

GFA BOARD MEETING 4/5 NOV 2017

MINUTES

Temora airport, NSW

1. Opening and Those Present: 0830.

1.1. Welcome

Introduction to Temora GC from Grant Johnston and Daryl Connell.

1.2. Present

Peter Cesco, Lindsay Mitchell, Mandy Temple Ian Caldwell, Andrew Simpson, Drew McKinnie, Owen Jones, Brenton Swart, Chris Stephens, Kerry Klein, Ian Grant, Nick Mather, Terry Cubley

1.3. Apologies:

Dave Shorter, Jenny Thompson

2. Minutes Approval

2.1. Approval of the Minutes of the Board/Exec Meeting (August 2017).

Amend to indicate that the Chair of S2F is a non-voting member of the Exec/Board.

Chris/Lindsay **APPROVED**

2.2. Matters Arising.

- a. Sports white paper, Team Coordinator, WWGC19 Women's world comps Preparations, Confirm Pre-world dates with **LK IN PROGRESS**
- b. How do juniors in smaller clubs get connected? Nick Mather to discuss options with Junior Gliding Club. **ACTION: Nick Mather. SEE REPORT**
- c. E tug –Under a special category, so we can build multiple copies. Still waiting on CASA approval, which is imminent. **ACTION CAD**
- d. Basic Gliding Knowledge (BGK). Set a date for a regular update. **IN PROGRESS. TARGET END FEB 2018**
- e. Independent Operators L1 and L2. Promotion through safety seminars. **ACTION COP. In progress**
- f. M&D to produce a sponsorship proposal. **Action CMD. Wait for strategic plan**
- g. Design advertising plan to promote discount for other sport aviation groups. **ACTION CMD. Not addressed yet**
- h. Altimeter calibration device for each region. Have to prove compliance to CAO100.5. **CAD to make direct contact.**
- i. Re-organising CTO duty statement. Working conditions document required. **ACTION CAD**
- j. Club Health Check. EO to write to each club that has not responded, ask why, ask to complete it now, link to S2F . **Action EO. Not done yet**
- k. Request for discount on AEF for scout Jamboree. **EO to advise:** Pre purchase, \$15 for minimum of \$500. **DETERMINED TO LEAVE IT AT \$15**

- l. Family Membership: Promote to club presidents and then to members; Arrange on-line application; EO to update MOSP 1 and Board regulations **COMPLETED**.
- m. Airworthiness: Statement of experience / AW record, final copy by end of year. **VIDEO FOR DOING DIS IS TO BE CREATED**
- n. Registering Gliding Queensland as a peak body with the Queensland Government. GFA to provide support to lodge an appeal through QCAT. Similar activity in SA. CMD/Kerry Kleine, Brenton Swart. **IN PROGRESS**
- o. 5.23 8/8 GOVERNANCE. Action EO. **STILL TO BE DONE**. Support from Chris Stephens
- p. P. 2.2 b club presidents feedback. **REGIONAL BOARD MEMBERS TO REPORT BACK**
- q. 2.2c regional presidents meeting Qld and SA. **HAS NOT HAPPENED YET**
- r. 2.2K Codicil onto web site. EO. **STILL TO BE DONE**
- s. MBGC update – see reports. COP
- t. small club support. Board members to identify and work with a small club. **OUTSTANDING**
- u. AAFC 8.24, 16.3. ONGOING. Needs greater alignment between RAAF/AAFC/GFA. **ACTION COP/President**
- v. Expense guideline – regional expectation. **EO TO CHECK**

2.3 Decisions between meeting

- a. **AEF**. Motion approved to extend AEF period from 9 days to 30 days, same max limit of number of flight and hours, no solo. Aim is to support small clubs to get visitors back when they don't fly every day/weekend
- b. **Aviation Safety Advisory Panel**. (new CASA working group). GFA to write to the panel to advise that we are not happy with being excluded from this discussion. President
- c. **Queensland accident**. Require a policy to send out basic information following any major accident, via Chris or Drew. Also note Ops advice 2012 3/12 re response to media. Make available to RMOs and Regional Presidents. [further discussion on whether to advise the GFA Board prior to other communications. No need]
- d. **Approved MoSP 1 changes**.

THESE PREVIOUS DECISIONS CONFIRMED.

3. Correspondence

3.1. Inward

- 12 Oct Southern Tablelands BBL Claim
- 20 Sep: Valuation report 1-13 The Gateway. Replacement value per the report is \$8,730,000.
- 18 Aug: CASA instrument CASA 71/17 – Delegations to Gliding Federation Australia Officers – Part 47 of CASR.

