



# AUSTRALIAN PARACHUTE FEDERATION

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## MINUTES TO ANNUAL GENERAL MEETING OF MEMBERS TWIN TOWNS SERVICES CLUB, TWEED HEADS, 18<sup>TH</sup> MAY 2016

### Attendance List

#### Attendees (69):

- Grahame Hill CHAIRMAN
- Brad Turner CHIEF EXECUTIVE OFFICER
- Craig Perrin ACCOUNTS MANAGER
- Jenny Larkin MINUTE TAKER

Martin Barkley	SQPC	Mia Angus	WAPC	Paul Borrett	VTPC
Ralf Jaeger	NSWPC	Clayton Werner	VTPC	Cody Bekkerus	VTPC
Andre Pedro	NSWPC	Archie Jamieson	SQPC	Ralph Hamilton-Presgrave	VTPC
Charl Rootman	APF	Dawn Tratt	NSWPC	Kobi Bokay	NSWPC
Joel McMahon	NSWPC	Russell Blackman	NSWPC	Paul Barker	VTPC
John Meara	SQPC	Jo Chitty	VTPC	Nigel Brennan	VTPC
Mark Szulmayer	NSWPC	Janine Hayes	VTPC	Ken Hills	VTPC
Mat Hawkens	NQPC	Claude Gillard	SQPC	Adam Davies	NQPC
Craig Bennett	VTPC	Tom Begic	NSWPC	Ian Robertson	NSWPC
Richard Petters	NSWPC	Trevor Norris	NSWPC	Robert McMillan	NSWPC
Karl Eitrich	NQPC	John Kinton	VTPC	Brad Turner	APF
Gary Myers	VTPC	Mick Murtagh	WAPC	Graham Cook	WAPC
Todd Gerrard	NQPC	Dan Aldridge	WAPC	Andrew Pike	SQPC
Jan Nejedly	VTPC	Adrian Lloyd	NSWPC	Sheena Simmonds	SQPC
Faye Cox	SQPC	Robin O'Neill	WAPC	Rory Hatchett	NSWPC
Ashton Bobowski	SQPC	Alana Bertram	SQPC	Mark Edwards	SQPC
Jason Cooke	SQPC	Michael Tibbitts	VTPC	Kim Hardwick	NSWPC
Brett Newman	SQPC	Rob Clarke	NSWPC	Grahame Hill	NSWPC
Trevor Collins	NTPC	Allan Gray	SAPC	Dave Smith	NSWPC
Dave McEvoy	SQPC	Jed Smith	SAPC	Jana Fitzpatrick	SAPC
Ben Nordkamp	SQPC	Leanne Critchley	SQPC	Alan Deadman	SQPC
Sam McKay	NTPC	Chippe Lindberg	NTPC	Jody Blunden	WAPC
Danielle Blunden	WAPC	Kelly Brennan	VTPC	Greg Hays	VTPC
Andrew Mulholland	VTPC	Mike Dyer	SQPC		

### 1. MEETING OPENED BY APF CHAIRMAN

The Chairman declared the meeting open at 4.10pm.

### 2. RECORD OF ATTENDANCE/APOLOGIES/PROXY VOTES

- As per Attendance List
- Apologies: Tony Maurer
- Proxy votes: NIL

### 3. DISCLOSURE OF FEDERATION BOARD MEMBER'S INTERESTS

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The disclosure of the Federation Board Members interests were included into both the AGM Booklet and Annual Report. This does not need discussion and is included purely for the purpose of disclosure of interests.

### 4. CONFIRMATION OF PREVIOUS MINUTES

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The 2015 AGM Minutes were included in the 2016 AGM Booklet.

