

Board / Executive Meeting

Sat/Sun April 1st/2nd 2017

MINUTES



**Best Western Airport Motel & Convention Centre. 33 Ardlie Street,
Attwood, Victoria 3049. Ph: 03 9333 2200. (phone for airport shuttle)**

1. Opening and Those Present: 0830.

1.1. Welcome. Introduction of new members. Explanation of meeting process.

1.2. Present

Mandy Temple, Peter Cesco, Dave Shorter, Ian Caldwell, Andrew Simpson, Drew McKinnie (Sat only), Greg Schmidt, Bob Hickman, Owen Jones, Lindsay Mitchell, Brenton Swart, Chris Stephens, Nick Mather, Terry Cubley, Chris Thorpe

1.3. Apologies: Ian Grant (Alt VSA)

2. Minutes Approval

2.1. Approval of the Minutes of the Exec Meeting (Nov 2016).

Moved: Drew/Greg APPROVED

2.2. Matters Arising.

- a. Sports to develop a sports white paper – future of sports in Australia. This is a sports strategic plan. Greg to action. Involve base level sports people.
- b. Amend expense guidelines. **Completed. See EO report**
- c. Align MOSP : To ensure common approach and reduce duplication. EO to coordinate.
- d. Develop a job description for a team Coordinator? to coordinate between Sports and M&D. Action Greg and Ian.
- e. Pilot progress 'pale blue book' has been reviewed and being edited prior to publication. Is being used widely. Waiting on some art work. In discussion with AAFC to align. The final version 'dark blue book' will be printed for sale to clubs.
- f. Trackers Currently 70. GFA to Retain ownership, use to promote comp flying to our own members.

2.3. Approval of the Minutes of the Board meeting (Nov 2016).

Moved Brenton/Owen APPROVED.

2.4. Matters Arising.

- a. AFR reminders Implemented. Encourage member input
- b. GFA/Region contract: Regional Board members
 - **Completed**
 - Publicise the Draft statement of expectations to the membership (early 2017).
Send to Club Presidents (EO). Discuss at May GoToMeeting.
 - Arrange regional presidents meeting to coincide with a member's forum, or similar.
This is an Issue in SA and Qld
- c. Mal Crampton (Tasman instruments) is developing an Altimeter calibration device for each region. **In progress**
- d. Club health check progress: 21 clubs have responded. Benchmark data has been identified. Regions to encourage further responses to Survey. Seven clubs only sent one response.
- e. WWGC19 Women's world comps Preparations, need a talent and coaching plan, training squad; Establish org committee. Action CSC.
- f. Tim Carr provided a report on progress on WWGC2019 Organisation to date. **Promote to women members. Pre-world dates confirmed by CSC action CSC to notify LK**

- g. How do juniors in smaller clubs get connected? Web site is fairly stagnant. GFA can send mailchimp to target groups. OzJunior gliding facebook page. Most active. **Nick Mather to discuss options with Junior Gliding Club**
- h. Bequests - others do it could we? Museum has such an arrangement. **Codicil is easier to use. Promote to clubs/members.**
- i. E tug – increase engagement so we can warn/prepare/advise the clubs. **CAD in discussion with Mick Poole.**

2.5 Decisions between meeting

- Jan 2017: Appoint Andrew Simpson as CAD, Rob Hanbury as DCAD1
- Feb 2017: Additional Funding for women's team to WWGC 2017
- Feb 2017: Appoint Ian Caldwell as CMD through to the AGM
- Mar 2017: Appoint Nick Mather as junior board rep
- New facebook page implemented

3. Correspondence

3.1. Inward

- 7 Feb. Application from John Styles for 6 months leave of absence as CMD
- Feb. Correspondence from CASA re MOSP3 V7.2D
- 1 Mar: ASAC report on part 149 progress
- Mar. ATSB report on Repcon complaint
- Mar 24. AAFC Airworthiness Board Notification for 21st June
- Response from Shane Carmody (CASA). No commitment with trying to find ongoing funding. Part 149 delayed until the end of 2017 and GFA unlikely until 2018. **We need to arrange a Deed for 2017/18.**

