



GLIDING FEDERATION OF AUSTRALIA

A meeting of the GFA Board was held on Tuesday 24 February 2021 by Zoom commencing at 8.00 pm AEDT

Minutes

1. OPENING OF MEETING AND WELCOME

Present:

Regional representative members:

Beryl Hartley (NSW)
Duncan Robertson (Vic/Tas)
Peter Brooks (SA/NT)
Greg Beecroft (WA)
Lisa Turner (Qld)

Executive members:

Steve Pegler (President)
Lindsay Mitchell (Vice President)
Vivienne Drew (Vice President)
Pat Barfield (Chair of Operations)
Chris Bowman (Treasurer)
Richard Frawley (Chief Experience Officer)
Jenny Thompson (Chair of Soaring Development)
Sarah Thompson (Chair of Marketing and Development)
Mandy Temple (Chair of S2F)
James Nugent (Junior rep.)
Terry Cubley (Board Secretary and GFA Executive Officer)

In Attendance:

Geoff Wood (Minutes Secretary)

1. APOLOGY

Anthony Smith.

2. CONFLICT OF INTEREST

The President asked those present to declare if they had any conflicts of interest in respect of any item on the agenda. None were declared.

3. MINUTES OF PREVIOUS MEETING

MOTION: That the minutes of the Board meeting of 19 January 2021 be accepted as a true and correct record.

Moved V Drew, seconded L Mitchell– Carried

4. MATTERS ARISING FROM THE MINUTES

The President urged all Board members to complete the approved integrity training program if they have not done so already and once they have done so, to register their completion as a credential on Go Membership.

All other matters arising from the minutes were dealt with elsewhere in the agenda- see below.

5. DECISIONS BETWEEN MEETINGS:

The Board noted and ratified the following decisions taken out of session by exchange of emails:

- *That the Board approves the updated MOSP 1 version as distributed by the EO to the Board via email. Moved S Pegler, seconded D Robertson – carried 23 Jan 2021.*
- *That the Board gives pre-approval for Squad Week coaching to be held at DDSC 8-12 March, out of the normal budget, estimated to be \$1525. Moved J Thompson, seconded G Beecroft – carried 3 Feb 2021.*

6. CORRESPONDENCE – AIRSERVICES AIRSPACE CHANGE PROPOSAL

The President updated the Board on Airservices recent proposal for extension of Class E airspace. He advised that GFA had responded and so had other members of the Air Sport Australia Confederation (ASAC), both objecting to the proposal which was seen to be without adequate justification. Airservices Australia had acknowledged GFA's response, and advised that they are in the process of evaluating all submissions. A letter had also been sent to the Deputy Prime Minister outlining GFA's concerns.

7. IT – RETIREMENT OF TIM SHIRLEY

The President advised the Board that Tim Shirley had signified his intention to retire from his employment with GFA, albeit with a willingness to remain involved for a transition period while new arrangements are made. Steve acknowledged Tim's sterling service over many years and indicated that consideration would be given both to recognition of his service, and to how the functions he currently carries out could be serviced in the future.

8. CASA AUDIT OF GFA

The President and EO advised that CASA would be conducting an audit of GFA on 30-31 March. It was expected that this would focus on airworthiness and document control. The CASA operatives would conduct their audit in the GFA office, and relevant GFA volunteer and paid staff would be in attendance.

9. SUPPORT FOR CLUBS

Mandy Temple reported that Amanda VanderWal was continuing to assist many clubs in a range of ways. The matter of placing S2F under the supervision of Marketing and Development was raised, but the meeting agreed that this should be considered as part of the strategic planning process to start in March.

10. GFA STRATEGY PLANNING REVIEW

Board members debated how to best take GFA's strategic planning process forward. Some members saw considerable value in a face-to-face meeting, while others expressed concern about the volatile situation with Covid-19 and lockdowns.

In the end the Board agreed to a proposal put forward by the President that the matter be handled by a series of 2-hour Zoom meetings. As part of the preparation for these meetings the following were discussed:

10.1 Statistics and renewals: Sharon Brunton has done some work and there is optimism that we will in due course obtain reliable, credible statistics which are accepted by all. However when the meeting was presented with new GFA member data which seemed to show a dramatically increased rate of "churn", it emerged that the figures used were not based on like-for-like comparisons between years and Board members were unable to agree on whether any significant trends were evident.

Regardless of the numbers involved, Board members agreed that better marketing to all due-to-renew members was needed. This would include an improved letter to go to these members one month before their renewal date; Sarah Thompson agreed to draft this.

Action: Sarah Thompson

Some Board members felt that personal approaches from clubs to people who had declined or failed to renew their GFA membership would be a fruitful way of reducing churn. The President made the point that this could only happen if clubs had an easy way of knowing who these people were. The EO agreed to investigate how a monthly report listing non-renewals could be prepared for each club.

