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Board of Directors Pre-Season Meeting Minutes

Time/Date: 5.30pm, Tuesday 5th April and Wednesday 6th April 2022

Location: Microsoft Teams

Present

Joshua Himbury, Gemma McMillan, Sarah Lyster, Jenna Shaw, Scott Sanderson, Tina Burford, Paul Lorenz, Kylie Dwyer, Suzanna Brown

Apologies

Tuesday 5th April - Tina Burford

Secretary

Suzanna Brown

Meeting Opened

Meeting was opened at 5.30pm

Agenda Items

Agenda Item	Action
Acceptance of Minutes from the previous meeting held on 24 Feb 2022 Proposed by: Gemma McMillan Seconded by: Sarah Lyster	PL to upload Minutes to website
General Update / GM Report <ul style="list-style-type: none">• GM submitted a thorough report for the Board to review• Manual expense of \$33,060 and uniform order costs to be spent in FY22• APSI Office Closed 15 – 25 April 2022 for Easter Break• New Administration Assistant has been employed. Eliza Hunter will start with the APSI On the 3 May. Thank you to S.Lyster for assistance with recruitment.• T.Ingle has done a fantastic job booking accommodation for discipline exams in Victoria and uploading the online calendar.• GM has now met with APSI stakeholders including the smaller resorts, opening up communication for the upcoming season.• S.Lyster congratulated the GM on hitting the ground running.	

<p>National Team</p> <p><u>Fundraising</u></p> <ul style="list-style-type: none"> • TD's and GM had a productive meeting to discuss where disciplines are at with current projects and fundraising leading into Interski 2023. • APSI Squad is currently working towards the research and development of the APSI. • A Fundraising committee has been formed and working on a number of events including spring sessions • Suggestion of implementing a "Tick Box" when members are purchasing a course etc. when checking out of the shop, giving the option to donate to the National Team. Suggestion to have an Opt In rather than an Opt Out option with several Dollar Amounts to choose from. GM to investigate with N&B Developer. • Question for accountant if the donated amount could be Tax Deductable - GM to investigate <p><u>Head Coach Role</u></p> <ul style="list-style-type: none"> • The GM presented to the Board the TD's points of view in regard to their need for a Head Coach. • The GM reported that it was clear that the TD's are convinced this is the best course of action and that in their opinion the need is justifiable. • TD's justifications for the Head Coach are 1. Concern over availability of the GM and his ability to commit the amount of time required. 2. The instability over the last years has been a frustration and there is a need for the continuity of a Head Coach separate to the GM. • The Board asked for clarification from the GM regarding his ability to fulfill the role as Head Coach. He confirmed that he believed that he would be willing and able to fulfill the role. • The Board requested the GM and TD Rep to leave the meeting whilst a robust discussion regarding the Head Coach position was held with consideration given to : 1. The role of the Head Coach needing to coordinate, inspire, provide support and bring the team together, working harmoniously with the TD's. 2. The previous decision in 2021 to move from a separate Head Coach and instead to engage the last GM in the Head Coach role based on the financial position of the Organisation. 3. The ability for the APSI to be able to allocate the funds for INTERSKI in the right areas for the best outcome for the membership and the Squad selected. 4. That there is precedence for the GM acting as the Head Coach in previous INTERSKI's. • The Board voted in favour of the current GM fulfilling the Coach role based on the financial position of the organisation and the belief that the GM has the skillset to coach the team and perform the Coach duties in conjunction with the GM Role. • The GM and TD Rep were invited back to join the meeting. 	<p>P.Lorenz to investigate options with Developer</p> <p>P.Lorenz to speak with Julie re: Donations being Tax Deductable</p>
<p>AGM Preparation</p> <ul style="list-style-type: none"> • Trainers Coordination confirmed for 4 & 5 June 2022 to be held at The Station Resort in Jindabyne and on snow at Perisher • AGM set for Saturday 4 June to be held at The Station Resort Jindabyne with a livestream option to attend online. 	