3.2 Outward

- 29 Nov: Letter to CASA re inability of Part 132 to support eTug, and lack of action re part 121.
- 10 Dec: Letter to member Byron GC to advise of membership suspension
- 8 Feb: acceptance of John Styles application for leave of absence
- 3 Mar GFA response to REPCON complaint
- 7 Mar. Correspondence with CASA re MOSP3 V7.2D
- 7 Mar. Letter to CASA re the funding of deed agreement
- 20 Mar: Response to CASA Audit NCNs. We should not have accepted the MOSP 3 NCN as it is a CASA issue
- 22 Mar: Letter to CASA requesting exemption from carrying a compass for other than touring motor gliders

[Item 4 Strategic Plan moved to end of minutes]

5. President

5.1. Decisions required:

1. Approval to re-issue member survey from 2015. We have said that we would do this.
Agreed to market it first and then run mid-year.
2. Australian Gliding Museum Bacchus Marsh. – Approve Funding application form.

Moved Dave/Mandy. APPROVED. Send form to gliding museum

5.2. Information for noting

1. New GFA Facebook page. Thanks to Nick Gilbert. Nick is happy to continue running the FB page. Needs input from Board members re content
2. Support for Sports Committee. **Appoint Fiona to support Sports committee. Monitor calendar, MOSP 4, etc.**
3. Official Observer data and revalidation. Online **Revalidation questions will be sent to OOs. Tim is setting up with help from Beryl**

4. Appreciate work of Stuart Ferguson who has produced several Safety Posters for clubs with help from Richard Geytenbeek. Need to talk to Stuart on best way to use. Members with other suggestions send to Stuart
5. **Patrons:** Peter Lloyd? Has ability to influence Government. He is patron of ASAC so we can use him through this medium. Agreed not to appoint a GFA patron at this time

Board Decisions and Recommendations

Museum grant application. Request a formal application. Board supports in principle provided they indicate how they will contribute to GFA objectives

6. Vice President

6.1. Decisions required:

1. **Simulator project.** Purchase of plans from France. Twin astir fuselage. Prototype for proof of concept, to be developed at Bacchus Marsh. Ian Grant to manage. Checking costs for software and hardware for display. Possible use of Condoo software. Consider maintenance aspects. Decide on location in each region? Policy for deciding where to place it? Training process has to be finalized.

Consider a portable simulator option. This will be a separate project.

2. **AW Training resource development** : timeline is March 2017.

14 modules completed. Includes Q&A. On GFA web page. People can complete before attending a course. Another 5 to develop.

3. **CASA Funding letter:** Done. Apply for 2017 funding. Check with other ASAC groups about their position with future funding. Board noted political implications of Carmody letter, noted that further approaches may be needed at Ministerial level and possibly CASA Board and/or Peter Lloyd level.
4. GFA Maintenance of tow aircraft. Need LAMES to support GFA members in developing skills. Check with clubs to see if it is necessary. Engines more problematic than airframes. Need to develop a training regime and authorization process. **Action CAD**
5. **Part 149.** Need to decide if we want to accept part 149. Will need to develop our documentation. Waiting on final version of Part 149 to be created. Need a plan as to impacts of loss of CASA funding, and solutions.

Functions will remain, part 149 is about our relationship with CASA. We will be recognised as a co-regulator. Should be less push back from CASA. They will charge fee for service (clarify items included). CASA reviewing our documentation is not a service, part of the CASA regulation. Currently our engineers are covered by CASA insurance CAP 1. Under part 149 we need to check that our delegations continue so we get this liability insurance coverage.

