

New Zealand Hang Gliding Paragliding Association

Minutes of Annual General Meeting & Extraordinary Executive Meeting 2019

Saturday 21st September 2019

Venue: Holiday Inn, Queenstown

<https://www.ihg.com/holidayinn/hotels/gb/en/queenstown/zqnfr/hoteldetail>
594 Frankton Road, Queenstown 9348

See their website for directions and parking information.

Signed by E K Lamberton (Chief Executive) on 3/10/2019



Signed by D B Macnab (National President) on 3/10/2019



MINUTES OF NZHGPA AGM
& Extraordinary Executive Meeting
21 September 2019
Holiday Inn - Queenstown

Call to Order – 9.30am

Duncan opened meeting, welcome - introductions, Nicky went over housekeeping issues.

Present – Evan Lamberton, Nicky Hamill, Stefan Sebregts (late arrival), Kris Ericksen, Ian Manton, Carlos Palmer, Mark Hardman, Ross Gray, Grant Tatham, Duncan Macnab, Daniel Francis, Peter Allison, Shane Gross, Bex Rae, Tom Knewstubb, Helen Jeffrey, Doug Patterson (part day), Blake Round, Paula (Sth Club – part day), Tim Brown (part day).

Apologies – Nick Taber, Glenn Ogilvie, Tim Brown, Dom & Dave Washer, John Morgan

Election of vote counters – Kris Ericksen proposed Kyla/Ross, agreed unanimously

Minutes of 2018 AGM tabled.

Short discussion. No matters arising.

Motion:

That the minutes of the 2018 AGM be accepted as a true and correct record.

Moved by Ross, Seconded by Kris E. Agreed Unanimously.

Executive Reports:

President.

Duncan spoke to his report.

Chief Executive

Evan spoke to his report.

Administrators report.

Nicky – nothing further to add.

Internal Auditor

Kris – nothing further to add.

PG Training

No report tables, included in CEO report.

HG Training

Grant - spoke briefly to his report, large amount of work to do to bring HG forward in the future.

HG operations

Carlos – nothing further to report

Airspace Officer

Airspace – Peter Allison wanted to particularly give thanks to Nick Taber (not present at AGM) for his work over the past years. Has worked tirelessly and relentlessly to get better airspace for the country as a whole. Discussions re some sort of official recognition for him.

PG operations

No report tables, included in CEO report.

Discretionary Funding Committee

Nothing further to report.

RASP report – Evan spoke briefly on Glenn’s behalf as he wasn’t present at AGM
Pete Allison – thanked Exec for hard work.

Accounts

Duncan apologised for lateness of presentation of accountants in AGM agenda, explanation why/how and having Chartered Accountants firm to assist with preparations of financial accounts. Some discussions arising from regarding cash reserves and where they came from - what is a good level, increased expenditure last year. Pete (FMC) suggested possibility of setting up a trust for future – their trust has grown through investment portfolio, including bequests etc.

Duncan moved accounts be accepted, seconded Ross, agreed unanimously.

Discussion re auditing of the accounts. Remit last year appointed Derek as reviewer for next 2 years. To be reconsidered again at next AGM. Review was carried out by Derek, and he approved the accounts as presented in the Agenda. Further discussions re management of finances of the association. Pete (FMC) explained how they have Financial Controller to advise going forward with financial planning. Have advertised to the membership with little response – nothing that will proceed. Mark H pointed out that we need to budget further ahead than the next 9 months (rest of financial year after AGM), maybe including a 3 year budget? Discussions from the floor regarding financial planning and strategy for way forward.

Mark motioned that from 2020 AGM the NZHGPA will initiate a 3 year rolling strategic plan with a supporting financial plan. Seconded Duncan agreed unanimously.

Election of Officers

Vacancy on executive committee – no current nominations, call from the floor for nominations.

Duncan: unanimously reappointed

Grant: unanimously reappointed

Other vacant positions: airspace officer, internal auditor, website support.

Break for lunch 12.35pm, reconvened 1.30pm.

FAI Airsport Medal

Mark Hardman has been awarded the FAI Airsport Medal for his contribution to the sport of paragliding. A certificate was presented by the FAI representatives at the recent Paragliding World Championships. The medal is being held by the NZ FAI rep pending a suitable occasion to present it to Mark. Mark was congratulated by the whole meeting for this achievement.

