

EXECUTIVE MEETING Tue 15th March 2022 – 8:00pm AEDT

AGENDA - DRAFT

Executive: Steve Pegler, Lindsay Mitchell, Chris Bowman, Anthony Smith, Pat Barfield, Drew McKinnie, Terry Cubley

Apologies. Richard Frawley, Jenny Thompson, Sarah Thompson

Guest: Chris Thorpe

Minute Secretary: Terry Cubley

AGENDA

1. **Conflict of interest.** None declared
2. **Decisions between meetings.** All decisions have been previously reported.
3. **Correspondence.**

a. Response to Transport Safety Regulations 2021 – Chris T

Chris Thorpe has responded to the ***Amendment to the Transport Safety Investigation Regulations 2021 questionnaire***. This response is in the meeting folder

[<https://docs.google.com/document/d/1aR92522ecPymJJO4TdQ5DIW7fYhJOXYQ/edit?usp=sharing&ouid=115035076015690368084&rtpof=true&sd=true>].

The proposed amendments relate to:

- Establishment of 4 new categories of aircraft operation for the purposes of occurrence reporting
- The timeliness of occurrence reports; allowing an extension of time from 72 hours to 7 days.
- Prescribed reporting formats and automated data transfers from Gliding Australia to ATSB.

b. Access to Class A airspace – Chris T

CASA proposed significant changes to accessing Class A Airspace.

Primary area of concern is wave flying sites, in particular SMWSA (Snowy Mountains Wave Soaring Area) at Canberra GC, Bunyan NSW.

CASA appears to be adding buffers and tolerances to reduce the airspace available, but buffers and tolerances have previously been added in design of Wave Soaring Areas in consultation with CASA OAR and Airservices Australia.

GFA will participate in a Technical Working Group. Include Drew McKinnie, Graham Brown, Chris Thorpe, Pat Barfield.

4. CASA Audit in February, at GFA office – Anthony.

Audits were conducted in December 21 and February 22.

- A new (temporary) officer in charge of Registration, Andrew Boyle.
- No Significant findings from the audit. No serious issues with GFA process and actions.
- CASA procedures manual is still in Draft form after 5 years.
- Some minor discrepancies identified as a result of CASA problems.

- Proposed 4th letter/numeral to aircraft registrations, as there is a shortage of registrations available. CASA trying to force people to de-register aircraft that have been written off.
- We need to encourage GFA members to use glider full registration in radio calls.

5. Treasurer's Report – Chris B.

- Income is down by approx \$20k, but surplus is up due to lower expenditure.
- Investments have fallen, unrealised gains have reduced.

6. Membership

a. Membership numbers

Sharon Brunton's report shows that membership has decreased by approx 100 members over the past 2 years, but currently stable.

Sharon sent a "win back"/last reminder notice email to 170 lapsed members and so far 13 have rejoined (8%). Terry and Chris Bowman will contact a selection of the others to try and determine their reasons for leaving.

b. Unpaid memberships

It was said that we should let clubs know when they have members whose GFA membership has not been paid. There is a report in GM available to club admins which lists memberships that have expired over the past 30 (or more) days.

It was suggested that we send a copy of the report to club Secretaries and CFIs with advice on how to encourage their members to renew their membership.

c. Cessation of membership

GFA Constitution/Articles: Membership; Sections 4 and 7, states that

- Cessation of membership negates any validity of GFA qualifications or rights or privileges.
- Currently the Articles state a Member ceases to be a Member of the Association if he/she fails to pay the required fee by the renewal date.
- The proposed Constitution proposes that a Member ceases to be a Member of the Association if he/she fails to pay the required fee within thirty days of the renewal date.

This will mean that a member who fails to pay their membership which is due on the 31 March, is still considered to be a member for an extra month (30th April) after that date, and can therefore still utilise their qualifications, rights and privileges.

This provides the club with a month to convince the member to pay their GFA membership.

In effect, this proposal will extend membership of Gliding Australia by an additional 30 days. Should a member use any privileges associated with that membership during the 30 days grace period they will be obligated to pay their full year membership subscription. This proposal will provide Members and Clubs some added flexibility and may lead to better membership retention. It is also in line with our insurer's advice that members will remain insured even though they haven't paid their membership subscription for up to 30 days beyond the due date.

7. GFA Strategic plan

Department heads to review Strategic Plan and identify areas that will incur cost in the coming year. For review at budget meeting 29th March 2022.

Each department should provide an overview of projects and Business as Usual costs in order to determine 22/23 budget for the budget meeting on 29th March.

