



## AUSTRALIAN PROFESSIONAL SNOWSPORT INSTRUCTORS INC.

Board Meeting Minutes  
25<sup>th</sup> May 2015 via Skype

### Attendees

M. Dixon, R. Jameson, R. Hocking, A. Federico, T. Mitten, A. Rae, D. Burton, D. Meehan, W. Feakes

### Apologies

N. Mills, D. Burton

### Secretary

A. Colville

### Meeting Opened

5:35 pm by President M. Dixon

### Previous Minutes

**Vote:** confirmed, passed.

### Action Item List from Previous Meeting

Item	Responsible	Status
Long member discounts	Andrew	In progress
Review admin procedures for providing resort order info	Andrew	In progress
Contact Simon re: producing APSI style guide	Andrew	Complete
Review coaching pathway	Andrew	In progress
Contact snowsport school directors re: level two courses	Andrew	Complete
Respond to submissions to the board (Kylie & Dan)	Andrew	Complete
Provide Deborah with general manager duties list	Andrew	Complete
Liability disclaimer website	Andrew	Complete
Clearer eligibility requirements for all courses and exams	Andrew	Complete
Quote for 800-1000 products with APSI logo	Warren	Complete
Review nordic recall options, including spring session option	Warren	Complete
Update nordic manual to include new race techniques	Warren	Complete
Research producing electronic nordic manual	Warren	In progress
Work on Interski website	Warren	In progress
Source new pin supplier	Warren	Complete
Overhaul snowboard MA system (with Richard J)	Adam	Complete
Reconvene snowboard technical committee	Adam	Complete
Create snowboard level one training guide for trainers	Adam	In progress
Film level four demo DVD footage	Adam	In progress
Review level two course structure	Adam	In progress
Review adaptive recall options	Tom	In progress
Develop a plan for higher level adaptive certification	Tom	In progress
Work on finding adaptive trainers in each resort	Tom	In progress



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Review telemark recall options	Richard H	In progress
Provide quarterly reports to the board	Deborah	Complete
Investigate investment options	Deborah	In progress
Write off ski-city debt in books	Deborah	Complete
Prepare draft contract and job description for Andrew	Deborah	In progress
Email members with information about attending Interski	Alexia	Complete
Include proxy voting forms in pre-season snowpro	Alexia	Complete

### Financial Report

- Forecast for EOFY based on quick books was \$67,000 operating surplus. Draft audit has returned \$42,000 figure. Differences are explainable – e.g. \$15,000 pre-payments for 2015 artificially increased expected revenue.
- Need to record pre-payments better in QB so it's recorded as income in the correct year, because pre-payments are liability until service is received.
- Need to align chart of accounts more closely to auditor's method.
- Good news is EOFY equity is higher than expected at \$261,000.
- Net profit affects amount to transfer to Interski for this year. However, pre-payments will become revenue for next financial year and towards net profit percentage for Interski next time.

### Other Business

#### Using trainer's not employed by snowsport schools

- Snowboard has lost another two trainers. We can schedule more level one courses if we are able to use trainers that are not working for a snowsport school.
- Director's want to see that we are helping current instructors move through the pathway to become trainers. Lift tickets are not provided to non-snowsport employees.
- 3 or 4 more in-house trainers have registered for snowboard rookie selection this year which helps.

**Action item:** Andrew and Nigel to discuss using trainer's not employed by snowsport schools with school directors.

#### Insurance

- We have received a 25% discount on insurance premium because of new staff helmet use policy.

#### Pay for rookie trainers

- We do not fit under any award.



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- What we pay a rookie trainer per day is below minimum wage. Other level trainer's ok.
- Vote:** to increase rookie pay per day to meet minimum wage requirements. Agreed.

### International courses

- Approached about running indoor course in Thailand.
- School in Thailand will pay trainer to travel to Thailand to deliver one day indoor certification.
- They may go on to work in Japan and continue with APSI
- Not worthwhile for one day training.

**Action item:** Andrew will suggest to school that they travel their employees to Japan to attend proper level one course instead.

### Perceived financial situation

- Snowsport schools have suggested that as APSI has increased equity, courses should become cheaper.
- Education through snowpro and AGM needed to show members what we are using the funds for.
- Responsibility of snowsport school rep on board to pass the information on to snowsport school directors.

**Action item:** Deborah to produce a list of dot point answers to expected questions regarding finances for AGM so all board members have information.

### Interski funding

Funding is going well from fundraising, APSI and ASAA combined.

### Staff shirts

- Board should have received shirt options via email.
- If we provide a t-shirt to staff, we will have to do new t-shirts each year – huge cost for purchasing yearly.
- Washable item, e.g. jumper that can be returned to APSI may be a more cost effective.
- Hoodie from ice breaker is best quality but \$85/garment is very expensive.

**Action item:** Andrew to research further options such as vests.

### Social media competition

- Want to run a “take a selfie” competition through Facebook.
- Need approval to run and prize to offer.

**Vote:** run competition and provide a prize, agreed.

### Merchandise



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- New puffers have arrived.
- We sell for \$120.
- Special logos and discounted price for Interski supporters.

### A Dunstone update

- Ant Hill has advised that next step is to make an order for enforcement or seizure of property.
- No cost for Ant to prepare, filing fee will be between \$200 and \$400.

**Vote:** send letter for order of enforcement and seizure of property, agreed.

### App sales

- Download app free on Apple store, to log in will need a subscription from APSI.
- Offering free app download to avoid 40% fee to apple.
- Limited to 3 devices so cannot share with friends.
- Offer to Interski attendees free for a week to try it out.
- Subscription can be bought at any time. However, will be turned off on December 31. Then can resubscribe.
- Subscription price for members vs. subscription for non-members?
- App included in membership – all APSI members will have access to the app with their membership.
- With 700 members, paying extra \$5 for membership will take us 2 x years to recoup cost of producing app.
- Good product to offer as membership benefit.

**Vote:** app included in membership fee for all members, agreed.

**Action item:** Andrew to research price for non-members for future vote.

### Financial report for AGM

- Deborah won't be at AGM how best can provide information to board?

**Action item:** Deborah to produce a financial report and power point that board can present on behalf.

### Action Items

Item	Responsible
Long member discounts	Andrew
Review admin procedures for providing resort order information	Andrew
Review coaching pathway	Andrew
Answer snowsport school in Thailand re: APSI training	Andrew
Research staff shirt options	Andrew
Research non-member price for app	Andrew
Discuss APSI using trainer's that are not SSS employees with director's	Andrew / Nigel



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Research producing electronic nordic manual	Warren
Work on Interski website	Warren
Create snowboard level one training guide for trainers	Adam
Film level four demo DVD footage	Adam
Review level two course structure	Adam
Review adaptive recall options	Tom
Develop a plan for higher level adaptive certification	Tom
Work on finding adaptive trainers in each resort	Tom
Review telemark recall options	Richard H
Investigate investment options	Deborah
Prepare draft contract and job description for Andrew	Deborah
Produce a list of dot points answers to FAQ for AGM	Deborah
Produce financial report for AGM for board to present	Deborah
Update rookie pay rate in line with minimum wage requirements	Alexia

### Next meeting date

Meet half an hour before AGM to prepare.  
AGM - 10<sup>th</sup> June at 5pm, Mt. Hotham Victoria.

### Meeting closed

at 7:05 pm by President M. Dixon.