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Australian Professional Snowsport Instructors Inc.

Board of Directors Meeting Minutes

8 May 2018

Skype

Present

Anthony Hill, Andrew Rae, Deborah Meehan, Adam Federico, Warren Feakes, Richard Hocking, Tom Hodges, Adam Hosie, Michal Bierczynski, Richard Jameson

Apologies

None

Secretary

Alexia Colville

Meeting Open

The chair, Anthony Hill, declared the meeting open at 10:03 am.

Approval of Minutes

The minutes of the board meeting held on October 13th, 2017 were adopted.

- Sponsorship, meeting next week with Montana
- Discipline funds allocation
- Japan was successful

Agenda Items

Insurance

The board reviewed APSI capital benefits insurance policy.

Capital benefits insurances gives a nominal amount up to \$10,000 for death/ disability.

Two suggestions were proposed:

1. Increase capital benefit insurance amount to \$50,000
2. Add medical benefit insurance for non-medicare items (e.g. physio), up to \$1000.

The main points discussed were:

- Whether the insurance is of benefit to members as the amounts are so low
- Whether members have used this insurance (no)

- Whether offering medical benefit insurance negates liability waiver or infers liability on the part on APSI
- Whether there is any legal requirement to offer this type of cover
- Potential for increase in premiums, claims for small injury, additional administrative work load

Vote – Take out medical benefits policy. Not carried.

Vote – Maintain capital cover policy. Not carried.

Action Item – Andrew to contact insurer to cancel current policy.

Financial

Net Profit

The Treasurer update the board on the results of the 2017 audit:

- 2017 net profit was \$111,000
- Good for interski, good for discipline funding
- Forecast for this year is a loss because most of the interski funds will be spent in 2018
- Need to educate members on APSI spending cycle & why 2018 forecast is negative

Wages

The board discussed current arrangements for trainer remuneration, including wages, meal allowances and the administration of the days worked allowance. The board discussed current arrangements for office staff remuneration.

Trainer Wages

The main discussion points were:

- Trainer base daily rate was last increased in 2016, at which time there was approximately a 5% increase
- Additional costs of increasing wages in 2018, based on 2017 wages would be
 - o 1% increase = \$1,848 P.A
 - o 3% increase = \$5,500 P.A
- Any increase to trainer wages would impact course & exam pricing. Course & exam price would need to be increased accordingly.
- It was suggested to wait for the fair work Australia annual wage review to inform any application of CPI

Meal Allowances

The main discussion points were:

- Meal allowance was last increased in 2016 from \$20 lunch & \$25 dinner to \$25 lunch & \$30 dinner. More than 20% increase
- It can be difficult for trainers to include breakfast in \$55 per day meal allowance

Days worked Allowance

- Administration of payment
- Currently non-training days worked do not count toward calculation of allowance
- Aim of allowance is to encourage trainers to work for APSI, all days should be counted
- Request to count any days worked for APSI towards the 'days worked allowance'

Office Wages

- It was proposed that office wages (GM & OA) be increase by 5-10%, to be implemented as soon as possible

- The Treasurer has benchmarked current office staff wages using to the 2015 survey of not for profit associations.
 - o APSI General Manager salary is 15% lower than average (using role of “Continuing Professional Development Manager” as benchmark)
 - o APSI Office Assistant salary is 27% lower than average
- 10% increase to office staff wages would cost APSI roughly \$13,000 per annum

The main discussion points were:

- A process should be put in place for wage reviews
- CPI increases could be implemented automatically via contract
- Effect office wage increase have on net profit and course/exam costs
- Any wage increases need to be justified to members
- It is incumbent on APSI to treat all staff fairly and FWA mandates that CPI be applied
- Wages could be increased now in recognition that CPI hasn't been applied then a model for future reviews, including job descriptions, performance measures can be implemented
- CPI for the last 3 years was 3.3%, 2.4% and 3.5% and was applied to all modern awards
 - o Reference:
 - <https://www.fwc.gov.au/documents/sites/wagereview2017/decisions/2017fwcfb3500-correctionorder.pdf>

Vote: Include all days worked in calculation towards days worked allowance. Motion carried. Ant H, Richard H, Richard J, Adam F abstained.

Action Item – Treasurer to put together some data on CPI to send to board to inform decision on trainer and FT office staff wages including job descriptions.

Action Item – Adam Hosie to request data on top level instructor wages from snowsport school directors to circulate and inform board.

Action Item – Office to email Adam Hosie current trainer rates.

Other Business

AGM Reports

- The Treasurer will present the Financial Report
- The President will present the Annual Report

Constitution

Review of the Constitution is in progress

Note:

Ant Hill was excused from the meeting. Richard Hocking acted as Chairman for the remainder of the meeting.

Property Purchase

The board discussed the APSI's communication strategy regarding any future property purchase. A survey to members on benefits was sent out last October. Minimal responses were received.

The board has a responsibility to further the interests of the association & communicate appropriately with members so that they have enough information to make a decision if or when the time comes.

It was suggested that

- A timeline for communication to membership be developed

- An opportunity to educate and have further conversation/ communication with members at the AGM exists
- The board should consider different avenues to communicate with members to canvas their opinions and educate. Including:
 - o Encourage communication from trainers to members at courses
 - o Prepare a structured information campaign
 - o PowerPoint presentations
 - o Produce a recording or video of discussions/ FAQ so all members can access
 - o Engage in live discussion online, e.g. Facebook live to answer questions in real time

Action Item – Develop action plan for education campaign.

Meeting Close

Action Item Review

- *Andrew to contact insurer to cancel current policy*
- *Treasurer to put together some data on CPI to send to board to inform decision on trainer and FT office staff wages including job descriptions*
- *Adam Hosie to request data on top level instructor wages from snowsport school directors to circulate and inform board*
- *Office to email Adam Hosie current trainer rates*
- *Develop action plan for education campaign*

Next Meeting

The next meeting of the Australian Professional Snowsport Instructors will be held prior to the AGM, around 6 June.

Adjournment

There being no further business, the meeting was adjourned by the chair at 12:18 P.M.