<ul style="list-style-type: none"> • Notice of AGM, Agenda, 2021 Meeting Minutes, call for Board Nominations and supporting documentation to be communicated to members by Saturday 14th May 2022 • Board Nomination process to be run in the same way as previous years. • Nominations for Positions to close 5pm Wednesday 25 May. • Voting to open Midday, Thursday 26 May • Voting closes Midday Thursday 2 June • Positions of President, Vice President and Treasurer will be up for nomination • Nominations to be promoted through Social media channels and EDM's. The GM suggested a video is created with current Board members to invite nominations. K.Dwyer to provide creative brief to be socialised by 11 May. • Briefing note for each role to be included on the website. J.Shaw to draft • Current Board members acting in different positions will need to revert back to original roles prior to voting. • President Report to be co-authored by J.Himbury and P.Lorenz • Treasurers Report to be co-authored by G.McMillan and D.Meehan • Reports to be circulated to the Board by Thursday 5 May for approval. 	<p>K.Dwyer to provide creative brief to be socialised by 11 May.</p> <p>J.Shaw to draft briefing note</p> <p>Board Reports to be circulated to the Board by Thursday 5 May for approval.</p>
<p>AWS Committee</p> <ul style="list-style-type: none"> • AWS committee pre-season meeting was held in March with the GM in attendance. • GM noted that the excitement and passion was evident amongst the committee during the meeting. • 4 inaugural members of the AWS Committee will stand down at the 2022 AGM with the following positions be available to nominate <ul style="list-style-type: none"> ○ 2 Staff Positions ○ 2 Ordinary Members <p>AWS Committee Projects Update</p> <p><u>Unconscious Bias Presentation – On-Snow</u></p> <ul style="list-style-type: none"> • AWS Committee requesting a 10-15 minute on-snow session on unconscious bias. • On-snow session to be run by AWS Committee members. • Would all trainers benefit from this session? <p><i>Board Approves</i></p> <p><u>Unconscious Bias Presentation – External Guest</u></p> <ul style="list-style-type: none"> • AWS Committee would like to invite an Expert on Unconscious Bias to present to Trainers at Trainers Coordination • All forms of Bias to be included in presentation <p><i>Board Approves pending quote from external guest</i></p> <p><u>Trainers Coordination</u></p> <ul style="list-style-type: none"> • Request for a Female only Trainer meeting to be held between Trainers Coordination and the AGM to offer an opportunity for a network event with suggestion to invite Belinda Trembath (Perisher CEO)) 	

<ul style="list-style-type: none"> • Opportunity to network amongst female trainers and have an opportunity to present to all trainers to discuss female initiatives all within a safe space. <p><i>Board approves the AWS providing an update at Coordination to all trainers with the opportunity to discuss initiatives at a networking event afterwards, alternatively for the women to hold an event on the Friday evening prior to trainers.</i></p> <p><u>Women's Clinic</u></p> <ul style="list-style-type: none"> • Female only Freeski Professional Development Day. Currently scheduled for NSW during 2022 season to run alongside the Professional Development Days. <p><i>Board Approves the Female only Professional Development day on the condition that it operates alongside another clinic with identical content available to everyone.</i></p> <p><u>Social Media Content</u></p> <ul style="list-style-type: none"> • Increasing female representation within social media <p><i>Board Approves</i></p> <p><u>Female specific Après Session</u></p> <ul style="list-style-type: none"> • Sessions to be similar to what was held in 2021 by providing an extra benefit for members. <p><i>Board Approves</i></p> <p><u>Mentorship Program</u></p> <ul style="list-style-type: none"> • Time for planning is important to make sure this program is set up correctly. A mentorship program would be a benefit to the entire Membership. • Suggest work to be undertaken on this project in Summer 2022/23 for implantation in 2023 <p><u>AWS Committee Member Nominations</u></p> <ul style="list-style-type: none"> • Nomination process to run alongside the APSI AGM nominations 	
<p>2022 Pricing</p> <p>After investigation, GM Provided a pricing update to the Board.</p> <p>The GM Proposes that the current pricing model is adopted for the 2022 season.</p> <p><i>The Board approves the current pricing model be adopted for the 2022 season, 6 for, 0 against. Motion passed</i></p>	
<p>Trainers Coordination</p> <ul style="list-style-type: none"> • Trainers Coordination to be held earlier than normal in 2022 due to Resort in-house training. • Significant costs are occurred by APSI Trainers who need to travel for mandatory training at Trainers Coordination each year. • To help alleviate these costs on trainers and encourage re-engagement, Perisher have offered a very generous rate of \$40 per person per night to stay at the Station Resort for the Friday and 	

