



GLIDING FEDERATION OF AUSTRALIA

A meeting of the GFA Executive was held at 8pm AEST, Thursday 22 April 2021 via Zoom.

Minutes

1 OPENING OF MEETING AND WELCOME

Meeting commenced at 8pm AEST.

Present:

Steve Pegler (President)
Lindsay Mitchell (Vice President)
Chris Bowman (Treasurer)
Anthony Smith (Chair of Airworthiness)
Jenny Thompson (Chair of Soaring Development)
Sarah Thompson (Chair of Marketing and Development)
Mandy Temple (Chair of S2F)
Terry Cubley (Board Secretary and GFA Executive Officer)
Richard Frawley (Chief Experience Officer)
Peter Brooks (Minutes Secretary)

Apologies:

Vivienne Drew (Vice President)
Pat Barfield (Chair of Operations)

2 AGENDA

Terry had provided the following agenda (via email):

- Membership report- See Sharon Brunton report
- Budget - Review version 3 from Chris Bowman
- Approve salary & fee changes
- Update on IT project- Richard

3 MEMBERSHIP REPORT

- Sharon had provided a membership report which indicates GFA has 511 new members so far in the 20/21 financial year.

4 BUDGET

- Chris B: stated that he was impressed by Sharon's membership analysis methodology, and is confident of her estimate of total membership income.
- Regarding investment income, Chris thinks \$50k is a pessimistic estimate.
- Net profit for the year is budgeted at \$46. Not much trimming of budgets has been done. The president commented this is a great result.
- The following motion was put:

MOTION 1: *That the budget version 3 as tabled be approved by the executive.*

Moved: C Bowman, Seconded: S Pegler, Carried

- Terry to send this budget to the board for review before next Tuesday's meeting.
- Chris Bowman stated that his next job is to distribute income, which may be skewed due to late COVID payments.

5 SALARY AND FEES

5.1 FEES

- Salaries and fees are encompassed in the proposed budget.
- Terry C has put a separate pricing sheet together (copied to an Appendix below).
- There was some discussion of the International pilot fees; Chris had them set at \$170/month, but our pilots pay much less than this when they go to Europe. They pay a licence fee of about \$150. Terry pointed out that there had previously been protest at the scale of fees and we should be careful about raising them. Jenny commented that we do not want to dis-incentivise international pilots. It was agreed that these be reduced to \$130/month, and \$45 per month for international junior pilots (there won't be many of them this year anyway).
- Anthony commented on the Airworthiness Fees saying that an 'Upfront fee' for the initial CoR and CoA packages is now charged in lieu of a fee for Dennis's time....he has opted for a 1 size fits all fee, which saves a lot of administration hassle.
- The following motion was put:

MOTION 2: *That the pricing schedule Version 4 be approved by the executive.*

Moved: C Bowman, Seconded: A Smith, Carried

5.2 SALARIES.

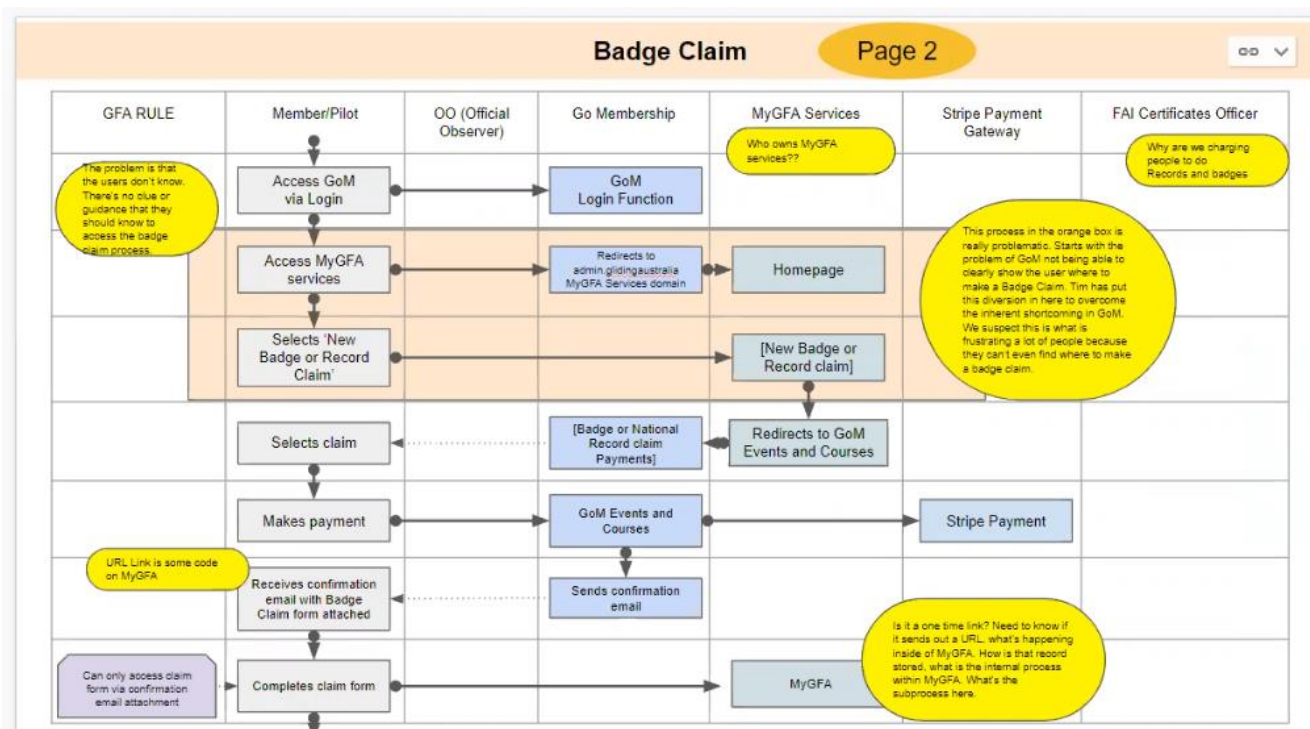
- It was proposed that all salaries increase by (nominally CPI) 2%, except Fiona's salary be increased to match Tanya's, as they now both do the same work. Effective from first pay period in May. Tim Shirley has previously advised of his resignation, and is happy to continue at the same pay rate until then.
- The following motion was put:

