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## Board of Director Meeting Minutes

Time/Date: 9:00am, Sunday 19 November 2023

Location: 14 Jillamatong Street, Jindabyne NSW and Microsoft Teams

### Present

Joshua Himbury (via Teams), Tim Bland, Daryl Clapton, Gemma McMillan, Sarah Lyster, Chloe Merry, Danny Foster, Paul Lorenz, Ben Jackson, Tina Burford, Lisa Ingegneri

### Apologies

None

### Secretary

Lisa Ingegneri

### Meeting Open

Meeting was opened at 9:08am.

### Agenda Items

Agenda Item	Action
<b>Welcome, Acknowledgement of Country, and Apologies</b> <ul style="list-style-type: none"><li>Meeting opened and acknowledgement of country conducted by the President.</li></ul> No apologies recorded.	
<b>Acceptance of Minutes from the previous meeting held on 01 June 2023</b> Proposed by: S. Lyster Seconded by: D. Clapton	
<b>GM Update</b> The GM presents supporting documents and provides the Board with an update on the following: <ul style="list-style-type: none"><li>Current TD projects</li><li>ISIA Stamp compliance and liability</li><li>Manual review/rewrite timeline and update on current work</li><li>Stage 2 of the website rebuild and the merge of the MyAPSI portal with the regular navigation menu.</li><li>The completion of Alpine and Snowboard Technical Committee terms and appointment of new members</li><li>Office closures and leave schedule.</li><li>The GM reminds The Board that 2024 will be APSI's 50<sup>th</sup> year of operation. The Board discuss how this will be recognised and any special merchandise or events that could go ahead to mark this milestone.</li></ul>	

<p><b>Technical Director Reports</b></p> <ul style="list-style-type: none"> <li>• The Board discuss the Technical Director EOS Board reports. Adaptive have not provided a report at this time.</li> <li>• It is indicated that the communication and dynamic is positive, and that there is evidence of normality and stability.</li> <li>• The Board discuss alignment or recognition of APSI courses with tertiary or TAFE education. Discussion is had surrounding the potential benefits and risks to go down this pathway.</li> </ul>	
<p><b>AWS Report</b></p> <ul style="list-style-type: none"> <li>• The Board thanks the AWS for all the work they do.</li> <li>• The Board discuss the AWS EOS Board Report.</li> <li>• The AWS's proposal to introduce a gender policy is discussed with concerns raised about whether this policy should be limited to gender or be a general DEI policy.</li> </ul>	
<p><b>AWS Post Natal Proposal</b></p> <ul style="list-style-type: none"> <li>• The Board discuss the AWS Post Natal Proposal.</li> <li>• The Board discuss barriers that this proposal could reduce, including financial burden on post-natal returners.</li> <li>• Discussion is had surrounding which situation would qualify for this initiative. It is suggested that a member could apply for special consideration if they do not fit the set criteria.</li> <li>• The Board discuss whether it is necessary to implement a post-natal policy.</li> </ul>	
<p><b>Office Location</b></p> <ul style="list-style-type: none"> <li>• The GM advises that there was a significant increase in rent for the Jindabyne office since last year. The GM also advises that the carpet in the office has recently been replaced and the lease was extended until March 2024.</li> <li>• There are currently no issues with the Jindabyne office and similar places are significantly more expensive.</li> </ul>	
<p><b>Japan Operations Update</b></p> <ul style="list-style-type: none"> <li>• The GM advises the increase of APSI staff working in Japanese resorts this season, which reduces the need for international travel to operate events.</li> <li>• The GM advises that the Japan event schedule is up for expressions of interest and will be made live to book once pricing has been discussed and confirmed.</li> </ul>	
<p><b>China Proposal</b></p> <ul style="list-style-type: none"> <li>• The Board discuss advantages and disadvantages of a members' proposal to operate APSI events in China.</li> <li>• The Board discuss potential issues around operating and certifying in a language other than English along with other potential liabilities. The Board conclude that operating APSI events in China would not be feasible for the time being.</li> </ul>	