<p>Saturday night's of Trainers Coordination to assist with covering accommodation costs.</p> <p>The GM proposes that the APSI covers the cost of accommodation for trainers travelling from interstate resorts to attend Trainers Coordination.</p> <p>The Board approves this proposal to provide accommodation for APSI Staff, in Principle, with final costs to be provided by the GM once numbers finalised.</p> <p><i>The Board is in favour of supporting this approval in principle, 5 in favour, 0 against. Motion passed</i></p>	<p>P.Lorenz to provide Board with Accommodation costing once finalised.</p>
<p>Public Officer</p> <ul style="list-style-type: none"> • The previous Administration Coordinator held the position of Public Officer. • The new Administration Assistant will become the Public Officer upon commencement with the APSI in May 2022, with guidance from the GM. • Paperwork to be completed and submitted to NSW Department of Fair Trading once new Administration Assistant commences in the role. 	
<p>By-Law Project Update</p> <ul style="list-style-type: none"> • N.Rankin has created a list of current roles/responsibilities and authorities along with a list of suggested roles/responsibilities authorities. Also included was a suggested Organisation chart with the inclusion of an education committee. • If organisation is managed effectively by the GM, education team is redundant. • N.Rankin and P.Lorenz suggest that the By-Laws could have a 'lite update to include current roles and responsibilities. 3-4 Days of work is required to produce a full update of the By-Laws. N.Rankin is unavailable. • GM to work on By-Laws Project over 22/23 Summer 	
<p>\$3K Technical Director Authority</p> <p>At the End of Season Board meeting in 2021, the Board approved the TD's Authority to spend up to \$3,000 to benefit their discipline with funds to come from consolidated revenue. This approval required review at the 2022 preseason meeting.</p> <p>Proposal that the \$3,000 is to come from discipline allocation rather than consolidated revenue. Access to more than \$3,000 from the disciplinary allocation and up to \$10,000 requires GM approval. Access to more than \$10,000 from discipline allocation require Board Approval.</p> <p><i>Board approves this 6 in favour, 0 against. Motion passed.</i></p> <p>GM advised that a comprehensive budget including all aspects of 'research and development' is required and will be worked on for implementation in 2023. Discussions have already started with the APSI book keeper.</p>	
<p>Life membership</p> <p>An interim Life Membership policy was implemented in 2021.</p>	

<p>The GM proposes that the cut-off date for nominations is amended for 2022 to the 14th May 2022.</p> <p><i>Board approves this proposal 6 in favour, 0 against. Motion passed</i></p> <p>The GM proposes that the Interim Life Membership policy and cut off date amendment rolls over yearly until reviewed in the future with along with all By-Laws</p> <p><i>The Board approves this proposal 6 in favour, 0 against. Motion passed</i></p> <p>Next EDM to include Life Membership nomination reminder.</p>	
<p>Term Deposit</p> <ul style="list-style-type: none"> • The current Term Deposit will mature on the 24 April 2022. • The Treasurer and GM have investigated options for on going investment of Term Deposit. • Treasurer to seek more information from Westpac regarding interest rates if reinvesting the Term Deposit for 7 months instead of 5 months. • Treasurer will communicate with the Board via email to finalise the Term Deposit outcome during the week of the 18th April. Board to respond in a timely manner. 	<p>G.McMillan to communicate with Board by 18th April</p>
<p>Audit</p> <ul style="list-style-type: none"> • The Audit was conducted in February by Hardwicks and has been completed. The APSI has been deemed compliant. • The President and Treasurer to sign the Audit reports prior to being sent to Members with AGM documentation. 	
<p>XTM Stock</p> <p>GM submitted XTM Merchandise Order for Board Approval. Order includes Puffer Jackets and Gloves for members to purchase.</p> <p>The Board approves the XTM merchandise order 6 in favour, 0 against. <i>Motion passed.</i></p> <p>Neck Buffs Proposal</p> <p>The GM proposes that the APSI place an order for 1500 Neck Buffs as a member benefit. Order to be discussed at a later Board meeting.</p>	
<p>Resort Level 1 Staff Exam Purchase</p> <p>To be discussed at next board meeting.</p>	

Next Meeting

Thursday 5th May 2022

Action Register

Date	Action	To be Actioned By	Date Due	Completed
06.04.22	P.Lorenz to upload previously approved minutes to website	P.Lorenz	ASAP	
06.04.22	P.Lorenz to investigate options for a tick box with Developer for Members to Donate to National Team	P.Lorenz	ASAP	
06.04.22	P.Lorenz to speak with Julie re: Donations being Tax Deductable	P.Lorenz	ASAP	
06.04.22	AGM Preparation - K.Dwyer to provide creative brief to be sent to Board members by 11 May.	K.Dwyer	11.05	
06.04.22	Briefing Note for Board Member Roles & Responsibilities - J.Shaw to draft briefing note	J.Shaw	05.05	
06.04.22	Board Reports to be circulated to the Board by Thursday 5 May for approval.	Executive	05.05	
06.04.22	Trainers Coordination Accommodation - P.Lorenz to provide Board with Accommodation costing once finalised.	P.Lorenz	ASAP	
06.04.22	Term Deposit - G.McMillan to communicate with Board by 18 th April with options for re-investment. Board to respond ASAP.	G.McMillan and All Board	18.04	