3.2 Outward

- 30 Sep Deed quarterly report
- 18 Sep. Consumer Affairs Vic. GFA Annual Report
- 25 Oct Mildura ERSA issues

4. Presidents RePort

- **SAFETY COMMITTEE**

Should NSM be a voting member of the Exec? There was no support to increase the number of Exec positions. NSM reports through to the GFA president.

We have not seen the minutes of the safety meeting in August

- **SUCCESSION PLANNING.**

5 year rule applies. Further discussion on extensions possible if it can be justified.

- **Clarify S2F and Business as Usual (BAU)**

5. **Vice President**

- **SIMULATOR**

Cost estimates requested. More details required.

VSA portable new simulator should be delivered late Nov. Approx \$30k

6. **Executive Officer**

6.1 Junior Membership application:

I propose that we request the parent/guardian to take out a family membership and in so doing they can approve the membership application and medical declaration of the under-age person by email.

APPROVED

6.2 AEF on-line form

I propose that. We should trial the on-line AEF form with a number of small clubs (clubs that do not buy many) through to the end of the year, and then launch the on-line process in the new year. We agree not refund any unused forms, clubs need to use these.

APPROVED

6.3 I propose that we remove the offer of recurring payments.

For members currently in the system, we can allow it to continue until their next annual renewal date and then require the full membership payment.

DETERMINED TO RETAIN THIS OPTION [8/6]. Increase communication with members re impact of not paying. We have improved means of communicating suspension.

6.4 Approve the provision of a contract weather model for all GFA members

APPROVED FOR SKYSIGHT.

6.5. Club membership report – SORT PRIOR TO DISTRIBUTION. ACTION EO

7. **Operations**

7.1 Accident Investigations

Issues Arising from Accidents. Raise awareness of the following:

- a. Instructor training – limits on instructor intervention, consolidation and competency demonstration at safe altitudes.
- b. Conversion flights, first of type flights. Advisability of high launches, exploring handling and stall-spin symptoms at safe altitude.
- c. Pilot currency versus total experience, elevated risks with low currency.
- d. PIC competition warm-up and XC flying currency prior to major competitions.
- e. Importance of stall-spin recognition and recover training and annual checks regime.
- f. PIC responsibility for self-assessment of fitness to fly, advice of temporary or disqualifying medical conditions.
- g. PIC responsibility for operation of glider within placard limits.
- h. PIC responsibility for integrity of documentation and logbook records.
- i. Support and debriefing of witnesses, club members, first responders, investigators. Importance of availability of psychological and counselling support if needed.

Note – aging pilot profile and medical conditions. More investigation required.

7.2 Policy and process re psychological support as a result of accidents?

- Ops 12 (2016) resources for info of clubs, potential referrals.
- Investigate how we document and make this info available. What should be included. Drew, Stuart, Andrew, Terry. Adequacy of post-accident process.
- Management of information flow to GFA members, respect for families, friends, and confidentiality limits.

7.2 NOTED GFA Operations Audit Compliance Status

7.3 NOTED Implementation of BoM Graphical Area Forecasts from 9 November 2017

7.4 NOTED Safeski's 2017

7.5 NOTED GFA-CASA Relationship and Radio Frequency and Risk Issues

7.6 MBGC issues

- Consider options to support the club to continue.
- Offer an independent mediator
- TC invited to attend a meeting of club/committee. Identify and offer mediation support

7.7 AFFIRM:

a Strategic Priority for Target Zero and PIC Responsibility Campaign (Confidential)

- The Operations team has assisted GFA President in responding to some member feedback on this campaign. We need to explain the intent of a safety campaign
- Board confirms support for a whole of organisation safety campaign under the Target zero banner. Drew/Andrew. Drew to advise board on updates of the safety campaign. **CARRIED Unanimous**

b Strategic Priority of Part 149 Negotiations

- Need to review our own documentation – separate regulations from rules and guidance. Have regulations approved whilst we manage the rules and guidance as GFA documents.

- Note that we progress part 149 subject to Board approval with legal advice, to develop our exposition.
- Project team across departments to do this work. Chris Thorpe to lead the group.

