

GFA BOARD MEETING 7/8 April 2018

MINUTES (interim)

1. Opening and Those Present: 0830.

1.1. Welcome

1.2. Present

Peter Cesco, Lindsay Mitchell, Mandy Temple, Ian Caldwell, Andrew Simpson, Drew McKinnie, Dave Shorter, Jenny Thompson, Owen Jones, Brenton Swart, Chris Stephens, Kerry Klein, Ian Grant, Mitch Turner, Terry Cubley.

1.3. Apologies: Nil

2. Minutes Approval

2.1. Approval of the Minutes of the Board/Exec Meeting (Nov2017).

6.4 skysite – misspelt. Should be skysight

Drew/Lindsay **APPROVED**

2.2. Matters Arising.

- a. Sports white paper, **ACTION CSC. Vision for sports. In progress. Elite vs grass roots. What is the focus for spending members money. Finalise in May. CSC**
- b. How do juniors in smaller clubs get connected? **ACTION: In progress**
- c. E tug – Still waiting on CASA approval. **Apparently some delays**
- d. Altimeter calibration device for each region. **ACTION CAD. May AW meeting to finalise.**
- e. CTO duty statement. Working conditions document required. **ACTION CAD. Parked. Drafted but relies on location.**
- f. Video for doing Dis. Shown to the meeting. Well supported. More to do – in budget.
- g. Basic Gliding Knowledge (BGK). Update in progress. Almost complete. Laurie Hoffman has carriage of this review/update
- h. Policy and process re psychological support as a result of accidents. **COMPLETED.** Investigate how we document and make this info available. **ONGOING**
- i. AAFC: Requires greater alignment between RAAF/AAFC/GFA. **In progress, COP/Pres**
- j. M&D to produce a sponsorship proposal. **ACTION CMD. STALLED. Review in August**
- k. Design advertising plan to promote discount for other sport aviation groups. **ACTION CMD. STALLED. Review in August.**
- l. Club Health Check. **Superseded by S2F. Put link on web page. EO**
- m. Registering Gliding Queensland and SAGA. Qld Registration will occur with next grant application. Paperwork done in SA, no response yet.
- n. Conduct Regional presidents meeting in Qld and SA. Kerry Kleine/ Brenton Swart. **Make a plan**
- o. Small club support. **NSW linking small clubs with large clubs as a support. Regions to make a priority for this action. Advise to S2F**

2.3 Decisions between meeting

- a. Approved trial of on-line AEF
- b. Appointed Mitch Turner as AJGC representative to Board

Decisions confirmed

3. Correspondence

3.1. Inward

- 26 Mar 18. G Russell, complaint re Bathurst SC
- 6 Mar 18: Insurance referral agreement with AIBA
- 6 Mar 18: Aust Gliding Museum letter of thanks
- 15 Feb 18. Quote from Plexus for new phone system
- 13 Nov 17: Implementation of Graphical Area Forecast

3.2 Outward

- 30 Mar 18. Email to G Russell confirming receipt and advice that we will respond
- Feb 18: Correspondence and advice to clubs in NSW re stamp duty exemption for insurance
- 25 Feb 18: Advice to CASA re VFR ADS-B Discussion Paper,
- 22 Feb 18: Shane Carmody (casa). GFA Position re airfield inspectors
- 19 Feb 18: Response to CASA Radio operations by gliders in class e (controlled) airspace
CASA stepping back on many change previously implemented (CTAF size, Unicom, use of 126.7 above 8500ft. Increased need for dual freq radios, some people carrying hand held radios.
- 2 Jan 18. Quarterly Deed of Agreement report
- Jan. Report to ATSB re Benalla accident LS8

4.0 Presidents Report

- a. **CASA legislation review.** CASA had indicated it will be issuing a lot of new legislation this year. Chris Stevens will conduct a 'first pass' review of appropriate legislation. Dave Villiers providing advice to AW department.
- b. **Accident feedback.** Identify how we can legally and sensitively pass appropriate information to minimize or stop the rumor factor
- c. **Strategic Structural Safety.**
 - I believe the safety team needs to be self-directed, for without this they will not 'own' the process.
 - We need to be able to minimize personal biases and use data, real data, to determine what the actual risks are.
 - Clarify purpose and intent, terminology. See Strategic Plan discussion.
 - Consider a NPRM process for issuing rule changes etc

