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Board of Directors Meeting Minutes

Friday 25 October 2019

Abode Woden, Canberra

Present

Anthony Hill, Richard Jameson, Kylie Dwyer, Dive Burton, Richard Hocking, Zac Zaharias, Suzanna Brown, Tom Hodges (via Skype – joined meeting at 10.30am)

Apologies

Adam Hosie, Deborah Meehan

Secretary

Suzanna Brown

Meeting Open

The Chair, A. Hill, declared the meeting open on Friday 25 October at 9.02am

Approval of Minutes

R. Hocking & A. Hill proposed that the minutes of the Board meeting held on 24 May 2019 be adopted.

Motion carried.

Agenda Items

Winter Operations

Passes for travelling candidates - R. Hocking

Request to buy Resort Media and on-charge the Candidate to simplify the pass process.

AH to discuss with ASAA Reps to come to agreement on how to make this a straightforward process for 2020.

RH to speak with Resort Directors to discuss pass process for 2020

Actions

A.Hill to discuss with ASAA Reps to come to agreement on how to make this a straightforward process for 2020.

R.Hocking to speak with Resort Directors to discuss pass process for 2020

Motion moved

ASAA Update – Richard Hocking

R.Hocking attended the ASAA Meeting in October 2019.

The APSI 2020 Calendar is to include NTC Days booked in as early as possible.

There was concern from Thredbo around the Level 2 Courses

Resorts were pleased with the data presented by R.Hocking at the meeting.

R.Hocking to continue to work on reporting on the gender split in particular for Level 4 as requested by the ASAA.

Board to look at female role modelling and mentoring in the future.

Actions

R.Hocking to continue to work on reporting on the gender split in particular for Level 4 as requested by the ASAA

Motion carried

OM & Discipline Reports – All Technical Directors

Operations Manager Update – Richard Hocking

See attached report. R. Hocking provided an update on Operations and made several recommendations to the Board. The main points raised were:

- Income is still rising by 10% (from participation and membership), however expenses have also gone up with bulk of change being wages (ie trainer accommodation, meals, travel). R.Hocking to look into how we address this increase in expenses.
- 2020 Pricing update – it was agreed that this agenda item would be discussed at the next Board Meeting to be held in December 2019.

Alpine Update – Richard Jameson

See attached report. R. Jameson provided an update on alpine operations and made several recommendations to the Board. The main points raised were:

- Looking for a bigger pool of trainers for 2020
- It has been beneficial for R.Jameson to attend training days to see how staff are running courses and how products are received.
- Industry connections and distributor partnerships with pro deals and merchandise for members
- Recommended we bulk up our merchandise offerings for 2020. Suggestion by D.Burton for Merino base layers. A.Hill to speak with Distributors.
- Plan to work on eLearning to have various components up and running online for 2020
- Volunteer Hours – R.Jameson is requesting that the Technical Committee be paid for a full day planning meeting.

Motion approved – Technical Committee Membership paid for a full day meeting planning meeting

Snowboard Update – Kylie Dwyer

See attached report. K.Dwyer provided an update on alpine operations and made several recommendations to the Board. The main points raised were:

- 40% increase in Level 1 attendance, 100% increase in Level 2 exams
- Updated online material over the season and completed some filming for the app and material for MA Training
- Focus for Summer is to create a project plan and update the information resources and MA training video and demo DVD. Look at online eLearning component particularly for L1 candidates.
- Looking at ways to ensure trainers are more accountable for candidates by created a follow up program after the course/exam has finished.

- Looking at scheduling Freeride/Freestyle camps in the calendar for 2020 and will put Snowboard Prep days back on the calendar.

Nordic Update – Zac Zaharias

See attached report Z.Hararias provided an update on alpine operations and made several recommendations to the Board. The main points raised were:

- Successful L1 & L2 courses run this year with 16 candidates
- Successful season with courses run from May to October.
- Redesigning Level 4 to be more about the trainer
- Only Level 1 exams conducted this year
- Due to Level 2 needing 50 teaching hours before completing exam, Z.Zaharias discouraging candidates from doing exam until hours reached.
- Will be working on aligning workbooks with manuals
- Working on “backcountry” product which is a hybrid product
- Manual rewrite and bring online with a 2020/2021 timeframe

Telemark Update – Richard Hocking

See attached report. R. Hocking provided an update on alpine operations and made several recommendations to the Board. The main points raised were:

- Military approached APSI to create a telemark/backcountry course with R.Hocking ran this season and was well received. Military looking to bring a new group through in 2020.
- Currently working through new product which is a combination of Nordic and Telemark
- Working on eLearning to get exams and evaluation sheets online.

Adaptive Update – Tom Hodges

See attached report T. Hodges provided an update on alpine operations and made several recommendations to the Board. The main points raised were:

- Due to multi-disciplined trainers, Adaptive didn’t get numbers at Trainers Coordination. Need to look at additional days over trainer’s coordination to ensure trainers have an opportunity to meet.
- Moved Theory exam online to free up time on exam day to focus on on-snow exam.
- Will be redeveloping eLearning over Summer.

