

Meeting opened: 09:30AM, Saturday 10th May 2008

Board Members present: Javier Alvarez (JA), Paul Coffey (PC), Carolyn Dennis (CD) Mark Mitsos (MM). Apologies: Bill Moyes, Brian Webb, Don Cramer (DC), Geoff White (GW), Stephen Clark (SC)

Also present: General Manager, Chris Fogg (CF)

1. FINALISATION OF AGENDA:

- State Associations issues.
- Ongoing operating budgets.
- Strategic planning.
- General Business, time permitting.

2. MINUTES OF APRIL 2008 BOARD MEETING:

In the review of the minutes of the April Board meeting a few small errors were found and corrected. At the conclusion of the review, the following motion was put:

Motion 08-19:

MINUTES OF APRIL 2008 BOARD MEETING:

Moved: JA; seconded: MM; that the minutes of the meeting as amended be accepted as a true and correct record of the meeting. CARRIED.

3. REVIEW OF ACTIONS AND MOTIONS FROM APRIL 2008 MEETING:

As it has been only four weeks since the last meeting and the GM has been on leave for most of that time, little has been able to be achieved.

- Action 08-01: Letter to Chris Drake: Done.
- Action 08-04: New Office. Move will take place 26th May 2008
- Action 08-05: Soaring Editor, CPI increase: Done.

Because of the current uncertainty regarding the SARSIG group members, a number of Motions and Actions from the April Board meeting need to be put on hold for the moment:

- Motion 08-15: HGFA Membership Fees: on hold.
- Action 08-09: HGFA Membership Fees: on hold.
- Motion 08-16: Weight-Shift Microlight Registration Fees: on hold.
- Motion 08-17: HGFA Membership Fees Document: on hold.
- Action 08-11: Replacement Board member: Done

4. REPLACEMENT BOARD MEMBERS:

President JA notified that Geoff White (Victoria) has agreed to join the Board following the resignation of Andrew Polidano and that Stephen Clark (Tasmania) has agreed to join the Board following the resignation of Rick Williams.

5. ABUSE COMING FROM SOUTH AUSTRALIA (SAHGA):

The use of abusive and totally inappropriate language in emails coming from the SAHGA people and also on their forums is unacceptable and will not be tolerated. The Board will not respond to anyone who behaves in this way and any continuation of such abuse or language directed at either Board members or the General Manager will be considered as acting in a manner prejudicial to the interests of the Federation and disciplinary action will be taken under Section 5.2 of the Constitution.

6. MEMBER PROTECTION POLICY:

Following on from Item #4 above, CD has agreed to draft a Member Protection Policy which will include a Communications Policy that will outline the standards of communications expected of all members. Upon completion, this policy will be included in the Management Procedures Manual.

Action 08-13:**MEMBER PROTECTION POLICY:**

CD will draft a Member Protection Policy which will include a Communications Policy that will outline the standards of communications expected of all members.

7. PROTOCOL FOR SOARING UPDATES:

It was noted that Board member details needed to be updated in Soaring magazine. MM queried protocol for such updates. GM, CF notified that all such correspondence should be directed to the HGFA office staff who will update their own records and notify Soaring. There is a notice to the effect published every month in the Magazine. Stories, on the other hand, are to be sent direct to the magazine editor.

8. STATE ASSOCIATIONS: HISTORICAL PERSPECTIVE:

There has been much said and written recently regarding the formation of the HGFA and the initial arrangements regarding the collection and distribution of the "State Fees". Much of what has been said is nothing more than speculation, wishful thinking and second or third-hand accounts based on faulty memory. In any case, supposed understandings and beliefs from that time and subsequent years, no matter how ardently held, do not carry any weight when compared to the actuality of the HGFA as an incorporated association, the position of the State Associations within the HGFA structure and the legal requirements that the Board must abide by.

There is, however, one thing certain about the formation of the HGFA — the process was not, as some have claimed, an amicable "gentleman's agreement" where everyone agreed to the process and the terms of reference. Rather it was a most divisive process that was forced upon the states by the Department of Transport.

To further clarify the historical perspective, the GM, CF, is currently researching the entire process with a view to publishing a detailed account for Soaring magazine.

9. MODELS FOR IMPLEMENTATION OF MOTION 07-25:

There was protracted discussion about legal requirements, the intent of previous Board in the adoption of Motion 07-25, possible models of operation which will address all the Board requirements for legality and fiduciary responsibility and also address the needs of each of the members of the SARSIG sub-committee and the needs of the majority of HGFA members.

The number of possible models was distilled to a final list of three which will deliver all the Board requirements and address the needs of each of members of the SARSIG sub-committee, to varying degrees. The Board decided to offer the choice of these different options so the SARSIG members are not tied down to a decision the Board has made on their behalf.

It was decided that President JA would write to the SARSIG members offering them a choice from this final list of three and a voting slip to be returned by Monday the 9th of June, signed by the Executive members of each SARSIG group.

Any SARSIG members do not return their signed voting slip by the due date will, by default, be leaving their decision to the majority of the other SARSIG members who do

record their vote.

The model voted for by the majority is the one that will go forward for all SARSIG members as we cannot have more than one model for the entire organization.