Board Decisions and Recommendations

1. Board approves expenditure up to the \$25,000 for the simulator including a donation received from a member. Moved Peter/Dave. APPROVED

7. Operations

7.1. Decisions Required

1. MOSP Part 2 Operations changes

Remove 8.2 glider markings – to AW., Remainder requires re-numbering
Add timing for completion of incident reports 30 days. AW will include this same requirement in MOSP 3. Check for same requirement with safety

Moved that changes to MOSP2 as shown be approved. Drew/Mandy. APPROVED

2. Towpilot management

- GFA taking over management of towpilot qualifications/approvals.
- Draft aerotow manual to transfer responsibility from CASA to GFA. Endorsement to tow issued by GFA. Tow permits, aerotow retrieve permits, comp towing permit. Transition through to Dec31 2017.
- Asking for towpilots to supply info on their current ratings and experience and currency to get GFA certification.
- Towpilots not covered by BBL. Rely on towplane insurance – pilots should check if tug is insured?
- Commend CT and PJ for outstanding work on aerotow manual.

3. GFA membership for Towpilot

Exec agreed to introduce a new tug pilot membership category. Fee is Approx 5% Fee set as \$15

Moved Drew/Owen. CARRIED

7.2. Information for noting

1. GFA-AAFC Collaboration, Memorandum of Agreement, Competency Based Syllabus development, AAFC Airworthiness Board
2. Update of GFA Blue Book
3. GFA Operations and CASA Issues - Towing aircraft and tug pilots, Aerotow Manual, Ratings and training, MOSP Part2 Operations impacts
4. GFA Occurrences, Accidents, Incidents, trends, ATSB interactions, ops and sports issues arising
5. 2017-2018 Safety Seminars. Bi-annual event. Start Oct 2017 in collaboration with Stuart Ferguson and Andrew Simpson, involves regional officers.

Target zero. Empower all members to raise issues/concerns. Promote through safety seminars. Zero deaths, zero injuries. If we say zero incidents then people may stop reporting incidents

6. Chris and Drew to attend Safeski's conference. Proposed to approve conference sponsorship up to \$3000. **APPROVED.**
7. M&D to produce a sponsorship proposal - \$ and where and when. **Action CMD**
8. Accidents at comps. Greg will report on Sports Committee proposals to Ops meeting in June
9. Instructors handbook progress. Meant to be end of 2017. Modular format. Expect a final draft format by end 2017.
10. Accidents/incident. What are the trends? All the normal human factors. Wheels up, heavy landings, Competitions – collisions. Near miss. Aircraft being towed into objects. Lack of vigilance on the ground. Touring motor glider – mishandled landing leading to prop strike.
11. Identify safety topics to focus – eg sterile cockpit, canopy locking for 3 months
12. Improvements to Basic Gliding Knowledge (BGK). Send info/corrections to ops panel using change proposal form on web page and at front of the book. Ask members for input.
13. Independent Operators L1 and L2 – CFI input to ops panel for discussion in June.. Clean up and simplify. If duty instructor on duty, what control or influence should they have over IO? Inconsistency across the country with regard to implementation – some clubs forbid L2 IO. GPC is same standard as PPL, so pilots should have the same authority. Should not limit its use based on actions by a minority/handful of operators.

Board Decisions and suggestions

Board noted the information provided
Board approved changes to MOSP 2

Board approved a new Towpilot membership category as follows

Tow Pilot Membership	Cannot fly glider/motor glider as PIC or receive glider flying instruction. Can be trained as a tow pilot and exercise Tow Pilot authorities. Can assist with club activities. No voting rights. Not required to be a club member.	<i>Annual Fee to be 5% of GFA Fee.</i>
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Fee set at \$15 for 2017/18

8. Executive Officer

8.1. Decisions required

1. Approve MOSP 1 Life membership Process

Moved Peter/Ian as amended APPROVED.

2. Decision re Life membership – possible issue re conduct unbecoming.

Moved that honorary life membership of Geoff Horwood be removed. APPROVED

3. Approve amended Expense guidelines.

Move Dave/Greg APPROVED

4. Promote discount for other sport aviation groups

M&D to design advertising plan to other sport aviation groups. ACTION CMD

5. Approve new trophy to reflect input from Ron Adair

Ask Tim Shirley to review current trophies, identify any opportunity to rename. Identify Other like people to be remembered?