5.0 Vice President

Static Simulator:

- a to provide ab-initio training, instructor training, advanced flying training and x-country familiarisation.
- b Ian and Chris will co-ordinate building the cockpit with controls
- c Alby will develop Analogue looking instruments that will be electronically driven to exactly simulate flying.
- d Syllabus. GCV syllabus available
- e Initial basic manufacture by August
- f. Prototype will be designed on castors so it can be moved. 3 X 55" flat TV screens will be used that can be folded if needed

- g. The team have a reasonably calculated estimate of the total build to cost \$12 – 13,000. The cockpit build, controls etc \$5,000. Fuselage mold \$2,700. Electronics \$2,000 screens. \$1,000. Incidental extras \$1,500.

Portable VR simulator

- a. The VSA VR simulator was demonstrated at the Board meeting
- b. Very effective.
- c. Some software changes – wait for Condo to adopt VR.

Go/No-Go decision re Simulator project

Proposal re fixed simulator.

- Cost is approx. \$12-13,000. GFA \$10K plus \$4500 remaining from ASF grant
- Expect completion at Bacchus Marsh by end 2018
- Future use/expansion still for discussion
- Complete this as a platform for further development.
- The Sim can be transported to another site if needed.
- Need to identify a project manager – VP to arrange, incl local project manager
- Is there a project plan with key milestones?
- One sim or one for each region? Who pays?

Moved that we continue with creation of the prototype static simulator. APPROVED.

Note that money spent on French design has been spent but no ongoing value.

Develop options for use and expansion of the simulator by August meeting.

6.0 Executive Officer

Approve:

- a. **IGC representative tenure**
 - Identify a suitable candidate. TC to stay until a suitable person is found.
 - Ask sports committee to nominate
 - 2 year buddying with TC
 - **Motion:** 5 year tenure of IGC rep be expanded to 10 years. Moved/seconded. Kerry/Jenny. **APPROVED**
- b. **Amended Expense Guideline: Review and adopt.**
 - Moved that the amended guidelines be accepted. Ian Grant/Owen Jones **APPROVED**

c. Affiliation requirements

- Discussion re possible need for an Associated Organisation Affiliation?
- Organisation of events requires HKL policy- use the one for the club in site
- EO to investigate a form of affiliation to suit these associated org.

d. Funding for AMO apprentices.

- What guarantee of ongoing commitment
- Apprentice and/or AMO to run XX courses each year?
- Should they gain Experience at a factory?
- Apprenticeship maybe wrong wording
- \$10k pa is \$14 per form 2 pack

Consider over the next 2 months. CAD to develop a proposal.

Noted:

- e. Office phone:
- f. GFA Staff uniform. 2 provided to each staff member
 - Sell shirts to members with a small profit margin
 - Provide a jacket to each staff members (EO decision as to who to receive)
- g. Storage in salesforce: Tim has resolved the storage issue
- h. Australian Team uniform
 - For each team member – Pilot, team captain, crew chief.
 - Pay out of ITC capital fund? No impact on individual team funding.
 - Sorts Committee to recommend the uniform design for board approval.
 - **APPROVED**
- i. WWGC 2020
- j. AEF form
- k. Instructor training – S2F

7.0 Operations

Approve:

a. Changes to MOSP Part 2 Operations

APPROVED.

Note:

- a GFA Operations Audit Compliance Status
 - Ground handling incidents, focus is an increasing issue
- b GFA Occurrence Reports for 2017
- c GFA Occurrence Reports for 2018
- d Note – aging pilot profile and medical conditions. More investigation required.

- e Part 149 Negotiations. Project team across departments to do this work. Chris Thorpe to lead the group.
- f Instructors handbook development
 - Active draft circulated and being reviewed by end May 2018
 - Adjust Ops budget to cover workshops review

8.0 S2F report

Approve :

- a Proposed to implement a system so that when an expenses claim is paid an email and or acknowledgement is sent out. Also, I am trialing an online submission system through S2F.
 - Can this be done automatically? Dave
- b Implement proposal to re-write Instructor Handbook by Oct 2018

Note:

- c I am using S2F funds to purchase hours of EO's time to assist with roll out of S2F Instructor and Coaching courses – details of proposed courses are in EOs report
- d I continue to explore the best options for flight recording to “abolish” manual input and reduce volunteer workload.
- e The S2F website is maturing. We will add an online voucher booking system for AEF flights for participating clubs – with an option to expand to all once bedded in.
- f I have produced an electronic version of the A, B and C certificate questions. Tried and tested by the S2F clubs and are now ready for publication and general use.
- g The Mande-news continues and seems to be popular – I welcome any content at any time.