MOTION 3: *That staff salaries ne increased by 2% (other than Tim's) and Fiona's salary is to be increased to match Tanya's.*

Moved: C Bowman, Seconded: L. Mitchell, Carried

6 IT PROJECT UPDATE

- Richard Frawley provided a review and recommendations on the IT improvement project status. Refer to presentation 'GFA IT – April 2021'
- Problems are not so much with the functioning of the system, but are with the user interface; the difficulty customers have navigating the system, particularly with the following tasks:
 - 1. Claiming Badges
 - 2. Adding Credentials
 - 3. GFA Shop.
- We are a complex business, which has IT implications.
- On the surface, GM looks reasonably good, but when you map out all of the processes embodied in the GFA, it is quite complex. An example of the processes invoked in a badge claim process – which is only one of many such processes – is shown below:



- There's no guide telling people where they are in the process while interacting with it.
- Go Membership addresses simple business processes, but we have a complex job to do with only a small budget. It has a narrow focus, optimised for a low cost and fixed function. Hence, we have forced and complemented it to meet our needs
- Office use of GM involves data from multiple sources,
- At the end of the day the target would be to 'put self service back in the hands of the business users' by:
 - Training new staff on GM by Azolve
 - Develop standardised rolling reports
 - Bringing data into a staged database with self-service report building capabilities.
- 'Business Users' (Anthony, Dennis, Pat, Chris Thorpe etc - anyone/everyone who interacts with the data), should have the option to craft their own reports.
- 'Go Membership' has data quality issues. Richard doesn't know why this is so...it should be avoidable.
- What's been done so far is not so bad, so we have to look carefully at what we do from here.
- GFA's options are to:
 - Live with,
 - Remediate or
 - Replace it.
- To remediate it will require changes that only the vendor (Azolve) can do, using a GFA requirements document (that has been drafted), review these with the vendor, and obtain costs and timeframes to (re)write the software. This could take approx 3 weeks (subject to vendor's availability).
- Regarding the 'Replace' option: Modern software breaks things down into apps, which refer to a common data set. And this could be done in an evolving, staged process.
- Salesforce does have a customer portal/interface. But the expense of Salesforce is in the licences. GFA can't buy every user a licence.
- We are concerned with membership interface functionality. If members have to update credentials in GM, and don't do it, do they have that credential? (eg is an AFR legal only when entered into GM?)
- If a Form 2 is done, but not registered, is the Form 2 legal? What is the legal status. It's not clear within our rules, and needs to be clarified.
- If you've got a piece of paper – eg evidence document eg form 2 – then what? Anthony S: Current AW procedure is that the 'piece of paper' is a recommendation. Approval is digital in GM.
- Part 149 procedures must be clear about this: is compliance valid if it is not recorded in the GFA system? AS: We have to make a reliable, repeatable process iaw our 149 procedures
- Is the AW data secure? Lindsay M: Has any AW data been lost in the crossover between SF and GM?
- When we invoked GM, the expectation was that we could move away from SF. If we remediate GM, will it ever be good enough? Primary problem is the user can't interact with it.

- Status Summary: RF is to go back to Azolve, with requirements to be reviewed with them, and formulate how, and how much, to improve it. Then provide a report to the Executive in the middle of May if possible (subject to Azolve been available to respond). Regardless , Richard F to come back with a report on progress with Azolve by end of May.
- Sarah talked about putting the GFA shop back onto the web page and will make a recommendation to do this. RF recommended she go with shop on the website. SP said that they could work it out between them.
- Richard F is to provide an overview to the board at the next meeting on Tuesday 27th.