6. Provision of GA magazine to previous editors of Australian Gliding

Not approved. they can access on-line.

7. Staff salary review

Proposed staff salary changes were APPROVED

EO to advise staff of pay change

Manager to have performance discussions

Mandy to send letter of thanks from board

8. Morgan Sandercock – recognition. Give a certificate or similar for Morgan in recognition of his work with new technology and Perlan. ACTION EO

8.2 Information for noting

1. Pay by the month – default
2. IT report

Report was tabled and accepted

3. Issues at GCWA Cunderdin re airfield. Lease being reviewed by our legal advisor Jay Anderson

Other airfields also having problems:

- HVGC. Mining starting to impact.
- Camden – Badgery's Creek impact.
- Bacchus Marsh council lease

GFA can provide Legal and AAAO Airfields, Avionics and Airspace Officer support. COP will raise with Operations Panel

4. Club Health check report. See summary. Next steps?
- Promote health check outcomes to members.
 - Encourage other clubs to complete
 - Focus club support on clubs who have completed the health check

Board Decisions and suggestions

The Board approved the Life membership proposals and expense guidelines as presented by Exec.

The Board noted the other information provided

9. Airworthiness

9.1 Decisions required

1. That Rob Hanbury be accepted as the RTOa of Western Australia. Note Rob will also continue in the role of DCAD. Alan Arthur stepping down.

Moved: Andrew/Peter APPROVED subject to WAGA approval

2. Minor Repairs, Engine and Weight Balance Training Proposal (Separate Presentation).
 - Commercial courses run by AMO or private providers.
 - Funding options. \$800-1200 per person. Regions funding, GFA funding, levy on form 2 kits?

Moved Mandy/ Greg. GFA to fund 50% of course fee for 4 courses over next 12 months. One place reserved for junior on course. APPROVED.

9.2 Information for noting:

1. **MOSP 3 v7.3:** Still sitting with CASA Canberra for approval (Note subject of a CASA NCN during the audit). Andrew discussing with Mick Poole.

2. **BSE and BSE Engines:** Basic Sailplane Engineering is progressing Approximately half of the chapters have been reviewed, with the reviewed chapters to be published on-line shortly
3. **Schroth harnesses. May need to be replaced. On all DG1000 and ASK21 depending on advice from Schroth re Utility aerobatics. Life with aerobatics is reduced to 5 years. We do have an option to refuse to allow them into Aus.**
4. **RTO-A Conference:** The Conference will be held the first weekend in June in Adelaide. Adelaide was selected to reduce the total spend on Airfares given 5 people will be attending from that state.
5. **Maintenance Authorities:** Dennis will attend a refresher training for his CofA delegation in Brisbane 4th thru 6th April and CAD will attend the CofA training in Brisbane 4/5th April for an initial delegation.
6. 1 Part 149 submission:
 - Once **current MOSP3 is approved** Chris and Andrew will put together a document called GFA Regulations (all regulatory issues) which CASA can approve, all other docs to be under GFA control.
 - Rob.Chris.Drew to develop a framework for the exposition. May need to record which AW exemptions we are retaining

Board Decisions and suggestions

The Board approved appointment of Rob Hanbury as RTOA

The Board approved funding of the airworthiness courses

10. Marketing and Development

10.1 Decisions required

1. Club development – marketing plan

“Sports Community” workshop 29/30 April – Melbourne. More than 15 attendees.

Follow up meetings re implementation

2. **Wings over Illawarra** – free access for GFA. Southern cross bringing DG1000 plus a tug. Nigel Arnott bringing his Fox aerobatic glider. Trade show on first day.

Ozkosh at Narromine – looking at benefits

3. ASF

Discussions with ASF sales director. Happy to discuss opportunities for groups of members to use ASF for asset purchase (eg glider). ASF takes 5%

Ian to prepare article for Magazine to explain how ASF can be used.