Remits

Remit 1.

Northland Hang Gliding Paragliding Club

We propose that we instructors receive free membership.

Moved Guntram Gross (17),
Seconded Herman Ahrens (11)

Reasoning: Instructing is a big job, full of responsibility and challenges. More so for hang gliding since it takes much longer to teach and puts a lot of strain financially on the individual. It is done on club level by volunteers who sacrifice time and effort to fulfill the dream of people learning to fly. Even though that the clubs may subsidize this by providing equipment (not often the case so) it leaves most club instructors out of the pocket. Commercial schools might get a return in selling equipment yet it is not certain that this will cover all the outlays. Over the years we have seen financial back up of our dedicated officers in the Executive. It has become clear that certain posts in our Association are hard if not impossible to recruit for if the financial burden is not considered. This is in our point of view also applicable for some, maybe all clubs when it comes to maintaining continuity of existing instructors as well when it comes to recruiting new ones. Therefore our remit is aimed at easing and financial burden, recognition of the work they are doing and as an incentive by removing the membership fee for all current instructors.

Shane Gross, son of Guntram, spoke to the remit presented, aimed at PG and HG instructors. Further discussions from the floor regarding how many HG instructors there actually are and how many students are put through, and a fair way to administer any subsidy/help if any, how to grow the sport, 115 vs 149 vs club instruction.

Votes For: 2 Abstentions: 3 Against 41 – not passed

Remit 2.

Northland Hang Gliding Paragliding Club

We want more instructor courses throughout the year organized by our officials in several locations throughout the country sponsored by the association. 2 Workshops at each North and South Island per year. These should be fully subsidised by the association

Moved Guntram Gross (17)
Seconded Herman Ahrens (11)

Reasoning: At the current stage there are not enough opportunities provided by the association to keep up to date with current practices of training, creating opportunities to exchange ideas and knowledge with long-time instructors and relatively new ones, updating new rules and regulations, practical endorsement of skills and keeping CAA happy that we have a Modus operandi for all our instructors country wide. This has been an extreme shortcoming and short-sightedness of our officials. Therefore it should be taken into our OPM that these seminars have to be organized at a given cycle and at a certain amount (in our opinion 2 times a year. If it is feasible for the association to pay for the travel than 2 seminars can be held where ever it can be organized. Otherwise we see that 2 per North Island and 2 per South Island need to be put in place.

Discussions from the floor about training and redevelopment of training across both codes, HG/PG

Votes For: 2 Abstentions: 3 Against 41 – not passed

Remit 3.

Northland Hang Gliding Paragliding Club

Subsidising training equipment and repair bills caused by students. This would be governed by application to the association on basis of need and assessment off such.

Moved Guntram Gross (17)
Seconded Herman Ahrens (11)

Reasoning: There have been many situations where the clubs are too small in membership to carry the ongoing maintenance and repair requirements for the training gear and damage done to it. Club or school should have at least one set of training glider that will be utilised by students in the first few attempts to get airborne. It is sometimes common practice to get students to train on their own gear which is fine for the ones who are committed and financially able to do this. But it's not always possible to have every student training on gliders that might not be training gliders or too banged up after training in the first few days especially hang gliding) without the ability to make repairs or the need to send them back to the factory.

Discussions from the floor regarding ownership of gear and how it should/could be maintained financially, also how clubs/commercial operators run their operations, mitigate risk. It was pointed out by Tom Knewstubb that this could be an application to DPFC – already an available option.

Votes For: 2 Abstention: 0 Against: 44 - not passed.

Remit 4.

Northland Hang Gliding Paragliding Club

If the above remits should not be passed consideration should be to reduce Membership fees, rather than carry a large surplus on the books. Disregard this remit if Remit 1 to 3 were successful.

Moved Herman Ahrens (17)

Seconded Guntram Gross (11)

Reasoning: With a big increase in membership over the last year and increase in in the amount of membership fees collected, we see it as prudent, to let the clubs retain the money in form of higher club membership fees instead of the association having a big surplus. That way the clubs have a greater ability to subsidize the activities that are vital for it to maintain and grow its membership

Discussions around surplus funds held by the association and should we use this to save increasing or even reduce the fees in the coming year. The remit calls for consideration of a reduction in fees and this is what delegates intend to do. A line by line examination of the budget will be done to find any possible savings.

