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Board of Directors Meeting Minutes

24 & 25 May 2019

34 Collingwood Close Bungendore

Present

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

Apologies

None

Secretary

Richard Hocking

Meeting Open

The Chair, A. Hill, declared the meeting open at 24 May 2019 9:00 A.M.

Approval of Minutes

D. Meehan proposed that the minutes of the Board meeting held on 8 May 2019 be adopted with the last action item struck from the previous minutes (Review current General Manager job description and provide feedback to A. Hill by the next meeting).

Motion carried.

Agenda Items

Sodergren Scholarship

The Alpine scholarship was awarded to Jessica Haslau. The Snowboard scholarship was awarded to Sam Hamilton

Discipline Allocations

Discipline allocations were changed from alpine 60%, snowboard 25%, and 5% for each of the smaller disciplines to alpine 50%, snowboard 20% and 10% for each of the smaller disciplines.

Motion carried.

Under the new allocations for 2019 the disciplines are to be budgeted:

- Alpine \$13,596.90
- Snowboard \$5,438.76

- Smaller Disciplines \$2719.38

\$27,000 to be deposited into the Interski account.

Remaining Interski Funds

D. Meehan reported that \$13,188 in funds are remaining in the Interski account. The board resolved to purchase framed photos of the Demo Team for each member of the Demo Team and for each Demo Team Sponsor. The remaining funds were to be paid to demo team members less the Technical Directors and Team Coach (11 team members). A letter of appreciation also to be sent to sponsors with the framed photo of the team.

Motion Carried

R. Jameson to procure framed photo.

A. Federico and A. Hill to write the letter of appreciation

SSA

A. Hill reported the results of his meetings with the SSA:

- The APSI snowboard or alpine Level 1 certification to be a prerequisite for the SSA Fundamentals in Coaching course.
- SSA are dedicating significant resources to the online portion of the Fundamentals in Coaching course
- There is the potential to share resources with the SSA for things like bookkeeping, payroll and marketing.
- There may be the opportunity to apply for government grants in partnership with the SSA.

Farewell speech and present for Andrew Rae

R. Jameson has purchased engraved Leatherman multitools for Andrew Rae, Warren Feakes and Tim Robertson. Ant Hill and Senior Trainers to speak at the function to be held after the AGM.

T. Hodges to procure recognition of Services Certificates for Andrew Rae, Warren Feakes, Tim Robertson and Alexia Coleville.

D. Meehan to procure a gift for Alexia Coleville

Trainer Contracts

A.Hill proposed that a social media and intellectual property clause be added to the Trainer Contracts.

Social Media Clause:

"When working for the APSI and educational social media content to be posted to the APSI Social Media Accounts which may then be shared on the Trainers personal social media accounts."

Motion Carried

A. Hill to draft intellectual property clause

Life Members

A. Federico or Alexia Coleville to run a report on 10 year or longer staff who may be eligible for lifetime membership.

Operations Manager

R. Hocking to be appointed to the position of Operations Manager. The role is to be remunerated at an annualised salary of [REDACTED] plus the Superannuation Guarantee and other entitlements.

Motion passed

A. Hill to draft contract to be signed by R. Hocking

Trainer Wages

Trainer wages to be increased to the following amounts

Proposed	TD	Level 4	Level 3	Level 1 / 2	Rookie
Full day rate (8 hours) with loading	\$355.90	\$318.00	\$299.10	\$280.20`	\$189.60

Motion Passed

Arrangements for Winter

T. Ingle to continue with her role. New Operations Manager to be appointed. Bookkeeping and wages to be outsourced.

Motion carried.

New General Manager Position

A. Hosie proposed that exit interviews be conducted with Alexia Coleville and Andrew Rae if they agree.

Motion Carried

The new general manager need not be an APSI Trainer and should be selected for their business skills (familiarity with snowsport instruction is desirable). The GM needs a mechanism to make sure that the board and GM don't lose an understanding of the operational and technical needs of the APSI.

Administrator position Facebook advertisement

D. Meehan brought to the board's attention that the office administrator position was shared by A. Federico with a modified closing date. D.Meehan proposed that the advertisement be deleted.

Motion Carried.

R. Hocking deleted the advertisement

Financial

D. Meehan proposed that the Operational Manager (Richard Hocking) to receive the same financial delegations as the outgoing General Manager. The board to approve the use of the corporate credit card and banking authorisation for the APSI accounts by Richard Hocking.

Motion Carried

APSI Constitution

The board reviewed the final draft of amendments to the APSI Constitution to be presented to the Membership for approval at the 2019 AGM

Composition of the Board

A. Hill proposed that board structure be changed to the following in the proposed APSI constitution:

- President (may be held by any financial member)
- Vice President (may be held by any financial member)
- Treasurer (may be held by any financial member)
- ASSA Rep (to be appointed by the ASSA)
- Three seats to be held by ordinary members of the APSI who are not APSI employees
- The General Manager
- Representative of the Technical Directors (to be appointed by the Technical Directors)

Motion Carried

A. Hill proposed that the executive consist of:

- The President
- The Vice President
- The Treasurer
- An ordinary member of the board (to be elected by the board)

Motion Carried

Public Officer

D. Meehan advised the board that the current public officer, Alexia Coleville, was retiring. A. Hill proposed that the Operations Manager be appointed as the Public Officer

Motion Carried

Grievance Policy Process

D. Meehan noted that the proposed grievance policy included a step where the final appeal of any grievance would be resolved by a vote from the membership of the APSI. D. Meehan proposed that the appeal process involve an appeal to the Executive followed by a final appeal to the board.

Motion Carried.

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 24 May 2019 12:50 P.M.

Table of Motions

Motion	Proposed	Result
Discipline Allocations	D. Meehan	Carried
Remaining Interski Funds	R. Hocking	Carried
Trainer Contracts	A. Hill	Carried
Operations Manager	A. Hill	Carried
Trainer Wages	D. Meehan	Carried

Arrangements for Winter	A. Hill	Carried
New General Manager Position	A. Hosie	Carried
Administrator Position Facebook Advertisement	D. Meehan	Carried
Financial	A. Hill	Carried
Composition of the Board	A. Hill	Carried
Public Officer	D. Meehan	Carried
Grievance Policy Process	D. Meehan	Carried

Table of Action Items

Action Item	Responsible
Procure Framed Demo Team Photos	R. Jameson
Demo Team Sponsor Letter of Appreciation	A. Federico
Procure Certificate of Recognition	T. Hodges
Farewell Gift for Alexia Coleville	D. Meehan
Draft Intellectual Property Clause in Trainer Contract	A. Hill
Write Contract for Operations Manager	A. Hill