

THE GLIDING FEDERATION OF AUSTRALIA INC.



Executive Meeting MINUTES

April 16th 2016

Opening and Those Present

1.1. Welcome

1.2. Present

Mandy Temple, Peter Cesco, Dave Shorter, Drew McKinnie, John Styles, Greg Schmidt, Andrew Simpson, Terry Cubley.

1.3. Apologies: Rob Hanbury, Brenton Swart

1.4. Observers: Tim Carr, Reg Moore, Owen Jones, Lindsay Mitchell, Tim Shirley

Introductions of new attendees

Minutes Approval

2.1. Approval of the Minutes of the previous Exec Meeting (July 2015) & GTM (Feb)

- 6.3. Expand comment on Boonah – creation of joint operations manual, seeking approval from BAI and council to operate
- 6.4 bullet 3, include “statement of expectations for new members”.
- MOVED Dave, Mandy APPROVED

2.2. Matters Arising.

2.2.1 July Exec meeting

- a. Set specific goals for increasing membership numbers – 3000 by 2018? 10% per year (full members) – Need to continue to promote.
- b. Lack of instructors in SA identified as limiting opportunities for membership growth. Need to monitor activity of instructors – COP to arrange for data. Localised issue. Shortage of tug pilots is more limiting. RMO aware of issues and acting
- c. Victorian junior glider. Develop a more general proposal available to each state – up to \$10k CMD to action
- d. Large banner for Regional association, with GFA name & web site. Clubs can purchase (approx. \$200). CMD to action
- e. **Salesforce Licences:** Current account was \$19,000. Can we simplify through better use of reports? Drew, Noel Vagg, Billy G-B are using theirs. Bill the AAFC for BG-B. Ops can lose 4 and AW probably 3. Ask for names. Reduce office full licence (Cathy Fiona)
- f. **AAFC Strategic memorandum** is required. Include the PEX/AEF fees. Drew/EO. Expedite
- g. Direct SC/ITC to standardise team uniforms going forwards Action: CSC and CMD to arrange design of the uniform and a funding proposal. Possibly paid for by sponsorship but any shortfall to be covered from sports or marketing budget. **Ailsa is helping. Needs clarification by CSC**
- h. AEF Introductory members (who didn't tick the 'please don't contact me' box). Send an AEF flyer, offering discount, send your reference number
- i. ITC fund needs to grow by CPI to maintain buying power.
- j. Tasman trophy. Not proving much benefit. CSC to Action.
- k. Gliders in Europe. ACTION: CMD and CSC to develop proposal for GFA Board.
- l. Australian Soaring Team web site, based on the Australian Sailing team. Link to social media. Action CSC

- m. Rewrite of BGK. Input from John Clark, It is a GFA doc and we have editorial control. Put it on new template. Electronic copy in 2 months. Action COP
- n. AEI ability to instruct. AEI role in instructing. Has been distributed to instructors, need to distribute and update instructor handbook. Action COP

2.2.2 Feb GTM

- a. Part 139 - flashing lights on vehicles. Lights and double crosses. Letter from G Brown to air services. Need approval not to use flashing lights. Action COP
- b. Boonah issues./status. Suggested amendment to MOSP. Put to Board on Sunday. Issue an Ops Directive to advise official change. Action COP
- c. AW resources to support training courses. BSE completed and issued. Each module will have a training document available on-line. Need to review accreditation process. Action CAD
- d. Australian team: – lack of organisation appears an issue. Sports committee to consider a manager role. Sp Committee to review and advise the outcome. Action CSC
- e. Trackers: GFA to purchase another 30, @\$150-200 = \$6000. Maybe re-sale to clubs. Purchase and offer for sale. Publish an article describing the value and operation of the trackers. Sports budget. Promote to clubs now. Action CSC/EO
- f. OSTIV conference.
- g. Blue book by mid-year – June meeting expected to endorse in June. Each club can insert site specific data (runways etc). Generic version to be presented to June Ops meeting for implementation shortly after.
- h. AFR advice. By end of October we will have accurate AFR dates which will be shown on the membership list. Should this be pilot responsibility? Currently MOSP says it is club responsibility CASA requirement is for clubs to manage this. Review this. Action COP.