4. Sean Young contract re media, social media. What value do we get now that World Championships have finished? Shall we continue?. Review at workshop. Terry to ask for an update on his activity. Formally advise Sean that Ian is responsible for his ongoing media contract

Recommendations from What Happened at Benalla WGC:

John Styles

1. GFA to gain control over all social media outlets. Maintain a list of editors etc.

Board Decisions and suggestions

- Engage regional development officers more.
- Ensure Board members do not swamp the M&D workshop discussion.
- Consider changing the name of M&D, include retention?

11. Sports

11.1 Decisions required

1. WWGC 2017
 - Up to 20 women have expressed interest in developing skills prior to WWGC 2019.
 - \$6000 for a coaching week. Need to determine a date.
2. JWGC 2017. Team of three pilots and team captain
3. WWGC 2019
4. Tasman trophy. Now allocated back to ITC fund.
5. SGP = Horsham 2018 and also 2019. CSC to advise club
6. Coaching programs 2017 & 2018
Need increased number of Entry level regattas. Club entry, shared gliders, low key
7. Development of OGN sites? Needs internet. Would need to fit in with adsB?
Speak to Graham Brown re ADSB implementation. ADSB light – low cost, low power,
Ask Swift electronics

11.2 Information for noting

1. Accidents and incidents – June sports meeting to discuss. 3rd and 4th June
 - Brisbane meeting too expensive, probably in Melbourne.
 - Qld nationals too early in the season? For consideration
 - Consider issues leading to the accidents last season.
2. Difficulty to get clubs to host championships
 - Clubs offering but not hearing back from NCC? Communication issue?
 - LK want confirmation that they can host the pre-worlds in 2018 action CSC
3. National coaching Director – John Buchanan appointed. 2017 program
 - Coaching with Andy Davis, Mike Young. \$10,000 allocated. Aussie champs week
 - Why should GFA be paying for elite training? Money should be spent on base level programs
 - How is he supporting the state RTO/Sports
 - \$1500 allocated per region to promote early xc coaching. Potentially through regional regattas
4. Need for a trophies officer
 - Approx. 30 trophies.
 - Maybe ask Tim Shirley

Board Decisions and suggestions

1. 4 accidents in 2 comps is not acceptable. Comps too early in season?
2. ITC fund. How can it be used better?
3. Concern over spending lots of money for UK coaches and only going to one site. Budget not approved at this stage
4. Some disappointed by low regard and arrogance by sporting pilots towards accessing GFA funds.
5. Perception by 90% of GFA members that sporting supports a small elite, who give back nothing to GFA. Proposed Elite program supports this view.
6. White paper is critical – include ADSB, coaching etc etc.
7. GFA is a regulator and a facilitator. We need to sell how GFA works.in USA SSA only deals with sport, FAA does the regulation.
8. Need to provide a Flow chart of GFA structure, action Pres
9. Continue to explain how regions work
10. Members don't talk about competitions and competitors

11. Matthew Scutter video. Well received. No specific issues. Change the logo at the end of video – water mark for example

12. Finance

1. 2016/17 performance
 - OSTIV. Board meeting. Technical committees – SDP. TSP
 - Encourage OSTIV to use technology for its communication.
2. 2017/18 Budget
3. Approve membership and AW fee changes

Budget as amended approved. Member fees increased as submitted except AEF fee increased to \$40. Add tug pilot fee. AMO fee to \$420 – expect a bigger increase in AMO fee next year. Andrew to collect actual costs in next 12 months to guide us Moved Dave/Drew
APPROVED

Board Decisions and suggestions

1. AEF fee – is this contrary to our goal of membership growth? Approved the increase
2. Sports Committee need to justify the sporting coaching money.
3. Should we increase the Regional fee – Agreed for it to stay the same
4. GFA to rebate the club the introductory membership fee (AEF \$40) when a member joins within 9 days, the club may claim a reimbursement of the AEF fee. Clubs to be encouraged to credit their member. Send a copy of the AEF form to show within 9 days.

