



GLIDING FEDERATION OF AUSTRALIA

A Meeting of the GFA Board was held on Tuesday 12 Oct 2021 commencing at 8.00 pm AEDT. The meeting was conducted remotely via Zoom.

Minutes

1 OPENING OF MEETING

1.1 PRESENT:

Regional representative members:

Beryl Hartley (NSW)
Viv Drew (Vic)
Peter Brooks (SA/NT)
Greg Beecroft (WA)
Lisa Turner (Qld)
Ryan Driscoll (Junior rep.)

Executive members:

Steve Pegler (President)
Lindsay Mitchell (Vice President)
Terry Cubley (Board Secretary and GFA Executive Officer)
Chris Bowman (Treasurer)
Pat Barfield (Chair of Operations)
Richard Frawley (Chief Experience Officer)
Sarah Thompson (Chair of Marketing and Development)
Drew McKinnie (Safety Manager)
Anthony Smith (Chair of Airworthiness)
Jenny Thompson (Chair Soaring Development)

1.2 APOLOGIES

None.

2 CONFIRMATION OF MINUTES FROM 14 SEPT 2021

MOTION (21-10)-1: *That the minutes of the GFA Board meeting of 14 Sep 21 be accepted.*

Moved: P. Brooks, Seconded: P. Barfield. Carried

MOTION (21-10)-2: *That the minutes of the GFA board meeting (held immediately after the AGM) of 24 Sep 21 be accepted.*

Moved: D. McKinnie, Seconded: L. Mitchell. Carried

3 CONFLICTS OF INTEREST

None declared.

4 CORRESPONDENCE

1. Email received from MBGC in response to the President advising them that the Board would reconsider their second request for an apology at tonight's meeting requesting a response by 15 October.
2. Letter from Mount Beauty Gliding Club to Chris Thorpe asking for clarification around the process of approving Alpine Soaring Mount Beauty Gliding Club's operational status. Chris has responded explaining the process.
3. Letter from CASA dated 5/10/21 re extension to Part 149 fee-free application time from 31/12/21 to 2/12/22, implementation date deferred from 1/7/22 to 13/12/23 and delays with implementation of Part 103.
4. GFA has submitted its annual statement to Consumer Affairs Vic.

5 MOUNT BEAUTY GLIDING CLUB

The Board had discussed MBGC's second request for an apology at its meeting held on 14th September 2021 and decided to defer a resolution to tonight's meeting to provide Board members more time to properly consider the matter.

There was considerable discussion with each Board member asked to express their views. All (except Ryan Driscoll) were strongly in support of reconfirming the Board's previous decision as expressed in the letter sent to MBGC, dated 26th July 2021. Although Ryan was supportive he conceded that he wasn't fully conversant with all the issues.

The President was asked to write to MBGC to convey the Board's views and to advise that the Board now considered the matter closed and would not enter into further correspondence on the matter.

MOTION (21-10)-3: *That the President write to MBGC to convey the Board's views and to advise that the Board now considered the matter closed and would not enter into further correspondence on the matter.*

Moved: S.Pegler, Seconded: L. Turner. Carried

6 PART 149

- Despite CASA providing a schedule extension, we should keep on pushing forward with it, but we now have time to introduce it more thoroughly to the GFA members. The new schedule also provides time to complete the draft documentation and have it duly considered by the Board.
- The Regional Board members expressed a view that they should get together now to start considerations of the documents.
- The SMS and ERP documentation is pretty much in shape, having been trimmed to be useful at club level.
- Grievance and complaints/discipline procedure document is almost complete.
- Recruitment and selection policy has been drafted.
- Job descriptions documentation is in preparation including Part 149 key positions and Board and Executive roles.
- Change management requires careful definition of 'minor' vs 'major' change, as major changes require CASA's involvement. We are the first organisation trying to write a change management doc.
- Exposition writing is well advanced, and it is planned to share this with CASA by end of Q1 next year.
- An EGM will be required to adopt the Part 149 changes – also to adopt Constitutional reforms necessary as discussed below.