7 CLOSE

- Meeting closed at 9:30 (AEST)

Peter Brooks
(Minutes Secretary)

24 April 2020

APPENDIX: GFA MEMBERSHIP CATEGORIES AND FEES. 1ST MAY 2021 – 30TH APRIL 2022

MEMBERSHIP CATEGORY	REQUIREMENTS & PRIVILEGES OF MEMBERS	ANNUAL FEES PAYABLE	2020/21 FEE	Proposed 21/22 FEE +2%
Regional Association Fee	Included in many categories below	Approved by Regional Board members	\$12	\$12
Flying Adult	Active flying member, Voting rights, Member of an affiliated gliding club and its Regional Association.	GFA membership fee including the Regional Association fee, as set by the GFA Board.	\$320	\$328
Flying Junior	Active flying member less than 26yo. Voting rights, Member of an affiliated gliding club and its Regional Association.	50% of GFA fee including the Regional Association fee	\$166	\$170
Flying Adult 3 month.	Active flying member, 3 Month's Membership; Australian resident/national; No voting rights. Member of an affiliated gliding club and its Regional Association. [Note: This is only available once, after which a full membership must be purchased]	50% of GFA fee including the Regional Association fee	\$154 + \$12 = \$166	\$170
Flying International Adult	Not an Australian resident/national. Member of a GFA affiliated gliding club. No voting rights.	Fee per month, set by the GFA Board	\$125	\$130
Flying International Junior	Not an Australian resident/national. Member of a GFA affiliated gliding club. Younger than 26yo. No voting rights.	Fee per month, set by the GFA Board	\$40	\$45
Non-Glider Flying Active	Cannot fly glider/motor glider as PIC or receive flying instruction. Can exercise maintenance authorities, ground instruction authorities, tow pilot privileges and assist with other club activities. No voting rights. Member of an affiliated gliding club or owner/employee of an Approved Maintenance Organisation.	Approx 25% of Flying Member fee.	\$80	\$82
Non-Glider Flying Associate	Cannot fly glider/motor glider as PIC or receive flying instruction. Cannot exercise any gliding authorities/ratings. Can assist with club activities. No voting rights. Not required to be a club member	Approx 15% of Flying Member fee	\$48	\$50
Tow Pilot	Cannot fly glider/motor glider as PIC or receive glider flying instruction. Can be trained as a tow pilot and exercise Tow Pilot authorities. Can assist with club activities. No voting rights. Not required to be a club member.	Approx 5% of Flying Member fee	\$20	\$20

Life Member	Elected by the Board, entitled to all privileges of membership. Not required to be a club member unless pilot in command	None	Nil	Nil
Introductory Member	Active flying member for 30 consecutive days. Flying rights limited to 10 flights &/or 5 hours. No solo flight. Not permitted to be pilot in command. No voting rights. Not required to be a club member. Available more than once in any one calendar year.\	GFA Introductory fee. set by GFA Board	\$40 \$5 discount for on-line application	\$35
Non-Glider flying Family	Available to family members of a current flying member. "Family" as defined by the GFA Board from time to time. Provides social membership privileges, BBL cover when working as a volunteer. Can assist with club activities. No voting rights. Not required to be a club member	Nil	Nil	Nil
Flying Family	Available to Family members. Active flying member for 12 months. No solo flight. Not permitted to be pilot in command. No voting rights. Required to be a club member.	GFA fee set by GFA Board	\$60	\$62 Suggest 2 X AEF = \$70
Registration Owner / Registration Holder	Where the RO or RH is not an individual member of GFA, they may become affiliated with the GFA in order to be covered by GFA BBL Insurance. No voting rights. Not required to be a club member.	GFA fee set by GFA Board	\$75	\$77

Approved youth groups (AAFC, AAL, Scouts etc) pay an AEF fee of \$20 and 12-month junior membership fee ~~less \$20~~ of \$140 **\$150** (includes regional fee)

Competition: Soaring Development Levy- \$70 at all Nationals (50% for juniors at senior comp), \$20 at State Championship

AIRWORTHINESS FEES

*Note that items that have an **upfront fee**. Total cost will depend on hours required to complete the task. Extra hours will be charged at \$80 per hour and invoice will be issued. Payment required before issue of documents*

- **AAF (Form 2)** \$ 235 **\$240**
- **CoR replacement** \$ 54 **\$55**
- **CoA replacement** \$ 80 **\$82**
- **Type Acceptance Certificate.** *Upfront fee* \$ 320 **\$327**
- **Issue Experimental Certificate** *Upfront fee* \$ 400 **\$408**
- **Issue of CoA** *Upfront fee* \$ 400 **\$408**
- **Initial package (Incl CoR and CoA)-** *Upfront fee: sailplane / self-launch or sustainer / touring motorglider* **\$1000 / \$1160 / \$1320**
- **AMO fee.** An annual fee of \$ 600 **\$600**

- **CoR and RO change of ownership.** \$ 115 **\$117**
- **Competition mark.** No charge
- **Change of registration mark.** \$ 208 **\$212**
- **Maintenance release replacement.** \$ 27 **\$28**
- **Design approval management fee.** \$ 100 **\$102**

ADMIN FEES

- **New Gliding Club Affiliation fee** \$ 70 **\$70**