

Minutes - Exec Meeting – 11 May 2019 – 9.45am

Present: Duncan, Ian, Blake, Evan, Carlos, Glen, Ross, Mark H, Nicky & Grant (arrived 10am).

Apologies: Nil

Meeting opened 0945

Duncan summarised the agenda.

Privacy Act: Evan presented background about the use of private information, and our responsibilities under the Privacy Act 1993, with a video supplied by the librarians Assoc.

Airborn: Discussions re history of Airborn and background, what we think we might want in the future. Bill Degen arrived 10.15am, introduced to exec personnel. Bill provided some background to the history of Airborn, established in 1980, and some ideas for the future. Good general discussions between Exec and Bill about communication generally and print vs online and other options. Some discussion re Exec having some input to review cover photos prior to issues going out. Decision to get a contract/letter of understanding in place as there isn't one currently. To be added as a task to the Communications Review.

PG2 exams online: 174 pg theory questions entered to online exam system, aim is to create a pool of questions big enough to run PG2 exam online with a number of options in modules of each subject. Using ClassMarker.com as currently used on Radio Exam and Barnicoat inductions. Cost about \$200US per year for 400 tests per month, budget item to be put forward. Training group to be tasked with reviewing questions and creating more. Evan to set up access rights etc.

Australian Licence reciprocity: raised by HGFA, to allow pilots to fly within NZ and Aussie without visiting memberships. Will need to investigate issues re supervision issues with HGFA ratings, should there still be the minimum PG2 rating? To be pursued further with HGFA.

Clearance from Cloud, reinterpretation of rule 106.53 by CAA: Issue came up as part of Part 115 audits in Queenstown. Recent interpretation by CAA is that the way the rule is written it means clearance from cloud is 500ft from ground to 11000ft instead of what's in the VFR table below 3000ft/1000ft agl. CAA realise it will be an issue for us, initially said they would put in a general exemption but have now decided not to do that, that all organisations would have to put in separate exemption applications. Evan and 115 organisations believe the new interpretation is not valid despite the wording and will continue to follow existing OPM until matter is clarified.

Website: Report from Glen and Carlos - looking at Wild Apricot to host the site, update the site, to make it more useful and attractive for our membership and visitors to the site. Have used Google analytics to find out who visits the website, what parts they visit and from what type of devices and where they are based. Need to prepare a brief to put to a suitable web designer, and find a web programmer (possibly someone within the NZHGPA community). Need to improve our content, dump a lot of it as not relevant, perhaps have separate competition websites, maybe hosted off-site (to reduce clutter, easier for us to maintain and allow comps to use their own programmes etc). Want to begin migration. Evan and Nicky maybe need to form a wish-list of features that would be useful for the admin side too.

Duncan moved that we proceed with website upgrade as per the recommendations in Glen and Carlos's report. Glen and Carlos will run the project. Mark Seconded, carried unanimously.

Communications Review: Duncan has drafted a brief to try to call for expressions of interest from a communications specialist.

- communications review should take in to account all levels of our association, pilots, clubs, executive.
- include all methods of communication, website, social media, Airborn etc.

Discussions on what the issues are and how to deal with them – what do we really need? Who from? Outside assistance or internal sources?

Decision that expressions of interest will be called for a communications specialist as outlined in Duncan's brief.

Exec Communications:

Too many avenues for communication on exec matters creating confusion and time lost.

Ian moved that we use Trello as our main means of tracking agenda items and projects within the Executive.

Seconded Evan, agreed.

Email still used for one to one communication, confidential matters and issues that do not require a trello board and Whatsapp only for day to day information when no action is required.

Duncan to publish his brief, put any ideas on Trello but then wait and see what interest is received.

Insurance Renewal: previously done by Derek as VP. Mark now taking responsibility but not sure if he understands what is covered and what should be covered. Wants to get a better 'handle' on it, i.e. what's covered and what's not, e.g. are WOF Authority holders covered by our insurance etc? Evan advised they are, with the usual provision that they are acting in good faith i.e. not acting negligently. In regard to vehicles – Evan to find previous correspondence between Derek and the insurance company regarding what is and isn't covered.

Endowment fund: Duncan suggested we have an endowment fund to raise money to assist with various activities, including assisting with flying sites etc. Duncan to put forward idea in an article in Airborn.

The meeting then broke out into working groups to work on various items:

- HG training and tow manual.
- IT and website requirements and plan.
- Training manager role
- Exec communications (Trello boards clean up).

