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## Board of Director Meeting Minutes

Time/Date: 6.00pm, Thursday 30 September 2021

Location: Microsoft Teams

### Present

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

### Apologies

### Secretary

Suzanna Brown

### Meeting Open

Meeting was opened at

### Agenda Items

Agenda Item	Action
<b>Acceptance of Minutes from the previous meeting held on 17 &amp; 21 Sept (EAP Discussion)</b> <b>17<sup>th</sup> September Meeting</b> Proposed by: Sarah Lyster Seconded by: Jenna Shaw <b>21<sup>st</sup> September Meeting</b> Proposed by: Sarah Lyster Seconded by: Jenna Shaw	
<b>GM Report</b> <ul style="list-style-type: none"><li>• Last event for 2021 finished today (Thursday 30 Sept)</li><li>• EAP document should be received this week before communicating with staff early next week</li><li>• Draft Policy for EAP to be reviewed. Acacia can provide a template for policy of use for EAP and this can be edited for how we would like to use it.</li><li>• National Team Squad selection took place week of 20 September. Squad looking forward to working together over summer.</li><li>• Currently refunded \$95K, with an approximately amount of \$50K to \$60K yet to be refunded</li></ul>	

<p><b>Trainer Uniform Request</b> GM seeking approval to purchase 10 trainer uniforms with a total cost of \$3500 plus shipping. The Board approves the request to purchase 10 trainer uniforms 5 in Favour, 0 not in favour.</p> <p><b>EAP Decision</b> GM seeking a decision if the following 3 sessions should or should not be included in the 3 session cap or as additional sessions. 1. Legal Advice; 2. Financial Counselling; 3. Nutritional Support</p> <p>Include Nutritional Support as an offering in the 3 sessions 2 in favour, 3 against, 0 abstain Nutritional support will not be included in the 3 sessions</p> <p>Include Financial support as an offering in the 3 sessions 4 against, 0 against. 1 abstain Financial support will not be included in the 3 sessions</p> <p>Include Legal Support as an offering in the 3 sessions 4 in favour, 0 against, 1 against Legal Support will be included in the 3 sessions</p>	
<p><b>TD Update</b></p> <ul style="list-style-type: none"> <li>• Heavy focus on the National Team with the indoor selection day successfully held a week ago.</li> <li>• APSI National Team Squad selected and TD's keen to keep group motivated and engaged over the summer months.</li> <li>• TD's meeting with the Squad early next week to discuss the Vision and expectations for the squad along with collaboration between the disciplines including marketing and fundraising ideas.</li> <li>• K.Dwyer has asked the Board for any feedback, suggestions or contributions that can be presented to the Squad.</li> <li>• P.Lorenz stated that the squad is a group of people who inspire the APSI staff, APSI members and the industry</li> <li>• S.Lyster suggested member engagement is so important along with education.</li> </ul>	
<p><b>Board Member Vacancy</b> The Treasurer tendered their resignation on 22<sup>nd</sup> September. The President thanked the Treasurer for their time, effort and experience brought to the Board during their time. P.Lorenz to write a note to be included in the EDM to members on the 1<sup>st</sup> October notifying the resignation of the Treasurer and ASAA Representative.</p> <p>Under 5.9 <i>Casual Vacancies</i> of the APSI Constitution, the Board may appoint a Member of the APSI to fill the vacancy.</p> <p><b>Treasurer Vacancy</b> Role includes:</p> <ul style="list-style-type: none"> <li>• Day to day of signing the bank/expenses</li> <li>• Preparation of financial reports</li> </ul>	<p>N.Rankin to organise access to Xero and Westpac.</p>

<ul style="list-style-type: none"> <li>• Preparation of the budget to be presented at the AGM</li> </ul> <p>G.McMillan has offered to stand in the position of Treasure on the Board.</p> <p>G.McMillan to move into the Treasurer role until the 2022 AGM: 4 in favour, 0 against, 1 abstain</p> <p>G.McMillan as the Treasure will become a member of the Executive. G.McMillan will step down as Treasurer prior to the 2022 AGM.</p> <p><b>Ordinary Member Vacancy</b> With G.McMillan stepping into he Treasurer role, a vacancy is now open for an Ordinary Member. The elected Member would stand in the Ordinary Member position until the 2022 AGM, where they would stand down.</p> <p>The President proposes to approach Scott Sanderson to step back onto the Board in the Ordinary Member until the next AGM. Scott Sanderson was fourth in the 2021 AGM Vote Count for the Ordinary member.</p> <p>S.Sanderson to be approached to fill a casual vacancy: 5 in favour, 0 against, 0 abstain</p> <p>If the Board would like to suggestion additional suitable candidates in the case the S.Sanderson is not available, Board to contact P.Lorenz.</p> <p>ASAA Representative The ASAA will notify the APSI of the ASAA Representative to sit on the APSI Board after their November meeting.</p>	
<p><b>EOS Board Meeting</b> Meeting to take place online due to the current covid restrictions. 1 Full day online with additional afternoon/evening sessions as a back up.</p>	<p>S.Brown to send spreadsheet to Board to find suitable date.</p>
<p><b>GM Resignation</b> N.Rankin tendered his resignation from the General Manager role on Monday 27 September.</p> <p>P.Lorenz and a member of the Executive to meet with TD's and Office staff to see what support is required over the summer to see if someone will be required to sit in a caretaking role until recruitment takes place for a permanent GM.</p> <p>N.Rankin to speak with TDs individually regarding resignation.</p> <p>Announcement to be made in EDM once caretaking role confirmed.</p>	

**Other Items of Business**

The Executive sought to confirm that the Board had followed the instruction: “not read and delete immediately” an email sent to the full Board on September 29<sup>th</sup>. The email disclosed confidential information pertaining to an ongoing investigation. The Board confirmed that this instruction had been followed

**Meeting closed**

Meeting closed at 7.30pm