



### **Board of Directors Meeting Minutes**

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A regular Board of Directors meeting was held on 26/9/12 at 9:00 AM at the APSI office, 4/10 Gippsland St. Jindabyne, NSW.

Board Members Present at the meeting: Andrew Rae, Warren Feakes, Tom Mitten, Richard Jameson, Mark Dixon, Martin Firle

Apologies: Tom Gellie, Jason Clausen, Nigel Mills

Quorum present: Yes

Others Present: Alexia Colville

#### **Proceedings:**

Meeting called to order at 9:10 AM by President Mark Dixon.

Mark Dixon was appointed chairperson of the meeting, and Alexia Colville was appointed secretary to prepare a record of the proceedings.

#### **Course/ Exam Prices 2013:**

Warren Feakes - 10% increase on cost to run 3/ 5 day course to make operating surplus. Cost can be spread over not only course/ exam but also membership. In which case, needs to be justified to members.

Andrew Rae - There will still be courses/exams that run at a loss because we are working on averages and not worst case scenario.

Warren F - Need to go back to true cost of running a course/ exam and then add the 10% increase and then distribute some of the costs more evenly.

Andrew R- We do not need to add such a large amount to cover travel to 3 day courses as they are usually run by trainers in their local state. We will cover costs for those keeping the cost the same but should still increase CPI %. 5 day courses we're not charging enough to cover the cost of running those courses.

Board agrees on course prices for 2013.

Mark Dixon proposes course/ exam prices, Martin Firle seconds, unanimous agreement.

Warren Feakes proposes membership prices, Richard Jameson seconds, unanimous agreement.

### **Website Fixes:**

Board agrees that APSI should pay Greg for his time to improve APSI website functionality, within a specified time frame, e.g. by the end of November.

Areas of concern/ ideas:

- Forum section, ability for member to post own videos/ photos
- Content management system for home page/ shop
- Financial members only section of shop
- Limited access to website for TDs
- Redesign website, homepage directs straight to shop

### **Member Benefits/ Services:**

- Print and electronic copy of Snowpro
- Cost of print run needs to be included in membership prices
- Look for advertising for Snowpro to offset cost of printing
- Beginning Snowpro should be print, EOS and mid-winter snowpro electronic
- National team & board profile pages on website

### **Administrative Assistant Contract:**

Warren Feakes proposes move to permanent part time, pay increase to \$24.50/ hour, 2 days/ week over summer (1 Nov to 1 May), Richard Jameson seconds, unanimous agreement.

### **Bookkeeping:**

- Get Tracy to train Lexi on QuickBooks, look into external training providers
- Phase Tracy out to once a quarter for BAS check once Lexi is comfortable
- Continue with levels of checking:
  - > Admin Assistant does entry
  - > Mark Dixon, Andrew Rae, Warren Feakes check and sign bank
  - > Bookkeeper to check BAS
  - > Financial Audit

### **Andrew's Contract:**

Mark Dixon proposes 3% CPI rise; Time in Lieu in summer for extra days worked/ travel time done in winter, will reassess at the end of next season. Martin Firlie seconds, unanimous agreement.

### **Jason Clausen Relocation Allowance:**

- Andrew Rae - paid this allowance by APSI before, stopped going overseas.
- Warren Feakes - doesn't stand up to audit as Jason is vice president, member of executive.
- Richard Jameson - should be written in to TD contract, if TD doesn't get relocation allowance from their SS resort APSI should contribute. Need to offer something to attract top trainers to the role.
- Warren F - it's not APSI responsibility to pay just because resort won't.
- Andrew Rae – quality of Australian instructors vs. international instructors, staying in the industry = better instructors, it offers incentive to stay in the industry. Jason is missing out on the allowance because he works for the APSI, therefore only part time in his resort and not eligible. Jason needs to provide documentation – so we can work out the average of what other resorts pay their employees.
- Warren F – this is an ex-gratia payment, executive voting for paying executive, the vote needs to go to AGM
- Mark Dixon - is this appropriate use of members funds? Transparency to membership is needed.

### **Motion**

Andrew Rae proposes up to \$645.00, amount payable is based on percentage of days in the season worked for the APSI. No more than the cost of the return airfare ticket, with appropriate documentation (ticket) provided. Amount is only payable on return to Australia after Nth Hemisphere winter season. Amount is only payable to person in NTC position.

Richard Jameson seconds, motion carried three against two.

### **Motion**

Andrew Rae proposes the airfare payment will not be paid to any the person in the future, unless discussed in negotiation with the APSI board before the contract is signed.

Tom Mitten seconds, motion carried unanimously.

### **Phone Allowance:**

Warren Feakes proposes the President should be afforded the same amount as TDs for phone allowance. Andrew Rae seconds, motion carried unanimously.

Thank you for attending and meeting closed at 3:30 PM by President Mark Dixon.