2.2.3 Nov Board meeting

- a. AN84 competition numbers
Ready for final approval by CAD. Publish list on web page. No charge. Action CSC/EO

2.3. Confirm any decisions between meetings.

1. Commence contract for Sean Young for media work
 2. Remove Adam Webb and appoint Eric Stauss as junior board rep
- CONFIRMED.
Thank you letter to Adam Webb. Action EO.

Correspondence

3.1. Inward

- Ozkosh proposal
MOVED Dave. Peter. That GFA does not participate. CARRIED
- Deed of agreement with NSW Police
- OLC invoice
- Vic Street smart handbook
- Changed banking instructions – ING
- European document on marketing and retention
- Horsham Flying Club re offer to host GP
- Numerous – vehicle flashing lights
- 2 defence minutes Dec15 and Jan 16 participate in RAAF Airworthiness review

3.2. Outward

- Press releases re WGC Benalla
- Entry form for Lithuania word comps to ASAC
- CASA re CPI increase on deed
- EMO, deed quarterly report

President

4.1. President's Report:

- 4.1.1 Date of June meeting – 4/5 June, weekend before long weekend. Ops will meet on the long weekend

4.1.2 Define Role of Regions

- Role of regions. Do we need a contract with regions to run various events (courses etc) prior to handing over their funding. First we should formalise our expectations. Action President/EO

4.1.3 Implement fee change to increase retention

- About 20-30% churn.
- Auto payment monthly option? Has worked with Keepit. E-way has capability to manage this.
- Propose option. Action President/EO

4.1.4 Run a promotional month

- “Fly a Friend” in June, “Fly a Friend for Free” – and if join for 1m get 3m membership to encourage retention – We know that this method produces new members. Reward club for new members. MT and DS to prepare draft proposal.

4.1.5 GFA Policy on Police Checks for working with children

- Legal view is that clubs do not have to require a police checks. Clubs may require them for specific roles. Promote to clubs. Action. EO

4.1.6 Executive notes the following items

- a. President's visited WA in March.
- b. Document template now under control of EO, will also provide training to office staff
- c. Encourage One-week ab initio courses in line with Strategic Plan
- d. We plan to encourage and advertise Unusual Attitude and Spin courses
- e. Mandy is sourcing articles for the magazine on the history of gliding
- f. Delegations training of Melbourne staff is progressing
- g. State of the Nation Survey to go to all members to gather information on club facilities around the country – see attached – comments welcome

Vice President

5.1. completed BSE with help from others. Article in next magazine. Now working on training documents and trialing them in the next airworthiness occurs in May.

Executive Officer

- 6.1. Regional Officers: Align MOSPs with the Board Regulations in terms of appointment of Regional Officers. Approved. Action Department heads/EO
- 6.2. Members who leave. Approve process to collect data from members who leave. Survey with post reminder.
- 6.3 Membership fees – Define 1st and 2nd year apprentices who are younger than 26yo as Student members. Approved for board approval,
- 6.4 OzKosh participation: GFA to become an active participant in the organising committee and provide seed money. NOT APPROVED
- 6.5 Vic Streetsmart sponsorship: Approve sponsorship of Victorian Streetsmart for \$600. Includes a 1/5 page advertisement. Develop advertisement. EO/CMD

The Executive is asked to NOTE

- 6.6 Regional Health check outcomes.
- 6.7 Membership statistic. Includes data monthly back to 2013
- 6.8 Approaching Introductory members to encourage joining.
- 6.9 Document control. Goes to EO once confirmed as official. EO updates to new template. Train staff.
- 6.10 World glide: Junior World outcomes. Contribution to GFA and participating clubs
- 6.11 Membership list distribution: The weekly membership list will be expanded to include medical expiry and AFR date. We will now distribute this to Club President, Secretary and CFI/CTP plus a few others on request. Tim can sort it differently. Action EO/Tim
- 6.12 GFA and Club membership – promote provisional membership option to clubs.
- 6.13 IT Work in Progress.
- 6.14 FAI Award nomination form. No suggestions.

