

Minutes - Exec Meeting – 13 November – 7.30pm

Present: Duncan, Nicky, Glen, Carlos, Grant, Evan, Ian, Lorraine Johns, Blake joined 8.37pm

Apologies: Blake for lateness, Ross

Meeting opened 7.35pm.

Minutes of last meeting/Matters arising: Not put up in time by Duncan, so will be approved at next meeting.

Lorraine Johns – Exec wishes to appoint Lorraine to the Exec committee – need to call for nominations, then the Exec can elect whoever they wish.

Duncan moved that we go through the appointment process as per the constitution to appoint Lorraine onto the executive committee. Carlos seconded. Agreed.

CEO Report: Mark's appt to Training Mgr, currently going through FPP to get CAA backup delegation.

Speedflying exam now online ready to be tested by real people. Documentation and OPM changes are ready to go, will go to CAA next week with next OPM updates. Will be put out so that speedfliers can get the rating early. Blake to be first designated speedflying coach, and can appoint further coaches.

Mark working of VFR exam to go online, Mark reviewing to finalise, then PG2 to go online as well, then HG exams. Amended OPM – proposes to put out to members tomorrow, contains restructuring changes, reorganisation of jobs that are already done, CAA happy with it.

Ops Mgr position – Carlos and Ian still in as Ops Mgrs, haven't actually formally discussed any changes to these roles – Evan has been doing for a while, feels there should be a single Ops Mgr, rather than 1 for each code. Concern in HG groups that they lose representation if not one HG Ops Mgr but perhaps not correct in the thinking. Could change safety group to be Ops group, with safety as being part of it – might be better?

Recent HG injury accident, Nelson. Not current member. Had a bad accident a year or so ago with head injuries and unconsciousness. Decided to fly again and now flying with an instructor that wasn't current. Had another accident, not reported for about 3 weeks and only when TAS club pres found out. John King, OSO has said he will keep an eye on it and Evan has made it clear that pilot must have a doctor's clearance before he gets his membership renewed.

Drone accidents – interest by Sunday TV programme about the issue next year – Nick, Evan etc have tried to get them not to just talk to pilots but rather do it via the proper channels.

CAA investigator Leslie Corgrough has requested CEO contract copy was for background information. Further discussions re CAA's questions to Evan and whether the contract should be supplied. Evan will get legal advice.

Some discussions, initiated by Lorraine about non-reporting of accidents, possible reasons for it and response from Evan. How should persons having accidents, especially illegally, be treated?

Ian suggested he and Duncan draft an email to the membership to advise on accident reporting with the upcoming season, Lorraine offered to assist too, Evan to be consulted. Evan to do separate email to club OSOs advising them of procedures regarding accidents. CAA culture to be noted. Further discussions re role of OSO. Evan suggested everyone should do the safety in aviation course run by the CAA.

Further discussions about a certain instructor and safety issues.

Discussions about persons not having renewed properly, including said instructor. Nicky and Evan to discuss how to approach them to get them to do it properly.

President's Report: Stuck in Aussie with not much good flying ...

Treasury Report: 1200 Active members, 300 Student, 76 Visitors

\$130k on TD, \$87k in current a/c - \$40k to go back on deposit soon, \$5k in PayPal a/c.

Discussion re Ian getting online access to approve bankings for Nicky.

Correspondence: none.

Website update: 2 people to choose from re applications for website changes – will need to communicate to others to say thanks. Glen would like a hand from Evan/Duncan to choose a candidate and get finances in order to pay them. Evan agreed to help with the process and the choice.

Airspace Officer: Nick still assisting but no one in line still to take over from him. Still need to get hold of Doug again to see if he's still interested, otherwise have to go back to the membership asking for someone. Otherwise it falls to the CEO. Duncan suggested going to the clubs for a list of people we could shoulder tap. Evan to chase Doug first then follow-up with Duncan.

President's and VP job descriptions: Are as per the current OPM but can be changed if required. Further discussions about exec members, how we tailor jobs to persons and what we are looking for in exec members.

3 Year Strategic Plan: Evan wrote a memo outlining what might/could be included in it. Duncan would like our face-to-face meeting to address it as it is to be introduced at the next AGM. Glen has some IT ideas to contribute at some stage, advised to put them on the Trello board to be looked at later.

Employee/Contractor code of Conduct: Has been on Trello all month, to be approved by the Exec, put up by Evan for Evan, Mark and Nicky but could also apply to all officials (committee members, club pres/sec etc) at some time, or maybe all members too (doubtful).

Duncan moved that we formally adopt the Employee/Contractor code of Conduct, in Policies and Management Manual: Carlos seconded. Agreed. Manual to be drafted and proposed at next meeting. Duncan asked Lorraine to have a look at the code of conduct to see if she thinks anything need changing.

Women in paragliding: Duncan hasn't done anything further with the report that was downloaded.

Trello permissions for Mark Hardman: Mark no longer on exec, has been removed from Exec What's App group, but Duncan comfortable with him having access to Trello. Other thoughts are that he may not actually want to be in it – to ask Mark and see how he feels. Duncan will talk to Mark.

General Business:

Training Mgr – Grant, what is the plan going forward for him as far as advisory groups, training group etc? Mark will be tending to the training group soon. Mark isn't keen to spend too much time on group meetings, hoping to use occasional meeting and then follow through one-on-one with people.

Duncan still working with Dean Straker via What's App re auditing role but he keeps putting it off due to busy life commitments. Not very good communicator, various comments around Dean's commitment, or lack of – including his time as training manager several years ago. Evan wondered, after talking with Kris if there could be 2 auditors focusing on different areas of auditing – to be mentioned to Dean to see if that suits him. Evan would like to keep Kris on as he is a 'trusted' person with CAA. Evan mentioned that there are going to be more instructor audits this year.

Duncan - Quite a bit number of members 'fall off' each year – don't renew. He would like a survey to be done of those that leave the sport after a year to see what we can do to retain more members, is it due to accidents etc, training, follow through? Further discussions about surveys, how to do it and who to.

Risk Analysis Audit Review: We are meant to carry out risk analysis audit review meeting on a regular basis. Evan spoke to this, advising it can be done as part of our day-to-day business. Further discussions including safety group, trends, accident database. Evan to prepare a report for the next meeting.

Meeting in the New Year: Shall we make the first meeting of the New Year in February and leave out January?

Training Mgr – some concern from older HG guys, re Mark Hardman being made instructor. Was an email sent to old instructors but nothing back to Evan. Grant feels there might be some rifts going on behind the scenes.

Meeting closed for the day at 9.35 pm. Next meeting 2nd Wednesday in December.