



Email: apsi@apsi.net.au

Post: PO Box 131

Jindabyne, NSW 2627

Phone: +61 2 64561255

Board of Director End of Season Meeting Minutes

Saturday 28 & Sunday 29 November

Jindabyne Bowling Club

Present

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

Secretary

Suz Brown

Agenda Items

Agenda Item	Action
Acceptance of Minutes from the previous meeting held on Thursday 29th October 2020 Proposed by: D. Meehan Seconded by: A. Hosie	S.Brown to upload October 29 th Minutes to website.
3. GM Report Volunteer Register to be implemented to capture volunteer hours worked during the season by Technical Directors.	S.Brown to set up and share with the Board on Teams
3. Andrew Rae Update <u>Communication Issues</u> <ul style="list-style-type: none">• Current issue across the APSI is lack of communication. Relationships have been strained across the industry (DWA, resorts, TD's, office staff)	A.Rae & P.Lorenz to meet with TD's prior to end of 2020 to provide

<ul style="list-style-type: none"> • Clarification to be given to TD's around expectations and organisational structure moving forward. Including streamlining information required from TD's to the Board. le, Proposal Form/Status Update <p><u>Discipline Allocations</u></p> <ul style="list-style-type: none"> • Approval process to be put in place for TD's to access Discipline allocations. Question to be included in Status Update. • Disciplines to be provided a nominal amount for "operational spend" on an annual basis. 	<p>clarity and way forward.</p> <p>PL, DM, AR to create set guidelines for Discipline Allocations including</p> <ul style="list-style-type: none"> - Operational Expense - which will expire - Overall Expenses - will not expire
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TECHNICAL DIRECTOR SUMMER TASKS

<p><u>ALPINE</u></p> <p><u>Identify Vision & Mission</u></p> <p>Initial drafting by ATC members N. Rankin, J. Crompton and R. Jameson (Including collating data from staff and members)</p> <p>Motion Approved</p> <p>Board approves to pay for 3 days (1 day x 3 trainers) of wages to collect and refine the data to present to the Board. Data to come from the entire membership, not just Alpine. Wages to be paid from APSI Revenue, not Discipline budget</p> <p><u>Certification Update Process Online and Automated</u></p> <p>Motion Approved</p> <p>Board approves to pay for 3 days of wages to redesign the home study update. Wages to be paid from Alpine Discipline budget</p>	
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Paperless Initiative

Initiative to automate our systems as much as possible and to do this via paperless interaction with event participation wherever possible.

Motion approved with NO budget allocation

All tasks to be completed by the Office Staff

e-Learning Module - Marketing & School Leavers

Create e-Learning module specific to marketing the APSI & Snowsports as a career.

Motion Upheld - Initiative NOT Approved by the Board

Development of APSI Customer Service Model

Develop a Snowsport Specific Customer Service model that addresses the unique and specific needs of the industry.

Motion Approved

Board approves to pay 8 days (2 days x 4 TD's) with clear guidelines as follows:

- Cross discipline, resort engagement and collaboration is required
- Look at including a module as part of recertification, re-employment
- Stage 1 - Generic Customer Service Module

Wages to be paid from the APSI Revenue

Manual Rewrite - Planning & Drafting

Start the process on planning & drafting the manual.

Motion Approved

The Board approves for 2 days of Alpine Technical Committee wages (up to TD wage) to start the planning process.

ZZ to meet with the TD's to provide an update.

<p>Additionally, the Board have requested that the TD's meet to decide what platform/format will provide the best benefit for the members (regardless of price) for the new version of the manual for ALL disciplines. TD's to present their suggestions/ideas back to the Board.</p>	
<p><u>SNOWBOARD</u></p> <p><u>APSI APP</u></p> <p>Complete the Beginner & New Rider progressions prior to season 2021.</p> <p>Motion approved by Majority</p> <p>Board approves 5 days of work at the TD Rate with a process update to the Board at the end of 5 days.</p> <p>Wages to be paid from the Snowboard Allocation</p> <p><u>Technical Committee Collaboration</u></p> <p>SBTC requesting additional days to meet to develop national training resources, trainers training in online space and other training resources along with developing trainers for 2021.</p> <p>Motion Upheld - Initiative NOT Approved by the Board</p> <p><u>Member Engagement, Online Space (Snowboard specific)</u></p> <p>Continuing member engagement over the 20/21 summer months.</p> <p>Motion Approved</p> <p>Board approves 3 days of work (up to TD Rate) with the following output</p> <ul style="list-style-type: none"> - 3 Après Sessions - Social Media and EDM Content <p>Additionally, the Board has requested that the TD's convene to create integrated draft plan to implement year-round online session program. Board approves payment for 1 day of work for each TD to meet and create plan.</p>	<p>A.Rae to meet with K.Dwyer to discuss further.</p>

