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Board of Director Meeting Minutes

9 May 2019

Online meeting via Skype

Present

Anthony Hill, Andrew Rae, Deborah Meehan, Richard Jameson, Adam Federico, Adam Hosie, Dive Burton, Richard Hocking, Zac Zaharias, Tom Hodges

Apologies

Secretary

Alexia Colville

Meeting Open

The Chair, A. Hill, declared the meeting open at 3:02 P.M.

Approval of Minutes

D Meehan proposed that the minutes of the Board meeting held on 11 January 2019 & 24 April 2019 be adopted.

Motion carried.

Agenda Items

Winter Operations

The board reviewed the office task list document sent through by A Colville via email.

The following discussion points were raised:

- Whether the 3rd office person be recruited on a casual basis to allow adjustment to hours as business fluctuates or on a full-time fixed term contract.
 - o FT engagement requires additional entitlements (leave, personal leave etc.) and casual engagement incurs casual loading (25%).
 - o APSI not covered by Alpine resort award, can refer to clerks award or sporting organisations award for guidance.
 - o A Rae, T Hodges, R Hocking, Z Zaharias, A Hosie & D Meehan support FT role.
- APSI Member David Callaghan has volunteered to assist with interviews for recruitment of new office staff member.

Office position be created for the 2019 winter season, until end of season 2019. To be determined whether will be employed on a casual or full-time basis. Motion carried.

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TDs to organise and approve additional activities within their discipline budget.
TDs to continue to provide information to office on spending within their budget.
TDs to plan post-inter-ski activities, TDs to meet prior to winter to discuss demo team.

D Meehan will follow up with figures on cost of casual vs. FT employment for new office staff member.

Trainer & Office Wages

- No financial impact from office staffing, office payroll will decrease as GM wage will not be incurred.
- Rookie wage will increase with CPI/ new minimum wage is released.
- Largest financial impact will be from any trainer wage increases.
- Hourly wage for new office staff member to be determined, should sit halfway between A Colville & T Ingle rates based on requirements of the role.
- The board discussed whether increased remuneration for A Colville for additional responsibility is appropriate.
 - o Board agreed that increase in remuneration for increased responsibility is fair. and suggested ½ way between current wage and GM salary.

D Meehan to follow up with proposed figures for A Colville, including current wage for all office staff for comparison.

D Meehan to follow up with proposed figure for increasing trainer wages.

Financial Delegation

Alexia Colville is authorised to:

- approve refunds and account credits; as per usual business. With oversight from Treasurer and provision of a monthly report on all refunds processed.
- approve purchases; as per usual business. Executive are to be notified of purchases over \$10k.
- approve expense reimbursements (beyond regular meal allowances).
- be issued an APSI debit card, for regular purchases.

Financial delegation as written above to be given to A Colville. Motion carried.

A 3rd signatory is to be added to the APSI bank account, to be determined after the AGM.

Public Level 2 Courses

A Federico has proposed that level 2 courses (not exam) be opened to public candidates.

A Hosie has discussed with snowsport school directors, unanimous between resorts that they do not support this change, experience from snowsport schools is that candidates that are trained at level one and two are no more competent than a level one instructor. Work experience is required to develop real life workplace skills such as class handling.

- APSI goals are to provide quality training to meet the needs of the Australian alpine resorts and their guests.

All resorts require instructors to complete a minimum number of hours teaching to be considered 'experienced' for employment purposes, with no experience a level 2 would be considered the same as an uncertified instructor.

A Hosie left the meeting.

Matter tabled for a future meeting.

General Manager Recruitment

The Board discussed the recruitment process to fill General Manager position.

The main points raised were:

- Board needs to determine the particulars of the process, advertisement dates, etc.
- It was suggested that this is an opportunity to reconsider what the Board wants in the General Manager role. Requires a broader discussion on the needs of the association. Strategic tasks and progression of the association require a General Manager's attention.
- Is there a need to employ an external recruitment company to assist with recruitment due to Board Member conflicts of interest? Alternatively, the Board can seek external advice.
 - o If an independent company is used, Board will retain ultimate decision-making power. PSIA utilised a 3rd party for the first round of narrowing down candidate applications.
- Engagement of an external recruitment company will need a robust job description.

The Board discussed whether there is a need to review the General Manager's contract and job description or a requirement in the role for the person to hold a level four certification, and/or interski coach or team manager role.

The Board agreed that the job description and recruitment process should be finalised before the AGM.

D Meehan to outline a process that could be used for recruitment.

All - review current General Manager job description and provide their thoughts to A Hill by the next meeting.

Meeting Close

Next Meeting

The next meeting of the Australian Professional Snowsport Instructors will be held prior to the AGM, date to be determined. There being no further business, the meeting was adjourned by the Chair at 4:50 P.M.

Table of Motions

Motion	Proposed	Result
Office position be created for the 2019 winter season, until end of season 2019. To be determined whether will be employed on a casual or full-time basis. Motion carried.		Motion carried.
Financial delegation as written above to be given to A Colville.		Motion carried.
A 3 rd signatory is to be added to the APSI bank account, to be determined after the AGM.		Motion carried.

Table of Action Items

Action Item	Responsible
Provide figures on cost of casual vs. FT employment for new office staff member.	D Meehan
Provide proposal regarding increase in wage for A Colville, including current wage for all office staff for comparison.	D Meehan
Provide proposal for increasing trainer wages.	D Meehan

Provide an outline for a process that could be used for GM recruitment.	D Meehan
Review current General Manager job description and provide feedback to A Hill by the next meeting.	D Meehan

Draft