7 CONSTITUTIONAL AND ORGANISATIONAL REFORM

A. Confirm decisions made at meeting on 14 Sep.

- President becomes Chair of the Board.
- CEO is recruited.
- Board comprising 11 members:
 - 5 Regional Board Members – elected as per current process.
 - Chair of the Board – elected from member nominations, as per current process to elect the President (may or may not be one of the Regional Board members).
 - Women's Rep, elected in the same manner as the Chair of the Board.
 - Junior Rep, selection as per the current process.
 - Treasurer appointed by the Board.
 - Secretary appointed by the Board.
 - CEO appointed by the Board.
- Executive comprising 8 members:
 - CEO, who would be the 'Accountable Manager' and also sits on the Board.
 - Chair of Ops (COD).
 - Chair of AW (CAD).
 - Chair of SD (CSDD).
 - Chair of MD (CMDD).
 - Chief Experience Officer (CXO) (CITD).
 - Safety Manager (SM) who has an advisory role to the Board.
 - Treasurer who also sits on the Board.
 - CEO is appointed by the Board
 - COD, CAD, CSDD are appointed by their respective per groups
 - CMDD and CXO are appointed by the Executive
 - SM and Treasurer are appointed by the Board

B. Consider and confirm voting mechanisms

- Board voting method TBA and to be considered by the Regional Board members.
- The Board agreed that a separate Vice Chairman of the Board was not necessary.
- Some members of the Board were strongly of the view that the CEO and Treasurer should have a vote on the Board.
- It was the collective view that the Executive team does not need a voting regime.

C. Constitutional change requirements

- The Articles (Constitution) needs to be redrafted to reflect agreed changes.
- A few minor typos and legal technical aspects need correcting.
- Lisa and Steve to prepare a draft version by the end of November.

D. Timelines for implementation

Timelines were decided to be:

- Board commitment. Regional Board members wanted more time to consider the impacts before making a formal commitment to constitutional change.
- Reworking of current Articles to reflect changes as agreed by the Board.
- Consultation with members.
- Member approval at EGM. (Q1 2022)

8 PROMOTION OF PART 149 AND CONSTITUTIONAL REFORM

- Launch points: an article for Launch Points has been drafted, referring to where further details can be found on the website.
- Website: the Board reviewed an article to be published on the website
- Webinars: to be prepared for presentation to Regional Associations and other target groups

9 ELECTION OF GLIDING AUSTRALIA OFFICER POSITIONS – GENERAL DISCUSSION

The following are to be confirmed at a future date:

- Women's Gliding Board Rep: as it is proposed to have a specific Women's rep on the Board the 'Women in Gliding' representative would become a redundant position.
- Junior Board Rep: it was decided to leave as is (selected from the Junior Gliding Club).

10 DEPARTMENT REPORTS

- **EO Report**

The EO proposed removal of "instalment" option for membership fees, where members pay \$75 at renewal and then \$25 per month. The office has consistently had to handle non-payments, with some members not paying instalment during Covid as they believed they shouldn't pay if not flying.

MOTION (21-10)-4: *That the option to pay membership by instalment be no longer offered.*

Moved: C. Bowman, Seconded: S. Pegler. Carried

- **Marketing and Development**

Sarah presented an overview of Amanda Vanderwal's activities. Ref 'ClubDev Update.pptx' that accompanies these minutes.

Amanda will be asked for a monthly report detailing her activities and progress feedback from clubs. We need more success stories published in Launch Points, particularly with respect to the services that Amanda provides and successful grant applications.

- **Ops and Sports**

Pat provided an ITP progress update: refer to the report that accompanies these minutes. There was considerable discussion about how we support Level 2 instructors to become Silver Coaches and the mandated prerequisites associated with that process. This matter is under consideration by the Operations and Soaring Development departments.

- **Treasurer report**

Overall, the Treasurer is satisfied with YTD financials. The only negative is that membership is behind budget, but as expenses are also behind budget, our operating profit is positive. AW incoming is good. Some investment capital gains have been made; realised gains are just under \$50,000, unrealised gains are at \$112,000. Income from CASA payment has been recognised, but the cash hasn't arrived yet (due Covid). Changeover to FMD to manage our investments is underway.

11 GFA DOCUMENTATION

- Clarification of where to use GFA Vs Gliding Australia. The following was agreed:
The official name of the organisation is Gliding Federation of Australia.
The marketing name of the organisation is Gliding Australia.

The Gliding Australia logo shall be used on all documents. The old logo is no longer used.

Official documents and correspondence that will be used externally shall use the words Gliding Federation of Australia or GFA. For clarity, the wording "trading as Gliding Australia" can be added. Examples of these documents include the Safety Management Plan, documents submitted to Government Departments, the Constitution and documents and correspondence to CASA.

Documents that are used for members, prospective members, customers, branding, marketing, social media, etc, shall use the terminology of Gliding Australia (the use of the acronym GA should be avoided). Examples of these documents include, the website, member documents, internal policies, etc.

- Documentation standardisation
It was agreed that document logos, formats etc should be standardised.

12 OTHER

- Coming out of Covid.
Some concern was expressed about 'coming out of Covid', and pilot's currency and competency. Existing currency requirements are not appropriate to safely address issues associated with long periods of inactivity such as COVID-19 lockdowns.
- The Safety Manager will prepare a Safety Bulletin for distribution to all GFA members.

