

HGFA ASN Monthly Meeting

Tuesday 9th February 8.00pm and Tuesday 16th February 8:30pm (ESDST)

Attendees: Chris Drake, Board Member HGFA
Rob Woodward, President HGFA – Executive Rep
Raef Mackay, Treasurer HGFA - Rep
Heather Fitzpatrick, Senior Risk Advisor ASN

Apologies: Alex Jones, Vice President HGFA – Rep
Godfrey Wenness, Safety & Operations HGFA
Craig Worth, General Manager HGFA
Rodger Smith, HGFA CASA Delegate HGFA
Jono Foster-Greenwood, Risk Advisor ASN

Key Points:

1. Welcome and meeting introduction:

Participants were thanked for joining both meetings (those who could), after the first was marred by technical problems. Therefore, one portion of the meeting was held on Thursday 9th February, and the second on Tuesday 16th February 2010.

2. Update from HGFA

A discussion ensued about the role of the General Manager, and the use of another staff member (Craig Worth) in specialised project work, thus leaving the General Manager as the CASA-appointed delegate.

Another area of focus has been the membership fees, and specifically, the entry of microlight pilots into HGFA. It is understood that there would consequently be some overlap between HGFA and RA-Aus with respect to the entry of trikes. Discussions are ongoing.

The HGFA database has also recently been updated, and it was found that membership renewals were required across a number of Clubs. They have also recently opened up their online payment capability too.

Discussions regarding the exact nature of CASA's enforcement measures also ensued, and it was agreed that the ASN staff would request some exact examples of enforcement case studies through the CASA Sport Aviation Office.

3. Network Update

a. ASN Training course #2: Venture Risk Management Plans

The next ASN training course to run is the VRMP course on 14-16th April 2010 in Canberra. The Rep are invited once more to join (remember that it is advantageous for the same Reps to attend the training, but if changes do need to occur consult with the ASN). Registrations for the course will soon be requested.

b. 'ASN Insider' second edition

The second edition of the 'ASN Insider' newsletter was released on 1st February 2010. It appears that approximately 50% of the recipients are reviewing the newsletter, which is an increase for the past month. With the assistance of the members, the ASN would like to increase the readership. It was mentioned that the ASN Insider has been placed on their website for viewing by their members also.

c. Monthly project meeting – January 2010

The monthly project meeting with CASA in January 2010 allowed for the ASN team to update the Sport Aviation office (including Jim Coyne and Donna Steele-Smith), Peter Boyd, and John McCormick about the progress of the ASN.

d. 27th January 2010 Executive Network Connect session

The third Executive Representative Network Connect session was held on 27th January 2010 (same day as the Board Webinar). Attendance had improved, and the hour-long discussion afforded the opportunity for four of the nine Members to be represented, as well as staff from CASA and the ASN.

e. 27th January 2010 Board Webinar: "The Self Administration organisation: CASA's viewpoint".

January's Webinar topic was selected to provide the Members with the opportunity of hearing further information about the SAO model from CASA's perspective, as well as providing the opportunity to ask questions. The presentation was well-received, with an excellent attendance record. After the Webinar was held a resource pack was released containing the PowerPoint slides and additional information. The next Board Webinar will be held on 22nd February 2010, and addresses the topic of Safety Assurance at the Board level.

4. Online reporting systems

The ASN provided an update on the IRIS development, stating that by the end of March 2010 it is planned for the system to be online, and for some Members to have implemented the system also (where possible). It was mentioned that Chris Drake was interested in learning about any capabilities that may be available to conduct mass online surveys to their members, as well as the ability to input site guides for areas where pilots have requested or need information regarding the safety of a site. By the March Monthly Conference call it was decided that the ASN staff would have discussed the issue offline, and be in a position to commence decision making on these issues.

5. HGFA AGM – April 2010

The next HGFA AGM will be held in April 2010 on the Gold Coast, QLD. ASN staff were invited to participate, and it was mentioned that Kimberley Turner may be available to present, as well as Heather Fitzpatrick to accompany. The HGFA commented that this would be the AGM where a handover from old to the new Board would be conducted. They recalled from the Executive Network Connect session that a Governance Handbook was discussed, and asked whether this might be ready in time. The ASN staff explained that a workshop was being conducted between CASA and the ASN on 16th March, with this as one of the featured topics. Therefore, the ASN staff will keep them updated on the progress.

Next Meeting:

- Next team meeting is scheduled on 9th March 2010 at 8pm (ESDST)

The meeting closed at 9.30pm (ESDST)

Action items:

Action	Person(s)	Due date
It was decided that the Webinar format would also be tried for the next meeting, so that presentations may be possible to view.	ASN	9 th March 2010
Research options for the development of site guides and online surveys, and discuss with Chris Drake.	ASN - HF	9 th March 2010

Action	Person(s)	Due date
Contact Rob Glenn regarding enforcement examples, so to discuss at the next meeting or offline.	ASN	9 th March 2010
Contact Craig Worth, as he will become the interface between the Board the HGFA staff, ASN etc.	ASN - HF	10 th March 2010
Heather to contact Godfrey regarding the safety committee	HF	February 2010