Votes For: 24 Abstention: 0 Against: 22 - passed.

Remit 5.

Auckland Hang Gliding Paragliding Club

The Auckland Club proposes that NZHGPA engage an independent Insurance Broker to undertake a comprehensive review of the current insurance policy, and explore options with the national and international insurance market for extended cover, with the aim of increasing the benefit and value of insurance to the membership.

Proposed: Stefan Sebregts (4650)

Seconded: Graham Surrey (4476)

Explanation

The current policy is limited to 3rd party liability whereas membership benefit would be provided if cover extended to

1. Public liability
2. Equipment including theft and accidental damage.
3. Competitions
4. Accident and medical insurance for international flying for recreation and/or competition
5. Options for members to add specific extensions to their cover.

This remit should result in a report back to all members in time to decide for the next financial budget.

Apart from it being a legal requirement to be a member, the biggest benefit of being a member is the insurance. We feel the current cover is rather limited.

At present, based on 2018 budget, the current cover costs the association \$12,000, which is a mere 6.5% of association income.

Comparing to other countries, like Germany's DHV, and Poland, their insurance is a fair deal more comprehensive. Even though we are a smaller market, we feel there should be opportunity to go out to market and get better insurance cover (including on the international market).

In recent times there has been ample discussion on various social media groups of members asking about insurance deals, and who has what etc. So clearly there is a demand for increased or overall insurance. What better way than for the National body to organise this.

Stefan spoke to the remit, that there should be a bigger benefit to the members from the insurance premiums – that they should get more for their money. Discussions re: cover for vehicles in forests if fire is started by a car, off road –

Evan explained that a full insurance review is already underway by a specialist broker. The current cover already includes public liability and competitions. Accident and medical cover for international travel is included in the review.

Votes For: 46 Abstention: Against: - passed unanimously

Remit 6.

Wellington Hang Gliding and Paragliding Club

Proposal:

That the funding for discretionary projects be split into two blocks:

One block to be allocated for “one-off” club or committee initiated projects,

The second block would be for supporting pilots competing at international competitions such as the HG & PG Worlds or the X-Alps.

Background:

The Discretionary Projects Fund was established in 2013 as a way for the Association to evaluate the pros and cons of one-off expenditure requests from member clubs and sub-committees of the Association. Since then ten projects have been funded. The projects have consisted of three launch site improvements, seed funding for establishing X-Contest, and funding support for attendance of pilots at six international competitions.

Rationale:

It is considered that funding for participation in international competitions should be separated from funding for one-off projects, as competitions are routinely scheduled on a bi-annual basis and funding requirements to support participants can be anticipated well in advance of the events. If a NZ pilot has qualified to participate in FAI sanctioned international events, or events such as the XAlps,

they should be supported by the NZHGPA with a pre-specified amount.

Potentially the membership should be canvassed to determine what an appropriate level of funding or reward would be for pilots representing NZ at the HG & PG Worlds or X-Alps. The Executive should allocate a specified amount annually based on the number of events on the anticipated number of international competitions, after seeking advice from the Hang Gliding Competition Committee (HGCC) and Paragliding Competition Committee (PCC) on how this competition fund can be administered. Consideration might also be given to increasing the competition fund through sponsorships or other fund raising activities, in addition to those organised by the HGCC and PCC. The Discretionary Projects Funding Committee (DPFC) would continue to be responsible for assessing one-off projects from clubs and sub-committees and then making funding recommendations to the NZHGPA Executive.

Motion:

The WHGPC proposes that Discretionary Projects Fund be split into two - one for funding

participation in international competitions, and that this could be administered by the HGCC and PCC. The second part would be administered by the DPFC.

Proposed: Grant Firth (143)

Secunder: Jeff Lean (13433)

Kris spoke to the remit on behalf of Grant Firth, who was not present, to try to ensure that there are sufficient funds, not just for competition-based requests. Discussions on how grants were disbursed last year and how they should be disbursed in the future.

