

Sat 17th

Meeting commences 9:16 am.

Apologies: Tove Heaney TH

Present: Andrew Polidano (AP), Bill Moyes (BM), Bill Olive (BO), Kathy Little (KL), Rohan Grant (RG), Hakim Menten (HM), Michael Zupanc (MZ)

Geoff Guest (GG), Chris Fogg (CF), HGFA General Manager, arrived later (as noted below).

Minutes secretaries: MZ, RG

Finalisation of the Agenda

Discussion commenced regarding GM's workload and HGFA office issues. The GM is under considerable pressure to achieve the outcomes that were flagged at the previous meeting. This pressure has had ramifications on our day to day operations and there are ongoing issues between the various involved parties.

Geoff Guest arrived 9:31am

Establishment of the new office at Essendon is also placing considerable pressure on Vanessa, our new office manager. There is a substantial backlog of office tasks as a result of the relocation disruption. The work load will only increase over the coming months as the end of financial year approaches.

It has also been noted that our financial returns have not been submitted to the NSW Office of Fair Trading for the last three years. Concern was expressed that our incorporation status may be at stake. The Board directed the GM that the matter be immediately dealt with.

It was noted that over the last ten years our statutory funding has decreased, as has our membership. Over the same period, insurance costs had quadrupled. As a consequence of these factors our ability to fund projects and employ staff has been considerably reduced.

Concern was also expressed that we may be facing a deficit this financial year. The costs of office relocation, staff training and associated travel and accommodation have added costs that were not anticipated when the Budget was prepared.

Break 10:20am – 10:34am

Discussion of Budget priorities followed. The existing Budget is grouped into various categories which includes items such as statutory requirements and other obligations that can not be avoided, other items which should be done, and non-essentials that would be valued if they were to happen.

We need to be more specific with regards to the order of priorities, and to ensure that essential matters are dealt with accurately and promptly, while resources are cut back on matters that are not essential.

Action 07-01

The strategic plan needs review, with more emphasis on definition of priorities.

HM to progress.

Updates to the Operations Manual are overdue. Moreover a major re-write is required to comply with the legislative changes required by the new CASR Parts 103 and 149. There is potential to align and structure our future Ops Manual to harmonize with other air sport organisations.

Action 07-02

GG volunteers to organise a sub committee for rewriting the operations manual with consideration with the new CASA situations.

Discussion regarding further co-operation with the GFA in areas of mutual interest followed.

The recent PG Worlds was reviewed, with particular focus on public relations aspects and how the event will impact our broader image. The Board congratulates Viv Williams in taking the silver medal at the event.

The Board inspected the new office, and met with Vanessa to listen to any issues she had concerning the establishment of the new office, and to discuss the strained relationship between herself and the GM. Agreed outcomes of the office visit were that:

- The office needs to be able to be run with a degree of autonomy and within its own budget;
- To reiterate the requirement that all claims for reimbursement of expenses must be accompanied by a valid receipt. (No exceptions except without specific Board approval.);
- That part time staffs, if available, work longer hours for the next month or two until the office functions are settled and the backlog of business tasks has been cleared.

Lunch break 1:00pm to 1:30pm

Chris Fogg joined the meeting 1:30pm

Minutes of last meeting reviewed.

Regarding Action 06-16, the GM has received legal advice that each state association needs to be adopted as sub-committees of the HGFA if the HGFA is to collect fees on their behalf, with their names written into the Management Procedures Manual as State Branch Sub-committees. The remaining States have now made formal application; the Board simply needs to accept their applications.

Motion 07-01

Moved RG Seconded HM

That the HGFA accepts the applications of QLD, TAS, SA, VIC and the ACT State Associations to become Affiliate Members under section 3.5 of the Constitution, and their names be recorded in the MPM as being sub committees of the HGFA.

Carried unanimously.

Action 07-03

CF to complete the necessary paperwork to finalise this task.

Regards to Motion 06-18

The Jacaranda Festival went ahead and was a great success, but there were some problems with the demonstration flight recreating the first flight of a hang glider.

Motion 07-02

Moved BO Seconded MZ

CF to consult the relevant people as to whether action is required arising from conduct of the Jacaranda Festival demonstration flight.

Regards to Motion 06-21

John Dickensen has been awarded the FAI Hang Gliding Diploma

New business

AP presented a video demonstrating D-Bagging (deployment bag) as a means of launching paragliders by dropping them from other aircraft. Apparently the practice of D-Bagging is done overseas. AP keen to see the technique become available to Australian paraglider pilots.

Issues are:

- CASA rulings
- Pilot qualifications
- Certification standards

Action 07-04

AP to develop a draft manual of standards for D-bagging.

Desire to establish draft standards for Acrobatic (aerobatic) Competition as this is an active competition format in other countries.

Discussion turned to Weightshift Microlights and Powered Paragliders, and ways to foster club activities and/or competitions. How can we better service our trike pilots?

We are losing trike pilots because the cost of membership of the RAAus is perceived to be significantly less than membership of the HGFA. That insurance coverage and levels of service are also significantly less is discounted by pilots migrating to the RAAus. We should be promoting these benefits. We should also be developing and promoting sporting events of appeal to powered pilots, and the value of FAI badges and records.

Discussion of office costs centred on potential cost savings for Voice Over Internet Protocols (VoIP) to replace conventional phone use in the office. The office currently has four phone lines, but with VOIP we would need only two lines: one for ADSL connection; and one line for conventional in-bound and out-bound analogue phone use.

Motion 07-03

Moved BO Seconded HM.