Finance and Administration

7.0. Treasurers Report

Approve:

- 7.1 Approve budget for 16-17 for submission to GFA Board
 - Current expectation is a loss of \$58,000
 - Need to add Operations development of say \$50,000
 - Membership and AW fees review. Recommend 2% increase for all categories, and AMO fee goes to \$400. effective from 1st May
 - Staff Salary review. Approved 2% Increase for all, plus some levelling adjustment was approved. Effective first pay period in May.
- 7.2 Proposed car rental conditions were approved. Amend Expense guidelines .Action EO.
- 7.3 Review progress “Beyond 3000” and set actions to correct. See Strategic plan.
- 7.4 Decide GFA financial involvement in OSTIV conference. \$5000 allocated

Note

- 7.5 YTD financial result
- 7.6 Forecast ITC funds cashflow and balance statement
- 7.7 15-16 financial forecast
- 7.8 Insurance renewals.
 - Good outcome for insurance. Reduced risk and liability due to changes in legislation protecting liability with injuries for passenger flying.
 - Commission to GFA for new glider policies benefit from reduced excess on BBL plus commission to GFA.
 - Common renew date for clubs has a benefit – see report from Dave.
 - Insurers provided some legal expenses in litigation case STGC
- 7.9 Move RANGA funds into GFA account to improve interest rate. No reason not to do this. Approved.

Airworthiness

8.1 CAD Report

8.1.1 That AW advise CASA we want to put into use the new improved MOSP 3 v7.2D (Draft) that they have for review. The Board has decided not to hold it for further editing but to publish it for use on 1 May. Issue 7.2 (not draft) Andrew/Mandy APPROVED

8.1.2 That AW issue the “Camera mounting - advice for use” and at the same time to CASA indicating that we have developed this based on the UK CAA CAP1369 and have put it in place for GFA member’s use. No more than 250gm. Approved by Form 2 inspector. Not asking for CASA approval. Andrew/Mandy APPROVED. Effective from date of publication (later this week)

8.1.3 That AW issue the updated “Permissible Unserviceability” document and at the same time to CASA indicating that we have updated it and have put it in place for GFA members use.

- Also “allowable configuration” (water bags, slip/skid balls removed, etc) Entry into maintenance release.
- Andrew/Mandy APPROVED Effective from date of publication (later this week)

8.1.4 That AW propose the concept of ‘approved’ or ‘accepted’ documents with CASA following approval of MOSP 3. Andrew/Mandy CARRIED

8.1.5 Removing maintenance activities out of AD and putting them into the MOSP. In progress, some more to finalise.

8.1.5 That the Board accepts the ‘assumed’ nomination of Derek Spencer as RTO-A SAGA. Wait until Board meeting.

8.1.6 AW proposes urgent implementation of a paid educator to provide AW courses around the country. 14 weeks, \$28,000. Contractor, paid for by regions where courses are held. Attendees have to pay. Need an amended proposal which is cost recovered from states/participants

8.1.7 Item 15 below; Salesforce Licenses. AW request a SF license for each RTO-A, CTO and CAD and a couple of others for special uses. We can probably cut back from 13 to 10 of the simple licenses. "We propose IT investigate and resolve the number of SF licenses, High and Low cost." TC to check with Fiona and Cathy about using salesforce, shared licence? Tim to conduct training needs analysis.