Treasurer Role: To help answer an ongoing question at meetings – do we have any financial issues? Mark is seeing growing number of small but important issues, mostly legacy issues that role over from how things have been done previously and how Xero and Wild Apricot have been set up. Also need more forward planning of budgets and financial controls as the Association grows.

Duncan moved that we put out a notice for expressions of interest in a position of treasurer. Seconded by Evan, agreed.

Duncan is going overseas for more than 3 months, will be claiming 50% of communications costs against the Presidents expenses budget. (Approx \$2.50/day)

Meeting closed for the day at 5.30pm.

12th May.

Meeting opened 8.40am

HG Tow Manual: carried over from yesterday - Carlos, Grant, Ross and Bill worked on the old Tow Manual which was last updated 1994. Most of it is now complete except for a section on training student pilots under tow. An electronic version will be produced for distribution when complete.

Speed Flying: carried over from yesterday - Group created a draft definition of a speed wing and potential instruction programme for speed flying.

Speed wing definition: Any wing described as a speed wing or speed riding wing by the manufacturer OR any wing of less than 18 m² flat area being flown at a wing loading above 7kg/m² (flat area).

Details to be subject of a separate report.

Funding applications for competition pilots and teams: With an increasing numbers of international competition pilots, and more coming through we need to decide how and to what extent we will support and/or encourage these pilots. The current avenue for financial support is via discretionary projects fund committee (DPFC) but their funding is capped at \$3000 per year. Currently we have 3 large comps this year, PG/HG World Champs and Xalps. Duncan suggested we should be covering the cost of the entry fee for these pilots. Estimated Approx EUR470 per

entry, about half that for the team managers. Discussions followed about how things are currently run, how people are selected etc and who should be eligible, how to achieve a mechanism for the pilot to 'give back' to the flying community.

Ian moved that we allocate an extra \$5000 to the DPFC in recognition that there are 3 world competitions this year. **Seconded by Glen.** Agreed, Mark and Evan abstained.

Duncan amended the motion to an extra \$20k instead of \$5k. **Ross seconded, not agreed.**

Duncan amended the motion to an extra \$10k instead of \$5k. **Ross seconded, agreed.**

XContest web page: Set up for the competitions but is now being used more by the wider community for personal logs. The annual cost of about \$700 is currently covered by advertising after initial set up costs covered by DPFC. Duncan asked if the NZHGPA should take over the costs of the funding of this web page. Decided that it didn't need any further discussion, could be done through DPFC if required.

DPFC recommendations: we have recommendations for Nick and Kinga.

Glen moved that Nick and Kinga receive \$2k each, from the DPFC recommendation. **Ross seconded, agreed.** (Mark and Evan abstained.)

Duncan will approach the applicants and the HG/PG comps to put forward applications to the DPFC ASAP.

President/CEO/Admin roles: Evan spoke to his written report about how these roles should work within our organisation. These roles need to be incorporated into the OPM to separate the president and CEO roles. It has been left until now to see how things settled down after the initial changes made a couple of years ago. Discussions on the exact descriptions of the roles and proposed retention of the role of Training Manager. Decision made to retain a single training manager position, with position on (possibly chair of) the training advisory group to ensure wider expertise is available across all codes.

CEO Contract: Evan advised that he will be available for one more year after the expiry of the current contract in Sept but the Assoc needs to put in place a succession plan.

Duncan moved that we roll over the CEO contract for an additional year with Evan, through to Sept 30 2020.

Seconded Grant, agreed.

It was discussed that we need to have a second Delegation Holder with CAA as a back up to the CEO— perhaps the training manager (to be appointed).

Understanding the potential of our new Advisory Groups: Grant reported that training group is running reasonably well. Glen reported that Safety group is struggling to get sufficient attendance at regular meetings and getting anything significant achieved between the meetings. There is a feeling of disconnection between groups and Exec. Both groups may benefit from more involvement by CEO and exec to help everyone understand their role and function better. Evan to attend meetings from time to time and help with prioritising their agenda and recruiting more members. Kyla has said she is looking to step back from involvement as group coordinator when new chair can be elected from within each group.

Admin Role – up for renewal in 2020 –need to get input from Nicky regarding tender process, remuneration comparable to the work achieved and how technology can be used to make life easier for the position.

AGM: Blake to assist Nicky with ideas for venues etc. Nicky to look at flights to see what works from Nelson with the aim of not having to take time off other employment to be there all weekend.

Trello Boards: Further discussions to improve the exec functioning and reduce the trello boards, delete, archive or moved to action as appropriate.

Meeting closed 3.15pm.