Votes: For: 46 Abstention: Against: - passed

Budget

Duncan lead the discussion by summarizing the issues faced by the Exec in proposing a budget. Some items aren't changeable, ie contract payments to CEO and Admin positions, insurance etc.

Training Development Project: The Exec believe this budget item is important as training has not progressed sufficiently with current resources and it will make a long term difference to the Association.

Blake spoke to the meeting about how he sees the association can best help to better our training across all areas of the sport/codes and make our sports safer. He believes NZ is not keeping up with international standards and safety our record is in fact falling behind, that there is less training available now than historically. He asked how can we help those qualified pilots still new to the sport but not sure how to progress, and how well are we equipping instructors to teach.

Evan spoke regarding the ongoing restructure of the organization ie exec (governance) vs CEO (operations/compliance) and how training fits into those areas. He has now drafted the amendments to section 2 of the OPM so that training roles are taken out of the exec roles and put into the operational side, to combine HG & PG training roles into 1 role for both codes, also including motor, speed etc and have one training manager who oversees the whole lot. The new TM to be responsible to CEO (but will also take some of the workload off the CEO and the exec). Initially the training project will be reviewing and re-writing existing documentation. Eventually the role will be one of maintaining documentation etc. Budget proposed is to run the project for 2 years, proposed at \$25k for this coming year. Discussions took place regarding the size of the task proposed, how it should be funded etc, and what the issues are within training/instructing.

Line by line – The Meeting went through the budget line by line and examined each item. see finalized Budget for new amounts.

Airborn: discussions re what a viable number is to print – we have been advised by Bill that it's 1000 which is what we print now. Decided to leave as is.

Admin contract: Provision for change of contractor and other expenses reduced by \$6000. Time off to be managed within existing budget.

Financial Audit fees not required as Derek doing.

Credit card fees being looked at with bank to see if there is a cheaper option than Paypal.

Grants – perhaps \$3k was too small, some discussion regarding increase to \$5000, including the split as per remit 6. Final amount reduced by \$2000.

Honoraria – discussions re president honoraria and plans for the coming year. Still intending to visit Auckland and other clubs.

Exec expenses/meetings – discussed, uncertain costs for face to face meeting but location and venues will be reviewed.

Advisory groups – provision for face to face meetings not used last year. Safety group needs restart before meetings are of use. Training on hold but will hopefully get re-instigated with new TM. Meeting budget reduced by \$6000.

Website – Carlos and Glenn have been working on new website. Believe \$5000 is sufficient for coming year.

Legal fees – provision made for possible legal advice over several issues that arose last year. Less likely to be required now. Reduced to \$2000.

Training project – costs as discussed above.

Final budget deficit \$19350 on projected income.

Discussions as to whether this deficit should be funded from reserves, increase of fees or a combination. Or something else. Peter from FMC mentioned alternative funding that may be available. To be investigated.

Evan explained the cash flow of the Association and suggested a \$50000 reserve at the lowest time of year (now) was sufficient to allow for unusual items. Current reserves are \$95000 partly due to unspent allowance for projects that were done under budget (i.e the current website and database). The meeting decided that the deficit should be partly funded by fee increases and partly from cash reserves.

Budget

Duncan moved that the budget be accepted as per the amended figures. Helen seconded

Voted For: 46 – passed

Full member Fees

Duncan moved that the full fees go up by \$15 with \$10 prompt payment discount. Dan seconded.

Voted For: 42 Abstention: 0 Against: 4 - passed

Other fees

Duncan moved that all other fees remain same. Dan seconded.

Voted For: 46 – passed

See below amended budget

	Budget 2019 \$	Actual 2019 \$	Variance to Budget \$	Budget 2020 \$
REVENUE				
Net Full Member Fees	155,000	160,267	5,267	177,000