<p><u>e-Learning</u></p> <p>To focus on conceptualising e-learning project and develop a full project plan to have this plan in place before season 2021.</p> <p>Motion Approved</p> <p>Board approves for 5 days of work at the TD Rate with the following stipulations:</p> <ul style="list-style-type: none"> - 5 days to plan, create and deliver e-learning for Level 1, Level 2, Level 3 and Level 4 (1 day per level plus 1 day planning) - Online input to be completed by the Office staff <p>Wages to be paid from Snowboard Allocations</p>	<p>Alpine TD to provide a breakdown of days spent working on Alpine e-learning and après sessions.</p>
<p><u>NORDIC</u></p> <p><u>Level 1 & Level 2 Workbooks</u></p> <p>Improve design of Nordic workbooks.</p> <p>Motion Approved</p> <p>Board approves 5 days at TD Rate to update the Level 1 & Level 2 Workbooks online, with an additional 6th day if required after consultation from the Board.</p> <p>Wages to be paid from Nordic Allocations</p> <p><u>Develop a Home-Study Package for Nordic Recall</u></p> <p>Nordic currently does not offer a Home-study for Recalls. A home-study package is desperately needed.</p> <p>Motion Approved</p> <p>Board approves 3 days up to TD Rate, to develop and implement Nordic Home-Study, with an option for additional days if required with consultation with the Board.</p> <p>Wages to be paid from Nordic Allocations</p>	
<p><u>ADAPTIVE</u></p> <p>All Motions Upheld</p>	

<p>The Board to request additional information from the Adaptive Technical Director before approval is given.</p>	<p>A.Rae to contact T.Hodges to discuss</p>
<p>ASAA Update</p> <p>2021 Season concerns</p> <p>The start of the 2021 season has a shorter turnaround time between the Opening Weekend and the first week of the NSW and VIC School holidays, putting a huge demand on the Ski Schools to train and examine resort staff.</p> <p>The Ski School Directors are requesting the APSI to have as much online content available from early May 2021 to allow candidates to have access to complete online components prior to the start of the season, in particular for Level 1 and Level 2 candidates.</p> <p>The Board have requested that a Working Group be set up to include Ski School Directors and Alpine & Snowboard Technical Directors.</p>	<p>A.Rae to set up working group</p>
<p>Website & APP Development</p> <p>Ongoing maintenance will be required over the coming months leading into the 2021 season on both the APSI Website and APP.</p> <p>There will be a need for the App to go to a web-based platform in the next couple of years.</p> <p>More work is to be done on this matter.</p>	
<p>Japan Operations</p> <p>As of November 2020, it is unlikely that the APSI will run any courses or exams in Japan. Expressions of interest are being collated by the Office Staff to gauge interest from Members.</p>	<p>Office staff to set up spreadsheet to capture interest</p>

<p>Deferred Membership</p> <ul style="list-style-type: none"> - Three members were offered deferred membership during the 2020 season after submitting a request. Deferral was offered by the GM at the time. - Conversations to be had with these members, informing that this was an unauthorised deferral which was a mistake . Decision to defer membership for these 3 will stand but will not set precedent and will not be available to other members. - A standard response to be written by A.Rae for any members requesting a deferred membership during the 2021 season. <p>Motion Approved</p> <p>The Board approves for the members to be contacted as per above.</p>	<p>A.Rae to write response.</p> <p>P.Lorenz to contact members.</p>
<p>Life Membership</p> <p>Life Membership was activated in a member profile within the APSI Membership Database (Nuts & Bolts).</p> <p>Motion Approved as outlined below</p> <p>The President will contact the member to discuss the clerical error within the Database. Life Membership activation to be reversed. President to request information as to how membership status was changed.</p>	<p>P.Lorenz to contact Member</p>
<p>Treasurers Report & Pricing for Courses & Exams</p> <ul style="list-style-type: none"> - Comprehensive and historical Financial report was provided to the Board by the Treasurer D. Meehan - For the APSI to exist, membership needs to be raised to \$225 on average per year. - The following is to be investigated <ul style="list-style-type: none"> o Membership costs o Course & Exam costs o Minimum course & exam candidate numbers 	

