

## Minutes - Exec Meeting - 12 Sept 2018 – 7:30pm

**Present:** Duncan, Ross, Nicky, Ian, Mark, Evan, Carlos, Grant.

**Apologies:** Glen had to leave at 7.30.  
Blake absent.

### **Last meeting minutes:**

Up on Trello, all happy with them.

**Task:** Evan to put minutes up on website.

### **Matters arising**

Tim Brown to recommend PG committee members to fill vacant gaps. – who is talking to Tim about this ??

**Task:** Evan will 'shoulder tap' people.

Johnny Hopper has agreed to assist in the meantime and contact Wayne to find out how to use the software.  
Wayne has said he will make it user friendly.

### **General business**

Item from Duncan

Auditor – audit cycle? At the moment we audit where we think we have an issue which is reactive. Good quality systems would normally involve being proactive and having an audit policy that will have instruction schools being audited every ?? years, clubs audited every ??? years and random pilot audits on site ?? times per year??

At the moment we don't know what we don't know.

Should we ask / direct the auditor to come up with a plan and resource accordingly

Duncan was advised that there is a policy and it was briefly discussed. Perhaps not enough audits done but is a resource issue. Agreed to leave as it is.

### **Correspondence:**

Nick Taber email to Exec re DOC access – discussions re whether or not NZHGPA should assist and pay for DOC concessions that TAS club are having to pay each year. General feeling is that no fees should be paid to DOC for concessions, creates a precedent, but should still be negotiating with DOC to get the concessions cancelled.

**Task:** Duncan will respond to Nick directly and advise as such.

Proposal for special show with the NZHGPA in 2019 Pedro Pimental / CEO – in email forwarded to Exec. Brief discussion re where/when we could show his movies? Should we show his movies? Maybe exec should view the movies first to see if they had content that we would want to support.

**Task:** Mark to look at Pedro's movies and come back to the exec with thoughts.

### **Informational**

Nick Taber / CEO having meeting with CAA re drones and air space this coming Friday, following on from Nick's presentation at the AGM. Evan had meeting with other countries recently, also about drones, having similar issues – came away with options to take to meeting with CAA.

### **Task List: - to update**

**Task:** Decided to refer issue re WoF renewal periods v lifetime rating to safety committee. **Who tells them??**

Evan suggests Kyla should be the go-between between Exec and Advisory Groups. She should be invited to the Exec meetings so that information can be shared. Kyla has already agreed to do this in future Exec meetings.

Porosity Meters being calibrated. We should audit where meters are – do they need calibrating?

**Task:** **Mark** will contact clubs to find out where they are – in progress.

Reserve parachute use by Pilots under instruction – nothing in OPM specifically

**Task:** Evan to go to one of the SMS training sessions, possibly with an exec member – Evan in process of organising.

Create Comms plan for Association. Is a large area to consider various aspects, website, Airborn, meeting minutes etc.

**Discussion:** Mark suggests we get a better qualified person/s to look at our communications before we try to repair the various aspects. He suggests it should be a rather urgent matter. Discussion re which should come first – defining wish list for comms or finding out what website is currently used for... Carlos suggested both could be done at the same time. Should we contact each club and find out what they think is missing on website and in Association communications.

**Task:** Duncan to get together with Carlos, Glen and Mark to decide what/how to contact clubs and what to ask.

Review & improvements for IT systems - we might be settled with this – are we currently stable with Xero and Wild Apricot

**Are we happy to take this off as not needing any attention at the moment – it will come in for some attention as part of the Web site / comms review ??**

Decision - to take off the task list.

Web site review scoping project for what we want / what we need etc. We have \$5,000. Glen made some suggestions on Trello as to how to scope the website issue. Evan suggested we added a point to 'how do we navigate around the site?'

Duncan had emailed all exec members to get Bios from them with photos etc to perhaps publish in Airborn so that people know who we all are. Duncan has let Bill at Airborn know to expect them.