<p><b>Carrying Credit Forward</b></p> <ul style="list-style-type: none"> <li>• Previously, credit has been refunded at the end of the year. It is proposed that credit is carried forward instead.</li> <li>• The Board discuss any potential liability of carrying credit forward.</li> </ul> <p>The Board moves to hold current credit until 31 December 2024 at which point any credit held will expire. From 1 January 2024, any credit provided to a member will expire on 31 December of that year.</p> <p><i>The Motion is carried, 7 in favour, 0 against</i></p>	<p>GM to amend T&amp;Cs to reflect the new credit process.</p>
<p><b>Membership Term</b></p> <ul style="list-style-type: none"> <li>• The GM puts forward the current membership term to The Board for discussion and outlines reasons to consider term revision.</li> <li>• The Board discuss how changing the membership term would benefit or disadvantage members.</li> <li>• The Board will further review the membership term via email at a later date.</li> </ul>	
<p><b>Manual Inclusion in Membership Fees</b></p> <ul style="list-style-type: none"> <li>• The GM and TD's strongly recommend the new digital manual is included in Membership fees.</li> <li>• The Board discuss including the manual in membership fees, and how this would benefit members. Inclusion of the manual would ensure that members always have access to a current manual and would reduce costs for resort staff participating in Level 1 exams. It would also reduce time spent by the office handling manual related member inquiries.</li> </ul> <p>The Board moves to include access to all discipline manuals in yearly membership fees for access while membership is current.</p> <p><i>The Motion is carried, 7 in favour, 0 against.</i></p>	
<p><b>Budget Review</b></p> <ul style="list-style-type: none"> <li>• The GM talks through the budget documents and outlines new or major items for discussion.</li> </ul> <p><u>General</u></p> <ul style="list-style-type: none"> <li>• The Board discuss the removal of the TD \$3,000 discretionary spend from the budget. This will still be available to TD's if needed, however with project funding requested and included in the budget, this discretionary spend has been unused for 2 years and may not need to be budgeted for moving forward. This is removed from the budget.</li> <li>• The GM advises the need to replace several items including APSI projectors, office mattresses in the office need replacing. The Board agree and discuss having a replacement plan in the budget for future.</li> <li>• The Board discuss the budgeted Interski funds and whether this needs to be adjusted if we are to consider sending a bigger team next time.</li> </ul> <p><u>Meal Allowances</u></p> <ul style="list-style-type: none"> <li>• The Board discuss the difficulties shared by the GM with Jindy Office meal allowance. Jindy Office meal allowance is removed. Home, Away, and travel remain.</li> </ul>	

- The Board discuss meal allowance rates. Home and Away meal allowances are increased to reflect increased cost of living.

#### Accommodation

- The Board discuss the current nightly rate allowance for accommodation for travelling trainers. The 2023 average data shows the nightly allowance is adequate. This allowance will remain the same for 2024.

#### Travel Wages

- The Board discuss and review the travel wage. Jindabyne to Buller (either direction) will be paid as a full day travel wage, everything else will remain a half day rate.

*T. Burford exits the meeting at 3:31pm.*

#### Trainer Wages

- The Board discuss indexing Trainer wages with minimum wage increases.

The Board moves to increase all 2024 Trainer wages by the same percentage as the increase to the minimum wage on 1 July 2023.

*The Motion is carried, 7 in favour, 0 against.*

*L. Ingegneri asked to step out of the meeting at 3:40pm.*

#### Office Wages

The Board moves to increase Administrator and Member Services Officer wages by the same percentage as the increase to the minimum wage on 1 July 2023.

*The Motion is carried, 6 in favour, 0 against*

*P. Lorenz and B. Jackson asked to step out of the meeting at 3:48pm.*

#### GM Wage

The Board moves to increase GM wage by the same percentage as the increase to the minimum wage on 1 July 2023.

*The Motion is carried, 7 in favour, 0 against*

*L. Ingegneri, P. Lorenz, and B. Jackson invited to rejoin the meeting at 4:07pm.*

#### Membership Pricing

- The GM presents a membership pricing proposal.
- The Board discuss where our membership pricing sits in comparison to other associations. APSI membership fee appear to be overall lower than other associations.
- The Board discuss implementing a scheduled incremental price increase for membership each year in line with Australian Bureau of Statistics (ABS) inflation data.
- The Board discusses the inclusion of manual access in 2024 membership fees and determine 2024 end of year review budget to factor into price.

#### Japan Pricing

- The GM presents proposed Japan pricing options to The Board for discussion.

<ul style="list-style-type: none"> <li>The Board discuss the proposed Japan pricing options. The Board discuss using Aus pricing plus an agreed percentage increase across all course and exam fees to factor in international travel and other additional costs incurred for operating internationally. The Board agree on Japan event pricing and events can now be made live for members to book into.</li> </ul>	
<p><b>Early Bird Membership Expiry</b></p> <ul style="list-style-type: none"> <li>The Board discuss Early Bird Membership expiry.</li> </ul> <p>The Board move to end the Early Bird Membership offer on 31 December as normal. <i>The Motion is carried, 7 in favour, 0 against.</i></p>	
<p><b>Westpac Approval Limits</b></p> <ul style="list-style-type: none"> <li>The Board discuss current Westpac approval limits and whether these should increase to ensure there are adequate approvers for transactions.</li> </ul> <p>The Board moves to raise the maximum approval limit for Executive Board Members to \$50,000. <i>The Motion is carried, 7 in favour, 0 against.</i></p>	GM to increase Executive approval limits to 50,000.
<p><b>Other Business</b></p> <p>No other business to discuss</p>	
<p><b>Next Meeting</b></p> <ul style="list-style-type: none"> <li>Next meeting not yet scheduled.</li> </ul>	

## Meeting closed

Meeting closed at 5:45pm

## Action Register

Date	Action	To be Actioned By	Date Due	Completed
19/11/23	Amend T&Cs to reflect the new credit process.	GM	-	
19/11/23	Increase Executive Westpac approval limits to \$50,000.	GM	-	28/11/23