GFA web pages and IT

- Need a fresh approach to IT/Web design/Social media
- Peter Cesco to talk to Richard Frawley, Tim, Al Sim re what do we need

9.0 M&D report

Approve:

- a That the board approve the proposal(s) put forward by Sports Community for development of a training facility in Victoria, possibly at Bacchus Marsh.
 - Need a developed plan, recommended site(s), Sydney/Melbourne, management group,
 - Support Benalla to refine their approach
 - The Bacchus Marsh proposal has not been put forward in detail to any club which operates from that site. There is acceptance that increased cooperation and reduced duplication of effort would assist all clubs but no commitment has been made to any proposals.
 - That the GFA has an obligation to not only act in the interest of members but also potential future members and therefore should not be constricted to the desires of the incumbent club committees.
 - Action M&D

- b That the board discuss how communication can be improved between Club Committees and the GFA.
 - At present many club committee members receive mail through their personal email accounts. Generic email accounts could be set-up. Suggest to clubs to consider this option.

10.0 Strategic Plan

Plan was updated. See Plan

11.0 Airworthiness

11.1 DI Video will be placed on YouTube – APPROVED

- Does GFA have a youtube channel? – needed to display a video
- Mitch will assist with social media – you tube, facebook, Instagram, etc.
- DI examiner will be separated from form 2 rating. All form 2 will be DI Examiner, but others [L2 inst] can also achieve this DI examiner rating.
- More videos for motor gliders, releases, etc in 2018
- \$10,000 Approved for video prodction

11.2. AMO to deliver training. No offers yet.

- Minor repair in NSW, deferred. VSA in Oct (Joe Luciani)
- VSA form 2 course are \$1500. Split between VSA,, Clubs and Individual
- RTOA training person (Justin Couch) will help the AMO with minor repair course syllabus
- Course dates by May RTO meeting
- W&B course – Colin Veal almost finished the course with help from RAAus

11.3. Mander accident

- Experimental aircraft. Built as a sustainer. Full report available soon.

11.4 AAFC

- have set up a CAMO (cont aircraft maint org)
- Paperwork and heartache

12.0 Sports

APPROVE:

- a Increased funding to support Australian Women's participation in the Women's World competition at Lake Keepit.¹
- b Increased funding for Coaching activities – From coach the coaches, to local club
- c **VSA will fund a coach the coaches program in Vic**

APPROVED. See Budget

At this point in time, 9 Australian women pilots may compete. Coaching support and camps are anticipated. A detailed coaching budget has been developed and is attached Reimbursable costs for 3-4 people, such as travel and accommodation.

13.0 Finance

- a Aust Gliding Museum: Grant.
Grant for 2018/19 approved for \$10k
- b Report and Balance sheet and P&L
- c 2018/19 Budget AGREED AS AMENDED. Dave/Lindsay
- d Set fees for 2018/19 -2% increase
- e Staff salaries review - 2% increase
- f On line magazine? 40k saving consider
- g Increase form 2 kit to \$230 to cover AW development

14.0 Regions reports

14.1 VSA

Approve

- a VSA and GFA to investigate whether glider trailers can be exempted from truck parking regulations. Meanwhile VSA have alerted members of these recent regulations.
Agreed. New regulations aimed at trucks. State based regulations. VSA to look for a volunteer to do this

Note:

- a VSA Committee succession planning and female gender target.
- b VSA 2018 workplan agreed with SRV and \$20,000 annual funding approved.
- c Visual Reality portable simulator delivered for initial evaluation
- d GCV and Bacchus clubs are making progress on new council leases
- e Tasmania – A new site at nearby Tunbridge is being negotiated with land owners.
- f Mt Beauty GC wish to return Alpine regatta in 2019. Planning on G Dale as coach.
- g. In conjunction with Ian Caldwell, M&D a proposal from Sports Community was developed in December to support establishment of a single training facility at Bacchus Marsh. Application for a government grant has been submitted and waiting on the outcome.
- h. A program for the development of coaches within the VSA is being discussed with Matt Gage. After 10 years, VSA coaching events need to be updated and refreshed.

