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Board of Director End of Season Meeting Minutes

Time/Date: 10.00am, Sunday 7th November 2021

Location: Microsoft Teams

Present

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

Secretary

Suzanna Brown

Meeting Open

Meeting was opened at 10.00am

Agenda Items

Agenda Item	Action
Acceptance of Minutes from the previous meeting held on 30 September 2021 Proposed by: Josh Himbury Seconded by: Jenna Shaw	
GM Update <u>SnowPro</u> <ul style="list-style-type: none">– To print and post a SnowPro costs approx. \$16K. It is proposed that the SnowPro be a digital version for 2021.– It is suggested to go ahead with a Digital version of SnowPro for 2021. 6 in favour, 0 against, 0 abstain <u>Interschools Scholarship</u> <ul style="list-style-type: none">– Interschools scholarship was awarded, with Arabella Green and Georgia Brose being the recipients. Announcements have been made in the EDM and on Socials and Snow Australia.	
End of Season Financial Snapshot <ul style="list-style-type: none">– 2.5 months of trading for 2021 season (instead of 4 months)– Very limited Government supported funds received for the 2021 season– Large amount of refunds was processed (approx. \$104K)	

<ul style="list-style-type: none"> - Expected to break even this year, with overall position as at 30th Sept \$650K (\$520K for 2020) - Large end of Season events (Exams and Level 1) only had 30 participants, when expected to have over 100 - Term Deposit Matures Nov 24 - Course & Exam pricing will need to be reviewed - No Japan revenue - Nov/Dec revenue of Membership purchase - Next major revenue stream will be approx. April 2022 when Calendar is released - Manual Reprint - \$50K in budget, with quotes of approx. \$36K to print required quantities for Alpine & Snowboard manuals for 2022/23 season - Category restructure within Xero - it has been effective to gain more relative reporting 	
<p>ISIA Update</p> <ul style="list-style-type: none"> - General Assembly attendance (GM/President) - Focus on ISIA Database implemented in 2019 and APSI is now up to date with APSI ISIA members - Ski Schools can apply to be recognised as ISIA Ski Schools, however a certain amount of instructions must hold ISIA membership, making it difficult for Australian Schools to be recognised. - ISIA World Forum to be held year before Interski to include collaboration of the Industry, to be held in the Dolomites 	
<p>Japan Operations</p> <ul style="list-style-type: none"> - Currently Australians are unable to enter Japan unless they have a work visa which has been difficult to get. - Japan Ski Schools are not going to need to certify any staff this season - If we operate, it will be in an adhoc basis towards the end of the season. - If SSS express interest in running courses in Japan, can evaluate opportunities as they arise. - Next EDM to include a further update on Japan operations. 	
<p>TD Update</p> <ul style="list-style-type: none"> - TD's found it beneficial to meet with Board prior to EOS meeting - Manual Re-write will be postponed until 2022/2023 - TD's still looking at Digital manual going forward - Manual Committee to be formed to work on Manual Re-write - Suggest that females are included in all filming/photography over summer to ensure we have best representation for manual re-write - Discipline allocation to be communicated to TD's when providing update on Summer project requests 	
Summer Project Proposals	
<p>Telemark Summer Project Request <u>Telemark Movement & Style Video Request</u> 3 Days of wages has been requested at TD Rate (2 days filming, 1 day editing) 1 extra day to be added for additional editing etc</p> <p>4 days pay for Telemark Movement & Style Video with Funds to come from Telemark Discipline fund</p> <p>6 in favour, 0 against, 0 abstain</p>	

<p><u>E-learning Module for Level 1 & Level 2</u> 2 days of wages has been requested at TD Rate</p> <p>6 in favour, 0 against, 0 abstain</p> <p><u>Lurk Purchases</u> \$180 for 6 dowl rods</p> <p>6 in favour, 0 against, 0 abstain</p> <p><i>Funds to come out of Discipline Fund for the time being Board votes 5 to 1 for funds to come out of Discipline funds</i></p>	
<p>Adaptive Summer Project Request Board does not approve the Adaptive Summer tasks as requested at this time with further information required.</p> <p>Suggest 2 days at TD Wages needed to write a report on how adaptive can provide tangible training and structured approach to provide education on what is gained from each level. Need to know how the next structure services the schools, members and demand.</p> <p>6 in favour, 0 against, 0 abstain</p> <p>Suggested areas to look into:</p> <ul style="list-style-type: none"> • should adaptive be a mandatory part of any Level 1 course. Could be included in comprehensive e-learning. Suggestion – adding a 4th day to the Level 1 course to cover adaptive training, so candidates come out with 2 certificates. 	
<p>Nordic Summer Project Request Home study Request 3 days approved in 2020 and in the budget No more approvals required</p>	
<p>Snowboard Summer Project Request K.Dwyer left the meeting</p> <p><u>APSI App Content gathering</u> Noted that content should be used across different platforms (app/e-learning/etc) 8 Days has been requested Board supports 6-0 for the remaining funds in the Snowboard discipline budget to be used towards this project (7 days) with the understanding that K.Dwyer can come back to the Board to ask for an additional day to finish the project.</p> <p><u>e-learning Standalone Component</u> Days already approved to be used towards e-learning (4 days) Remaining e-learning components and other requests will come under the “bigger Picture”</p>	

