

HGFA Board meeting 21-22 Oct. 2006

Y Hotel, Wentworth Ave Sydney

Meeting begins 9:15 Sat 21st Oct 2006

Members in attendance.

Rohan Grant

Hakim Mentes

Craig Worth

Andrew Polidano

Bill Moyes

Kathy Little

Bill Olive

Michael Zupanc

Chris Fogg

Apologies

Tove Heaney

Finalization of agenda

Meeting minutes compiled by Michael

Review of minutes from previous meeting

Review of Motion 06-2 – Medical standards.

Progress is being made with the HGFA medical standard on the verge of being formalized by CASA. This form will be inserted into the Ops manual and we will then be self regulating in terms of non-instructional passenger carriage. Other Air sport organizations are looking towards similar goals and we need to liaise with them to try to get some consistency across different air sports.

Review of Motion 06-4 - Issues regarding state associations.

There are still legal ambiguities the relationship between the state associations, and the various associations have been slow to make progress in sorting the issue out.

Action 06-16

Chris to seek legal advice to clarify the State sub-branch structure with regards to incorporation status and situation with regards to seeking state grants.

Review of Action 06-6 – Landowner packages

Documentation for “land owner packages” is still being drafted

Barry Oliver is working on this draft

Review of Action 06-7 – GFA/ HGFA magazine: Future direction

Review of future direction of Magazine. Zebra publishing proposal...

Discussions were held in WA. No action on the Zebra publishing offer at this stage. Still need to liaise with GFA concerning possible newsstand sales of magazine.

Review of Action 06-8 - Marketing

No action as yet.

Need to source outside marketing expertise...Hakim and Andrew will look at options in this respect.

Review of Action 06-9 – National teams contracts

Team contract has been re-drafted. Will be in force for the next PG Worlds.

Review of Action 06-10 – Ops Manual ammendments

Part 149 and 103: Rob Hall and Paul Middleton have draft for NPRM. Expecting copies to be distributed to all ASAC members in the next couple weeks. Expected to be in force mid '07
Craig proposes that extra office staff may be needed to handle the world load that would be expected with the relevant Ops manual changes. To be discussed as part of "office restructure"

Review of Action 06-11 – PG conflict resolution

Dispute is ongoing and headed to professional mediation

Review of Action 06-12 – Insurance renewal

Done

Review of Action 06-13 – WM sub committee

Billo is now handling matters

Review of Action 06-14 – Disciplinary tribunal

Sanderson matter has "settled" somewhat, but is still on going

New business.

The HGFA had a 5 year strategic plan, but this was not updated or maintained and has now expired. We need to develop a strategic plan to encompass the next 3 to 5 years. Where are we going, and most importantly, what are we doing about it?

Extensive discussion as to why people leave the sport. Has anything changed over the years (not really). We need a supportive club environment and we need active instructors. Hang gliding's heyday was in the days when amateur instruction was commonplace. There was a high accident rate but also lots of new members each year. Litigious society attitudes has made the past practices unviable and we now have to deal with the situation where people get their "hang gliding experience" from a tandem flight rather than from an instructional course. Many more people are experiencing Hang gliding/Paragliding/Triking, now (as a result of TIFF's), but fewer are learning to fly themselves.

Strategic Planning

- Strategic Plan

GFA has recently made a significant upgrade of their strategic plan.

We are suffering a continuing decline of members and we do need a plan of some sort to progress favourably. Rohan will review GFA plan and our plan and see what similar/dissimilar ideas are there.

Do we have a common future with GFA?

GFA have a meeting coming up in a couple of weeks. We need to get HGFA representation at this meeting and we need to seek to align our Ops manual with the GFA ops manual with the implementation of part 149 etc

- Amalgamation – GFA/HGFA

Have HGFA representation at GFA to discuss similarities/disparities and discuss possible amalgamation

- Name Change proposal

Hold off name change until future direction regarding possible GFA merge

Motion 06-13

Craig moves that we have representation at the GFA meeting 10-12 November for discussion regarding amalgamation with the GFA

Seconded Andrew P.

Carried

Hakim and Craig would be candidates to attend

Action 06-17

Rohan to procure the past discussion material from previous GFA amalgamation process and to distribute this to the HGFA board members prior to the GFA meeting

Memberships

- Visiting Pilot membership – review of term

Put it back to 4 months as per Ops manual.

Motion 06-14

Craig moves that VPM's term be 4 months, as per the Ops manual.

Seconded Michael Z.

Carried

- Affiliate memberships – Comp assistants and non flyers

Motion 06-15

Hakim moves that a membership category be provided for non flying people who are contributing to flying activities. The proposed cost would be \$50 (plus GST) for a 4 month period and \$100 (plus GST) for yearly membership. This membership shall be available by nomination from an existing HGFA full member. There would be no voting rights or magazine with this membership.

