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## Board of Director Meeting Minutes

Time/Date: 6.00pm, Thursday 28<sup>th</sup> January 2021

Location: Online, via Microsoft Teams

### Present

Paul Lorenz, Josh Himbury, Deb Meehan, Sarah Lyster, Jenna Shaw, Adam Hosie, Zac Zaharias, Andy Rae, Suz Brown

### Secretary

Suz Brown

### Meeting Open

Meeting was opened at 6.00pm

### Agenda Items

Agenda Item	Action
<b>Acceptance of Minutes from the previous meeting held on 28/29 November 2020</b> Proposed by: Seconded by: <b>Acceptance of Minutes from the previous meeting held on 13 December 2021</b> Proposed by: Seconded by:  Acceptance of previous minutes to be completed during February meeting.	
<b>Confirmation of Task List</b> <ul style="list-style-type: none"><li>Task list updated as at 28<sup>th</sup> January 2021</li></ul>	
<b>Member Benefits</b> <u>Homestudy/Recalls</u> <ul style="list-style-type: none"><li>Alpine – traditionally completed via a paper format. Going forward e-learning to be used instead. This provides instant results and cuts down on the administration of the Homestudy/recall.</li><li>Pricing of Homestudy needs to be looked at to bring the cost down to encourage members to complete their update.</li></ul> <u>Member Certification/membership</u> <ul style="list-style-type: none"><li>Currently there is a discrepancy between Certification expiry and Membership expiry on Member Cards.</li><li>Does certification require a current membership?</li><li>Suggestion to include a statement on the Membership Card “certification is not current if membership is not current”</li></ul>	A.Rae to investigate.

<ul style="list-style-type: none"> <li>• It would be difficult to align membership with certification expiry, especially with multiple certifications.</li> <li>• Board to look at patterns as to why people don't pay membership</li> </ul> <p>Task – to look into options to keep members current regardless of their employment status</p>	<p>To be discussed at the next Board meeting</p>
<p><b>TD Update</b></p> <ul style="list-style-type: none"> <li>• P.Lorenz provided an update from the Alpine and Snowboard Technical Directors, with both sharing their frustration with the lack of communication and misconceptions around the Boards involvement.</li> <li>• Going forward, all TD's to be invited to attend Pre-Season and Post-Season Board meetings to represent their discipline.</li> </ul> <p><b>Telemark TD</b> P.Lorenz seeking Board approval to start the process to employ a Telemark TD. Board have Approved for the process to start immediately.</p> <p>A.Rae and P.Lorenz to work on the Position description and circulate with the Board for final approval before seeking applicants.</p>	<p>R.Rae &amp; P.Lorenz to work on Tele TD PD.</p>
<p><b>Alpine Paperless Project</b> The Alpine Paperless Initiative was approved by Board at 2020 EOS Meeting with the APSI Office staff to work with the Alpine TC to create fillable PDF's.</p> <p>Course Evaluation sheet – Half day pay to R. Nott and to J. Crompton to work on sheets. Board approves (with funds to come from Alpine budget)</p> <p>R.Jameson to work with S.Brown &amp; T.Forrest on Level 1 Course sheet – 1 Day to be approved R.Jameson to collect enough information from Tim to start brainstorming a complete overhaul of the exam process to go electronic in the future. Board approves (with funds to come from Alpine Budget)</p> <p>Board approves the option of paying "half day" wages as well as "full day" wages for TD's and tech committees to undertake Projects.</p> <p>Project option going forward – to make exam entry automated</p>	
<p><b>SnowPro Statement</b></p> <ul style="list-style-type: none"> <li>• D.Meehan had requested a statement be included in the SnowPro regarding content in a previous edition. The inclusion of this statement was supported by the Board in principle but not approved.</li> <li>• D.Meehan read a statement to the Board to explain her position on the above.</li> <li>• D.Meehan and J.Shaw to work with the new GM on the process/Media Policy for editorial processes going forward.</li> </ul>	<p>D.Meehan/J.Shaw to work on Media Policy</p>
<p><b>7.00am – A.Rae left the meeting</b></p>	
<p><b>GM Recruitment</b></p> <ul style="list-style-type: none"> <li>• Interviews took place on the 22<sup>nd</sup> January with a thorough process taken.</li> <li>• It has been agreed that further interviews won't need to take place</li> <li>• P.Lorenz to notify successful candidate Friday 29<sup>th</sup> January with unsuccessful candidates to be notified following this discussion.</li> <li>• GM Contract to be finalised with addition to the following points: <ul style="list-style-type: none"> <li>○ TOIL – adjust ability to take TOIL within 3 months or by mutual consent of the Board</li> <li>○ 6.1 Remuneration – Annual package (Salary + Super) confirmed by the Board and to be included in the final contract</li> </ul> </li> </ul>	

