



Email: apsi@apsi.net.au

Post: PO Box 131

Jindabyne, NSW 2627

Phone: +61 2 64561255

Board of Director Meeting Minutes

6.00pm, Thursday 24th September 2020

Online meeting via Microsoft Teams

Present

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

Secretary

Suz Brown

Meeting Open

Meeting was opened at 6.00pm

Agenda Items

Agenda Item	Action
Acceptance of Minutes from the previous meeting held on 27 August 2020 Proposed by: Sarah Lyster Seconded by: Jenna Shaw	
President Update Communications Committee Update <ul style="list-style-type: none">J.Shaw now involved with all EDM's/comms sent by APSI Communication committee Diversity & Inclusivity Survey <ul style="list-style-type: none">Survey has been sent out with a good uptake so far. Project Approval Process <ul style="list-style-type: none">Policy to be writing by P. Lorenz to ensure projects are implemented and actioned as quickly as possible.	
Actioning the Balance Scorecard Business Product Analysis No update from working group. Xero PDF Reports Reports can be created easily and can be produced each Month to be presented at the Monthly Board meeting. Targeted budget reporting (Variables and Operational costs)	

<p>MOU Chair of ASAA has been in contact with P.Lorenz to attend October meeting. P.Lorenz to provide an update to the Board after attending the ASAA Meeting.</p> <p>Office Work Plan BAU has been started with the Office Staff with more detailed information to be provided. Status Update has been discussed with the Board and GM and waiting for finalisation.</p> <p>Job Descriptions To be put on hold until Office Work Plan has been finalised</p> <p>Vision and Strategy Plan - No update</p> <p>Interski – No Update</p>	<p>P.Lorenz to update Board at next meeting</p>
<p>Financial Update</p> <ul style="list-style-type: none"> • Forecast – Profit \$30K for month of September • Request Course & Resit to be put in the same format as the Break Even Model • TD Eligibility for JobKeeper – TD Contracts do not allow for eligibility • R.Hocking requested Board to consider a nominated remuneration for KD and RJ for their work during the season. Could TD's use their Discipline allocation for their remuneration? A nominal amount as a Thank You for the volunteer work this season. • GoSnow and NISS – no Australian Trainers, unlikely to run courses. 	<p>R. Hocking to complete</p> <p>RH to ask RJ & KD to estimate days worked over winter. RJ to provide an updated on the e-Learning to the Board</p>
<p>Courses/Resits</p> <ul style="list-style-type: none"> • Alpine & Snowboard have successfully run Level 2, 3 & 4 resits at Perisher. • Alpine & Snowboard have successfully run Level 1 courses at Perisher. • Nordic has successfully run Level 1 & Level 2 courses at Perisher. 	
<p>Women's Committee Update</p> <ul style="list-style-type: none"> • Survey has been completed and socialised with the Membership. • Survey to be advertised on Facebook. • ToR and Action Plan has been completed • Following items to be discussed with the Committee: <ul style="list-style-type: none"> ○ Vision and Mission wording ○ Maximum of 6 Committee Members and a minimum of 2 Ordinary Members <p>Proposal has been endorsed by the Board with the above two items to be discussed:</p> <ul style="list-style-type: none"> • Amended Version of the ToR to endorse AWS has been approved by the APSI Board. 	<p>Josh to amend the proposal and socialise with Board before being sent to AWS</p>
<p>Technical Director Update</p> <ul style="list-style-type: none"> • Technical Committees to provide updates to Board with projects moving forward, listing priorities for the Board to allocate funds over the summer months. • National Team Funding Model needs to be clarified. • P.Lorenz has requested that the TD's present to the Board with their National Team Requirements. • Further discussion on National Team to take place at the End of Season Board Meeting. 	
<p>Office Lease Renewal</p>	

<ul style="list-style-type: none"> Lease to expire on 25 October 2020. Current office space is satisfactory for the needs of the Organisation. Request for new Lease – Request to have carpet on stairs and lounge area to be replaced. <p>Board approves for Lease extended for another year.</p>	
<p>End of Season Board Meeting</p> <ul style="list-style-type: none"> Two days to be set aside to allow time to get through proposed Agenda Meeting to be held in Jindabyne if possible. Date to be confirmed. 	S. Brown to send out a spreadsheet with available dates
<p>Correspondence</p> <ul style="list-style-type: none"> Two emails received from members complimenting the APSI. Ski School in France requesting APSI to run a Level 1 course. To be discussed at EOD Meeting 	
<p>Other Business</p> <ul style="list-style-type: none"> Ski School Director Feedback <ul style="list-style-type: none"> 2021 Calendar - request to roll 2020 Calendar over to 2021 SS Directors would like feedback from TD's if Online Trainers Coordination successful or not. 	R. Hocking to speak with TD's and provide feedback to A.Hosie

Meeting closed

Meeting closed at 7.40pm

Next Meeting

Next Board meeting to held on Thursday 29th October at 6pm via Microsoft Teams.

Action Register

Date	Action	To be Actioned By	Date Due	Completed
27/08	Decision Register to be updated	S. Brown	Ongoing	
24/09	MOU – P.Lorenz to provide update at next Board meeting from ASAA Meeting	P.Lorenz	29/10	
24/09	Course & Resit Financial spreadsheet to be put in same format as Break Even Model	R.Hocking	29/10	
24/09	RH to speak with RJ & KD to estimate days worked over winter.	R.Hocking	29/10	
24/09	R. Jameson to provide an updated on the e-Learning to the Board	R.Hocking R.Jameson	29/10	
24/09	J.Himbury to amend the AWS proposal and socialise with Board before being sent to AWS	J.Himbury	29/10	
24/09	EOS Board Meeting Availability – spreadsheet to be socialised	S.Brown	02/10	
24/09	Trainers Coordination – TD feedback on online process	R.Hocking	02/10	