<ul style="list-style-type: none"> - A guideline document is to be created to cover course and exam policies ie course numbers, accommodation etc - A Pricing Structure is to be created in conjunction with a Policy/Guideline - Japan and Australian operations need to be separated in XERO - Tiered pricing structure to be considered - All Level 1 & Level 2 Courses & Exams to use Local trainers - Level 3 & Level 4 Courses & Exams allow trainers to travel within state. <p>Z.Z Requested a one-page reckoner be produced to determine course costs when organising trainers etc.</p> <p>ACTION - Course, Exam and Membership pricing to be finalised b the end of February 2021. AR, PL, AH, SS and DM to be involved in conversations.</p>	<p>AR, PL, AH, SS and DM to start the process of looking at Course, Exam and Membership pricing</p>
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<p>Chart of Accounts</p> <ul style="list-style-type: none"> - Decision is to be made to change our chart of accounts to deliver a more efficient form of reporting, to start from 1 Jan 2021 - Introduction of Xero timesheets for trainers, to be trailed by KD and RJ. - Receipts to still be submitted via Jotform. <p>Motion Approved</p> <p>Board approves for Julie Barr from 1133 to make changes to the Chart of Accounts for clearer reporting and the move to Xero timesheets for trainers. This includes costs of up to 8 hours at Julies current hourly rate.</p>	
<p>Budget</p> <ul style="list-style-type: none"> - Assumptions for building a budget to include year ahead, expenses etc. D.Meehan to come to Board with questions as required. - Neck buffs - should go ahead for membership and be included in future budget - Comms Person - is there a need for someone with the current office staff able to do most of this work. A Comms Plan should be created. - GM Position - Salary starting at \$80K as a minimum to a maximum of \$90K. 	
<p>TD Employment Terms</p> <p>Telemark TD Recruitment</p> <ul style="list-style-type: none"> - Position to be filled by end of April 2021. - GM and Board to be part of the selection process - Discussion to be continued in January - Update to be included in December EDM. 	<p>Telemark TD Recruitment Comms for December EDM to be created</p>
<p>Interski</p> <ul style="list-style-type: none"> - Clear business case required with numbers for attendance etc - Justification if all disciplines need to attend (benefit) - What policies are in place for team member benefits - Should ASAA be approached for their considerations for attendance 	<p>TD's to provide more information to Board regarding Coach position.</p>

<ul style="list-style-type: none"> - Accountability for expense for attendance - Board approval for team selection process - Level of investment from APSI for the Level of return. <p>Coach Position to be determined by Board including a potential salary with more information to be provided by the TD's.</p> <p>TD's are to move forward as planned with the current team selection process</p> <p>Board to provide guidance on Interski investment in the new year.</p>	<p>TD's to develop budgets for Interski</p>
<p>General Manager Recruitment</p> <p><u>Timeframe</u></p> <p>10th December - Position Description to be finalised and socialised with the Board for final approval</p> <p>15th December - Job Ad with Position Description to be advertised on Seek, APSI Website and Facebook and included in December 18th EDM</p> <p>10th January - Job Ad closes on Seek</p> <p>10th - 15th January - S.Lyster to compile a shortlist of candidates</p> <p>12th January - Board to meet to determine Interview Panel and Candidates to be interviewed</p> <p>15th January - S.Brown to notify candidates. Email to unsuccessful candidates, phone call to candidates going through for interviews</p> <p>22nd January - Interviews to take place from 22nd January onwards (venue/location to be confirmed)</p> <p>1st March 2021 - Potential Start Date</p> <ul style="list-style-type: none"> - D.Meehan & S.Sanderson to work on PD/Job Advert - S.Brown to work on Job Advert 	<p>Actions as listed</p>