<ul style="list-style-type: none"> <li>○ Probationary Period to include a full operational Australian season through to the End of Season Board meeting</li> <li>○ 3 General KPI's – to be included in GM contract including Stakeholder engagement, Strategic Direction and Financial Management. President to discuss and suggest Board's expectation around how these will be monitored and achieved.</li> <li>○ Allowances and Reimbursements – not to be included in contract as already included in Staff Handbook. Additional expenses occurred by the GM to be approved by the Board.</li> <li>● President to go through all points of the contract in detail with successful applicant on signing so there is absolute clarity.</li> <li>● Board expects to support selected candidate with Financial &amp; Governance experience along with professional development opportunities.</li> </ul>	
<p><b>Other Business</b></p> <p><u>Budget Update</u> D.Meehan, A.Rae have been working through the Budget and will provide a month by month progress at each Board Meeting.</p> <p><u>Course &amp; Exam Pricing</u> Pricing to be looked at with A. Rae to present options at the February meeting. A.Hosie to work with A.Rae on this project.</p>	<p>A.Rae &amp; A.Hosie to work on pricing and present options at next board meeting</p>

### Meeting closed

Meeting closed at 8.05pm

### Next Meeting

Next Board meeting to held on Thursday 25<sup>th</sup> February 2021 via Microsoft Teams

### Action Register

Date	Action	To be Actioned By	Date Due	Completed
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	Previous Minutes S.Brown to upload October 29 <sup>th</sup> Minutes to website	SB	31.11.2020	Completed 31.11.2020
30.11.2020	Volunteer Registry S.Brown to set up and share with the Board on Teams	SB		
30.11.2020	TD Communications/Structure	AR/PL		

	A.Rae & P.Lorenz to meet with TD's prior to end of 2020 to provide clarity and way forward			
30.11.2020	A.Rae to create proposal form/Status update	AR		
30.11.2020	Discipline Allocations P.Lorenz, D.Meehan, A.Rae 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 Z.Zaharias/A.Rae 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	ASAA update A.Rae to set up working group with Ski School Directors and TD's to plan for start of 2021 season	AR		
30.11.2020	Japan Operations Office staff to set up spreadsheet to capture Japan course/exam interest	SB/TI	02.01.2020	Completed 02.01.2020
30.11.2020	Deferred Membership Policy/Standard Response to be drafted	A.Rae		
30.11.2020	Self-Appointed Life Membership Contact to be made with R.Hocking	P.Lorenz		
30.11.2020	Pricing A.Rae, P.Lorenz, A.Hosie, S.Sanderson and D.Meehan to start the process of looking at Course, Exam and Membership pricing due end of Feb 2021	PL/AR	28.02.2021	
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	GM Recruitment PD/Job Advert Completed ready for advertising Job Advert loaded to seek Job Advertised in EDM/Facebook/website Compile Shortlist of candidates Candidates contacted	DM/SS SB SB SL SB SL SB	10.12.2020 15.12.2020 18.12.2020 15.01.2021 15.01.2021 15.01.2021	Complete Complete Complete Complete Complete Complete

30.11.2020	AWS Committee J.Shaw to share raw survey data with the Board S.Brown to share graphical data with Board	JS SB	04.12.2020 04.12.2020	
30.11.2020	Old Uniforms Office staff to arrange logistics of old uniforms and update website	Office Staff	31.01.2021	
30.11.2020	Action Registry S.Brown to add Action Registry to all Board meeting agendas and minutes	SB	Ongoing	