Visitors	13,000	14,871	1,871	14,500
Students	8,500	8,766	266	8,500
Interest Received	1,000	4,197	3,197	4,000
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Total Income	177,500	188,101	10,601	204,000
Less Expenses			-	
Affiliation Fees	2,000	2,692	692	2,700
Accountancy Fees	2,000	541	(1,459)	2,000
Airborne Magazine costs	35,000	34,570	(430)	35,000
Administration Contract	27,000	27,000	-	31,000
Administration Expenses	5,000	4,333	(667)	4,500
Financial Audit Fees	1,000	-	(1,000)	-
Bank Charges	50	55	5	50
CEO	40,000	40,000	-	40,000
CAA Pt 149 Audit	2,500	-	(2,500)	-
Credit Card Merchant Fees/PayPal Fees	8,200	8,883	683	9,000
Depreciation	1,000	1,128	128	1,000
International Competition Fund				-
Grants	3,000	16,020	13,020	3,000
General Expenses	500	-	(500)	
Honoraria - Executive	18,500	15,000	(3,500)	18,500
Executive expenses	-	3,447	3,447	5,000
Insurance	12,500	12,400	(100)	13,100
Meetings AGM	6,500	9,361	2,861	10,000
Meetings Executive				

	7,000	7,582	582	7,500
Meetings Advisory Safety	4,000	127	(3,873)	1,000
Meetings Advisory Training	4,000	-	(4,000)	1,000
Members Data Base (Wild Apricot)	4,500	4,884	384	5,000
Investigations/Internal Audits	2,000	571	(1,429)	2,000
Projects - Website refresh	5,000	-	(5,000)	5,000
Projects - Training Development Fund	-	-	-	25,000
Legal Fees	-	-	-	2,000
Total Expenses	191,250	188,594	(2,656)	223,350
Budgeted Net Surplus	\$ (13,750.00)	\$ (493.00)	\$ 13,257.00	\$ (19,350.00)

General Business:

Moved: That Ewen Tonar of Waikato Club be made a life member of the NZHGPA, in recognition of his long service to the Association as bookstore operator, returning \$10000 in profit and as airspace officer for many years.

Moved: Ian Manton, seconded: Evan Lamberton.

Voted For: 46 – passed

Peter Allison mentioned that Nick Taber of Tasman Club should be recognized for his contribution to the airspace.

Moved: That Nick Taber receive a formal vote of thanks and appreciation for his significant contribution to the Association as airspace officer during a time of intense change.

Moved: Duncan, Seconded: Peter Allison.

Voted: Unanimously agreed.

Bex Rae – Te Mata Peak is a take-off in Hawkes Bay area, there is a dangerous launch which could result in an accident including cars/road/public. Auckland have a database that they are happy to share with regards to public risk mitigation.

Duncan suggested we should be using Maori names where ever possible with our launches etc to build relationships with Iwi and promote good will.

Dan Francis questioned how site authorizations work and how they should be authorized. Advised that generally safety officers sign off the forms, under consultations with other club members.

Pete Allison asked about timing of AGM agendas, call for nominations, and timing of presentations of budgets. Discussions of how to re-work things better to give clubs more time to discuss – exec will revisit but not sure if there is actually anything that can be done given the constraints of our membership year, financial year and preparing accounts prior to AGM notices.

Duncan raised the point that all expense claims for AGM expenses must be to the Admin officer by Christmas or they won't be paid.

Dan brought up the topic of SIVs and other training courses that aren't being run here due to budget issues and difficulties in actually running the courses. Should the exec be assisting? Big issues with Health & Safety, commercial issues and weather etc etc that make it prohibitive to run the courses. Discussions on ways to approach it so that we can navigate the obstacles and different organizations involved. Blake is working on a proposal to bring to the Exec soon.

Meeting closed: 6.00pm

Extraordinary Executive meeting held at Holiday Inn Queenstown 22nd Sept.

Meeting opened 8.35am,

Present: Duncan Macnab (president), Evan Lamberton (CEO), Nicky Hamill (administrator), Shane Gross (Club delegate), Kris Ericksen, Grant Tatham (Executive), Carlos Palmer (Exec), Ian Manton (Exec), Ross Grey (Exec).

Late arrivals: Mark Hardman & Blake Round arrived at 9am.

Duncan took the chair pending election of a new president.

Election of executive positions:

President: Duncan Macnab.

Nominated by: Carlos Palmer, seconded Ross Grey.

No other nominations. Declared elected.

Vice President: Ian Manton.

Nominated by: Duncan Macnab, seconded Ross Grey.