7.8 Instructors handbook development

- Drew to provide a project plan and timeline

8. Airworthiness

Approve:

8.1 DI Video

- will cost approx. \$25,000 to produce commercially (\$1000 per minute for a final edited content), 2 quotes have been obtained.
- Storyboard almost complete.
- Glider only. Motor glider happened later.
- 5 X \$5000 sessions
- Moved to allocate \$25000 to purchase these videos. **Andrew/Drew. CARRIED.**

8.2 Record of Experience Books.

- Books will be ready for printing prior to the end of the year.
- Suggest a run of 500 with books and available on the website for \$7.00 (Same as the Pilots Logbook).
- Send to RTO next week. Sell on web site for \$7. Same process as the pilot record book
- Request approval for \$3500 to print the logbooks once available.

8.3 Can now use e-tug and get it certified (probably through SAAA)

- **Advertise how clubs can get this done. - CAD**

9. Finance

Report and Balance sheet and YTD P&L to September 2017 wee APPROVED

10. Sports

10.1 Potential issue with age, decreasing capability for instructing/coaching. COP and CSC,
INVOLVE OTHER HEADS OF DEPARTMENTS

10.2 IGC succession – TC to prepare a paper re period for IGC role

11. **NOTED** M&D report

12. **NOTED** S2F report

13. **NOTED** NSW report

14. **WA**

- Device that enables car radio to hear VHF CTAF at Beverley. Owen to send info to Terry
- \$3000 extra WA government money to support WIG week.
- Support women GPC course with women instructors and coaches.

15. **NOTED** QLD report

16. VIC

- a. Working With Children Checks (WWCC) . The Victorian Government have introduced additional requirements for WWCC and, with assistance from Terry Cubley, all VSA clubs have been advised of their responsibilities under the expanded legislation. Jay Anderson, GFA Legal Advisor is providing advice on any major concerns.
- b. GCV and Bacchus clubs continue to battle unreasonable demands by their local councils. Are these situations unique or is it the start of moves by councils elsewhere in Australia to seek additional revenues for new operating requirements being imposed upon them.
- c. **Mt Beauty** – Concerns re divisions within the club. This season's Alpine Coaching regatta is in doubt.
- d. IGC role in membership growth. Possibly collate and distribute ideas from each country?

17. **SA**

In SA we have a gliding site in the Flinders Ranges the airfield we use is called Arkapeena. It is on private land. SAGA currently pays hanger liability insurance to cover this site. It seems crazy we need to when all clubs that use it have already got hanger keepers liability.

Resolved

18. **JUNIORS**

- a. The AJGC glider fleet and maintenance
- b. Preparations are underway for this year's Joeyslide. Input on securing sponsorship is very welcome. **Ailsa McMillan is to be Contest Director**
- c. The S2F Junior Working Group is developing criteria for accreditation as a Junior Soaring Centre based on the system used in the BGA, along with Junior specific pathways for pilots; one for AAFC juniors looking to expand their soaring and another for Juniors joining a club outside of the AAFC. The working group is also considering the ways in which communication between GFA and the AJGC can be improved. The working group is aiming to complete these items by the 26th of October.
- d. Ian Caldwell wanting to arrange coaching and instructing opportunities for Juniors. No response from AJGC. Board agreed that this action is needed to make progress. Supported by Nick Mather.
- e. Should GFA purchase a good 2 seat glider for use by junior and other events (WIG?). Develop a proposal.
- f. State based junior regattas?
- g. WUA refinish. Send details to Andrew Simpson

4. **Meeting Performance Self Assessment**

18.1. Decision Making.

- Decision making was good, robust. Appropriate. Focused

18.2. Timeliness of Reports:

- issue with google drive. inexperience with the report format

18.3. Things that went well:

- Enviro scan was important.
- Brainstorming was valuable.
- Visiting Temora was valuable. Should aim for more club members than Board members
- No demarcation between board and exec

18.4. Things that could be done better:

- Bogged down with detail
- Meeting was compressed – ran out of time.
- Follow up GTM.
- Next year, Maybe do GTM for exec part of the meeting so that Board can focus on Strategic Plan
- Google docs training next meeting

5. 2017/18 meeting schedule

Dates not confirmed as yet. To be arranged via email

The VSA request that GFA Board meeting in November 2018 avoids the weekend of 3/4 November which is the traditional start of the soaring season for many VSA clubs who make it a 4-day weekend by incorporating the Melbourne Cup holiday on Tuesday 6 November.

	Exec	Board
January 2018		
February	GTM Tue 20 Feb	GTM Thu 22 Feb
March		
April	Exec/Board meeting 7/8 April (?)	
May		
June	GTM Tue 12 Jun	GTM Tue 19 Jun
July		
August	25/26 Aug AGM/Board/Exec (?)	
September	GTM Thu 21Sep	GTM Thu 28 Sep
October		
November	Board meeting 4/5 Nov: Temora	
December		