

A Meeting of the GFA Board was held on Thursday 28 Apr 2022 commencing at 7:30 pm AEDT. The meeting was conducted remotely via Zoom.

MINUTES

1 OPENING OF MEETING

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)
Sarah Thompson (Chair of Marketing and Development)
Drew McKinnie (Safety Manager)
Anthony Smith (Chair of Airworthiness)
Jenny Thompson (Chair Soaring Development)

APOLOGIES

Pat Barfield (Chair of Operations)

ABSENT

Richard Frawley (Chief Experience Officer)

2 CONFIRMATION OF MINUTES FROM DEC AND JAN BOARD MEETINGS.

MOTION (22-04)-1: That the minutes of the GFA Board meetings of 15 Dec 21 and 19 Jan 22 be accepted.

Moved: S. Pegler, Seconded: Lindsay. Carried

3 CONFLICTS OF INTEREST.

Lisa declared she was a member of Kingaroy SC and therefore had a conflict of interest to the Kingaroy Loan application (refer to Motion (22-04)-4 below and consequently would not contribute to that discussion.

Terry is one of the subjects of discussion detailed in section 12 below, and would absent himself for that part of the meeting.

4 CORRESPONDENCE

Terry presented the following correspondence details:

- A. December 2021- CASA Surveillance Report and Finding resulting from an audit of the Melbourne GFA office. No problems with our activities or procedures were identified.
- B. February 2022. CASA: GFA Safety Policy Commitment: CASA has acknowledged receipt of our safety policy commitment.
- C. March 2022: Response to Survey: ATSB Chief Commissioner correspondence re public consultation of legislative amendments to the Transport Safety Regulations 2021. Chris Thorpe submitted the GFA response.
- D. ASAC letter to FAI re WWGC expressing concern about the appeal methodology.
- E. FAI response to ASAC re WWGC: Response was 'they have nothing to add'
- F. Feb 2022 ASAC AGM minutes: Steve and Drew attended that meeting.
 - I. ASAC has agreed to act as an independent party with respect to appeals that can't be settled within member federations.
 - II. ASAC completed the suite of docs in support of Sports Integrity Australia, Integrity Framework. This will require a change of constitution, following which they will request member organisations to agree to the framework also.
- G. Bob Hall, long time roll with various CASA items, is now stepping down from his active role, but will provide ongoing support where needed.
- H. Federal Government grant to install compliant ADS-B EC devices: Registration holder refund applications opens June 17. **See item 5.3 below.**
- I. ASAC and FAI awards. ...**Board members - please review and provide comment.**
- J. March 2022 – CASA advised that the instrument to allow access to Class A airspace will be renewed but hasn't yet been actioned.
- K. Request from Katrin Fobbe (LKSC) for a wild card entry in Narromine WGC for a Ukrainian pilot. No objections to this were put forward at the meeting. *[Later investigation identified that Ukraine NAC is still active so a wild card will not be needed].*

5 OUT-OF-SESSION MOTIONS – RATIFICATION.

5.1 Membership and Airworthiness Fees.

The following motion has been carried between board meetings via email consensus.

- **MOTION (22-04)-2:** That Membership Subscriptions and charges for Airworthiness Services be increased per the attached Schedules which are in line with the current CPI of 3.5%. Employee salaries to be increased by 3.5%.

Moved: Chris Bowman, Seconded: Steve Pegler. Carried

5.2 Special Projects

Budgeting details for Special Projects, as described by the treasurer via Department Heads, are detailed in the Annex to these minutes.

5.3 Bridging Loans for Electronic Conspicuity (EC) devices for Club Gliders

The motion below is intended to provide support for CASA's initiative by enabling member clubs through provision with bridging finance for the devices. Procuring these devices anticipates future requirements on the encroaching class E airspace.

It was asked if the supplier can provide sufficient numbers of devices, but this was agreed to be irrelevant to the motion.

- **MOTION (22-04)-3:** Gliding Australia to invite clubs to apply for an up-front bridging finance loan of 50% of the equipment and installation costs (ie the equivalent to the rebate being offered by CASA) to assist them to access the Federal Government grant to install compliant ADS-B EC devices in their sailplanes and tugs. They can apply for GFA support once they have applied for the CASA grant.
- The loan is to be repaid immediately by the club to Gliding Australia upon receipt of the grant funds from the government grant or receiving advice that their grant application was unsuccessful.

Moved: Anthony Smith, Seconded: Drew McKinnie. Carried

5.4 Kingaroy Soaring Club Loan for Tug.

A loan for purchase of a Tug was discussed, noting the club's previous good repayment record. The following motion was put:

- **MOTION (22-04)-4:** That the GFA advance Kingaroy Soaring Club \$85,000 additional to their outstanding loan of \$9,367 for the purchase of a Tug. The loan is to be repaid over 5 years at an interest rate initially set at 4.1%. This interest rate is to vary with the Reserve Bank cash rate, currently set at 0.1%. The Club is to be required to sign a Loan Agreement that provides security over assets with a loan to valuation ratio of no more than 65%.