Seconded Kathy L.

Carried

Action 06-18

Chris to amend Ops manual and membership form appropriately

- Retention – options to turn around the sliding membership

We are now in the situation where we have 6 instructors across the country that are providing nearly half the new members. That encompasses HG, PG and WM

Instructors conference scheduled March '07. Look at regional conferences?

- Marketing – Need to get rid of the “cliff jumping” public attitude.

Insurance

- Insurance Report - Business Arising From

Issues with the NSW injury insurance scheme. This has now been dropped.

Large numbers of our members place little or no value on insurance, while some people rely heavily on that same insurance.

New proposals have since been received.

Motion 06-16

Craig moves that the insurance proposals that are currently available from Vero insurances be put to the membership for a vote to gauge membership interest.

Second Hakim M.

Carried

Action 06-19

Chris will put in a general managers statement and a voting form into the next available magazine issue.

- Directors

Changes have been made to the existing cover

- Association
- Student Liability
- Passenger
- Personal Injury

Action 06-20

Chris to clarify from insurers as to whether or not the general waiver is compulsory or not, and to seek advice on the implications of members not signing the waiver.

Chris to also seek costings for further insurance and workers compensation insurance in different states. And to check on what happens when someone with a workers comp. policy (which invariably is state based) crosses a state border to conduct HGFA business in another state.

Subsequent discussion with the insurer revealed that we have an obligation to see that the waiver is signed as we have a significant discount on our insurance costs as a result of this

waiver. If the waiver is not signed we are further exposed to counter claims if and when a claim is made because we did not enforce the waiver and a claim is made.

Action 06-21

Chris to also make note of the waiver and its effects in his General managers notes and to see that a waiver is put into the magazine as part of the insurance vote (action 06-19). In future memberships will not be renewed without a signed waiver.

Events

- Worlds 2007 Paragliding

Godfrey has matters in hand, but there are some issues with increased insurance cover. HGFA may make a contribution to the cost of extra insurance for this event.

Action 06-22

Chris to look into insurance matters regarding the PG Worlds with a view towards subsidizing same. It has been determined that there is a budget line item (5.3.3) which can be used for this purpose.

Discussion regarding CIVL's attempts to change the entry fee for the PG Worlds. They wish to lower the fee by 30 Euro. Some discussion as to what financial support the HGFA is obliged to give or had promised to Godfrey regarding financial assistance

Motion 06-17

Craig moves that the HGFA supports the originally budgeted entry fee for the PG Worlds in Manilla.

Seconded Bill O.

Carried

Action 06-23

Chris to convey the results of this motion to CIVL, and to establish what financial commitments the HGFA has with Godfrey in terms of his travel expenses to present the bid to CIVL in Guatemala and to honor any such commitments

- Jacaranda Festival – financial support

HGFA will be making contributions towards the cost of the Jacaranda festival with regards to the birth of hang gliding celebrations. The HGFA will make contribution towards the cost of towing as part of the festival.

- Sydney Harbour

Discussions are underway with the NSW Premier's department regarding funding for air activities during the festival. \$10K sponsorship has been mentioned for this.

The board supports this concept.

Discussion about what financial support the HGFA would be able to put into this event.

Motion 06-18

Billo moves that the HGFA gives in-principle support to this event and that a budget be formulated and appropriate CASA approvals/exemptions sought.

Seconded Michael Z.

Carried

Action 06-23

Andrew to liaise with Chris with getting air activities organised at the event.

Budget allocation for Avalon air show in 2007?

Budget line item to be created? There is some room to trim from 5.3.3 to get some funds for this?

Finances

- Audit Report – Business arising

Audit report examined

- P& L review

Reviewed, along with budget

Competition

- National Team Support – MPM change proposal to team funding

Motion 06-19

Craig moves that amended wording regarding team funding be included into MPM.

Seconded Michael Z.

Carried

- National Team selection – appointment

HGFA board proposes that Brandon O'donnell represent the board as part of the team selection panel for the Manilla Worlds

- National Team support going into Worlds 2007

Entry fees will be paid, looking at team uniforms? and HGFA signage?

Action 06-23

Chris will examine possibilities concerning in principle support for promotional material and team uniforms at the Manilla World Championships.

- Comp Committee – proposal for additional appointments

Motion 06-20

Craig moves that amended wording for additional appointments to CC being made be accepted into the MPM

Seconded Rohan G.

Carried

New wording for MPM

HGFA Standing Sub Committees

The HGFA Board of Management may, as detailed in Clauses 6.34 to 6.44 of the HGFA Constitution, delegate to sub-committees the exercise of certain functions.