- Operations
- Airworthiness
- Soaring Development
- Marketing/Development
- IT – JustGo and Salesforce
- Insurance
- Safety
- Admin

8. Budget 2022-2023

a. Membership and other fees.

Agreed to increase all fees by 3.5%.

EO to send the proposed fee list to Anthony and other Exec members for review. See meeting folder.

- b. Regional fee has not changed in 5+ years: Proposed that we should set this as a percentage of the membership fee, nominally 4% to 5%.
- It will be updated each year.
 - Juniors currently pay \$12, same as adult members but with a percentage their payment will likely be less, so Regions will lose income. Consider making the Regional fee a percentage of the adult membership fee?
 - Chris Bowman will prepare a proposal for the Regional Fee price and payment schedule to ensure it is finalised at the next Exec budget meeting, 29th March.

c. Salaries' review.

Proposed to increase all salaries by 3.5%. This does not include contract roles.

To be confirmed at Budget meeting on 29th March.

d. Travel costs.

Currently we reimburse staff 50 cents per Km for travel using your own car. Given fuel cost increases this should be reviewed.

EO will present an updated expense guideline to the March 29 meeting.

9. Part 149 update.

- Safety – Drew to prepare a proposal which will plan for department safety project expenditure to be included in budget, Interface with Department activities. Drew plans to develop a safety reference group that can offer SME advice across a range of safety related matters.

- Management of Change – Anthony reported this document is 95% complete, under review by the project team
- Complaints, Discipline and Appeals Policy and Procedures – Completed and passed to Regional Board members for review.
- MOSP to Part 149 compliance – intent is to align MOSPs to Part 149 exposition.
 - a. Operational Regulations will disappear and be included in MOSP2
 - b. Some Airworthiness references showing in MOSP 2. Review this with intent to move to MOSP3.
- CAO95.4 was re-issued, current part 103 no longer applies to us.
- We need to confirm that previous exemptions are still covered. (Anthony/Chris Thorpe).
- Ensure compliance with issue of ratings – who can grant ratings? Document this and then amend our systems and processes to reflect this
- Outstanding issue regarding Position Descriptions for lower level roles in Soaring Development, Operations and Airworthiness. We need to advertise the urgency of completing this, as our Exposition must be submitted by 2nd Dec so plan is for completion by September deadline.
- The proposed Constitution is currently being reviewed by Regional Board members. We must fast track items that impact constitution change as these are needed prior to formal Part 149 Application. Any change to the Articles will need member approval.
- Concern was expressed with Regional Board member input. The Executive expressed concern at the slow pace of progress of the Regional Board member review, in particular with Position Descriptions and Constitution changes. A lot of work has to be done with manual and exposition changes, and we need a quicker response time to requests over the next few months.

10. Integrated Training Program Rollout – Lindsay/Pat.

Many Training documents have been published on docman, and remainder are close to being finalised. Rules of the Air requires modification based on CASA update; units 43 and 44 need to be finalised. 50% of Theory lessons published.

Eventually all theory lessons should be changed to self paced, but this is a longer term action item. They have to accommodate a broad range of prior knowledge/learning.

Pat's report explains the rollout plan and this was supported. It requires CFIs to commit to supporting the rollout to the training panels. The support of Level 3s, RMOs and SDMs is also essential.

Pat has included \$10k in the Ops budget for travel and other costs associated with gap training.

11. Advertising, Website/Mag, Promotion – Sarah.

No report available

12. Staff performance review – Steve.

Department heads are asked to have a discussion with their staff to identify what is working well and what can be improved. A two-way conversation that recognises positive outcomes and identifies areas for improvement.

13. Credentials / authorisations validity – Steve / Chris T.

Many credentials have no expiry. Query which credentials/qualifications need to be revalidated and in what time frame. This will impact on members who leave and then re-join GFA. Which of their Credentials remain active.

Most Airworthiness ratings have a 6 year limit, requiring a refresher course after this period. DI inspector has no expiry period. What about the GPC, passenger carrying etc?

COP, CAD EMO, CTO to discuss and make recommendations. MOSPs will need to be updated to show the outcome.

14. Dates and planning for Board and Executive meetings – Steve.

- Executive – March 29 – Zoom budget preparation.
- Board – April – Zoom – budget discussion/approval and strategic planning. Check ~~Tue 12th April~~.
(Mon 11th April)
- Board – May – face-to-face – Constitution and Part 149. EO to identify a suitable date, expected to be held in Melbourne. Proposed 14/15 May.

Meeting closed at 10:45pm AEDT.