Moved Mandy/ Peter APPROVED

13. Safety Management System

- Board reviewed the 4 safety poster created by Richard Gaytenbeek
- Consider how to best use them.
- Consider creating one for Daily Inspection?.
- May-July focus on sterile cockpit. Use the relevant poster as part of that process. We can issue a copy to each club, or place in magazine.
- Safety and Ops and AW to coordinate the approach
- Possible grant/sponsorship to prepare a pack for clubs (Andrew Simpson)
- .

Noted report. Still finalizing some Regional Safety Manager (RSM) positions. Lack of understanding of RSM job description

14. Regional reports

We expect a strategic report, what are your members saying that we need to do or change?
EO to update the Board template. Incorporate statement of expectations
Incorporate Junior report, women?

1. WAGA
General report and Statement of expectations review.
Supplementary report: Concern of Independent Operator
2. VSA
To advise if BM need legal support from GFA. Also AAA officer support (Chris Thorpe)
Need further info re insurance cost reductions (mande-news?)
3. Junior Gliding
Changes in JGC committee

AJGC President: Martin Rule:
Junior NCC rep: Chris Jesse:
Junior ICC rep: Eric Stauss
Junior Coaching panel/Sports committee: Lachlan Brown:
GFA board junior rep: Nicholas Mather:

How to engage more with junior members. Review with AJGC committee and M&D workshop

- Junior gliding consists of just the AJGC. AJGC has 19 members. How many junior members are there?
- Membership fee is \$25. Not a lot of benefits other than joeyglide and use of the Astir (WUA)
- Review strategies following M&D workshop
- Increase other activities not just joeyglide
- How can we get new juniors to engage with AJGC
- Engagement with AAFC
- What are the steps following solo
- Go pro of junior flying the morning glory, or some similar adventure activity
- Ozjunior gliding facebook page. Facebook group is a useful communication.
- Give free membership of AJGC and GFA underwrite AJGC expenses – annual budget item? Junior rep to discuss with junior Exec and report back
- Consider joint junior weeks and women's weeks?

4. GQ

Tug pilot rating. Sports to add MOSP item where (Regatta) event organisers should identify if the event is large enough that they need towpilots with the competition towing authorization.

5. SAGA

New executive appointed. Still no meeting since then, but getting procedures in place.

New constitution being developed for approval in May. Looking to request grants/state funding.

6. NSWGA

Chris Stephens to send written report.

Have had a number of regional meetings

No strategic plan, but being written based on statement of expectations

Change Regional report title to "Regional Committee strategic update"

Emails to Board, rider to say that response is expected from Board member, and is for information of Alternate delegate

15. General Business

Succession planning – max 5 year term. All to be aware of finding replacements

Department meetings to nominate Department heads for AGM in August

Produce a list of expiry dates (Dave 3 years)

Ian Caldwell to remain as Alternate delegate for NSW

4. Strategic Plan Review

2016/17 CORE DELIVERABLES	WHAT	WHO	WHEN	STATUS
FREEDOM TO FLY				
i. Pursue greater GFA autonomy to manage and regulate gliding via Part 149 Negotiations	Negotiate Part 149	Board/ Exec EO/EM O/CAD/ Pres	Go to meeting in late April 2017	Consider options with Part 149. Do it ourselves or hand back to CASA. Plan B, commence a lean exposition
ii. Seek additional CASA funding for agreed GFA functions	Requests and negotiate funding options	President	End 2016	Next steps? Advise other organisations about our letter and the casa response EO Wait.
iii. Develop and publish strategy re Flarm/TABS/ADS-B and	Develop and Publish	COP/ AAAO	Mid 2017. CASA agreement in 2018	