13 NEXT MEETING.

- Regional Board members to meet to discuss decisions around Part 149 and constitutional reform.
- Meeting for the full Board TBA.

14 MEETING CONCLUSION

The meeting finished at 10:45 AEST

Peter Brooks, 22/10/21

For Board Meeting:	12 October 2021		
Department/Project Name:	Integrated Training Program		
Prepared by:	Patrick Barfield	Date:	12/10/21

Integrated Training Program (ITP) Progress Report

Overview

- *ITP Current status*
- *Next steps*
- *Rollout strategy*

Integrated Training Program Current Status

- *Draft documents released for review and feedback:*
 - *GPC Pathway(44 Units of Competency)*
 - *GPC Trainer Guide (Units 1-44)*
 - *GPC Pilot Guide (Units 1-26 pre-solo and Units 27-44 post-solo)*
 - *Trainer Reference Cards in electronic format*
 - *GPC Theory Lessons*
 - *1 – Vision, ground handling, instruments, airworthiness*
 - *2 – Principles of flight*
 - *3 – Lookout scanning*
 - *4 – Slow flight, stalling*
 - *5 – Cross-wind takeoff and landing*
 - *6 – Emergencies and spinning*
 - *7 – radio initial endorsement, rules of the air*
 - *8 – Human Factors, Threat and Error Management*
 - *9 - Outlanding*
 - *GPC Logbook. Changes from current logbook:*
 - *Syllabus progression flowchart (large copy for pie-carts)*
 - *Training progress card*
 - *Trainer notes (by GPC Unit of competency)*

Next steps

- *Complete the following documents:*
 - *Training Principles and Techniques (TPT) Manual.*
 - *GPC Theory Lessons*
 - *5 – Circuits and landing*
 - *10 – Airspace and Navigation*
- *Consider feedback (12 responses) and update documents*
- *Update documents to Draft (Revision 0) status*
- *Store documents on Gliding Australia website:*
 - *Stored in DocMan*
 - *Easy to find documents on front page of GA website at <https://glidingaustralia.org/training-coaching/>*
- *Additional training development tasks*
 - *Controlled airspace training package*
 - *Instructor training competencies*
 - *Self-paced theory lessons and knowledge assessments*

ITP Rollout Strategy

- *Initial target audience for online communications campaign (gap training)*
 - *RMOs*
 - *Level 3 Instructors*
 - *CFIs*
 - *Silver Coaches*
- *RMOs and CFIs will cover club training panels by face to face presentations*
- *Ground training only,*
- *Flight training will be covered in next instructor flight review*
- *Updated gap training will cover:*
 - *How to use the new training system*
 - *What's in the documents*
 - *How instructors will use the new Trainer Guides*
 - *How to assess students in the new logbook*
 - *What instructors need to tell students*
 - *How to use Pilot Guides for optimum flight preparation,*
 - *Less "spoon-feeding",*
 - *increased role of students to manage their training progress*
 - *Updated (standardised) procedures and techniques*
 - *Pre-turn lookout*
 - *Circuits, approach and landing*
 - *Aerotow transition to low tow after takeoff*
 - *Thermal centering*
 - *Human Factors and Threat and Error Management*



CLUB DEVELOPMENT



CLUB COMMS

- ▶ Grant assistance / updates
 - ▶ regional grants sent to clubs within each region
 - ▶ Grant assistance for clubs, follow up queries, reminders
- ▶ Ongoing Club conversations/emails, updates and assistance (Tasmania, Kingaroy, Warwick, Caboolture, Beverley, Bathurst, Lake Keepit, Murray Bridge, Canberra, Sunshine Coast (Gympie))
- ▶ Sorting out issues raised by State body
- ▶ Club stories – launch points

CLUB RESOURCES

- ▶ Covid Lockdown / lockdown exit checklist
- ▶ Exit survey in preparation automatic distribution on member exit - passed on to be provided to clubs
- ▶ Position descriptions for specific clubs
- ▶ Strategic Plan draft - survey, survey review, discussion with committee/contact, draft etc

Misc...

- ▶ Clarification and discussions with NSW Sport & Rec, ACT Government, SA Sport re gliding clubs eligibility for grants
- ▶ Meeting with state organisation marketing and promotions

Next..

- ▶ Regular meetings state bodies
- ▶ Complete the position descriptions
- ▶ Start working with NSW clubs personally to assist with return to club from COVID
- ▶ Also like to start contacting VIC clubs on returns as well.
- ▶ Keep promoting availability for ALL clubs for assistance