**MOTION:** That the Minutes of the 2015 AGM be accepted.

**PROPOSED:** Nigel Brennan

**SECONDED:** Mike Dyer

**ACCEPTED**

### 5. REPORT FROM THE CHAIRMAN

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The Chairman spoke to his written report as presented in the APF Annual Report, with emphasis on the following:

#### **BOARD SUCCESSION PLANNING**

A few of our current Directors may be moving towards retiring from their position as Director and we need to think about succession planning. For a cohesive Federation, we request the cooperation of Council Committees in recommending members who have the necessary skill-sets suitable for the position of Director.

#### **SAFETY FIRST**

Parachutists are renowned as a group who enjoy themselves whether fun jumping, competing or relaxing at the drop zone. Unfortunately, behaviour can become dangerous if not checked. Please assist in getting the message across to all members, safety comes first.

#### **STAFF AND VOLUNTEERS**

Sincere thank you to volunteers, the APF would not be where it is without them. Thanks also go to APF staff who work tirelessly in the interests of our members.

### 6. REPORT FROM THE CHIEF EXECUTIVE OFFICER

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The CEO spoke to his written report as presented in the APF Annual Report:

#### **COMPANY LIMITED BY GUARANTEE (CLG)**

There have been monumental changes since the 2015 AGM where members elected for APF to become a Company Limited by Guarantee and Councils becoming committees of the APF. Instead of 8 different associations, we are now one unitary body and that has an opportunity to work cohesively towards a sustainable future.

#### **GOVERNANCE STRUCTURE**

APF has also seen a change in its governance structure through Regulatory Schedule 57 introduced last October, that provided a more suitable model with clearer lines of accountability. ASO's, AIE's and Display Examiners (DE's) have been replaced with part time permanent Safety and Training Officers (STO) who operate under the oversight of the Safety and Training Manager. Safety and Training Advisor (STA) positions have been created, appointed as required to provide assistance to the STO in more remote locations when required. As with any new system there may be some teething problems so I ask for your patience during this transitional period.

Earnest thanks goes to those volunteers who have served us for so long in the roles of ASO, AIE and DLE and who did an extraordinary job in sometimes difficult circumstances. Special thanks also to the outgoing National Safety Officer and National Training Officer who helped set us on this path and changed the face of what we do.

The new structure also removes some regulatory responsibility from Councils allowing them to concentrate more on sport development to assist with growth and sustainability of skydiving in this country.

## **FINANCIAL STATISTICS**

Through a strong claims management process, we have successfully contested claims resulting in substantial savings to APF over the past 8 years. Insurance aggregate deductible is held in trust in investments and expensed proportionately defending claims. Any profits from the trust are distributed from time to time to APF when appropriate. APF distributes its profits to APTAC which is held in trust to fund projects through the Phil Hindley Project Development Trust or the Australian Parachute Team through the Team Trust.

A considerable distribution was made by the trust in 2015 and as an incentive, clubs were rebated \$2 for each online student registration submitted over a 12-month period, resulting in \$323,962 being invested back into APF Clubs and industry as a whole.

Revenue has increased by 14.7% and expenses proportionally by 15.6%. There has been an increase in the take-up of Personal Accident Insurance and we hope this growth will continue to act as a deterrent against claims made against APF Clubs.

## **MEMBERSHIP STATISTICS**

New membership has increased by 6.8% on 2015. Retention and converting over to first jump courses will be our focus in the coming years. The Marketing for Growth development program initialised late 2015 has worked by all indications as shown by a 20% increase in memberships for the first quarter of 2016, in comparison to the same period the previous year.

The Board approved 2020 Strategic Direction acts as the backbone behind our initiatives and we look forward to implementing strategies that help drive us to achieve APF's objectives.

## **7. LETTER FROM PETER LLOYD AO OBE MId**

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Peter Lloyd was invited as a Keynote speaker at the symposium but unfortunately due to an operation, was unable to attend. Peter instead wrote a letter and asked that it be passed onto members. This should have been included as correspondence however was inadvertently added as an agenda item. Peter is a remarkable person who has been an advocate for the APF and sport aviation in general having achieved many accolades and who celebrated his 95<sup>th</sup> birthday by doing a tandem skydive, along with QantasLink CEO John Gissing on the lawns in front of Parliament House last year. We wish Peter a speedy recovery and look forward to his next skydive.

