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Board of Director Meeting Minutes

4pm, Thursday 9 April 2020

Online meeting via Skype

Present

Anthony Hill, Deborah Meehan, Richard Jameson, Kylie Dwyer, Adam Hosie, Dive Burton, Richard Hocking, Zac Zaharias, Tom Hodges, Tiff Ingle

Apologies

Secretary

Suzanna Brown

Meeting Open

Meeting was opened at 4.06pm

Agenda Items

Agenda Item	Action
Acceptance of Minutes from the previous meetings Proposed by: Zac Zaharias Seconded by: Dive Burton	
In the Event of no Snow Season <i>Motion:</i> Apply for Jobkeeper including Full time, part time, and casual employees (Subject to Legislation) More details to be sourced and wait for legislation, however in principal Motion is agreed by Board. <i>Motion:</i> Adjust hours to the payment of Jobkeeper if full snow resort shut down (Subject to Legislation) Tenancy Agreement with Landlord (Subject to Legislation) No clear guidance. Need to rely on specific legislation on commercial properties with the hope to reduce the rent. Board approves for this to happen	 Ant to circulate legislation updates as they come through. RH/Ant to meet with Landlord before next rent payment.

<p>Contingencies for no operations (ADAM) Resorts (except Buller) will have no requirements for Level 1 courses for 2020. This needs to be factored into budgets for Winter 2020.</p>	
<p>Membership Proposed: Payment of 2020 membership now to cover 2020 & 2021 membership and includes online education package. Zac – approves - however do we leave this decision for if/when resorts don't open for the season. Tom – approves Deb – needs to be equitable across all members (ie 3 year membership extended by 1 year) Adam – no response RJ – in principal approves proposal Dive - approves how much of a hit is this to next year's financials? RH - no response KD – approves</p>	<p>RH – to look at numbers as per Dive's question</p>
<p>Technical Directors / Casual Staff</p> <p>TD Project currently in the pipeline Snowboard – working through the App and course presentation. National MA Resource. Trainers and Coordinator, eLearning, and DVD and teaching manual</p> <p>Adaptive – eLearning and Ap development and new curriculum Nordic – Manual Rewrite</p>	
<p>Communications Committee Update Procedure in place to communicate with the membership</p> <ul style="list-style-type: none"> - Minimum communicate every 2 weeks on a Friday (with provisions to add in extra comms during that 2 weeks and provision for Board approval as required) - First comms going out Friday 10 April – including Comms for GM appointment, following gov't guidelines around Covid-19, AGM, Demo team selection, Snow Collective Group to also be included. - Banner on the front page of the website which will link to a dedicated Covid-19 webpage which will include FAQ - Email to be sent out requesting content with deadline each fortnight. - Board to have access to a shared folder to read newsletter prior to going out. 	<p>KD to circulate Communication Procedure to Board.</p>
<p>AGM Committee Update <u>Nomination for new positions</u> Provide a form for candidates to complete and present their case in a structured environment. Next step is to generate a nomination form. Options to be decided on decisions made if ties are formed with nominations.</p> <p><u>Online voting – how it would be delivered</u> APSI website has the functionality with only minor tweaks required.</p>	<p>Any feedback please send through to AGM committee</p> <p>AGM Committee to reconvene next week</p>

<p>Motion required – to spend the \$560 (quote) to fix the functionality to ensure the online voting works efficiently. Motion supported by all Board members</p> <p><u>Webcasting of AGM</u> Best way to procedure is via a live webcast via YouTube Live with a Q&A on a separate platform (ie APSI Facebook page)</p> <p><u>Timeline for Voting</u> Meeting – 3 June Close of Nominations 28th May (7 days prior) Proxy's due 48 hours prior to meeting</p>	<p>RH to go ahead with website functionality</p> <p>Adam & Kylie to meet to discuss Timelines & Comms</p>
<p>Snowboarding Manual Use Request from Jason Clauson to use APSI images for Snow Australia Level 1 Snowboard Coaches course. RH to investigate if SB Level 1 is a prerequisite for the Level 1 Pathway with Jason before images are being shared.</p>	<p>RH & A. Hill to source more information</p>
<p>Scholarships Sodergren & Interschools – in the event of a non-season, run the scholarship as is, offer scholarships next year. Decision to be taken off line.</p>	<p>T.Hodges to communicate with Board offline.</p>
<p>Annual Audit Audit is currently in a draft position. Management statement to be signed by GM for Audit to be complete. Final Statements to be signed by President Treasurer not comfortable signing financial audit due to no ToIL policy. Leave balances to be managed more affectively by the Board going forward. Financial Statements to be included with AGM comms.</p>	<p>Board to review ToIL Policy provided by D.Meehan and provide feedback To be reviewed again in 2 weeks time.</p>

Meeting concluded at 6.35pm

Next Meeting

Next Board meeting to be held on Wednesday 15 April 2020 at a time to be confirmed. An updated agenda will be send around closer to the date.

Table of Action Items

Action Item	Responsible	Date
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Ant to circulate legislation updates regarding Jobkeeper payments as they come through.	AHill	
RH/Ant to meet with Landlord before next rent payment.	A Hill/RH	
RH – to look at membership numbers as per Dive's question regarding current membership numbers.	RH	
KD to circulate Communication Procedure to Board.	KD	Complete
RH to go ahead with website functionality	RH	
Adam & Kylie to meet to discuss Timelines & Comms	KD/A Hosie	
AGM Committee to reconvene next week	AGM Comm	
Snowboard Manual Use - RH & A. Hill to source more information	A Hill/RH	
Scholarships - T.Hodges to communicate with Board offline.	TH	
ToIL Policy - Board to review ToIL Policy provided by D.Meehan and provide feedback To be reviewed again in 2 weeks time.	All	