

Hang Gliding Federation of Australia
MINUTES of COMMITTEE MEETING

25th October 2009

Committee Members present: President Rob Woodward (RW), Vice-president Alex Jones (AJ), Secretary John Twomey (JT), Treasurer Raef Mackay (RM) and Committee Member Ray Firth (RF). Apologies: Tracey Hayes, Peter Dower and Peter Wennersen.

1. Confirmation of previous minutes: Confirmed.

2. Housekeeping:

Change of signatories on our Westpac Accounts:

Action Point: JT to circulate the Westpac Authority forms for signing and returning to Trene Randles at HGFA Office.

Complete Form covering submission of 08/09 Financial Report to Dept. of Fair Trading:

Action Point: Rob Woodward and Raef Mackay to confirm submission to NSW D.F.T; plus confirm the forwarding of signed 08/09 Financial Reports to Insurer and Auditor.

3. Review of the membership fee for 08/09:

Motion Carried: that Treasurer Raef Mackay would undertake an analysis of our income and expenditures for 08/09, and to date and forecast in 09/10, looking at commitments and possible savings to provide the background research on which to base an informed decision; our much declined membership will be of major concern

Action Point: Raef Mackay to report his findings to background a decision.

Action Point: Committee to make a decision after Raef's report.

4. The Executives proposed \$100 fee scheme for the recovery of lost members:

This scheme would offer full membership until 30th June 2010, for a flat fee of \$100, to all members whose membership expired but was not renewed from 1 January 2006 to June 30th 2009. After membership renewal there will be a mandatory skill check before a Pilot's Certificate is renewed.

Motion Carried: that this scheme proceed with Alex Jones to conduct arrangements.

Action Point: Alex Jones to conduct arrangements for implementing this scheme ASAP.

5. SARSIG project and State Fees.

Motion Carried: that the SARSIG Model 3 will cease implementation and that the monies collected under this model which were guaranteed to be returned for the current financial year to fund State/Regional Operations will indeed be returned.

Motion Carried: that, consistent with the historical Role of State/Regional Bodies, and stated in the HGFA Operations Manual, Section 2 Organization and Administration, and also referenced in the Management Procedures Manual, State/Regional levies will be collected on their behalf for expenditure on, our HGFA members Regional operations and initiatives, on Site maintenance and retention, and to guarantee funding to longer term commitments in the Regions such as Site procurement; these funds to be forwarded quarterly to our State/Regional Bodies (Associations Incorporated in their respective States) to be controlled managed, invested and expended by their Committees.

The Committee determined that they would engage in discussion with the States/Regions and Special Interest Groups in regard to equity in fees, levies and funds access.

6. Protocol regarding directions to a G.M., Executive Officer or Operations Manager:

Motion Carried: that such employees should normally act in direct concert with the HGFA Office Bearers with their reference to the President/Board as felt necessary.

7. The Committee being the public face of the HGFA:

Motion Carried: that on appropriate occasions and when possible a Committee Member or Members should represent the HGFA.

Motion Carried: that employees will be required to refrain from political broadcasts and stick to reporting achievements in progressing HGFA policy and improving service to members.

8. Use and Management of the HGFA Email Newsletter:

Motion Carried: that Raef Mackay would assume control and management of the HGFA Email Newsletter.

9. Use and Management of the HGFA Website:

Motion Carried: that Raef Mackay would assume control and manage the HGFA Website.

10. Rule 8.12 covering the membership's right to access the records books and Documents of the Federation:

It was acknowledged that the members' most certainly have this right of access as stated in the Constitution and this right will be upheld.

Motion Carried: that the HGFA Office should store all the records of the Federation with work output from employees and the Committee to be put on record at the Office as completed.

11. The Members Right to a copy of the Members Register.

It was acknowledged that the member's have the right under the NSW Associations Incorporation Act to obtain a copy of the Members Register. This provision in the Model Rules is not covered in our Constitution and therefore must be read in under the NSW Act.

12. Relocation of records held by GM to HGFA Office:

The GM was advised to pack up the HGFA records and equipment in his possession for removal by the expiration of his period of notice.

13. The GM to forward (by registered post or by hand) the following Documentation by 4th November 2009:

Action Point: The GM is to forward documents as follows:

To Raef Mackay - All documents relating to Mr. C. Fogg's employment, mutual contractual obligations etc.; necessary for establishment of his termination payment entitlements.