8.1.8 That the Executive Notes the 19 listed items under Information for noting. Approved.

8.1.9 Revision to AD for repainting gliders AD278. Gives requirements and approved materials.

8.1.10 Defect reports now being handled quite well.

8.2 AWDP

- WIP document shows that work either completed or clearly planned.
- Up to \$8000 for documentation improvements (SJD). This will end AWDP.
- Send letter to CASA – reminding them about the history and closure and that AW now addresses all issues previously raised. Should we then advise that we are conducting a review and will do similar with Ops? Maybe invite CASA to June meeting?

Marketing and Development

9.1. *Membership: New Plan Required – Clubs not Responding to efforts*

9.2. *European Team Base – Assign a person to make this happen*

Purchase 2 gliders in Europe. Sports committee to determine funding and proposal

9.3. Simulators – Assign people to make this happen before we lose funding. Sponsor will pay for 1 simulator in each state. AAFC expects GFA to do the development work. (contrary to current knowledge). Fixed base means it does not have hydraulics to go up and down and tilt. Need a mobile simulator for each regions, for training and also promotion. Ask Justin Couch to project manage – action Peter Cesco

Vote of thanks to John for hard work for GFA and in particular the world comps.

9.4 Junior coaching and be charged to Sports/coaching rather than M&D. Consider the amount to be allocated.

9.5 WIG \$2500. Ask Wendy to advise how we can more effectively use WIG week to increase female membership. Bring a female friend. Funding targeted to this.

Note

- a. Membership numbers
- b. Avalon airshow – feedback and future involvement
- c. Women in gliding
- d. Sports / Competition
- e. Sailplane Grand Prix Final
- f. World comps promotion
- g. Bumper stickers

Operations

10.1. COP Report

10.1.1 GFA approves direct negotiations by Executive Manager Operations with State Police and Emergency Services departments re GFA roles in investigations and responses to serious glider accidents, based upon the draft Letter of Agreement now being developed with NSW Police.

Moved Drew/Andrew Carried. Note that this is in conjunction to the high priority admin/documentation work and should not impact on its progress

10.1.2 GFA approves collection of citizenship / nationality data on GFA membership / renewal forms, both paper based and electronic. APPROVED. Tim to make this field compulsory

10.1.3 The Executive notes the following

- a. Status of Club Operations Safety Audits
- b. Current Accidents and Incidents Report, Trends and Priorities
 - Issue re reciprocal operations with winch launch eg Mt Beauty.
 - Independent motor glider operation – no AFR, no form 2, etc.
- c. CASA presentation re sporting aviation fatalities
- d. Implementation of GFA Safety Seminars 2015/16
- e. Consultations with CASA on Operations
- f. Safeski's Australia Conference September 2015
- g. Western Sydney Airport Master Plan and collateral airspace and aerodrome impacts
- h. BOM Aviation Weather Forecast Products and other Operations Comments

10.1.4 Instructor refresher training. Place onto the GFA Calendar. Action EMO based on input from RMOs

10.1.5 Airfield, Airspace and Avionics Officers Report: see report section 4. Runway marking improvements approved for Benalla. Appreciation expressed for work done by Graeme Brown

10.1.6 Instructor handbook. Section 8 of report. Project plan identifies a series of action to improve this.

10.1.7 Accident/incident with motor gliders/turbos. Needs some guidance, key principles etc.

Consider GTM to discuss Ops issues. Does not happen currently.

10.1.8 Airworthiness Review of AAFC went well.

Safety Management System

11.1. SMS Update.

- Pacific soaring – did ops check but does not have SMS documents – check Drew
- 3 clubs without SMS documents. Email from EO to advise consequences and seek the information. Impact on affiliation if documents not provided

Sports

CSC Report

12.1 The Executive is asked to approve changes to MOSP4 3.3

- Greg to re-send new version of MOSP change
- Where do the funds come from for Tasman trophy? Kingaroy, will host NZ pilot this year. Funds should come from ITC fund. Need to see proposal for a change before changing funding allocation

12.2 Trophies and Awards. No comment

12.3. WGC 2015/17/19 Preparations

- Womens world comps, need a talent and coaching plan, training squad for Australian team selection.
- Establish org committee. Possible Mandy to attend WWGC2017 as Steward?