Speed wing rating /certification / training standards etc – BoP and ChCh have had a copy of the Draft rating that Blake has done. Evan has discussed with BoP and Chch, Blake talking to Sth to see if it will work for them. Proposal for a speed wing rating, work to be done on definition, will be a rating, add-on to a PG2 to fly wing under a certain size etc. Further discussions required and a training guide. **Exec to monitor progress, assist where required.**

**Discussion:** Blake is currently out of action – put aside for now.

Replace inactive advisory group members –

**Discussion:** Carlos suggested it should be job of advisory group to seek further members, with assistance from exec if required. Mark has contacted 2 persons that have yet to participate. Some discussion on how the advisory groups communicate with Exec. Suggested that Exec communicate via Kyla, chair of advisory groups.

Evan has a list of people who expressed interest in the groups in the beginning that didn't get on one initially. Could go back to them. First, should contact those inactive ones and ask if they're still keen to be involved.

**Mark** and Kyla have contacted various people, there is only one person to potentially replace at this stage. Groups to be self-managing, but with Exec members to keep oversight.

**Task:** Evan to send list to Kyla and she can share with the groups if required.

Create strategic plan for Association

- 1/10/17 Exec meeting, we agreed that each exec member would put together their views on where we want the association to be in the next 2-5 years

**Task:** Each Exec member to put up something on Trello of what they would like to see happen in the future of the Association. i.e. division of governance between Exec and CEO for future planning etc.

Input / Safety input / Mechanism for setting Agenda's / Course content of Instructor training seminars – currently ill defined.

**Discussion:** Was discussed with Training Advisory Group last night, have already started to look at it. Currently being looked at by Training Advisory Group. Maybe bring HG/PG training seminars together if submitted agendas were deemed appropriate. Have had PG/PP combined seminars.

**Task:** Direct Training advisory group to consider alternative means of maintaining currency.

Site Authorities. Clubs will need to renew site authorities – not association responsibility. Site details need to be in a central place that is available to all members (but with a level of control) – currently paper based with

Administrator. Mark suggests need to keep in mind health & safety requirements if redesigning site authorisation form. First step to finalise the rules/guidelines system for site authorisations or even get exemption from part 106 (contains some specific rules/exemptions to HG and PG from part 91). Mark advised Training Advisory group spoke about it yesterday, have no concerns from a training perspective, Training advisory put it back to the Exec.

**Task:** Evan says ongoing project, not urgent to implement but get involved with clubs when appropriate. But Grant has asked that the supervision form gets created as soon as possible – Evan has it underway.

Induction Packs for newly elected Club officers: Club presidents, Safety officers, Sites officers, Treasurers, Secretaries. Mark suggested we still need to go through OPM to make sure the particular parts are still relevant, perhaps should be a 'technical manual' instead.

**Task:** Duncan to proceed with ideas and take it from there.

Writing new sections of the OPM to cover the new roles of CEO, admin, training, ops and the rest of the exec – Evan talked to the meeting re taking some parts out that are of no consequence to CAA, so that they don't have to be notified each time, if not necessary. Evan needs some assistance to sort it out specifically, needs a leader,

**Task:** Duncan to look at with Evan.

Online exams, online log books etc. – maybe integrate with an offline app, something we should provide, but is optional. Various benefits from having an online logbook. Should contain info which will assist with attaining ratings.

**Glen** was to research and get back to Exec re online logbooks. He put some ideas and information on Trello.

Online exams, Evan currently uses OnlineMarker for ARO. Perhaps TAS club to use for site induction. Not easy to use for PG2 yet but possible to modify PG2 questionnaires.

**Task:** Glen is keen to look into it – he should be able to proceed with investigations.

Getting Evan to document CEO role – the appointed role has probably changed and grown and Evan has indicated that he is not staying forever. We need to document the role so we have a good idea of the skill set required and build a potential job description for new CEO appointment next year, as well as capturing the weekly, monthly, quarterly, annual and occasional tasks. **Evan currently working on but the role keeps changing.**

**Discussion:** Maybe Evan should have his own Trello board, with perhaps recording hours so that association knows how much work is being done behind the scenes. Good to prove to membership how much work is involved.