Competitions Committee

The HGFA Competitions Committee has been formed to discharge the responsibility of HGFA in the coordination and promotion of the competitive aspects of the sport at all levels.

Aims of Competitions

To provide enjoyment, skill improvement and enable participation for pilots.

To provide a structured pathway from entry level competitions and casual fly-ins to elite level.

To encourage all pilots to take part in these organised events.

To achieve and maintain Australian performance at international competitions.

To determine champions.

To determine a National Ladder.

To promote HGFA sports.

General Objectives and Responsibilities

To ensure that HGFA competitions are run:

in a professional manner with a minimum of organisational problems;

to provide a competitive environment with due regard to safety; and

to determine a realistic ranking of pilots.

To maintain complete and accurate records of competition results.

To liaise and coordinate with the HGFA Board of Management to ensure that the best interests of HGFA are served and to keep the HGFA Board of Management aware of the activities of the Competitions Committee.

To ensure that National Competitions are conducted on an annual basis.

To introduce and maintain competition and development programs that establish, promote, develop and maintain a high level of performance amongst pilots in the competitive environment.

To ensure that national teams are selected in accordance with established procedures and to ensure that those procedures reflect best practice and the goals of the HGFA.

To ensure the participation of National Teams in appropriate international competitions.

To liaise with the FAI in matters relating to the conduct of international competition.

To maintain lines of communication with HGFA members through Soaring Australia magazine

Other duties as may be directed by the HGFA Board.

To maintain and publish Competitions Manuals.

To ensure the HGFA Board appoints the appropriate representative for the selection panel.

Authority

Consistent with the powers and limitations defined in the HGFA Constitution the Competitions Committee has full authority for any reasonable action necessary to discharge their responsibilities subject to:

- a) any statutory limitations;*
- b) any limitations imposed by the HGFA Board; and*
- c) any specific limitations imposed in writing by a general meeting of HGFA.*

Four members of the Competitions Committee must be present at a meeting of the Committee to form a quorum.

As defined in Clauses 6.41 to 6.43 of the HGFA Constitution, the Board's endorsed members of the Competitions Committee are entitled to one vote each to resolve questions raised within the committee. Those assisting the committee and visitors to committee meetings are not entitled to vote.

Organisational Responsibilities

The Competitions Committee is responsible to the HGFA Management Board. The Convenor of the Competitions Committee shall report on a regular basis to the President of the HGFA Board of Management.

The committee shall comprise at least the following:

Two representatives of hang gliding competition pilots (one for elite level and one for developmental level competitions);

Two representatives of paragliding competition pilots. (one for elite level and one for developmental level competitions); and

The HGFA CIVL Delegate.

Hang gliding and paragliding representatives are to be elected every two years at their national championships.

The following may also be included as deemed necessary:

A representative of microlight competition pilots;

HGFA General Manager; and

The Coach/Manager of the National Hang Gliding, Paragliding, Weightshift Microlighting or Women's Teams.

The Competitions Committee may also call upon any person with relevant skills, knowledge or expertise to assist them in the discharge of their responsibilities.

Accountability

The Competitions Committee is accountable for the efficient discharge of its responsibilities to a general meeting of HGFA. The committee shall present a full report of their activities including details to the Annual General Meeting of HGFA.

- CompeGPS – issues and funding to develop.

CIVL is talking about producing a combined program, GPS download and scoring program bundled together. CIVL is keen to control the scoring formulas and they would probably not make it “flexible” which is how RACE was designed.

We need any new program to be open source.

Action 06-23

Craig to contact CIVL scoring sub committee to check on progress (if any) with regard to competition GPS download competition scoring as there is a proposal from Australian interests to complete this function at a cost of approximately \$10K.

If this is done by Australian interests, investigate if CIVL would share funding of project.

The new program should be open source.

Affiliations

- State Bodies – inclusion into MPM

Ongoing

- FAI awards – Nominations & selection of supporting nominee

Motion 06-21

Rohan moves that the HGFA nominate John Dickenson for the FAI Hang Gliding Diploma for his innovation in establishing the design of the hang glider.

Seconded Michael Z.

Carried

Action 06-24

Craig to organise the nomination and present it to FAI

- ASAC update – Next meeting & strategic direction as an affiliate

Discussion regarding matters which should be brought up at ASAC.

World Air Games. Godfrey is keen run a World Air Games, but little support for WAG on the world stage

Consistent medical standards across air sport disciplines.

Work in with RAA to foster cooperation where it is mutually beneficial, especially with concern to disciplinary action which may be imposed on members of either organisation.