12.4. Grand Prix participation

- 14-20 Dec 2016, Horsham
- Select class – ask pilots.
- Why aren't clubs bidding to run comps? Ask on forum
- Idea of professional comp organisers being discussed. Pilots at Horsham Week comp indicated they would pay extra for professional comp organisers

Information Technology

13.1. Returns folder

- It is an inbox
- Meant to be cleared daily. Better use of folders
- Confirm process. They can be assigned to various people.
- Auto reply goes back to person sending it. Advise members that if they don't get an auto reply that it hasn't been received.

AGM Planning 2017

- 14.1. Proposed to move the date of the AGM to September or July 2016
 14.2. Consider running a members seminar in conjunction with the AGM
 Ostiv, wgc, insurance, goal 3000,

General Business

- 15.1. Part 149 status. Priority moved to small organisations eg warbirds, then probably RAAus, so GFA not likely until early 2017.
 15.2 Part 139. Proposal in progress
 15.3 CASA deed funding. Asked for increase. Need to send an invoice but they won't pay until approved.

Meeting Performance Self Assessment

- 16.1. Decision Making. Reasonable decisions, fine, happy
 16.2. Timeliness of Reports. OK good – time to read prior
 16.3. Things that went well. interaction and Questioning, clinical focus on budget. Board attendance was useful, Board found it useful. Getting on top of the issues.
 16.4. Things that could be done better.

2015/16 meeting schedule

	Exec	Board
January 2016		
February	GTM Tue 9 Feb	GTM Tue 16 Feb
March		
April	Exec meeting 16 April/Board meeting 17 April (Melbourne)	
May	GTM Thu 19 May	GTM Thu 26 May
June 2015		
July	AGM/Board 16/17 July Melbourne	
August		
September	GTM Thu 15 Sep	GTM Thu 22 Sep
October		
November	Board meeting 5/6 Nov: Qld	
December		

Meeting Closure

ACTION ITEMS

Salesforce Licences: Investigate reduction in number of licences.	EO	
AAFC Strategic memorandum is required. Include the PEX/AEF fees. Drew/EO. <u>Expedite</u>	COP/EO	
Standardise team uniforms going forwards	CSC and CMD	
Tasman trophy. Not proving much benefit.	CSC	
Gliders in Europe. Develop proposal for GFA Board.	CMD and CSC	
Australian Soaring Team web site, based on the Australian Sailing team. Link to social media.	CSC	
Rewrite of BGK. Input from John Clark, Put it on new template. Electronic copy in 2 months.	COP	
AEI ability to instruct. AEI role in instructing. Distribute and update instructor handbook.	COP	
Part 139 - flashing lights on vehicles. Lights and double crosses. Letter from G Brown to air services. Need approval not to use flashing lights.	COP	
Boonah issues./status. Issue an Ops Directive to advise official change.	COP	
AW resources to support training courses.	CAD	
Australian team: – lack of organisation appears an issue. Sports committee to consider a manager role.	CSC	
Trackers: GFA to purchase another 30, @\$150-200 = \$6000. Maybe re-sale to clubs. Purchase and offer for sale. Publish an article describing the value and operation of the trackers. Sports budget. Promote to clubs now.	CSC/EO	
Blue book by mid-year – June meeting expected to endorse	COP	
AFR advice. Currently MOSP2 says it is club responsibility, should it be pilot responsibility?	COP	
Auto payment monthly option? Propose option	President/EO	
“Fly a Friend” in June, Reward club for new members. MT and DS to prepare draft proposal.	President/Treasurer	

4.1.5 GFA Policy on Police Checks for working with children. Promote to clubs	EO	
Vic Streetsmart sponsorship: Develop 1/5 page advertisement.	EO/CMD	
Proposed car rental conditions were approved. Amend Expense guidelines	EO	