

Minutes Executive Meeting held in Christchurch 30<sup>th</sup> July 2016.

Present: Kyla MacDonald, Ross Grey, Mark Alton, Grant Tatham, Derek Divers, Alan Swann, Evan Lamberton (CEO) , Nicky Hamill (Admin),

Apologies: Glenn Meadows

Meeting opened: 10.00am

Minutes of last meeting read and confirmed: Accepted by KM/seconded RG

Matters Arising:

1. Numbers of members
  - students, from 2012 - 140, increasing to 2016 – 440
  - Visitors, from 52 increasing to 2016 – 222
  - Full – 770 increasing to 2016 – 1054Hence income and workload increased proportionately .
2. To Do list
  - Student survey/club audits – not complete. EL to talk to Kris Ericksen ( auditor)
  - Accident report form, in progress, nearly completed - EL
  - Exec Communication – forum available on membership system for Exec to ‘talk’, only available to exec. Should all exec issues go into the forum instead of email? Good way to keep record of a topic. Try it out before AGM, get away from emails – KM
  - Safety Officer forum – KM in touch with SOs to do same type of forum. Mixed responses from clubs. Is there a need to combine Ops Mgr to single (HG/PG), then divided out below?

General Business:

1. RG proposes that Grant Tatham be accepted as a member of the executive to replace Glenn Meadows at this meeting, including voting rights.  
  
Agreed unanimously.
2. Constitution changes for AGM – exec structure – Proposed changes it at this AGM? Leave it flexible or stay with defined roles? Consider secretary for the exec and a treasurer? RG proposed we go into this AGM asking for roles as per our existing constitution, but looking forward to 2017 AGM look to appoint a board of directors rather than a team of managers, similar to government. EL to draft changes for remit at this AGM.. Defer further changes to discuss before AGM.
3. Raven wing – discussing report re wing in question, report from test pilot.

Motion: RG proposes the following actions:

1. NZHGPA will stand behind the findings that have been tabled .
2. Supply report to Russ Read and Purchaser, stating formal position of NZHGPA and that if he wishes to take this to tribunal then we will stand behind it.
3. We recognise that there is a weakness in our procedures that has allowed this to transpire, therefore we will produce an instructors code of conduct. RG and EL to draft for consultation.
4. Evan to contact all parties in the dispute to seek resolution.

All 4 Motions carried unanimously. .

4. Budget.  
Administrator position – has expanded/grown with level of memberships. When Nicky agreed to extend contract to end April didn't get opportunity to renegotiate conditions. Due to increase in membership and workload the exec agrees to an increase in Admin Contract Fee of \$8200 to carry the contract forward to the end of April 2017.  
Motedioned by Ross, carried unanimously. Facilitate the payment between Derek/Evan/Nicky. Work needs to be done to reallocate some of the workload going forward.
5. Promotion of the sport – MA wants to have funding to promote HG.
  1. Motion: Proposing a figure of approximately \$2400 for a campaign to promote HG via website searches etc. Bill and Paddy on board to make videos etc. (monthly budget of \$50-100). Carried unanimously.
6. DPFC –
  1. Footes & PCC payments - DPFC payments approved as per recommendations. Nicky authorised to make the payments.
  2. Magic Mountain payment to Canterbury Club was never drawn down. Was no process in place for that. Query back to DPFC.
7. Supervisory System – HG feel need to have supervisory system reinstated. Yes, it can be done from a legal point of view and in Evan's view is necessary. Reason was pulled – no handle on level of understanding of supervisory pilot. That needs to be address – come up with guidelines on what level of pilot can be supervisory and what is involved.

Meeting reconvened after lunch at 1.30pm

Further discussions re supervisory system and site ratings (inter-related).  
Supervision – HG – took place on students prior to qualification. HG/PG rating systems should be made similar? HG are anti that suggestion for various reasons.  
Discussions re assistant instructor systems as opposed to supervision.

Motion: EL to draft a supervision system for student HG pilots. RG/GT. Unanimous.  
Motion: EL to formulate a new assistant and instructor certificate standard for PG AS/DD. Unanimous.