Life Membership

A.Hill would like to nominate Richard Hocking, Kylie Dwyer and Zac Zaharias for Life Membership

D.Monahan would like to nominate Dive Burton

T.Hodges would like to nominate Ursina Kradolfer

Actions

R.Hocking to run report for 10 year & life membership

R.Hocking to check process for life membership in by-laws

Motion Carried

APSI Structure

The APSI structure was discussed. The Board will make all decisions going forward and a sub-committee will not be formed due to short turn around times. The following was agreed:

- Continue as we are with a couple of minor changes (New Board in 2020 and way of employing TD's)
- GM and Office Administrator positions – year-round contracts. Working longer hours in Winter with TIL during Summer months
- Member Services Role to cover Australia winter and Japan and to keep current arrangements with fulltime over winter and part-time over summer.
- Bookkeeper to continue as an outsourced position.
- Communications Role to be employed with the hours proposed to be 8 hours per week during the season and 2 hours per week in off season with possibility of additional projects as required.
- Technical Directors to keep the status quo for 2020 and revisit in a years' time and look at a 3 year contract and number of days per season to run in line with the terms of the Demo Team and Interski.

Motion approved

General Manager Recruitment

The Board discussed the process for advertising the General Managers Role with the following outcomes:

- GM Role to be advertised to the membership via email, Facebook, Instagram and via Seek by the 15 November 2019 with a cut off day of 15 December
- Will look both inside and outside of the industry for the right person
- R.Hocking to draft Position Description and send to A.Hill for review week of 28 October.
- Position Description to include points from Proposed document attached
- Location of Role is Jindabyne with travel to Ski Resorts as required.
- Position is Full Time year round
- Clause to be included in PD that visits to the ski resorts as required
- Proposed start date: 1 Mach 2020 unless available earlier
- 1st round interviews via teleconference to be held in December and include A.Hill, 1 Independent person and Office Administrator
- R.Hocking to request Interview questions from A.Hoise
- If right candidate unable to start prior to R.Hocking finishing, request that the Board is able to extend R.Hocking contract to allow a handover period.

Actions

R.Hocking to draft Position Description and send to A.Hill for review week of 28 Oct

R.Hocking to request A.Hoise pull together suitable interview questions for the GM role

Motion carried

Reproduction of Teaching Material

R.Hocking & R.Jameson to respond to owner of e3 Ski Academy with feedback “unfortunately unable to reproduce APSI Material”. We can offer a 10% discount on our manuals for his staff if appropriate.

Motion Approved

Website Development

R.Hocking Requested \$3K approx. spend to fix automatic reconciling

Motion Approved

R.Hocking Requested \$***K for the Resort Nuts & Bolts Portal.

Approval given to get the Portal up and running however to hold off on giving access to the resorts

Motion approved

Technical Director Employment Terms 2020

Technical Director employment terms for 2020 were discussed. R.Hocking to look through current TD Job Descriptions and issue to individual TD's. The current TD's are to continue working over summer as stands until the AGM in 2020.

It was discussed that the TD Process needs to be transparent with members and a trainer pathway needs to be shown on the website.

Concern around number of days worked each season with Technical Directors number of days per season being 110 for Alpine and 90 for Snowboard.

Technical Directors are to communicate with their Technical Committees about the process for 2020 including the change of employment for TD's. R. Hocking to create a flowchart for selecting the Technical Committee.

Demo Team Applications were discussed. Applications for the new Demo Team will be advertised from December 2019 with submissions due 1 May 2020. A Head Coach will be introduced for the Demo Team in 2020. The role is to be defined in the coming months and a Position Description to be written.

A flowchart is to be drafted and communicated to members explaining the process of applying to the Demo Team.

Actions

R. Hocking to create a flowchart for selecting the Technical Committee.

Motion moved

Other Business

No other business to be discussed

Meeting Close

Next Meeting

The next meeting of the Australian Professional Snowsport Instructors will be held on Wednesday 11 December at 11am. There being no further business, the meeting was adjourned by the Chair on 25 October 2019 at 2.50pm

Table of Motions

Motions	Proposed	Result
Passes for travelling candidates		Approved
Life Membership Nominations		Approved
APSI Structure		Approved
Technical Committee paid for a full day meeting planning meeting		Approved
General Manager Recruitment		Approved
Reproduction of Training Material		Approved
Website Development		Approved
Technical Director Employment Terms 2020		Approved

Table of Action Items

Action Item	Responsible
A.Hill to discuss with ASAA Reps to come to agreement on how to make this a straightforward process for 2020.	A.Hill
R.Hocking to speak with Resort Directors to discuss pass process for 2020	R. Hocking
R.Hocking to continue to work on reporting on the gender split in particular for Level 4 as requested by the ASAA	R. Hocking
R.Hocking to run report for 10 yr & life membership and check process for life membership in by-laws	R. Hocking
R.Hocking to draft GM Position Description and send to A.Hill for review week of 28 Oct before being socialised to Board.	R. Hocking
R.Hocking to request A.Hosie pull together suitable interview questions for the GM role	R. Hocking
R. Hocking to create a flowchart for selecting the Technical Committee for website	R. Hocking

Agenda items for next Board Meeting to be held on the 11 December 2019

- GM Role Applications
- Pricing for 2020