Action: Terry Cubley

10.2 Strategic plan – nature, format and process: The President outlined his views on the purpose of a strategic planning process, the outcome which he saw as desirable and the format of the plan which would result. He saw the outcome as encompassing a mission statement under which sits 8-10 strategic goals, each supported by strategic intent statements and action items. He regarded it as vital that achievements against the goals should be reported on a regular basis.

The President noted (and Board members agreed) that GFA structures may need to change depending on what goals are agreed; structure should serve goals, not the other way around. See Item 20 below for timing of the first strategic planning session.

11. TREASURER'S REPORT

Treasurer Chris Bowman reported that, after removing extraordinary one-off factors and unrealised capital gains, GFA is currently operating with an underlying excess of income over expenditure ("profit") of \$46,000 for the year. This is approximately consistent with expectations. It was noted however that membership income is significantly down, somewhat offset by lower expenditure than expected.

12. GFA SAFETY MANAGEMENT SYSTEM (SMS)

The President reported that this is will be considered as part of the Part 149 process, and being dealt with by the Part 149 subcommittee.

13. PART 149 SUBCOMMITTEE REPORT

It was reported that Peter John, the contractor engaged to carry out the necessary drafting, had produced his first deliverables and progress was continuing to occur.

14. GOVERNANCE/ INTEGRITY COMMITTEE UPDATE

Vivienne Drew advised that significant progress was occurring on drafting of the remaining policies (apart from those already approved).

15. INTEGRATED TRAINING PROGRAM

Lindsay Mitchell reported that the session designed to expose the new Integrated Training Program to the Board had occurred on February 22. No fundamental issues had emerged, though naturally there had been many questions raised about particular items.

The President encouraged all Board members to view the presentation (especially the FAQ section) and provide feedback to Lindsay Mitchell by 3 March.

Action: All Board members

Some discussion occurred about when new logbooks and training program booklets would become available to replace the current editions. The timing was somewhat fluid and it was agreed that clubs should minimise purchases of the current editions where possible.

16. ADVERTISING, WEBSITE, MAGAZINE

Sarah Thompson reported that she had continued to work on contractual arrangements and reporting lines, particularly regarding the GFA magazine *Gliding Australia*. She had established that there were no defined contractual arrangements currently in place between GFA and the editor of *Gliding Australia*. Board members agreed that there should be, and that the editor should report to the Chair of Marketing and Development.

It was further agreed that the Chair (M & D) should have the opportunity to peruse each edition of *Gliding Australia* before it goes to publication.

Action: S Thompson

17. GFA OFFICE POST-COVID

James Nugent spoke to this matter. He and EO Terry Cubley had further investigated options, opportunities and costs. They had concluded that a GFA office should be retained, and that the best outcome would result from retaining the current premises but improving them in a number of respects.

MOTION: That:

1. The Board retains the current GFA office;

2. The EO facilitates a meeting with the office staff, seeks their input regarding desirable improvements to the workspace, and implements agreed changes up to a maximum expenditure of \$5000;

3. Representations be made to the management of the property regarding changes necessary to enhance the safety and welfare of GFA's staff, such considerations to include but not be limited to car parking.

Moved J Nugent, seconded P Brooks –carried

Action: T Cubley

18. WORLD GLIDING CHAMPIONSHIPS – SUPPORT FOR AUSTRALIAN TEAM

Jenny Thompson (Chair Soaring Development Panel) outlined the case for support of pilots representing Australia in two upcoming World Gliding Championships (WGC's). Funds are available from the fund dedicated to this purpose.

MOTION: That The Board gives pre-approval for funds to be withdrawn from the Soaring Development Fund to support three pilots and the Team Captain for the 2021 WGC's, the amount to be approximately \$5000 each.

Moved J Thompson, seconded B Hartley –carried

19. IT GAP ANALYSIS

Chief Experience Officer Richard Frawley had been asked to investigate gaps in GFA's IT systems and software, and opportunities for improvement. He reported that he had achieved substantial progress in most areas except airworthiness, and undertook to provide a definitive answer on whether the existing systems can be adapted and improved to a state where they provide a satisfactory service, or whether more radical measures will be required.

The Board accepted this undertaking, but directed that his report be provided in writing within one month, and include costings and clear recommendations.

Action: R Frawley

20. FUTURE BOARD MEETINGS AND STRATEGIC PLANNING SEMINAR

The President advised that Sid Dekker had agreed to facilitate the first on-line (Zoom) strategic planning session. It was agreed that this will occur on 11 March at 8 pm AEDT.

Action: Board members to note

Geoff Wood

Minutes Secretary

26 Feb 2021