No other nominations. Declared elected.

Signed by E K Lamberton (Chief
Executive) on 3/10/2019



Remit 1:

Northland Hang Gliding Paragliding Club

That the association sets up a liability insurance or legal insurances for an instructors to cover all instructors in case of emergency court action brought about by students, relatives or other third parties including CAA.

Reasoning: An ever increasing compliance structure especially over the last 10 years has increased the risk of instructors, commercial or club instructors of being sued by individuals and authorities. This has become an unacceptable, especially for instructors who are not currently covered by legal insurance of their own or the 115 organization they are working for.

Public awareness and media coverage of incidents have increased the possibility of suing instructors for perceived negligence. The CAA has also increased its willingness to use the court system to penalize individuals rather than seeking an outcome, that would address the problems that caused a complaint to in the first place.

This could mean a criminal conviction for the person concerned. Furthermore the only redress to appeal against a decision made by CAA is the district Court. As a conclusion it is fair to say that instructors now are more vulnerable than ever. Legal insurance is not cheap and it is in our opinion

the duty of an association that relies heavily on instructors for its existence to finance and safeguard them.

Moved Guntram Gross (17)

Seconded Herman Ahrens (11)

Evan spoke to the remit; Part 115 is only for commercial tandems and does not apply to instructing, Health and Safety Law applies to all businesses but not a volunteer org, insurance is currently provided for 3rd party person or property damage by student (when teaching as a volunteer in a club environment), you can't be sued but you can be prosecuted for negligence, but you can't insure against negligence. The best answer is follow the rules, act in good faith and don't be negligent (i.e. knowingly put people at risk). Insurance is currently being reviewed to make sure we identify any gaps and where possible cover them.

Voted For: 8 Abstentions: 0 Against: 0

Auxiliary appointments:

Airspace Officer – remains vacant but we have an expression of interest.

Internal Auditor – Kris Ericksen agreed to be reappointed in the interim until someone else appointed. Ross nominated, Duncan seconded – voted unanimously.

Medical Advisor – Sam Bartholomew happy to continue Nominated Evan, seconded Ian - voted unanimously

Book Store – Evan will continue until stock is gone

Committees

Hang Gliding Committee – to stay as is: Dennis Thorpe, Maximilian Gebhardt

Paragliding Comp Committee – to stay as is: Tim Brown, Johnny Hopper

Both committees need a 3rd member.

To discuss at Exec meeting 2nd Sept, with intention to email out to membership to call for nominations to both committees.

Duncan motioned to confirm appointments, Evan seconded Voted For: 8 unanimous

General Business:

Kris – OPMF43 Application for Inspection Authority Warrant of Fitness

Ian Bowie suggests that the form last for 5 years and expires on a year ending 00 or 05 and that renewing only requires PG or HG safety officer.

Discussions re why we would need to go through the whole application again, can it be different for renewals? Discussions re PG3 persons difficult to find to sign the forms and for Wgtn OSO and PG3 person is the same, and can't authorise themselves.

Decision: to use the same form for new applications and to remove the requirement for PG3 signoff for renewals. Ops Mgr to sign off or CEO if required. To leave term at 3 years.

Motion: OPMF43 renewals do not require signoff by PG3/ADV pilots.

Motioned by Kris, seconded by Peter **Voted: For: 9 Abstention: 1 Against: 0. – passed**

Job Descriptions:

Evan detailed the OPM amendments for new job descriptions for President, CEO, Training and Operations and how they affect the structure of the association. The roles have evolved and we're now in a position to make the amendments. Essentially the Exec's role is governance and CEO's role operations. Internal Auditor and Administrator are in the middle, working for both. Training Mgr and Ops Mgr are operations, under the CEO and in their absence their responsibilities default to the CEO. Process of appointment of training manager was discussed and agreed. Instructors will be notified and consulted asap and before the appointment is confirmed.

Other roles that may be required: Perhaps require a 'liaison' person for interaction with similar groups like Flying NZ, Gliding NZ, FAI, FMC etc. - Duncan has been doing some of this, should be documented more. Mark suggested we need a Civil Delegate, currently 'Hamish' has our proxy. Further discussions in greater detail of job descriptions.

Meeting closed 11.00am