Moved: Chris Bowman, Seconded: Jenny Thompson. Carried

6 BUDGET 2022/23

Chris presented details of the annual budget, as detailed in accompanying documents.

- Membership fees
- AW Fees
- Salaries
- Budget

Budgeting details for Special Projects are appended to these minutes.

The budget includes an estimate for competition trackers of \$50k, although actual cost is now anticipated to be less, as described in Section 9.1 below:

- **MOTION (22-04)-5:** That the budget as drafted be accepted.

Moved: Chris Bowman, Seconded: Beryl Hartley. Carried

7 PART 149 POLICIES / DOCUMENTATION UPDATE – ANTHONY.

7.1 Complaints, Discipline and Appeals Policy and Procedures

Anthony has circulated draft 'Complaints, Discipline and Appeals Policy and Procedures' document, this being a version of the recently agreed Part 149 document, modified to remove Part 149 references, making it suitable for pre-Part 149 implementation.

No comments or feedback has been received. Hence the following motion was put:

- **MOTION (22-04)-6:** That the draft 'Complaints, Discipline and Appeals Policy and Procedures' document as circulated (Version 17) be accepted.

Moved Anthony Smith, Seconded Drew McKinnie. Carried.

Terry advised he would place the document on the GFA Website, and advertise its recent adoption to the membership via the forum.

7.2 Position descriptions

The Regional Board has considered the 'Board Member', 'Chairman of the Board' and 'CEO' position descriptions, and now needs to reconvene to 'sign off' on these.

Regarding 'Soaring Development' position descriptions, Anthony requested input from the Soaring Development Team – and will share his current draft with them.

7.3 Recruitment / selection

The 'Recruitment and Selection' procedures document has been completed and was approved at the Board meeting on 31st August 21. It has been posted on to the web page Docman under Admin docs.

7.4 Change management procedures

This document is very mature but has been on hold due to other urgent airworthiness issues. More progress anticipated soon.

7.5 Exposition

Work on the Exposition is on hold until the above documents have been approved.

7.6 Other

Some work is being progressed on modifying the MOSPs to be Part 149 compliant. Terry is working on MOSP 1, and Drew on MOSP 5 - (SMS), specifically changes to club's emergency response procedures.

8 CONSTITUTIONAL POLICY REFORM.

8.1 Regional Board Representatives report – Regional Reps

The regional Board have had 5 meetings over the last few months, progressing Position Descriptions and considering the President's proposed Constitutional Reform Changes. Another meeting has been proposed to complete these tasks – with Wed 11 May proposed as a date for reconvening to be confirmed by email.

Once these procedures have been approved by the whole Board, then we have the task of presenting and promoting them to the members.

9 OTHER REPORTS.

9.1 Competition Trackers – Jenny

Jenny has new details (just received) regarding implementation of Competition Trackers – including having a proper contract between the developers (Todd and Nick) and the GFA. The contract involves an upfront payment for the hardware, with an ongoing annual fee for their use/maintenance. The \$ amounts have yet to be finalised, but is expected to be less than the \$50k allocated in the budget. The trackers should be available for the end of this year/start of gliding season, including the nationals to be held at Narromine in first 2 weeks of December.

9.2 Safety Update – Drew

Airspace and ADSB issues have already been discussed.

CASA has responded on access to Class A airspace. Drew is working on the safety case update for that. We have a lot of pressure on our future access to airspace.

Useful discussions with CASA on their recommended changes to the SMS, MOSP 5. A lot of active links required. Also tidying up emergency response and guidance procedures to club safety managers and their roles.

Jenny has raised the sleeper issue of competition safety packs. Current procedures are stale and need work/updating to provide more practical approaches for their use in a competition environment. We should get the NCC involved to ensure that any changes are 'owned' by the competition participants.

Drew is working also on the wave soaring training and safety modules, which will be WIP over the next month.

9.3 Access to Class A airspace – Pat

Pat not available to present, but addressed earlier in the meeting.

9.4 GFA Simulator – Lindsay

Previous GFA meetings decided that we were not in the business of providing/selling simulators or construction plans to international parties, and should avoid any liability /legal issues that might be raised by doing so. However, enquiries for access to the simulator are still being received, and a proposal has been made to provide the plans and links, with no obligation for no charge, but perhaps with a suitable donation to GFA: Hence the following motion was put:

MOTION (22-04)-7: That we provide the training simulator plans to bona fide international gliding organisations free of charge.

