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Board of Director Meeting Minutes

4.00pm, Tuesday 23 June 2020

6.15pm, Thursday 25 June 2020

Online meeting via Microsoft Teams

Board Members

Paul Lorenz, Joshua Himbury, Deb Meehan, Adam Hosie, Zac Zaharias, Sarah Lyster, Jenna Shaw, Scott Sanderson, Richard Hocking

Secretary

Suz Brown

Agenda Items

<p>Meeting Minutes for Thursday 25 June 2020 Meeting Opened at 6.15pm Attendees: Paul Lorenz, Joshua Himbury, Deb Meehan, Zac Zaharias, Sarah Lyster, Adam Hosie, Jenna Shaw, Scott Sanderson, Richard Hocking, Suz Brown</p>	
<p>Acceptance of Minutes from the previous meeting held on 5 June 2020 Proposed by: Josh Himbury Seconded by: Jenna Shaw</p>	
<p>Meeting Open and Welcome The President, P. Lorenz, opened the meeting and welcomed the Board and provided an update on what has been happening within the Association over the last couple of weeks. Ski School Directors Meeting – each resort is working with different stipulations. Buller running an in-house Level 1 and Exam. No training being run in some resorts, some Level 1 & 2 training/exams may be run at end of season. APSI need to be flexible and quick to operate courses if/when given the go ahead. Perisher have suggested that the APSI consider an alternative option to the 25 hours of in house training. D.Meehan asked question regarding Trainers Contracts and dates/guarantee of work. R. Hocking confirmed that contracts have been sent to all but the new Rookies which will go out this week.</p> <p>Trainers Coordination Trainers Coordination is an annual event for all APSI Staff and inhouse trainers to receive updates for the season ahead. Technical Committee's established Core values which was discussed at the Discipline training and will be presented to the Board in the future.</p>	

<p>E-learning was discussed with the Tech committee building a platform for course participants to complete online modules to assist with their learning. D. Meehan – how do we ensure that candidates take on board the learning via e-learning and it is not a tick and click online training? Gender disparity amongst trainers was discussed.</p> <p>Technical Director Committee Update from Zac Zac will provide a report each Board meeting to give an update from the Technical Directors. Nordic completed work on the Nordic Redbook. New product – Nordic Level 1 & 2 to allow people coming across from other disciplines. Nordic will do a complete rewrite of the Manual with disciplines working together for consistency. S.Lyster – has the Manual rewrite been budgeted for the next financial year. D.Meehan explained that manuals are generally budgeted for and printed each two years and as required after a rewrite. J.Himbury asked how often the Board Meets and how regularly the TD's meet. Z. Zaharias will communicate with the Board in due course regarding how often the TD's will meet and the board will determine how regularly the TD's will report to the Board. A.Hosie suggested that the Board consider a rolling calendar for Board meetings to allow other groups (ie TD's to report efficiently). D.Meehan noted that as per the Constitution, there are 2 face to face meetings each year (towards end of season and March/April each year). Board to consider maintaining these meetings as well as regular online meetings.</p>	
<p>Ordinary Member Nomination to Executive Board Position S. Lyster updated the Board on the discussion being had regarding an Ordinary Member in the Executive Board position. Board to vote on the Executive Board Position. Voting to be completed online through the APSI Website as soon as possible.</p>	<p>R. Hocking to create voting page for Board to vote.</p>
<p>Board Ideas/Suggestions Strategy Plan to be formed from the suggestions/ideas presented during the meeting. Once all ideas have been presented the board will prioritise and form action plan.</p> <ul style="list-style-type: none"> • Induction Pack – S. Brown and R. Hocking working on induction pack • Update of APSI By-Laws required • Assessment of cost and product pricing review • Determine official buffer and investment/reinvestment plan with any yearly surplus • Determine member/staff recognition programs • Investigate value and cost in working with Tafe/tertiary education bodies to align/include content in APSI courses that provide candidates with recognised study/uni credits. • Create Accommodation policy • Create Trainer Scheduling policy for TD's including min/max course participant numbers • Communication Committee – Richard to approach Kylie to continue working on the Comms and include the Board Members for comment/inclusions prior to EDM's being sent out. • ASAA – MOU agreement to be reviewed • Separate entity for Interski – R. Hocking and D. Meehan to compile a list of pros and cons for setting up a separate entity or not for the Board to review prior to voting. • Interski Attendance cost benefit analysis and return on investment to be completed. • Determine a process for tech committees to approach the board for approval on demo team selection and final team numbers based on costs, Interski requirements and value to members. 	<p>Interski D.Meehan/R.Hocking Complete pros/cons</p> <p>Zac to speak with TD's re cost benefits</p>

