch, pending cost and availability. Evan and Nicky to report back. Membership rules ready for change by AGM? Evan to draft, send for consultation.

1. Executive Working Agreement – Guidelines for Executive Committee

- Respect confidentiality within Exec
- Respect Executive decisions (one voice)
- Respect other members (challenge respectfully)
- Work together to common goals of Association (eg HG/PG)
- Have genuine commitment to the Exec

- Communication – options for tools to use that are exec only ie a forum instead of email. Kyla to investigate.
- Don't represent personal views as those of the exec.

Agreed unanimously

2. Last 6 months/Next 6 months (* good / # needs work)

- More accidents reported *
 - Visibility of accidents in system an issue – how can we report on them for the year? Evan can give Mark a rundown of accidents this year and copy Mark on all accidents. Encourage more reporting and more talking between OSOs. #
- Follow-up on actions from AGM – how to make sure things are kept moving – skype meetings? #
 - Tracking QA items and recording
- Co-op of PG/HG events #
 - encourage Comp committees to talk #
 - greater collaboration between HG/PG *
 - need to increase HG memberships – know who they are – get to know them, focus on increase of active members, marketing expertise – Mark to contact Rachel Alexander #

Next 6 months

- Communication plan – Kyla/Mark/Evan
 - Airborn/website – can changes be cost neutral?
 - Survey members, again?! Results translate into contract for Airborn?
 - Executive activity – publicise to members (newsletter?), ask for feedback.
- Co-ordinated network of Safety Officers (OSOs) – Kyla to action. Maybe forum like exec
- WOF process changes – implement next year
- Safety information pages and promotion.
- Creation of handbooks – best practice guides
 - OSO handbook – Ross/Evan to action.
 - WOF handbook – HG, Mark to action.
 - Instructor handbook – Alan Swann/Grant Tatham to action.(Eva co-opted to assist?)
- Instructor syllabus – Alan would like us to work to improve syllabus for new instructors. Need agreement on 'code of conduct' for instructors, like Australians. CEO and Alan to action.
- Have plan for CEO/Exec structure to vote on for next AGM. Evan to action.
- Budget projections – info by meeting 31st July. Evan(&Nicky)/Derek.

Membership changes.

Student members – free 72hr membership for on site use and only until student signs up online and pays fees. No flying after initial 3 day temp membership unless online sign up completed. Evan producing form to be used. Rule change to take effect before next flying year. Intention is to have all students sign up online. Paper form will be only for on site use where no internet available and is for protection of instructor and student. Current expiration of Oct each year will be changed to 12 month from application.

Agreed to unanimously.

Voting paddles for AGM to change – voted to change paddles to new design – red tick on front.

Evan proposed possibility of having ‘events’ at our AGMs to get people along and involved and learning things. Provide seminars to attend at the same time. Will have to get more organised so that AGM is shorter and that other events can be attended.

Review of HG/PG Wofs – agreed to do WOF guides. WOF records online? Most countries don’t have WOFs, pilot’s responsibility to make sure glider is suitable. Derek suggests we have WOFs logged online... would like it to be put on list of things to do.

New PG2 form tabled and discussed – Evan put out to instructors for feedback, positive responses. Most response from 2 current instructors and 3 lapsed instructors. No response from others. Need to ensure that it does go into practise with on site audits and visits to ensure. PG2 form comes to administrator – old forms won’t be accepted after inception. Student now responsible for PG2 form, to get it signed by instructor and sent in to Nicky. Plan to implement on 1st May unless any issues with transition arrangements. Exams to be sent to administrator.

New PG2 form accepted unanimously.

FRTO – Evan questioned if we should proceed with developing our own radio examination – agreed in principal by exec. Who would administer exams? We come up with multi-choice exam and guide, people can apply and sit. Instructor to sign off? OSO? Online? Will it be OK in Australia? – will try to ensure that it does.

Austria issue, licenses not recognised – we did send info off to Austria again, Derek has resent to Evan, Evan to get back in touch with Austria. Maybe Austria saying our skill levels aren’t high enough.

5pm – meeting adjourned.

24th April

Meeting reopened 9.05

Attendees same as above.

Change of Executive titles. Consider changing titles to ‘advisors’ rather than managers to reflect the new role of CEO? Requirement by CAA to have sufficient senior persons to run our Association – may not agree with it. Evan to speak with Rex/Mac at CAA and assess situation. Ross would still like to recruit to specific roles on the exec, rather than recruit and then allocate roles, such as President. Feels clubs prefer that and persons being recruited would prefer it. General feeling is that we need to do a bit more to recruit different people to the exec. But to maybe have a minimum term of 2 or 3 years to give some continuity, maybe half exec each time.

Proposed change to structure:

Executive Committee

President

Vice President
PG Ops HG Ops
Training Adv PG/HG + others
(2Yr term, change half each year)

Evan to draft changes to Constitution. Also need to make changes to Ops Manual re Ops Mgrs and VP/admin duties to CEO duties. Ops mgrs. work both for CEO for operations and above CEO for Exec Committee.

Discussion on speed flyers and if/how/when we should we incorporate them into our society? Most appear to come from sky diving background. Explore the option of getting CAA to change their position and try to incorporate them in the skydiving associations.

Banned substances – whole section Ops Manual needs to be re-written. On Evan's to-do list.

HGFA president died, condolences sent by Evan. Noted that he was head of IT for HGFA and that it was a huge sudden loss. We need to make sure we have a system that doesn't rely on just one person.

Airspace consultations – highlight amount of work Nick Taber has done, high standard of work. Our profile has been raised with CAA/Airways – made some gains and still fighting others. Maybe need some form of recognition for such huge volunteer effort.

Membership numbers – 1400 currently including visitors and students, doubled in last years. Do we need to have a mechanism to promote new members? Maybe better to try and retain members? Get clubs on board to get involved with new members and retain them. AGM/conf discussed yesterday is a good idea, first aid courses, seminars etc.

FAI multi sport day – Liz from FAI has proposed idea about having a multi sport flying day.

HG – need to have a look at supervisory issues for pilots from NOV to INT. Difficult and have to supervise them whole way. Maybe a supervision endorsement, showing they have knowledge of restrictions of NOV pilots. Look at for PG & HG to see if it fits in anywhere into existing structure. Reinstate supervisory role for HG and instate one for PG. HG maybe assist with instruction under supervision of instructor, but be a supervisor of pilots already NOV but cannot instruct. Evan to parallel with PG ratings also.

Supervision – site rating to be same or max one level up, no new skills

Supervisor – ADV + test + sign-off

New members, non-NZ resident – distortion of figures re voting rights etc. Is there an issue? Maybe making mountain out of molehill. Situation to be monitored.

Derek asked if anyone was aware of any insurance claims, potential claims or circumstances that may give rise to a claim. No one was aware of any.

Meeting closed 11.20am.