## **8. RECEIVE STATEMENT OF ACCOUNTS AND AUDITORS REPORT FOR 2015**

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The balance sheet and profit and loss statement as presented in the Annual Report was discussed, including the balance of the Federation's assets as at 31 December 2015.

**MOTION:** That the financial accounts be accepted as presented.

**PROPOSED:** Craig Bennett

**SECONDED:** Ian Robertson

**ACCEPTED**

## **9. CONSIDERATION OF SPECIAL RESOLUTION TO AMEND CONSTITUTION**

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The Chairman provided an overview of the proposed amendments to the Constitution. The AGM considered and voted on the three special resolutions and one ordinary resolution.

### **MOTION 1:**

**THAT** APF amend its Constitution as follows:

- (i) by deleting the definition of "Appointed Council" in its entirety from clause 2.1; and
- (ii) by amending the definition under clause 2.1 of 'Subcommittee Council' to read 'Council Committee', delating the word 'subcommittee' within that definition and replacing it with

the word 'committee', and moving the definition up so that it appears in alphabetical order; and

- (iii) by deleting the definition of "Model Council Rules" in its entirety from clause 2.1; and
- (iv) by deleting the words '*an Appointed Council or*' from clause 7.2(c); and
- (v) by deleting the term 'Subcommittee Council' in clause 7.2(c) and replacing it with the term 'Council Committee'; and
- (vi) by deleting clause 7.3 in its entirety; and
- (vii) by updating the numbering of what was clause 7.4 to correctly refer to clause 7.3 in the Constitution and updating any consequential amendments to the Table of Contents page and by amending the title of the new clause 7.3 from 'Subcommittee Councils' to 'Council Committee'; and
- (viii) by deleting references to the terms 'Subcommittee Council' (x2) in clause 7.3(a) and replacing them with the terms 'Council Committees'; and.
- (ix) by deleting the term 'Subcommittee Council' in clause 7.3(b) and replacing it with the term 'Council Committee'; and
- (x) by deleting the term 'Subcommittee Council' in clause 7.3(c) and replacing it with the term 'Council Committee'.

**PROPOSED:** Dave Smith

**SECONDED:** Trevor Collins

**ACCEPTED**

**MOTION 2:**

**THAT** APF amend its Constitution as follows:

- (i) by deleting clause 8(h) in its entirety;
- (ii) by deleting clause 9.1(b) in its entirety;
- (iii) by deleting clause 10.4 in its entirety; and
- (iv) updating any consequential amendments required to be made to the Table of Contents page as a result of the deletions of clauses 8(h), 9.1(b) and 10.4.

**PROPOSED:** Dave Smith

**SECONDED:** Andrew Mulholland

**ACCEPTED**

**MOTION 3:**

**THAT** APF amend its Constitution as follows:

- (i) by deleting clause 19.4 in its entirety;
- (ii) by deleting clause 19.5 in its entirety; and
- (iii) updating any consequential amendments required to be made to the Table of Contents page as a result of the deletions of clauses 19.4 and 19.5.

**PROPOSED:** Andrew Mulholland

**SECONDED:** Janine Hayes

**ACCEPTED**

**MOTION 4:**

**Ordinary Resolution**

To consider and, if thought fit, pass the following resolution as an ordinary resolution:

**THAT** if any of the special resolutions above are passed, the APF Board are authorised to prepare and execute all necessary documents and take all necessary actions as are required to effect those resolutions.

**PROPOSED:** Tom Begic

**SECONDED:** Mark Szulmayer

**ACCEPTED**

**10. MEETING CLOSE**

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There being no further business, the Chairman declared the 2016 AGM closed at 4.50pm.