Moved: Lindsay Mitchell. Seconded: Steve Pegler. Carried.

We will need some sort of legal agreement with key points being that GFA will supply plans, at no charge to bona fide international organisations but with full indemnity against any claim. This will heighten our standing within the international gliding community. No warranty about operation of the simulator to be provided.

Do we stick the GFA logo on the plans? Steve wanted some financial recognition of the value of the simulator, but how to do this without this being a fee is yet to be determined.

9.5 ITP update – Pat

Pat not available to present, but Lindsay provided some details about efforts to introduce the ITP in a general sense, including advice of an upcoming FIRC that will be run in Caboolture, introducing the ITP via a full set of PowerPoint presentations, including the pre-solo and post-solo modules.

Beryl noted that at the recent the NSW instructor week, although generally very happy with the changes, instructors are suggesting significant alterations, and requested that the ITP become a living, evolving document. Lindsay countered that the document should not be continually changing, but suggested changes should be adopted annually – eg collecting information to go into a Sept update.

9.6 Amanda's activities – Sarah

Amanda's activities have been 'business as usual', which is mostly grant assistance; there have been quite a few grants stemming from national disaster (flood) assistance.

It is important that the Board understands the type and level of support that Amanda is providing to clubs. Sarah to send out a list of all the clubs she's been working with, or grants she's helped obtain and provide details in a simple report of what she has been doing/achieving.

9.7 Strategic Plan – Jenny

We should have revisited the strategic plan before addressing the budget, however, Jenny will develop some KPIs for discussion at a session of the upcoming face-to-face meeting which she will run.

9.8 ADSB proposal – Richard

Richard not here to present.

9.9 ADSB / EC – funding support for clubs – Anthony

Previously discussed – refer section 5.3.

9.10 Just Go and Salesforce: Replacement options – Richard

Richard not here to present.

There is still a lot of unhappiness about Go-membership, although gradual improvements have been made. Steve has undertaken to have a chat to Richard and to raise this as a discussion topic at the upcoming face-to-face meeting.

10 WWGC AUSTRALIAN TEAM – APPEAL FINDINGS.

Steve has been wanting to prepare a report to go out to members about the findings of the WWGC appeals process, which he started and stalled being unsure of how to add value to the topic, largely due to the issues around the outstanding appeals process. Now that we've approved a new appeals/conflict resolution process, he feels the stalled appeals may now be able to progress to a resolution.

11 NEXT MEETINGS.

A face-to-face board meeting has been scheduled for 21/22 May in Melbourne.

Please provide agenda items by 13 May please....Friday week.

12 TERRY'S AND MATT'S APPEAL – STEVE.

Terry was asked to leave the meeting, which he did.

Steve outlined the current situation:

- The penalties against Terry and Matt have not been implemented as they are subject to appeals from both appellants.
- For a variety of reasons, the Board made a previous decision not to progress the appeals until the FAI and ICAS appeal processes were finalised. Those processes are now final.
- The FAI's IAT made a recommendation that the IGC consider further sanctions against Terry.
 - Steve had spoken with Peter Eriksen, President of IGC and explained the current situation with respect to Gliding Australia's actions against Terry and Matt and why the penalties have not been implemented.
 - Peter Eriksen stated that there is no animosity towards Australian competition pilots and that they would be welcomed at any international gliding competition.
- It is vital that the Board works to finalise Terry's and Matt's appeals as soon as possible.

The unanimous view of the Board is that it would be extremely difficult to facilitate an effective appeal under the policy that applied when the penalties were determined. As part of our preparation for transition to Part 149 the Board has now approved (refer Item .7.1. in these minutes) an updated Complaints, Discipline and Appeals Policy and Procedures document. The new policy will enable Gliding Australia to engage the services of an external third-party organisation to hear the appeal and determine the outcome.

As a way forward Steve suggested that we offer Terry and Matt the option of progressing their appeals under the new policy. Additionally, we could allow Terry and Matt to submit revised appeals.

MOTION: That the Board makes an offer to Terry Cubley and Matt Gage to have their appeals against the penalties applied by the Gliding Australia Board in relation to their actions during the Lake Keepit WWGC to be progressed under the new Complaints, Discipline and Appeals Policy and Procedures process. Further, both appellants will have the option to lodge revised appeal documentation.

Moved Steve Pegler, seconded Drew McKinnie. Carried.

13 MEETING CONCLUSION

The meeting finished at 8:59 SAT

Peter Brooks, 9/5/22

ANNEX: BUDGET EXPLANATION

international competitions. As far as I can ascertain this has not been included in past budgets as the expense has been taken from the Balance Sheet reserve for the Soaring Development Fund (formerly the ITC Fund).