In his covering letter, the President will make it clear that any responses must be made in a proper business-like manner. There will be no tolerance for the continuation of personal abuse and denigration of either Board members or the General Manager who had nothing to do with the decisions of the previous Board.

This Board will not respond to people who behave in that manner and will take disciplinary action as outlined in Point 5, above.

9A. Model 1: THE SOUTH AUSTRALIAN STATE ASSOCIATION MODEL:

The HGFA no longer has a “State fee” component that is donated to the SARSIG groups. The SARSIG members collect this money themselves. There will be no reporting, budgets or annual returns. They can set the amount to whatever they like without the HGFA questioning it and spend the money on whatever they want. They simply report to their own members, not the HGFA.

- Members pay a HGFA membership only.
- There is no state fee component in the HGFA membership fee.
- There is no State Association recognition by the HGFA — this includes no State Association insurance from the HGFA.
- Each state will collect their own State fee and administer their own membership, etc.

9B. Model 2: THE COLLECTION MODEL:

The HGFA becomes a collection agency for the SARSIG members. To meet the legal requirements, the SARSIG groups pay the GST and associated bank costs. There will be no reporting, budgets or annual returns. They can set the amount to whatever they like without the HGFA questioning it and spend the money on whatever they want. They simply report to their own members, not the HGFA.

- Members pay a HGFA membership fee — from which the HGFA will fund HGFA operational costs, insurance, CASA deed requirements, national pilot development programs, certification, syllabus, instructor training, competitions, affiliations, etc.
- SARSIG members will advise the HGFA of their fee amount. Each member pays this SARSIG component either direct to their SARSIG, or the HGFA collects and disburses this fee as a service.
- The HGFA processes SARSIG membership forms as received.
Note: As a result of providing this administrative function on behalf of the SARSIG members the HGFA is obliged to charge GST, and will also pass on bank charges.
- The HGFA will be strongly encouraging all members to join a SARSIG group of their choice.
- SARSIG members must formally re-affiliate with the HGFA on the new SARSIG Affiliation Form. *Note: The HGFA has no legal right to enforce membership of another organisation (e.g. SARSIG members).*
- Separate forms will be required for membership of the HGFA and the of SARSIG group(s) of choice.

9C. Model 3: STANDARD HGFA MEMBERSHIP FEE MODEL:

This is similar to the existing situation, except we will transition into an operational needs funding basis. The HGFA will require clear and unambiguous budgets and clear and unambiguous reports on how the funds have been spent, etc.

- There will be one standard membership fee for all HGFA members.
- For the coming 12 months the HGFA guarantees funding to the SARSIG members at current (06/07) levels conditional upon receipt of financial statements for the same period and in keeping with the same level of membership.
- This is a 12 month transitional period.
- The HGFA must receive clear and unambiguous accounting during this period from each SARSIG member.
- After the 12 month period, future SARSIG funding will be based on operational costs as supported by financial statements. Operational funding costs may include funding for established projects (as at 06/07).
- SARSIG members will be obliged to undertake programs and activities in line with HGFA aims and directives as notified from time to time.
- Any alterations to established funding provisions will be considered subject to written terms and conditions as negotiated as this will directly affect the HGFA membership fee.
- HGFA will not provide ongoing funding to SARSIG members who fail to provide clear and unambiguous financial accounting.
- SARSIG members must formally re-affiliate with the HGFA on the new SARSIG Affiliation Form.

Action 08-14:

THREE CHOICES OF SARSIG MODEL:

President JA will contact all SARSIG members notifying a choice of models and a timeframe for the return of votes for the model of choice.

10. DEDICATED UHF RADIO CHANNEL:

The HGFA has purchased a UHF radio frequency 472.125Mhz, for the Australia-wide exclusive use of HGFA members. Programmable UHF radios can set this frequency to a channel, e.g. channel 41. In conjunction with the purchase of this UHF channel, HGFA members will be able to purchase very competitively-priced radios through the agent who will also be providing the upgrade modification to existing radios. An article with more details on this innovation will be published in Soaring.

11. STRATEGIC PLANNING:

As it is obvious that no strategic planning can take place until the SARSIG members decide their model of choice, it was decided to postpone any further attempts at Strategic Planning until after the SARSIG issue has been decided.

12. PROJECT LIST OUTLINE:

GM, CF, presented the following ongoing high-priority project list with estimated costs:

Accident Report Form online	200
Office Move to Keilor Park	25,000
Exams Online	700
HGFA Forms Online (x 30 approx)	5000
Membership Online	10,000
Office Projects (information management)	30,000
Ops Manual Updates	20,000
HGFA Documentation Review	0
HGFA Forms Review	0
Landowner Package	500

Instructor Insurance done
Radio Channel established
Soaring Magazine – articles from Board & GM Reports commenced
Staff Contract/Workplace Agreement established

13. NEXT MEETING:

It was decided that we will need another meeting before the October meeting and AGM to complete our Strategic Planning for the next two years. CD has taken on the task of arranging the meeting venue and accommodation in Melbourne sometime from the middle of June onward. The main purpose of the meeting will be to complete the drafting of the Strategic Plan plus any other business, by agreement.

Action 08-15:

MELBOURNE MEETING:

Vice-President, CD, will select some suitable dates and canvass all Board members on their preferences regarding their preferred dates for this meeting.

Meeting closed: 8:30PM