Committee to implement VOIP system for the HGFA office.

Carried unanimously.

Action 07-05

HM to make the necessary arrangement to implement the VOIP system

The powered paragliding syllabus was discussed. Do we approve the existing draft syllabus?
A recommendation from the Safety and Operations Committee has not yet been received.

Vacancies due to retirements in Safety and Ops Committee were considered. Names put forward for consideration included:

- Andrew Polidano?
- Fred Gungle?
- Mark Wild?
- Peter Boyer?
- Tony Dennis?
- Tove Heaney?

Action 07-06

AP will approach nominated people offering positions on the Safety and Ops Committee.

Various conflicts that have cropped up during the course of the year with instructors, tour groups, competition pilots and landowners were described. These are all private issues to be dealt with by the individuals involved and none of the issues are matters in which the HGFA should become involved.

Meeting adjourned 6:13pm

Sun 18th

Meeting resumed 9:08am Sunday

CF delivered the GM's Report.

The Instructors Conference was held recently and generally went well with approximately 60% of instructors attending. However, there were issues identified with the way that the operating manuals and other HGFA generated literature is passed out to new students. Changes will be made to the system of literature distribution.

As in the past a number of instructors declined to attend the Conference. Effort to correct this non-compliance is on-going.

A meeting is scheduled with QLD's Dept of National Parks, because Parks has proposed changing lease arrangements for the use of sites within National Parks. Currently, individual lease arrangements between the National Parks and the individual instructors are in place of each site. It is proposed that an agreement between Parks and the HGFA be developed, with the HFA to manage access to sites with the instructors.

Motion 07-04

BO moves, seconded KL

The Board supports the proposal to enter into a direct agreement with QLD's Dept of National Parks to manage access by instructors to sites within QLD Parks.

Carried unanimously

The collection of TIFF fees continues to be a problem, also the costs of running the current system exceed the income it generates. The Board is again looking at ways of changing the system to address the ongoing high level of non compliance, the insurance implications this presents, and the cost of maintaining the TIFF system and the level of fees.

Action 07-07

GG to chair a subcommittee that will investigate and propose changes to the TIFF system.

Broader insurance issues and general cost issues were then discussed.

Motion 07-05

Moved GG seconded BO

The Board authorises that office staff that are currently working part time extend their working hours at the discretion of the Board and the office manager to clear the existing backlog of office tasks.

Carried unanimously

Action 07-08

GG and HM will regularly contact office staff and provide support as required.

Debate regarding the roles and responsibilities of the GM ensued, including the best ways of utilising his time and the manner that roles and responsibilities are performed. The HGFA has an immense amount of work to perform in the near future and we have limited staff resources. We need to be careful to utilise each individual's capabilities in their areas of expertise, to maximize their contribution to the long term development of the sport.

It was recognised that the Board has much work to do and that email and tele-conferencing are not always appropriate channels. The Autumn planning meeting has traditionally been a three day meeting and this reverting to this format will likely be needed.

There is an urgent need to have a Finance sub-committee meeting to finalize the Budget.

Motion 07-06

BO moves GG seconds

That a finance committee meeting is held to finalize the FY0708 Budget, members to comprise BO, GG, AP and CH, with dates for this meeting to be decided by the participants.

Carried unanimously.

Dates for the Spring Board Meeting (and AGM) of 12th-14th October were proposed. The priority for this meeting will be review of Strategic Plan. The ASC's offer to provide a facilitator will be considered closer to the event.

RG delivered the ASAC Delegate's Report. There is a movement to introduce ADSB instrumentation on all aircraft across Australia. This would be a severe negative impact on our flying operations.

ASAC has requested a fee increase of 15%, to cover the costs incurred.

Motion 07-07

RG moves AP seconds

That the HGFA accept the 15% fee increase requested by ASAC.
Carried unanimously

RG advised that for personal reasons he can no longer continue as the HGFA's ASAC Delegate.

Motion 07-08

BM moves BO seconds
That AP become the ASAC Delegate.
Carried unanimously.

Action 07-09

RG will pass on relevant paperwork to AP.

RG proposed that HGFA request ASAC consider the merit of developing a generic template for a new Operations Manual, compliant with CASR Parts 103 and 149, for further development by the individual sports organizations to meet the specifics of their disciplines.

Motion 07-09

Moved RG seconded BO
That AP presents the proposal that ASAC develop a business case for a template for Operation Manuals that could be utilised by the various air sport bodies to assist in the development of their own Operation Manuals.
Carried unanimously

Note, This Motion is connected to Action 07-02.

Action 07-10

RG will liaise with AP to facilitate the proposal to ASAC.

Discussion relating to the cost of the CASA review of the air display at the opening ceremony of the Manilla World Championship. There was a loose arrangement previously that HGFA may pay for the cost of the CASA review which was in the order of \$1300
This display was successful and viewed by approx 4000 people

Motion 07-10

RG moves seconded AP
That HGFA agrees to pay the CASA fee involved with the approval process with the air display at the Manilla World Championships, which is \$1300

CF is planning to take annual leave soon. We need to plan for handling phone calls and emails so that essential business will continue during his absence overseas.

Action 07-11

The President will be the prime contact during CF's absence to handle urgent matters.

The IMIS membership application needs to be made more user friendly. Updates and improvements are available for this but have not been applied. However the forthcoming CASR changes and the proposed changes to the pilot training syllabus will impact on this system and its related business processes. At this time it is considered prudent to only

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maintain the existing database structure, and defer any changes until after the total review of our systems that will occur over the next few years.

Meeting closed at 3:13pm