14.2 WAGA

Note

- a The re-transmission of CTAF calls on car radios tuned to FM 105.0 at Beverley is proving to be very successful. Some questions as to whether an ACMA licence is, in fact, required.
- b The Triennial funding from the WA Department of Sport and Recreation has been renewed at an unchanged level of \$ 14,000 pa. Plus \$ 3,000 for the WIG.
- c Administration – Succession Planning, or the lack thereof, is a major and increasing problem.

- d Administration – Membership The small winch club at Morawa is down to only 4 members.
- e Operations - doubt on the need for a second Perth Airport, based at Cunderdin
- f Airworthiness WA has two clubs running Lycoming engines “On Condition” or close thereto. The WAGA eTug Committee has been reformed.

14.3 SAGA

Approve:

- a Steve Pegler is the new Alternate Board member for SAGA.
 - **Brenton/Ian G – APPROVED**
 - **Send letter of thanks to Reg Moore**
 - **Advise office to update contacts list**

Note:

- b There are currently level 1 and AEI training courses being completed.
- c We recently held a safety seminar in Alice Springs and another scheduled to be held in Murray Bridge in August 2018.
- d Documentation has been lodged with the Office of Recreation and Sports for recognition as a sporting body for South Australia. I believe this has proceeded but am awaiting confirmation from Eric Stauss, our M&D Representative.
- e Our State competitions were held over two weekends in March.

14.4 NSWGA

a Glider tracking.

- ADSB still some time away.
- Jacques Graells is investigating options re tracking and log keeping (3G)
- OGN options (VSA setting up OGN)
- Objective of tracking – SAR, logging flights
- b. Board resolution to legitimize/ approve the statement of expectations for regional organisation.
 - Look for minuted item? Add to Board resolutions.
 - **ACTION** EO. Circulate for approval if needed
- d. Improve governance through training
 - Sports community training is suitable and we alert clubs to this free/cheap training. E-news promotion. Chris Stephens to discuss with Mandy the range of units recommended
 - Sports community courses are free to club officers (?)
- e. WWGC 2020 funding for participants
 - Entry, tows plus \$1000 per person – see budget session – see budget

14.5 GQ

See report

15.0 JUNIORS

- a. Communication
 - AJGC can contact all juniors via EO.
 - Explain benefits of AJGC
 - Identify scholarships
- b. Consider GFA subsidy for junior membership of AJGC. Mitch to send us a proposal
- c. Put Juniors in touch with juniors in other clubs – GFA contacts. Junior email list
- d. S2F junior friendly clubs
- e. Link to AAFC to pick up cadets at end of scholarship and continued involvement.
Bureaucratic issues in dealing with AAFC organisation. Need to promote suitable clubs to AAFC cadets

16.0 2018 meeting schedule

	Exec	Board
January 2018		
February	GTM Tue 20 Feb	GTM Thu 22 Feb
March		
April	Exec/Board meeting 7/8 April (Melbourne)	
May	Department meetings	
June		
July	GTM Tue 10 Jul	GTM Tue 17 Jul
August	25/26 Aug AGM/Board/Exec (Brisbane). Presentation dinner. Member forum	
September	GTM Thu 20 Sep	GTM Thu 27 Sep
October	Board meeting 27/28 Oct: (Adelaide)	
November		
December		

17.0 Meeting Performance Self-Assessment

- a. Decision Making. Good. Good. Good. Average – continue to discuss after decision made.
- b. Timeliness of Reports: ok. Ok. Google drive was good. Late budget.
- c. Things that went well: SP progress. Budget process. More informative presentation with recommendations would have improved budget process. Tim and simulator
- d. Things that could be done better: too detailed at times. Corporate amnesia – recover prev decisions. Park things more quickly. More control from chair. Exec/board split could be better. More time on budget. Too much on t shirts. Board can come later. Time estimate for important items like budget etc. Move meeting to mid April to enable better budget preparation, or use Feb figures..

18.0 Parking list

- a. AW Trainees at AMOs
- b. AW. Require more training courses in Sydney/Melbourne. Identify providers. GFA support
- c. Sports funding for WWGC

