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Board of Director Meeting Minutes

Time/Date: 6.00pm, Thursday 4 March 2021

Location: Microsoft Teams

Present

Paul Lorenz, Joshua Himbury, Deb Meehan, Sarah Lyster, Adam Hosie, Jenna Shaw, Andrew Rae, Suzanna Brown, Nick Rankin

Apologies

Zac Zaharias

Secretary

Suzanna Brown

Meeting Open

Meeting was opened at 6.00pm

Agenda Items

Agenda Item	Action
Acceptance of Minutes from the previous meeting held on 28 & 29 Nov 2020 Proposed by: D. Meehan Seconded by: S. Lyster Acceptance of Minutes from the previous meeting held on 28th Jan 2021 Proposed by: S. Lyster Seconded by: D. Meehan	
Update from the President <ul style="list-style-type: none">- Z.Zaharias sends his apologies.- P.Lorenz welcomed to Nick Rankin to the Board meeting. MOU Update <ul style="list-style-type: none">- A.Rae and P.Lorenz have started working on the MOU and will include N.Rankin & A.Hosie going forward.- Meeting with Colin Hackworth & Belinda Trembath to discuss MOU to take place in the coming month.- P.Lorenz to send MOU document to Board for review. Ski School Director and TD Meeting <ul style="list-style-type: none">- Meeting took place during February to discuss training, with the resorts keen to training and courses/exams on the calendar for 2021	P.Lorenz to send MOU to Board for review

<p>International Women's Day</p> <ul style="list-style-type: none"> - AWS would like to do a post on the APSI socials for International Women's Days and would like a photo of trainers pledging #choosetochallenge. P.Lorenz has invited the Board to participate and with photos to be sent to P.Lorenz or R.Jameson. <p>Office Electrical Tagging</p> <ul style="list-style-type: none"> - S.Brown to approach A.Lane to provide a quote to provide Electrical Tagging services for the APSI office. <p>Board approves for S.Brown to approach A.Lane.</p>	
<p>Marketing Strategy</p> <ul style="list-style-type: none"> - Summer project to create an e-learning marketing module targeting schools etc to increase the membership base. - Target local community with a domestic recruitment drive - Marketing strategy is to compliment Interschools Scholarship - E-learning to be provided to local schools and similar demographics - Certification is only part of the pathway to gaining employment with the resorts - ATC requesting 4 days of wages required to complete this project <p>Board approval required for the ATC to utilise 4 days of wages to create the e-Learning module (form the Alpine budget at the TD rate)</p> <p>Approved by the Board</p>	
<p>Telemark TD Recruitment</p> <ul style="list-style-type: none"> - Interviews were conducted during week of 1 March by N.Rankin, P.Lorenz and A.Rae. - Preferred candidate to be offered Telemark TD role Friday 5 March. 	
<p>Nuts & Bolts Add Ons</p> <ul style="list-style-type: none"> - Process to add security to Nuts & Bolts as follows: <ul style="list-style-type: none"> o when logging into Nuts & Bolts (2-step Authorisation) o when applying life membership to a membership (Automated Email) <p>Board approval required for the above to be implemented by T.Forrest (N&B)</p> <p>Approved by the Board</p>	<p>S.Brown to communicate with T.Forrest</p>
<p>Life Membership</p> <ul style="list-style-type: none"> - Life membership to be added to Pre-Season Board meeting - Life Membership and Tenure awards process to be considered by the Board at a future Board meeting. 	
<p>Membership</p> <ul style="list-style-type: none"> - Certification lasts longer than membership, how do we align. - Determine if Membership is not current, Certification is therefore not current and this is what is printed on Membership card. - Proposal to be provided by N.Rankin and A.Rae on how to approach the misalignment of Membership and Certification. 	<p>N.Rankin & A.Rae to provide proposal to Board for review.</p>

Pricing <ul style="list-style-type: none"> - D.Meehan has requested a separate meeting to be set to discuss Pricing. Meeting to be held Mid March 2021. - A.Rae to provide a Pricing Proposal to the Board for Review prior to Pricing meeting. - Pricing for Level 1 courses to be determined as soon as possible. - Cost of Certification Update to be reviewed 	P.Lorenz to determine date for meeting. A.Rae to provide proposal to board for review.
Ordinary Member Vacancy To be discussed at next Board meeting to be held on Thursday 25 th March 2021.	
Other Business	

S.Lyster and A.Hosie left meeting at 7.10pm
N.Rankin and A.Rae left the meeting at 7.35pm

Meeting closed

Meeting closed at 7.45pm

Action Register

Date	Action	To be Actioned By	Date Due	Completed
04.03.2021	MOU to be sent to Board for Review	PL		
04.02.2021	N&B Add Ons to be communicated with T.Forrest	SB	25.03.2021	19.03.2021
04.02.2021	Membership Proposal to be shared with Board for review	AR NR		
04.02.2021	P.Lorenz to set Pricing meeting during March	PL	25.03.2021	18.03.2021
04.02.2021	Pricing Proposal to be provided to Board for Review	DM/AR/AH	25.03.2021	18.03.2021
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 th 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 A.Rae & P.Lorenz to meet with TD's prior to end of 2020 to provide clarity and way forward	AR/PL		PL Completed
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-	RJ/ZZ		

	learning and après sessions.			
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		Completed 04.02.2021
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 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 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	DM/SS SB SB	10.12.2020 15.12.2020	Complete Complete

	Job Advertised in EDM/Facebook/website	SL	18.12.2020	Complete
	Compile Shortlist of candidates	SB	15.01.2021	Complete
	Candidates contacted	SL	15.01.2021	Complete
		SB	15.01.2021	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	