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## Board of Director Meeting Minutes

14 December 2018

Online meeting via Skype

### Present

Anthony Hill, Andrew Rae, Deborah Meehan, Richard Jameson, Adam Federico, Adam Hosie.

### Apologies

Zac Zaharias, Tom Hodges, Dive Burton, Richard Hocking.

### Secretary

Alexia Colville

### Meeting Open

The Chair, A. Hill, declared the meeting open at 1:09 P.M.

### Approval of Minutes

D. Meehan proposed that the minutes of the Board meeting held on October 26<sup>th</sup> and 27<sup>th</sup> 2018 be adopted, including the changes listed below. Seconded: A. Hosie. Motion carried.

- Motion with no seconder – A. Federico second.
- Complaints and grievance policy - clarify changes to be made.

### Agenda Items

#### Japan Operations

The General Manger provided the board an update on Japan operations, below is a summary of the main points raised:

- Courses have started in Niseko with EA and Snowminds groups through Go Snow.
- Hakuba is problematic, first group cancelled so APSI trainer is already there with no work.
- No communication from Hakuba regarding cancellation and the resort has been advised that APSI will invoice in line with cancellation policy.
- Visas for Japan, feedback from immigration lawyer is that APSI trainers will need visas for Japan.
- Discussion with Myoko organising visas for main trainers working exams in Japan. Another option may be to organise business visas.

Action Item: A. Rae will continue to follow up regarding visas for Japan.

## Meal Allowance

- Agreed on \$65 per day at previous board meeting with no receipts required.
- A. Rae provided a review of the reasoning for providing allowance for lunch to trainers working in their home resort.

*Motion: D. Meehan proposed to split the meal allowance as \$27 for lunch / \$38 for dinner with no receipts required. Seconded: A. Federico. Motion carried.*

*Motion: D. Meehan proposed that the change be implemented immediately for 2018/19 Japan season. Seconded: A. Rae. Motion carried.*

## Office Administrator Hiring

- 45 applications received. 7 interviews conducted. Dave Callaghan assisted as independent interview panel member.
- Final two candidates have been selected and reference checks have been completed and final decision will be made this week/ early next week.

## Constitution

Action Item: A. Hill to forward draft constitution to the sub-committee by January 1<sup>st</sup> and then on to the full board review from 14<sup>th</sup> January 2019.

## General Manager's Contract

The board held a discussion re: privacy / intellectual property clause and agreed not to make any further amendments to the draft proposed contract.

Action item: A. Hill to forward final version of General Manager's Contract to A. Rae.

## 2019 Forecast

- Working on realistic forecast including +/- 10%
- Still some work to be done, assumptions include interski and discipline expenditure.
- Forecast is showing \$25K loss for 2019.
- Using new formula agreed at October meeting, ~\$3K net profit.
- Scenarios regarding increases in trainer wages still to be completed.

Action Item: D. Meehan to forward finalised forecast/ budget and scenarios.

## Delegation of Action Items

Action Item: All board members to identify action items from previous meeting that they would like to take responsibility for.

## Coaching

A. Hill & A. Rae had a positive meeting with SSA regarding coaching pathway.

## Meeting Close

## Next Meeting

The next meeting of the Australian Professional Snowsport Instructors will be held on 11 January 2018 via Skype at 1 P.M.

## Adjournment

There being no further business, the meeting was adjourned by the Chair at 2:11 P.M.

## Table of Motions

Motion	Proposed	Result
To split the meal allowance as \$27 for lunch / \$38 for dinner with no receipts required.	D. Meehan A. Federico	Carried
That the change to meal allowances be implemented immediately for 2018/19 Japan season.	D. Meehan A. Rae	Carried

## Table of Action Items

Action Item	Responsible
Continue to follow up regarding visas for Japan.	A. Rae
Forward draft constitution to the sub-committee by January 1 <sup>st</sup> and then on to the full board review from 14 <sup>th</sup> January 2019.	A. Hill
Forward finalised forecast/ budget and scenarios.	D. Meehan
Identify action items from previous meeting that they would like to take responsibility for.	All