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## Board of Director Meeting Minutes

2pm, Wednesday 20 May 2020

Online meeting via Skype

### Present

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

### Apologies

Zac Zaharias

### Secretary

Suzanna Brown

### Meeting Open

Meeting was opened at 2.00pm

### Agenda Items

Agenda Item	Action
<b>Acceptance of Minutes from the previous meetings</b> Proposed by: Richard Hocking Seconded by: Dive Burton With the following addition: <i>AH asked DM to explain the strategy between herself and Paul Lorenz. DM followed proper procedures with an email to RH and the Comms team with the report.</i>	
<b>Draft Financial Report</b> Workers Comp – Increase in costs - Payment of invoice for 2 years in last FY due to insurer issuing invoice to incorrect address Mkting - \$5K for Woodward Report – explanation of what report was for Payment of Invoice for Manuals to be included with wording from Zac Cost of the physical Snowpro to be noted. Second paragraph under “Expense” just a grammar update  Dive – Include a table comparing last year to this year? Refer to figures in Auditor report/Financial Statement.	RH to make adjustments to the Report to be sent out this afternoon.

<p><b>Jobkeeper Update</b> Ant still working through options.</p>	
<p><b>Trainer &amp; TD Contracts</b> Opportunity to align TD Contracts with Calendar Year – Look at doing an interim contract for this winter to lock them in. Then introduce an annual rolling contract from 1 April to 31 March to see the whole year though to include Aus and Japan seasons.</p> <p>Ant to review TD Contract with a Draft to be issued to Board for review Wednesday 27 May.</p>	<p>A Hill to review contracts</p>
<p><b>AGM Committee Update</b> Updated Financial Report to be sent to Membership Wed evening or Thursday at the very latest.</p> <p>Schedule a mock AGM for Monday 25 May at 6pm to test the system.</p> <p>Dive bought up some concerns with the Constitution – AGM was nominally when the elections happen for Board of Management. 7.12, 7.13 – use of technology at General Meetings Dive - Propose that we use electronic/postal voting for pre-voting, with voting still open at the meeting. Still concern that there would be a need to vote at the AGM – moot point with everyone online 7.2 – appears to have 7.2a and 7.2a – should be 7.2b – to be corrected and reloaded online.</p> <p>Button on the home page for a direct link to the Nomination Page and include a closing date.</p> <p>Need to Nominate a Returning officer – Suzanna Brown to be Nominated</p> <p>Voting Integrity – how do we know that the Vote is correct (questions from Members). Beneficial to seek to have a JP available when voting closes to sign and stamp the final results.</p> <p>Beneficial to share with the membership how the counting of the votes will take place. Can be included on the Board Nomination Page – Process</p>	<p>RH/SB to correct</p> <p>RH/SB to fix/implement</p> <p>RH to enquire about an available JP for 1<sup>st</sup> June.</p> <p>SB/RH to update website with information</p>
<p><b>Communications Committee Update</b> Kylie provided an updated report on statistics from electronic newsletters and social media accounts, showing that all have been successful so far.</p> <p>Comms team have been meeting regularly to work through comms plan through to June when the new Board will come into effect.</p> <p>FAQ Evening – Tuesday 26 May Test system to iron out any issues prior to AGM Align with our members and engage with them before moving into the season.</p> <p>Kylie thanked everyone who has been involved in the Video for the Board. Plan to put it on Social Media Thursday 21 May.</p>	

<p>Seeking Approval from the Board to upload video onto Socials Board approves for video to be released. Commentary with post to include links to website.</p>	
<p><b>E-Learning Platform</b> To allow to have an e-learning Platform installed, quote of \$2600 to create platform. Once content is in, there is no ongoing administration fee.</p> <p>Currently 5 modules ready to be uploaded for Alpine included video/photos/quizzes etc. If we can get these up and running it will be a great asset to our members.</p> <p>Intended target audience – Member value add to bolster the onsnow course success.</p> <p>Scalability – a lot of content to be collected, with database growing, will database cope with the increase of data? RH to confirm with Tim how the content will tie into the system.</p> <p>How accessible is the information to trainers/examiners including overall result? When we print course sheet, there will be a tick next to those who have completed the online component.</p> <p>Currently, the E-learning won't be mandatory for all courses except RPL Candidates. To pass quiz, there is an 80% pass rate.</p> <p>RH to seek approval from Board via email once updated quote has been obtained with the additional requests as per above.</p>	<p>RH to confirm with Tim regarding scalability.</p> <p>RH to speak to Tim about this specific feature</p> <p>RH to add a % column for the results.</p>
<p><b>Other Business</b> Break Even Analysis Update - \$17711 down as of 19 May 2020.</p> <p>Deb – More information required for meeting on Friday to determine if Deb attends or not. Agenda/Structure? Adam mentioned that it was an opportunity for people to speak openly and freely with no judgment. What is the desired outcome of this meeting? How will the meeting be mediated? Tom unable to attend Fridays meeting – Sends his apologies</p> <p>A lot of media sprouting news regarding snow season. Adam warned that nothing will be announced until at least mid June.</p>	<p>RH to request an agenda from Ant</p>

Ant Hill left the meeting at 3pm.

### Meeting closed

Meeting closed at 3.30pm

### Next Meeting

Next Board meeting will be held on Monday 25 May at 6pm via Microsoft Teams. An updated agenda will be sent around closer to the time.