<p><u>Technical Committee Remuneration</u></p> <p>The Board does not approve the request for additional Technical Committee Remuneration at this stage.</p> <p>K.Dwyer re-joined the meeting</p>	
<p>Discipline Allocation Authority</p> <p>If TD's given a "budget", approvals need accountability and include parameters around how money can be spent</p> <p>Suggestion of \$3K Budget to cover anything not approved at EOS Meeting</p> <p>Examples on what the \$3K may be used for:</p> <ul style="list-style-type: none"> - Urgent Technical Committee Meeting - Shooting MA Video - Re-write MA or Theory Exam - Training development days - External hard drive for storing resources <p>Remove the "Micro-Management" by the Board</p> <p>R&D Team – can have additional budget for spending across organisation if/when such a team is implemented.</p> <p>Vote</p> <p>Board proposes to provide the TD's \$3k to spend per calendar year, taking effect on 1 Jan 2022, to be spent on Operations requirements without Board approval, with the funds to be taken from consolidated revenue and to be reviewed May 2022 with by-law review.</p> <p>6 in favour, 0 against, 0 abstain</p>	
<p>GM Resignation</p> <p>A thorough handover to be provided.</p> <p>N.Rankin to provide report for SnowPro</p> <p>N.Rankin to keep access to Files and Xero while completing By-Laws project</p> <p>Option to have N.Rankin available in February/March timeframe for a handover with the GM.</p> <p>Announcement of GM Resignation</p> <ul style="list-style-type: none"> - P.Lorenz/N.Rankin to contact Office Staff and TD's prior to Comms sent out - EDM to members on Friday 12 November - Email to Staff to be sent prior EDM sent to members 	
<p>GM Recruitment</p> <p>GM Recruitment Timeframe as outlined below:</p> <p>2 Dec - Position Descriptions finalised</p> <p>15 Dec – Job advert posted to Seek, Website, EMD and socials (Auto response to be added on seek advert to advise applicants they will hear back by 15 Jan)</p> <p>10 Jan – Applications close</p> <p>12 Jan – Decision on interview/selection panel and review shortlisted applicants</p> <p>15 Jan – Applicants contacted. Successful applicants to be called by S.Brown to set time for interview</p> <p>22 Jan – Interviews commence (interviews via Teams and organised by S.Brown)</p> <p>1 Feb – Job Offer sent</p> <p>1 Mar – GM Start date</p>	

<p>S,Lyster to review resumes as they come through to prioritise for interview.</p> <p>6 in favour, 0 against, 0 abstain</p>	
<p>Summer Support Role P.Lorenz left the meeting.</p> <p>The Board approached P.Lorenz to step into a Support role in the absence of the GM to assist with the Operations of the APSI until a new GM is recruited. The role will be upto 10 hours a week and paid a weekly allowance. The Support role will provide operational support to the Office Staff and TD's and will work through the Pricing Model to be undertaken during the summer. The Support role will commence once the GM has finished at the end of November and will work through until a new GM is recruited and starts.</p> <p>J.Himbury to write communications to be sent to the Membership on behalf of the Executive.</p> <p>5 in favour, 0 against, 0 abstain</p> <p>P.Lorenz rejoined the meeting.</p>	
<p>Summer Projects, Priority & Action Plan N.Rankin left the meeting.</p> <p><u>By-Laws</u> Discussion with TDs/Office/Board with the re-write the By-Laws, restructure/remuneration/contracts/Mission & Vision Suggestion of 10 days of work is required to get through this project with the possibility to extend to 15 days.</p> <p>N.Rankin has been nominated to manage this project and to be paid at an hourly rate as recommended by the Board. (hourly rate inclusive of casual loading). N.Rankin to provide a progress report at the end of 10 days. Project deadline end of February 2022</p> <p>6 in favour, 0 against, 0 abstain</p> <p>N.Rankin rejoined the meeting.</p> <p><u>Policy Overhaul & Additions</u></p> <ul style="list-style-type: none"> - Create IT Policy & Surveillance Policy - Complaints & Grievance Policy is too complex for size of organisation and needs to be reviewed - Create Disciplinary ledger to register what has taken place - WH&S Policy to be reviewed - Other policies to consider include Covid/Vaccination Policies etc. <p>APSI Have access to free Policy templates through AI Group and these should be utilised.</p> <p>S.Lyster and S.Brown to investigate. S.Lyster to report back to the Board by the end of November with an update.</p>	

<p><u>Communications Officer</u> K.Dwyer left the meeting.</p> <p>Communications Officer would create a social media plan and coordinate all Social Media and member engagement for a period of 12 months. Kylie Dwyer has been nominated to step into the role of Communication Officer.</p> <p>It is proposed that the role be allocated 25 days over a 12 month period starting November 2022 and that the rate of pay is at the TD Day Rate. Once 20 days complete, K.Dwyer to report to the Board with an update. A separate Contract is to be provided to K.Dwyer.</p> <p>6 in favour, 0 against, 0 abstain</p> <p>K.Dwyer rejoined the meeting.</p> <p><u>N&B Update/Overhaul</u> Critical N&B Updates required This project is covered under the Administration Coordinator position.</p> <p><u>Pricing Model</u> As per discussions at the start of season Board meeting, a revaluation of pricing and procedures is required in order to make more accurate financial decision in the future. P.Lorenz has been tasked with this project within the Support Role. S.Sanderson will support P.Lorenz as required.</p> <p><u>Proposal Documentation/Standardisation of Templates</u> J.Shaw has expressed interest to take this project on. Project to be completed by end of March 2022</p> <p><u>Collaboration with other training providers Project</u> G.McMillan has expressed interest in this project and will investigate to provide a report to the Board.</p>	
<p>GM Phone N.Rankin would like to buy outright his Mobile phone from the APSI.</p> <p>6 in favour, 0 against, 0 abstain</p> <p>N.Rankin to arrange through Telstra.</p>	

Meeting closed

Meeting closed at 6.50pm

Next meeting to be scheduled to Monday 22 November at 6pm