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Board of Director Meeting Minutes

Time/Date: 5.00pm, Wednesday 7th April 2021

Location: Microsoft Teams

Present

Paul Lorenz, Joshua Himbury, Deb Meehan, Adam Hosie, Zac Zaharias, Jenna Shaw, Nick Rankin, Suzanna Brown

Apologies

Sarah Lyster

Secretary

Suzanna Brown

Meeting Open

Meeting was opened at 5.02pm

Agenda Items

Agenda Item	Action
Acceptance of Minutes from the previous meeting held on 4 March '21 Proposed by: D.Meehan Seconded by: J.Shaw	
Acceptance of Minutes from the previous meeting held on 30 March '21 Proposed by: A.Hosie Seconded by: J.Shaw	
GM update <ul style="list-style-type: none">• N.Rankin thanked T.Ingle, S.Brown, A.Rae, P.Lorenz and D.Meehan for their support during the first couple of weeks in the GM role.• Training Calendar for Alpine, SB and Telemark is now out• Gearing up for Trainers Coordination planning & Rookie Selection• Positive key stakeholder discussions have happened with collaboration and networking starting to take place• S.Brown on leave week of 12 April• T.Ingle on leave week of 26 April• Rookie wage increase due to CPI needs to be taken into consideration when completing contracts for 2021.	

<p>Membership Cards</p> <p>Discussion was held regarding expiry dates on membership cards when certification has expired with a proposal to move forward with removing Certification expiry date from Membership cards</p> <p>P.Lorenz proposed that the Certification Expiry date is permanently removed from the membership card and replaced with the word “lapsed” when certification is out of date. In addition, an automated email be sent to all members at the start of the year when Certification expiry is due.</p> <p>Proposal is seconded by D.Meehan</p> <p>Motion approved unanimously.</p>	<p>N.Rankin to report on following:</p> <ul style="list-style-type: none"> - Data of members who are working and certified but are not current members and visa versa. - Need to look at benefits of Membership and Associate Membership.
<p>AWS Committee Update</p> <p>A.Pope & B.Kelly joined the meeting to update the Board on the Advancing Women in Snowsports Committee Action and Work Plan.</p> <p>The Action and Work plan was well received by the Board with the following discussion points:</p> <ul style="list-style-type: none"> • S.Lyster is supportive, however would like to ensure that all initiatives are inclusive, in particular the Women’s specific clinic which should be open to everyone, not just females. • D.Meehan requested that cost implications be included in the proposal. • The Unconscious Bias program at Trainers Coordination was discussed and explained how this would be executed • Trial Mentorship Program – how will this work? Would it be governed by Technical Committees or the AWS? J.Scheer/A.Pope to share a draft document with P.Lorenz with further information. <p>The Board has agreed to discuss further the initiatives proposed by the AWS and will respond to the AWS Committee with approvals and/or suggestions.</p>	<p>A.Pope to update the proposal and send to J.Shaw and D. Meehan as soon as possible.</p>
<p>Funding Requests</p> <p>Nuts & Bolts Request</p> <p>P.Lorenz proposes that the following updates take place within Nuts & Bolts</p> <ul style="list-style-type: none"> • e-Learning completion to be noted in member profile and linked to the course list for the trainer’s information • e-learning courses & quizzes to have unlimited access via MyAPSI for members • Automated email to be created when Certification is due to expire <p>Total cost for the above updates to be installed by T.Forrest approx. \$780 The Board is in full support for the updates to take place.</p> <p>Fundraising Proposal for APSI National Team</p> <p>When membership payment, have option for members to make an additional donation to the National Team, giving them an option to support the national team and learn more about the National team.</p> <p>Board to reconvene to discuss Fundraising and Interski funding at a future meeting.</p>	<p>Nick to submit and adjust cert auto email to be annual rather than prior to expiration.</p>

<p>Ordinary Member Vacancy S.Sanderson has expressed his desire to return to the Board as an ordinary member. Board approves for S.Sanderson to return.</p>	P.Lorenz to contact S.Sanderson
<p>GM Authority D.Meehan suggest that N.Rankin be provided with an operations budget going forward for smaller operational expenditure, in line with the delegation available to previous GMs. To be discussed at a future board meeting.</p>	
<p>National Team Coach P.Lorenz proposes that N.Rankin be offered the position of National Team Coach. Board approves this proposal.</p>	P.Lorenz to notify N.Rankin
<p>Other Business P.Lorenz proposes that N.Rankin be issued with a Mobile phone effective immediately. Board approves this proposal. P.Lorenz proposes that the APSI Office to be issued with a Mobile phone to be shared by the office team. Board approves this proposal</p>	S.Brown to organise phone for GM and Office.

Meeting closed

Meeting closed at 6.55pm

Action Register

Date	Action	To be Actioned By	Date Due	Completed
07.04.2021	N.Rankin to report on following: - Data of members who are working and certified but are not current members and visa versa. - Need to look at benefits of Membership and Associate Membership.	N.Rankin	Next meeting	
07.04.2021	A.Pope to update the proposal and send to J.Shaw as soon as possible.	A.Pope J.Shaw	Next Meeting	
07.04.2021	P.Lorenz to contact S.Sanderson regarding Ordinary Member	P.Lorenz	ASAP	
07.04.2021	P.Lorenz to notify N.Rankin	P.Lorenz	ASAP	
07.04.2021	S.Brown to organise Mobile Phone for GM	S.Brown	ASAP	
04.03.2021	MOU to be sent to Board for Review	PL		

04.02.2021	Membership Proposal to be shared with Board for review	AR NR		
28.01.2021	Homestudy Pricing to be investigated	AR		
28.01.2021	How to keep members current regardless of employment	AR	25.02.2021	
28.01.2021	Telemark TD Employment/Position Description	AR/PL	05.02.2021	
28.01.2021	Media Policy	Dm/JS/GM	April 2021	
28.01.2021	Course & Exam Pricing	AR/AH	25.02.2021	
30.11.2020	Volunteer Registry S.Brown to set up and share with the Board on Teams	SB		
30.11.2020	A.Rae to create proposal form/Status update	AR		
30.11.2020	Discipline Allocations PL, DM, AR to create set guidelines for Discipline Allocations including - Operational Expense - which will expire Overall Expenses - will not expire	PL/DM/AR		
30.11.2020	Manual Rewrite ZZ/AR to meet with the TD's to provide an update.	AR & TD's		
30.11.2020	SB Technical Committee Collaboration A.Rae to meet with K.Dwyer to discuss further.	AR		
30.11.2020	e-Learning Alpine TD to provide a breakdown of days spent working on Alpine e-learning and après sessions.	RJ/ZZ		
30.11.2020	Adaptive Summer Tasks A.Rae to contact T.Hodges to request additional information	AR		
30.11.2020	Deferred Membership Policy/Standard Response to be drafted	A.Rae		
30.11.2020	Self-Appointed Life Membership Contact to me made with R.Hocking	P.Lorenz		
30.11.2020	Pricing AR, PL, AH, SS and DM to start the process of looking at Course, Exam and	PL/AR	28.02.2021	

	Membership pricing due end of Feb 2021			
30.11.2020	Telemark TD Recruitment Comms for December EDM	PL/AR	16.12.2020	
30.11.2020	Interski TD's to provide more information to board regarding Coach position. TD's to develop a budget for Interski	ZZ & TD's	31.01.2021	
30.11.2020	Action Registry S.Brown to add Action Registry to all Board meeting agendas and minutes	SB	Ongoing	