ASAC is looking towards establishing a “strategic direction” and is looking at increasing its workload to achieve this. More resources may be needed to achieve this goal.

Motion 06-22

Craig moves that Rohan and Andrew attend upcoming ASAC meeting.

Seconded Kathy L.

Carried

Meeting closed 5:50

HGFA AGM Meeting opened 8:40 Sunday 22 October 2006

Members in attendance.

Rohan Grant

Hakim Mentes

Craig Worth

Andrew Polidano

Bill Moyes

Kathy Little

Bill Olive

Chris Fogg

Michael Zupanc

Apologies

Tove Heaney

Review minutes of last AGM

Nothing to review.

President's report tabled and accepted.

President's report included Competition Committee report

General Managers report tabled and accepted

Financial auditors report tabled and accepted

Insurance report tabled and accepted

Motion AGM 06-1

Craig moves that the HGFA Management Board accepts the Auditors Report and authorize the President and the Treasurer to sign the statements for the 05/06 financial year and the annual Statement to the NSW Department of Fair Trade

Seconder Bill O.

Carried

Report duly signed by President and Treasurer and passed to the GM for distribution to the relevant bodies

Date and venue of next meeting.

Date and venue of next meeting to be decided by spring 2007.

Annual General Meeting closed 10:20

Board Meeting opens 10:35

Chris discusses issue with accident reporting. There is an accident report database which is still being developed. There are ongoing problems with this.

There was a significant training accident recently which could impact the insurance policy. If it does, this would be the first under the new insurance policy.

Furthermore this accident happened during the somewhat experimental Powered Paragliding Training Syllabus.

Discussion regarding implications to the insurance policy and our past insurance history and what implication this might have on future cost of insurance.

Discussion regarding the need for careful legal wording in the event of a disciplinary tribunal issue as this has been a significant issue in the past

- Part 103/149 impact – Delegations

Discuss regulatory review regarding the new parts 149 and 103

Discuss issues with LSA and 95.32. There are certain oddities in this respect and this needs to be clarified as LSA aircraft would be expected to be exported/imported. Ops manual amendments are required in this respect

- Operations Manual Review and Update project

In progress. A project team needs to be assigned to take this forward as soon as Parts 149 and 103 are near to being implemented.

Discussion regarding the use of online forms for membership renewals and accident reporting. There is a member interested in providing expertise in constructing this type of functionality on the HGFA web site.

Updating exam questions and pilot workbook. Have study guides and trial exams online as well?

Chris presents a database system of exam questions.

There is dispute about trike certificate exam questions. Exams from all disciplines need reviewing as there is some contention as to their accuracy

Pilot certification review. Ongoing

Safety Officer appointments. Proposal to extend the tenure of Safety Officers to 4 years(?) The system of reviewing safety officer appointments is not working and needs to be sorted. Consensus is that the current 2 year term is appropriate, but the peer review system needs work.

Clubs need to be encouraged to be more disciplined in holding Safety Officer workshops.

<Michael left the meeting. Rohan took over the role of recording the Minutes of the Meeting.>

Chris gave an overview of revisions being made to the Operations Manual, predominantly Section 7, including new Health Requirements.

- National Office report – business arising from

Report was tabled.

Request for direction on new Waiver requirements was dealt with previously.

Delegation of Authority to transfer large sums of money was discussed. Requirement in MPM to advise Treasurer of transfers exceeding \$3000 was considered, and considered an appropriate control.

Action 06-25

Office to be reminded of need to comply with MPM controls.

Action 06-26

Office to manage funds held in bank accounts to maximize benefits of respective accounts, eg, transfer excess funds from Cheque Account to the Cash Management Account.

Action 06-27

Treasurer to investigate and confirm costs and conditions of bank accounts, eg transfer costs?.

Action 06-28

President to investigate alternative investment options for HGFA reserved funds.

- National Office – Staffing review, positioning and options

Chris expressed concern that he is not getting full cooperation of the Office Manager. Various

examples were cited across a range of issues, some entailing serious risk to the organization. Options to resolve the direction and communication issues were canvassed. Longer term options for the core Office functions were also discussed.

Action 06-29

Chris Fogg and Bill Olive to visit Office and initiate constructive dialogue to attempt to repair the relationship and restore effective lines of communication and control.

- Review Executive structure – proposal for second executive position

In discussion it was agreed that the Board needs to revise the Strategic Plan, agree priorities and detail the commitments these priorities will demand, then define the position description and funding of any project officer to support the General Manager. This process to be concluded not later than next autumn's Board Planning Meeting.

Date of Next Board Meeting

Tentatively 21-22 April 2007

Meeting Closed 15:45 22 October 22, 2006