Evan has been documenting his activities since the AGM – asked the Exec how he should divide up his time into useable chunks of time – no particular defined projects – deals with issues as they arise. How should he define items/tasks? Currently writing down manually the tasks and how long they take.

**Task:** Evan to present to Exec at the next meeting to see if it's appropriate.

**Task:** Duncan has a plan to visit clubs

Pilot Code of Conduct – following on through from Mel Heathers email re pilots selling gear on FB Forums and TradeMe etc – bypassing School based tuition.

**Discussion:** Mark spoke to the subject, instructor code of conduct has been discussed previously but Mark feels that instructor one should be done first, then the pilot one. Nothing specific has been done yet, except that we have a copy of the Australian one – to begin with, but needs to be modified to suit us.

**Task:** Duncan to speak with Kyla re task for Instructor Code of Conduct to give to the Training committee to look at. To look at pilot code of conduct at a later date.

Improve HG Instructor certification. But given recent fatality of a student at Kario, Grant thinks its best to wait for direction from CAA and the coroner's court outcome. Evan gave brief of accident and current position.

**Exec has watching brief.**

Grant to come up with something very soon.

Update of Hang gliding Instruction video – old one is pretty cringe worthy according to Grant.

**Discussion:** Evan suggests we use Pedro to assist, once specifications decided upon.

**Duncan** did put up on YouTube, shared it on Dropbox, but not many have been able to look at it yet due to a disclaimer to HGFA. Ross has some hard copies at home that he will try to send to Duncan this weekend.

**Discussion:** Mark suggested it should be a job for the Training Advisory group, plus that they should also be the ones approving seminars etc., that it shouldn't really be an Exec issue. Evan suggested decision needs to be made first whether it's a training or promotional video before it goes to the Advisory Group.

**Task:** Grant to check with Lisa Bradley and USHPA to see if they have any updated videos.

**Task:** Ross to try and burn to a DVD and convert to a more useable format.

Industry Liaison Group with Part 115 operators

- Emergency Tandem Parachute repacking standard – training / Qualification for 115 operators
- Fees and process for Commercial Tandem assessments.
- Training NZ pilots for roles.
- Cost recovery of NZHGPA running Industry Liaison group.

**Discussion:** Evan has talked to a few people about it but has not had much response, not much enthusiasm. Main issue at the moment is the reserve repacking issue. Mark thinks we should reactive instead of proactive until they actually decide to form a liaison group, would rather leave it to us at the moment rather than do the work themselves. Agreed to do nothing at this time.

**Task:** **Exec Team** to look through the OPM & Constitution documents before the next meeting in late Sept / early October – that is what we are measured against, so we need to have it in our minds.

Check that Exec members can all work with Excel and Word documents. – finished docs PDF – draft docs Word?

Agendas to be put up in Trello, no a separate document, so that exec members can edit easily etc.

**Task:** Duncan to speak to Glen and format a plan on how we should use Trello.

**Task:** Nicky to send out AGM minutes, all exec members happy with them.

Evan commented that happy with number of 'groups' meeting and how often. Wondered how many CEO was supposed to attend. Should we have meetings like HGFA where they have 1 strategy meeting then 1 operations meeting, alternatively. That he should attend only the operations one. Also re Advisory Group meetings – how often/long will they need his input? Is it beneficial or do they want more/less of his influence? Evan happy to attend Exec meetings for as long as required but happy if not required at all. Grant conscious that Advisory Groups should try and stand on their own feet without needing Evan too often.

Duncan has spent time:

- getting emails etc sorted
- is visiting HG nationals
- is arranging to visit some clubs.

Meeting closed 8.50pm.