<p>Continuing discussions to be held over until Thursday 25 June 2020 Meeting closed at 5.45pm</p>	
<p>Meeting Minutes for Thursday 25 June 2020 Meeting Opened at 6.15pm Attendees: Paul Lorenz, Joshua Himbury, Deb Meehan, Zac Zaharias, Sarah Lyster, Jenna Shaw, Scott Sanderson, Richard Hocking, Suz Brown Apologies: Adam Hosie</p>	
<p>Ordinary Member Nomination to the APSI Board Executive Team The 7 members of the Board with Voting rights voted online for the Ordinary member during the period of Wednesday 24 and Thursday 25 June.</p> <p>Sarah Lyster has been elected as the Ordinary Member to represent the Executive Committee for the following 2 years. Congratulations Sarah!</p>	
<p>Financial Update Break Even Analysis as of 22 June 2020 \$467k cash balance YTD 2020 -\$25k TYD 2019 - \$103K Currently income is down 50% compared to this time last year.</p>	
<p>Board Ideas/Suggestions</p> <ul style="list-style-type: none"> • Investigate moving the APSI App out of the App stores to give us more flexibility and confidentiality. • Explore the possibility of partnering with Toledo (Web developer) to licence the app to other Associations. • Gender Bias in the APSI – Board to look at options for getting greater diversity within the Association. • Impacts of Covid19 on the current APSI Business Model including factoring Japan revenue into the business model. • Who reports to who within the Association – Communication to the membership on who is doing what and why and who to speak to and why? • Wage structure and performance incentives and what are the guidelines? A Remuneration Policy will need to be put in place for all pay rises going forward • Recruitment - Addition of “Master Classes” for Level 3/4 instructors to assist with guidance with recruitment and other job opportunities. • Appears to be a lack of knowledge amongst ski schools and guests regarding Interschools training. Australian Level 3 qualification should be more than capable of coaching Interschool kids. Snow Australia currently running Level 1 Coaching programs in conjunction with the APSI, developed for Interschool/Race training. • APSI Alumni – engaging past APSI instructors who are not necessarily working, however still need to be engaged within the Association and Industry. • Re-education/communication around Spring Sessions to engage and encourage these instructors to attend every year. Also utilise this opportunity to engage the instructors as Mentors to mentor younger members coming through. • Vision with Associated Strategies, Targets, ownership of Strategy implementation – Task the Board to take on the implementation of a Corporate Plan. • Establishing a Complaints and Grievance Sub Committee who are tasked with investigating and reporting to the Board and Membership on all complaints received by the Association. 	<p>Organisational Chart to be created as part of the on Boarding pack</p>

<ul style="list-style-type: none"> • Determine the contribution from the Japan income to the bottom line. We have not made the net profit from Japan operations during the 2019/2020 season compared to the 2018/2019 season. Board to get a good understanding of the Japan operations to ensure we have a successful 2020/2021 season. • Robust reporting to be implemented with well-structured reports to assist guiding with decision making • Risk management plan, we currently do not have a formalised Risk Management/Emergency Plan. • Leave Management Policy to be implemented. • Course Offerings for winter 2020 – how do we budget for the unknown. Look at absolute minimum numbers we need to ensure we do not run at a loss. • Determining a value and vision for the APSI and how does it fit within the International industry. How do we assist the APSI to make it the world's best. • Clarity around the benefits of the APSI Membership and engagement within the industry and support members once finished as working as instructors. Look to Technical Committees to grow this for the membership • Increasing member engagement through surveys and ongoing EDM's to give our membership a voice. • Collaboration with other education bodies to build relevant, cross industry accreditation for inclusion in APSI courses. Form a committee to align our training with outside training ie Management training etc. • Build financial reporting within Xero to assist with communicating to our Membership in more simplistic terms. • How do we tackle Snowboard Level 4 and ensure we have more trainers coming through the system. • How do we actively engage kids who have come through the season programs and club programs into the Snowsport profession? Potentially increase the Interschools scholarship program to encourage the local kids coming through. <p>Next Steps... Subcommittee including Jenna, Josh, Deborah, Richard and Paul to categorise the suggestions list and prioritise items before going to vote by the Board for further prioritisation.</p>	
<p>Meeting closed at 7.35pm</p>	

Next Meeting

Next Board meeting to held on Wednesday 29th July 2020 at 5.00pm