

NZHGPA Exec Meeting in Wanaka

Date

Monday 5 February; Meeting opened 12:45pm

Attendees

Kyla MacDonald
Blake Round
Grant Tatham
Derek Divers
Evan Lamberton
Mark Alton
Duncan Macnab
Mark Hardman
Kris Erickssen (auditor)

1. Auditing

As part of the legal framework in our OPM & Part 149, we are required to have an audit programme.

Evan spoke about the 5 yearly plan, which he will circulate. We agreed that it still suits & nothing to add. We all agreed that our priority must be on the Safety systems.

We spoke about the purpose of auditing, and reconfirmed that it is to highlight areas that are non-compliant & surface issues.

Internal Auditor (Kris) spoke about a couple of audits partly underway or intended for this year:

- Instructor audit
- PG2 student audit
- Societies Act auditing (excl finances)
 - Kris will provide report on the state of this audit for the exec to take action. We need to decide what to do about small clubs that can't be compliant; one suggestion was a checklist for clubs to complete annually to determine their compliance.

One outstanding item that was surfaced in past audits is the WoF – some clubs don't like WoF process, perhaps for liability reasons. We need to agree what is the purpose of the Wof? (there 2 parts - structural integrity, flight characteristics) eg could ask all interested parties to suggest what they like & why (or not) and we take it into account. This is something the Ops AG could look at, when it forms.

ACTIONS:

- Evan to circulate the 5-yearly plan
- [post meeting note: Evan has attached the plan to Trello here: <https://trello.com/c/1dhDA310/26-1-audit-framework>]

2. Creation of Advisory Groups (AGs)

Evan has created a doc to collate the responses, and we discussed the size of group. 6-8 members is preferable. Mark has collected interested from the HG pilots at the nationals; he will ask them to submit their interest via the form.

We'll focus first on Safety, and this AG might have input into what Training & Ops groups should focus on.

Safety AG

Preferred candidates:

Owen, Eva, Bill Degen, Joe, Grant Firth, John King, Glen Ogilvie (?)

Evan will be overseer & chair the first meeting.

Priorities

1. What do we want out of a safety reporting system;
2. How do we get Human Factors training into the syllabus

Training AG

Preferred candidates:

Phil Hystek, Reuben, Mike v/H + Mark H + Grant T (+ Matt?)

Priorities:

1. Student training guide or handbook / pathway (Blake will bullet point ideas for handbook. This should feed into IT team);
2. Instructors training (would need to change via currency rather than changing the instructor syllabus to apply to all current instructors as well);
3. Look at instructor & AI qualification (which is redundant) – do we look at Oz model where we have a CFI & Instructor.
4. Review HG learner instructor see if we can apply a consistent framework across both HG & PG.

Following an intro from Evan, Grant will oversee this AG & chair the first meeting.

ACTIONS:

- Evan to contact the proposed Safety Advisory Group candidates & organise a kickoff
- Evan to contact the proposed Training Advisory Group candidates to introduce Grant.
- Grant to organise a kickoff of the TAG.

3. Safety & ongoing training

Russell Read convened a well-attended Instructors' seminar during the week of the PG Open in Wanaka. The theme was improving safety & training; with a brief review of whether the PG syllabus is considered adequate, and what actions we can take to improve safety & training.

- Getting a better idea of progressions / difference between coastal & inland
- If we have a progression path (like XC qual / SIV qual) we can restrict entry to comps based on it etc – put on training group priority to assess whether we should change to 5-step progression like Oz (they've also done HG PG alignment)
- Provide more tools for instructors

There is great concern around number of accidents during the PG Open week, and in general over the last year.

Are comp organisers & task committee under undue pressure to put pilots in unsafe conditions? Are there things we can do to help? We need to recognise that pilots push harder in a comp. Objectives / constraints on a task committee & safety committee – how about a 1-pager? Recommend that a member of the safety committee observes the task committee for safety concerns & hazards. Kyla write & send to Evan & Mark. (FAI have a good one)

ACTIONS:

- Kyla to write a 1-page outline of objectives & constraints on the task & safety committees & send to Evan & Mark.

4. Speedflying

Blake shared the speedflying rating proposal, which he will send for review.

We discussed whether a speedflying instructor rating is required, and agreed it should be a speedflying 'coach', and these can be nominated from within the current known speedflying community. We can follow a similar process as the ARO ('coaches', online exam then practical); Evan & Blake will finalise & formalise.

We will need a transition period for current speedfliers; suggest a long transition.

We discussed the case of overseas pilots where a speedflying license does not exist. The decision is to leave visiting pilots out of this for the moment & review next year if necessary.

ACTIONS:

- Blake to share the speedflying document.
- Evan & Blake to finalise the document & formalise the process.

Blake left at 17:00

5. Airspace

Kyla spoke with Nick Taber earlier in the week. He has what he needs from the Exec, and doesn't feel he needs anything further at this time. Kyla told him he is doing a fabulous job and the Association appreciates his work very much.

A key point for him is that the Clubs own their airspace, and he is seeing that.

6. General business

HG Instructors

There is currently no pathway to become an HG instructor. Grant proposes something similar to PG (12 days? Prob fewer days). Or an independent assessor is used to assess the instructor / nominating instructors who are able to sign off other instructors.

This is something the Training group can advise on.

HG Instructor seminars

It has been 2 days every 3 yrs, it's a refresher seminar. Still important to have a refresher to share knowledge etc, but may look at diff ways of achieving the refresher – perhaps some distance learning but it seems 2 days in 3 years is not a big drain. No action required.

HG Novice rating

There is concern that the standard is not high enough; Grant proposes to raise it; as well as lowering the standard of the supervisor / coach for supervision. Grant has a log book form in draft; the Ass'n wants to be able to nominate who the coaches are. Grant & Evan will work on the form.

Insurance

Mark raised that at the HG nationals they have just discovered any ref to car insurance is not covered by our insurance. Eg if in forestry, it is the individual's responsibility (liability covers flying activities, not driving to sites). Need to make sure that is clear. It would be vehicle cover not Ass'n. Send email to members – Kyla write it. Can Derek confirm what our cover means eg if we are driving up TC road & find out how much it would cost to get options.

ACTIONS:

- Grant & Evan to work on the HG Novice rating form.
- Derek will confirm what the NZHGPA policy covers regards getting to & from launch & landing sites on private roads.
- Kyla will advise members, either by blog, email or on website.

7. Budget & finance

End of year accounts in June will be prepared by Nicky then sent to accountant for review before being provided to IRD.

We agreed that the time to code every transaction is not necessary or a good use of time. So we can put summary totals in Xero (eg include by Membership Fees) so that Nicky doesn't need to enter every single transaction.

Meeting close 19:00