To the Secretary c/o HGFA Office - Our Contracts of Insurance and all papers and communications related there to.

To the Secretary c/o HGFA Office - Contractual agreements with HGFA Solicitors and all documentation in respect of communications between the HGFA, including the Committee and the GM, and its Solicitors past and present; including those communications in respect of any and all legal opinion sought and given. Presently retain Landers and Rogers, Melbourne.

To the Secretary c/o HGFA Office - All communications, papers and records relating to Disciplinary Tribunals including those in respect of Mr. Paul Cox and Mr. Maderson Ford.

14. Non disclosure statement on HGFA emails:

Motion Carried: that the non disclosure statement on HGFA emails will be amended to permit forwarding among the membership.

15. The privacy status of electoral ballots and the conduct of elections:

Motion Carried that an impartial electoral officer will be used for future Ballots with sealable envelopes provided for return of the Ballot; and while Privacy Laws do not apply to our organization consideration will be given to providing a member with the option to separate their identity from the vote they recorded.

16. Re-establishment of Operations and Safety Committee:

Motion Carried: that the O&S Committee be re-established with an election of a new Committee by HGFA Instructors with Committees Nominees required to be Chief Flight Instructors preferably with more than five years experience as a CFI.

17. Instructor Code of Conduct (2003) and the GM only provision:

Motion Carried: that, as the “advise the GM only” wording on the 2003 version of the Instructor Code of Conduct was contrary to the process of justice being open, and as no Committee approval of this provision can be found, the Instructor Code of Conduct as contained in the Management Procedures Manual 2007 is the HGFA approved Code.

18. Listing of Possible/Desirable Issues to put to a Special General Meeting:

The Committee listed the following:

Constitutional change to response times to a Members Requisition **from** Committee having 3 months to decide holding an SGM, and on their failure with a member held SGM having only one further month to complete; **to**, one month for Committee decision and action, with two months for members if Committee do not take action, as per the NSW Model Rules.

Constitutional change to stipulate the actual number of proxies a HGFA member can hold at a HGFA meeting. At this time the Constitution does not state an actual number and it is arguable under the NSW Associations Incorporation Act that it should.

Constitutional amendment to actually include the member’s right under the NSW Associations Incorporation Act to obtain a copy of the Members Register. This provision is not covered in our Constitution and therefore is already read in under the NSW Act.

19. The General Manager attended the meeting and made a presentation of HGFA’s New Governance obligations.

Chris Fogg provided each of the Committee present with a set of documents relating to the new Governance obligations required by CASA and spoke in regard to various elements.

20. Committee Discussion on the New Governance Obligations;

It was appreciated by all that this was a primary concern of the renewed Committee.

Motion Carried: that Vice-president Alex Jones would have as his principle responsibility the oversight and management of our New Governance obligations.

AT THIS POINT THE COMMITTEE HAD TO ABBREVIATE ITS DISCUSSION AND DECISION MAKING WITH MEMBERS SHORTLY CATCHING FLIGHTS HOME.

21. Summary of Action in regard to other matters listed on the Agenda;

Motion Carried: that the Office Bearers attend to and carry out as their available time permits the management of the following;

21.1 The HGFA Insurance portfolio will be reviewed to ensure there is a balance between the benefits and the cost.

21.2 Expenses guidelines will be prepared for future Executive and Operations Managers

21.3 Receipted expenses claims will be examined by the treasurer on a monthly basis before reimbursed of justified expenses.

21.4 . Benchmarking of HGFA against comparable organizations.

Ops Manual review:

To reflect realities of modern flying and sites

To determine GM, Executive Director, Operations Manager discretionary powers

Of compliance with NPRM Part 103

Of compliance with industry standards

21.5. Committee of Management Election System

Members will be consulted regarding the system of electing the Committee of Management.

The Gliding Federation of Australia operates on a Federal Collegiate election and voting system with the Executive members exercising one vote each, seven in total at Board meetings. In their system, the Non-Executive Board Members, representing each State, have two votes each, 10 in total thereby ensuring an effective review of the Executive.

If 75% of HGFA members want the present system changed to the GFA model a Special Resolution will be drafted and put to the membership.

Committee Meeting Closed 3.00PM