variants for anti-collision and continued airspace access.			Propositions sent to ASTRA and CASA and sport aviation. Update members in early 2017	
SAFETY				
i. Develop and implement safety communication plan. "Target Zero, One is too many, every flying day, every year."	Develop and implement communication plan	SM. COP	End 2016	
ii. Expand incident reporting, analysis of "occurrences" increase disclosure in accident reporting occurrence classification breakdown agreed and used. Used in Safety Seminars.	Expand incident reporting in magazine and seminars	NSM	End 2016	On track Continue
PROMOTE & DEVELOP				
i. Promote Beyond 3000 membership growth target of 10% pa to regions, clubs and members. MOST IMPORTANT ISSUE	Reduce Churn. Post solo focus	Board	Mid 2016	Target 2-5 clubs and help. Review those who have completed health check Continue generic promotion Centres of excellence 1 week courses
ii. Develop and launch club health check	Develop and launch	Regions /EO	End 2016	Seek additional responses
iii. Regional presidents meetings; Strategic Planning training pack by end May. # of clubs attending	Run meeting with 70% clubs by end August, 70% of clubs to have SP by end 2017	Regions /EO	May, Nov 2017	
iv. Develop and trial development/ marketing / change management training sessions and toolkit for club representatives.	Develop and trial	Regions /EO	2017	
v. Develop and provide promotion-simulator resources in regions	Project plan developed and commence	VP / COP / Justin Couch	Mid 2017	
vi. Investigate GFA use of professional marketing advice	Identify and recruit	CMD / EO	Mid 2017	Sean Young , Sports Community
vii. Utilise Gliding promotion events to raise awareness, visibility of soaring as sport/recreation. Leverage off world competitions as promotion tool	Identify promotion activities and launch	CMD	Jan 2017	
viii. Assist with Grants application process from states/councils/sponsor organisations "Grants angel"	Office to provide support to regions and clubs	GFA Office	Mid 2016	
ix. Regional role in setting appropriate behavioural standards on clubs, lessons	Regions to promote appropriate	Regions	End 2016	

from welcoming and progressive clubs	behaviours to clubs			
x. Regions to conduct regular Presidents meetings – promotion + retention agendas	Conduct meetings at least annually	Regions	End 2016	
EXCELLENCE				
iv. National approach: Counter alleged bullying or brusque treatment of female and young students	Set of instructor notes for training female and young pilots. July	COP / EMO / Ops Panel / WIG	End 2016	
v. Update Training syllabus in conjunction with AAFC and expedite Blue Book update (generic version)	Ops panel to agree changes	COP, EMO	Nov 2017	
vi. Update instructor handbook Part 2 (Major Project)	Update	COP, EMO	End 2017	
vii. Increase access to bite sized AW courses	Schedule courses	CAD	Mid 2017	
viii. Develop learning resources for core AW training programs	Complete training materials	CAD / VP	Mid 2017	
ix. Support GFA / CASA on E-Tug approval and alternative power plant for tugs, water cooled	Negotiation with CASA	COP, EMO	End 2016	

16. Meeting Performance Self Assessment

14.1. Decision Making. Worked well.
Structure worked well – listening to Exec and then Board having input.
Improved reporting template will help
Regions need opportunity to propose items

14.2. Timeliness of Reports. Poor
Why don't people get reports completed on time
Should we review reports and ask for further input prior to meeting?
Ensure template is available early

14.3. Things that went well. Good decisions

14.4. Things that could be done better

17. 2017/18 meeting schedule

	Exec	Board
January 2017		
February	GTM Tue 21 Feb	GTM The 23 Feb
March		
April	Exec/Board meeting 1/2 April (Melbourne)	
May		
June	GTM Tue 13 Jun	GTM Tue 20 Jun
July		
August	26/27 Aug AGM/Board/Exec (Melbourne)	
September		
October		

November	Board meeting 4/5 Nov: (ask clubs to invite us?)	
December		
January 2018		
February	GTM Tue 20 Feb	GTM Thu 22 Feb
March		
April	Exec/Board meeting 7/8 April (Melbourne)	

18. Meeting Closure