In my view it is better that we make all expenditure proposed by the Federation during the year clear in the P&L Budget. This is because unforeseen expenditure can cause a cash shortage and require the realisation of investments in an unplanned manner.

For this reason, I have included the budget sought for this activity of \$18,000 in the Special Projects section as line item 6-8003 SD – National Soaring Development Program. You will see further explanation in Soaring Development below.

This change brings the total Special Projects Budget to \$104,200 which balances the Operating Loss of \$104,182.

Soaring Development Fund Share of Investment Earnings

I have also corrected SDF Interest Earned in Other Expenses so that it reflects the Funds correct share of budgeted Other Income. I got this wrong in the earlier draft I sent you in which I simply repeated the forecast share of this year's investment income. The revised entry is now \$14k, down from \$22k.

After these changes the overall Nett Loss budgeted is \$63,486.

Now let me turn to comments by Divisional Heads on their Special Projects.

AIRWORTHINESS – Anthony Smith

Part 149 Development Program - \$4,000. Cost of completing Part 149 registration process. Links to Strategic Plan – Build and promote an External Profile, Build and implement an enhanced safety culture.

AW-Training Documents - \$2,800. Under Part 149 the training syllabi need to be competency based. All of the current AW training syllabi (with the exception of the new Weight and Balance

There is also a large technical library for different sailplane types. Whilst it is unfeasible to have all this information, it needs to be catalogued so that the AW Department knows what data is. The last part of the project is to work through the technical library and create a catalogue of what documentation is there.

I would like to continue this project in the next few financial years until the individual system is completely online (and the existing paper shredded) and the technical library has an online catalogue.

Links to Strategic Plan – Develop and Manage Effective Systems for Members, Clubs and Competitions
Develop a Modern Innovative Sport.

SOARING DEVELOPMENT - Jenny Thompson

Soaring Development Fund Expenditure - \$18,000. Junior Team - James Nugent and R. Thompson with funding of \$5000 each, Team Captain TBC with funding of \$3000. Hungry Team - 2 teams, Allan Barnes and Harry Medlicott with funding of \$5000. Own team captain. Links to Strategic Plan – Increase participation in high performance soaring.

Website development for competitions - \$1,000. Relates to the Strategic Plan. Links to Strategic Plan – Increase participation in competition and high performance soaring.

Gold Coaching Programme - \$10,000. The Silver Coaching project is completed, this budget will cover the cost of the development of the Gold Coaching Project. Relates to the Strategic Plan to Strategic Plan – Increase participation in cross country, competition and high performance soaring.

Australia Based World Competitions - \$5,000. For Narromine 2023. For pre-promotional work being developed by Sarah, Beryl and Jenny. Links to Strategic Plan – Develop a modern innovative sport, Increase participation in cross country, competition and high performance soaring.

Trackers - \$50,000. Estimate only. Waiting for the LiveTrack Team to provide detailed financial arrangements. Links to Strategic Plan – Develop a modern innovative sport, Increase participation in cross country, competition and high performance soaring.

delivery.

The basis of estimate for the \$2400 budget is to cover travel and accommodation by RMOs and selected Level 3 instructors to "champion" the new training system to club training panels. This expense will pay for 6-10 presenters in the remainder of 2022 with travel for non-GFA officers to be paid for by the relevant regional associations.

This item achieves GFA Strategic Objective 4 - Increase Member Retention
Board Action 1 - Regions and clubs to adopt the new training program – state conversion program or courses would help.

Self paced learning resources - \$4000

The ITP has been delivered with 14 trainer-led and assessed PowerPoint Theory Lessons as an interim delivery method. To improve training efficiency and instructional standardisation, a better delivery method would be self-paced learning which would also handle student assessment. This technology exists but would need to be contracted because it isn't free. I have already had a quote from a NZ courseware company Wavelength to create self-paced learning courses at \$15,000 per subject. This is clearly unaffordable by the GFA, therefore I am pursuing other more cost-effective and capable options at a lower price point, hence the \$4000 target estimate. This task will be initiated in the last half of 2022 after the ITP has been rolled out.

This item achieves GFA Strategic Objective 7 - Develop a modern innovative sport
Action 4 - Webinars, online training, videos, self paced learning

Instructor training syllabus - \$2000

Once the new GPC syllabus has been finalised and rolled out, the next priority task in the Operations/Training department is to create an instructor training syllabus. Since the demise of the National Gliding School centralised instructor training, there is no longer a national standardised approach to training instructors and the NGS system pre-dated the current ITP and the former competency based training syllabus. This task will start by identifying the required competencies for an instructor and the best way to select candidates and train these units of competency.

Based on the 3 year project duration for the ITP syllabus development, I estimate this task will be completed by the end of 2024. The \$2000 is a budget estimate for the first year.