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Board of Director Meeting Minutes

24 April 2019

Online meeting via Skype

Present

Anthony Hill, Deborah Meehan, Richard Jameson, Adam Federico, Adam Hosie, Dive Burton, Richard Hocking.

Apologies

Zac Zaharias, Tom Hodges, Andrew Rae.

Secretary

Richard Hocking

Meeting Open

The Chair, A. Hill, declared the meeting open at

Agenda Items

The Board discussed Andrew's resignation as General Manager and the best path forward for winter 2019. The following points were made:

- Deborah made a statement to the effect that the APSI has been remiss in not having communicated Andy's resignation to the membership within a few days of its submission.
- A new General Manager to be recruited at the end of the season
- In the interim the office would continue to administer the APSI with the following rough Structure:
 - o Lexi to receive responsibility and to complete Andy's current day to day tasks.
 - Those higher duties and subsequent remuneration to be decided
 - o Andy's long-term strategic tasks to be put on hold.
 - o Administrator with book keeping skills to be recruited
 - Duties and time employed for this position to be decided.
 - o Tiff as assistant – Tiff is expected to continue her current role.
- Task Andy and Lexi with creating proposed descriptions of the three roles for the winter transition period. Ant to lead.
 - o Board to review descriptions and decide on the duties and hours required to complete the three roles.
- Begin recruitment of the third role ASAP. Lexi to lead.
- General Manager job description to be approved by the board ASAP.

- Ant to write draft notification of Andy's resignation to the membership and distribute to the board for comment before being sent to the membership.
- A formal thank you and gift for Andy to be presented at the AGM.

Next Meeting

The next meeting of the Australian Professional Snowsport Instructors is to be determined.

Adjournment

There being no further business, the meeting was adjourned by the Chair at

Table of Motions

Motion	Result
General Manger Recruitment to begin at the end of the season	Passed
Lexi to receive responsibility and to complete Andy's current day to day tasks.	Passed
Long-term strategic tasks to be put on hold.	Passed
Administrator with book keeping skills to be recruited	Passed

Table of Action Items

Action Item	Responsible
Task Andy and Lexi with creating proposed descriptions of the three roles for the winter transition period.	A Hill
Review descriptions and decide on the duties and hours required to complete the three office roles.	All
Begin recruitment of the third office role ASAP.	A Colville
Approve General Manager job description	All
Draft notification of Andy's resignation to the membership and distribute to the board for comment before being sent to the membership.	A Hill
Organise formal thank you and gift for Andy to be presented at the AGM.	