8. Site ratings – wording in our OPM needs to be changed. Maybe need to take away self-authorising of a site at an early stage.
9. CEO report
  - Audit review – only item was renewal of part 149.
  - Accident/incident reporting system, nearly rolled out on new Google forms.
  - Visitor license checks. Currently inspect every visitor's license before issuing membership. Was instructors, now Nicky and sometimes Evan (if tricky). If we stop inspecting will it create more or less issues? Have to have membership and current overseas license. Put up check list for visitors application re current license etc, VFR. Need to add more countries to the list of accepted countries and align it with the Austrian pilot standards.

OPM Changes – changes in job descriptions will be needed to make changes in the OPM

Communication – KM, re Airborn, another survey to membership and options for them. Not ready to go out to membership yet but options are:

Ref	Description	Est Cost	Pros	Cons
1	Status quo	\$32,000	<ul style="list-style-type: none"> <li>• Process already in place, just need to renew Bill's contract</li> </ul>	<ul style="list-style-type: none"> <li>• High cost for something that is not valued by many pilots</li> <li>• Long delays in getting</li> </ul>
2	Combination of hard copy & soft – opt in, with user pays	\$15,000	<ul style="list-style-type: none"> <li>• Less cost for members, unless they want to pay</li> <li>• Members can print from the website if they want to</li> </ul>	<ul style="list-style-type: none"> <li>• Printing cost for small number may be prohibitive</li> <li>• Still need to create the mag layout</li> <li>• Online pdf is not an easy format to read &amp; not very modern</li> <li>• Prep &amp; design lead time means long lead time to get content in front of members</li> </ul>
3	Combine role with NZHGPA website content editor to create regular articles	\$12,000	<ul style="list-style-type: none"> <li>• Lower cost for members</li> <li>• More immediate &amp; timely content</li> </ul>	<ul style="list-style-type: none"> <li>• No hard copy</li> <li>• No 'clean' way for members to print at home</li> </ul>
4	New magazine site eg on wordpress	\$12,000 - \$15,000	<ul style="list-style-type: none"> <li>• Same as option 3</li> <li>• Most attractive option in terms of layout</li> </ul>	<ul style="list-style-type: none"> <li>• Same as option 3</li> <li>• Some potential duplication with the NZHGPA website</li> </ul>
5	Option to print hard copy special book once a year / every 2 years		<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
	App that can be downloaded		<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

- ITO Questionnaire – a questionnaire was sent to us from Immigration NZ re a Queenstown organisation wanting to import persons to their operation. Questions, how many people in NZ qualified to do these jobs, is there a skills shortage? Etc etc. Evan to draft a reply, brought it to the meeting to get Alan's feelings on it and see what Exec view is. Alan confirmed – is a shortage. Further discussions re tandem instructors being signed off if they can't speak fluent English.

"To Do" lists from this meeting:

RG – Instructor Code of Conduct, SO booklet – job description, WOF guide/update in conjunction with others, continue work on supervision issue (Grant to lead).

GT – supervisor issue, WOF guide

DD – to do financial report for AGM re accounts

AIS – instructor rating (with Evan)

MA – WOF guide, supervisor issue, promotions, SO network

EL -

- Complete online accident and reporting system (with Karen and Wayne).
- Follow up process on Raven AX wing investigation. Test report to be sent to affected parties, phone calls and report on outcomes.
- Draft remits to effect changes in constitution.
- Radio rating
  - Complete checking of test and guide
  - Notify CAA
  - Check acceptance by HGFA
  - Draft a process for tests and issuing rating.
- Get QR code printing ready for member cards this years renewals.
- Publish new section 8.3 ( Banned substances rules).
- Work with OPS
  - to improve foreign pilot rules and process.
  - to draft safety officer guide
  - to draft glider WOF guide
- Work with TRNG
  - to improve instructor certificates and seminars.
  - Draft Instructor code of conduct.

NH– carry on

Meeting closed at 3.15pm.