<ul style="list-style-type: none"> - S. Brown to load advert to Seek by 15th December including an automatic response to all candidates that they will be notified by the 15th January if successful or not for next steps in the process (interview) - S.Brown to set up interviews with successful candidates on behalf of the Board from 15th January - Interview location to be determined once candidates determined - D.Meehan requested to have an independent person involved on the interview panel - suggestions to be provided to the Board - Interview Panel to be determined in January 2021 <p>GM JD Priorities to include</p> <ul style="list-style-type: none"> - Excellent communicator - Sound relationship management skills - Ability to establish hierarchical reporting (to address communication issues) - Business acumen and experience from large organisations - Understanding of employment law and compliance issues 	
<p>Scholarships</p> <p><u>Sodergren Scholarship</u></p> <ul style="list-style-type: none"> - Advertising to start in the new year - Applications due 30 April 2021 - TD's to make first selection process with the Board making the final selection at the Start of Season Board meeting - Board to decide early 2021 how many scholarships to be awarded in 2021 - Scholarship winners announced at 2021 AGM <p>Motion Approved</p> <p>Board approves for the TD's to make the first around selection of Sodergren Scholarship applications to be presented to the Board</p>	

Interschools Scholarship

- Advertising to start beginning of 2021 season
- Scholarships to be awarded at end of 2021 season
- Board to be notified of scholarship recipients at EOS
Board meeting

<p>AWS Committee</p> <ul style="list-style-type: none"> - J.Himbury & J.Shaw meeting with SWS Committee early December to discuss survey results - AWS Committee have been requested to sign a Non-Disclosure Agreement prior to seeing the survey results - AWS to adhere to the Terms of Reference with regards to the use of the data from the survey 	<p>J.Shaw to share raw data with Board</p> <p>S.Brown to share graphical data with Board</p>
<p>Old Uniforms</p> <ul style="list-style-type: none"> - Black Karbon pants to be donated to Charity - Light Grey Jacket with stitched logo <ul style="list-style-type: none"> ▪ Old/damaged jackets to be given to Thredbo for shredding ▪ Newer undamaged jackets to be kept and used for fundraising for a period of 12 months only (expiry Nov 2021) and then given to Thredbo for shredding - Blue Shell Jacket - Z.Zaharias to take to PNG - Red & White Fleecees - to be put back on website and sold to members for \$30 each <p>Motion Approved</p>	<p>Office staff to arrange logistics & update website</p>
<p>Investment Strategy</p> <p>Current Term Deposit of \$315K matures in early 2021. Once Term Deposit matures, the following actions will take place:</p> <ul style="list-style-type: none"> - \$250K to be kept as working capital (due to current economic climate) - \$250K to be reinvested for up to 6 months in a Term Deposit <p>Motion Approved</p>	
<p>Other Business</p> <p>Public Officer</p>	

<p>Motion Approved for Suzanna Brown to act as the Public Officer for the APSI Board of Directors</p> <p><u>Action Registry</u> Action Registry to be included to the agenda of every Board meeting.</p> <p><u>Comment on GM Report</u> S.Lyster commented on the GM Report regarding the AWS Statement that the Board have not been supportive of the AWS Committee. S.Lyster believes that J.Shaw and J.Himbury have facilitated the AWS Committee exceptionally well and comments made within the GM report were not accurate. J.Himbury and J.Shaw should be congratulated on their work with the AWS Committee.</p>	<p>S.Brown to add Action Registry to Board Meeting Agendas</p>
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Next Meeting

Next Board meeting to held on Thursday 28th January 2021 at 6pm via Teams.

Action Register

Date	Action	To be Actioned By	Date Due	Completed
30.11.2020	Previous Minutes S.Brown to upload October 29 th Minutes to website	SB	31.11.2020	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		

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 to meet with the TD's to provide an update.	ZZ & 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	02.01.2020

30.11.2020	Deferred Membership Policy/Standard Response to be drafted	A.Rae		
30.11.2020	Self-Appointed Lift Membership Contact to me made with R.Hocking	??		
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 Job Advertised in EDM/Facebook/website Compile Shortlist of candidates Candidates contacted	DM/SS SB SB SL SB	10.12.2020 15.12.2020 18.12.2020 15.01.2021 15.01.2021	
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	