



AUSTRALIAN PARACHUTE FEDERATION

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MINUTES TO ANNUAL GENERAL MEETING OF MEMBERS ZOOM VIDEOCONFERENCE 10TH MAY 2022

1. MEETING OPENED BY THE CHAIR OF THE BOARD

The Chair of the Board declared the meeting open at 2:02pm

Present

Board of Directors

David Smith (Chair)
Zai Pieper
John Swanland

Trevor Collins (Dep. Chair)
Mark Gazley
Heath Baird

Executive

Richard McCooey (Chief Executive Officer)
Andrew Mulholland (Secretary)

Staff

Jenny Larkin (Minute Taker)
Craig Perrin (Accounts Officer)
Ria Peck (Technical Officer)
Charl Rootman (Safety & Training Manager)
Sandy Jappe (Administration Officer)
Melissa Harvie (Sport Development Officer)
Jules McConnel (National Coach)
Chippe Lindberg (Safety & Training Officer)

Auditor

John Zabala

APF Members

SQPC

Brett Newman
Luke Everett
Sonya Gelman
Matt Hyland
Dave McEvoy
Michael Dyer
Gemma Hodges
Philip Black
Shane Turner

NSWPC

Johannes Debler
Sarah Gordon
Mark Szulmayer
Marcus Bourget
Robert McMillan
Grahame Hill
James Longworth

WAPC

Shirley Cowcher

VTPC

Daniel McGregor
Gail Bradley
Cameron Davey
Jan Nejedly

NQPC

Tim Kolln
Anna Mueller
Jessica Johnston

The Chair of the Board declared the quorum has been met, therefore the meeting may proceed.

2. RECORD OF ATTENDANCE/APOLOGIES/PROXY VOTES

- As per Attendance List
- Apologies: Joe Stein (APF Director); Vivian Merz (APF Director), Elaine V. Hare (VTPC)
- Proxy votes: Nil

3. DISCLOSURE OF FEDERATION BOARD MEMBERS' INTERESTS

The disclosure of the Board Members' interests was included with all information disseminated to members prior to the meeting. This did not need discussion and is included for the purpose of disclosure of interests.

4. CONFIRM MINUTES OF THE 2021 AGM

The 2021 AGM Minutes were included with all information disseminated to members prior to the meeting.

MOTION: That the Minutes of the 2021 AGM be accepted
PROPOSED: Mike Dyer **SECONDED:** Phil Black **ACCEPTED**

5. BUSINESS ARISING FROM THE PREVIOUS MINUTES

The Chair provided follow up to the two questions raised at the 2021 AGM.

Q1. Does APF has any financial stakes/relationships with tunnels?

On three separate occasions, the Board wrote to Tunnel owners/operators in an attempt to determine whether a relationship could be formed. Communications remain unanswered therefore, no further attempts will be made at this time.

Q2. Exit interviews when volunteers leave committees.

The Governance Committee has refined these documents and considered exit interviews would not form part of the revised charters.

Shirley Cowcher raised the question, if a Council Committee is not working or functioning adequately and a volunteer resigns because of it, should it not raise concerns?

John Swanland, Chair of Governance Committee, was asked to clarify. He pointed out that whilst exit interviews for volunteers were not mandated in the revised charters, they were not banned either. He indicated that this question seemed to refer to a particular matter, and therefore invited Shirley to contact a Director with any concerns. It had earlier been pointed out by the Chair that APF had the authority to take over the management of a dysfunctional council.

6. REPORT FROM THE CHAIR OF THE BOARD

The Chair advised the compilation of the Annual Report commences in January and delivery this year was ahead of the AGM, allowing members the opportunity to read it ahead of today's meeting. Members were encouraged to download the Annual Report and read it as it has a great deal of information about 2021 calendar year operations.

The Chair spoke to the following items from his Annual Report message:

ASAO: Having attained our Part 149 Certificate, APF now needs to meet Part 105 – Parachuting from Aircraft regulation and Manual of Standards (MOS) requirements. APF and CASA are working together to achieve this in 2022.

COVID: APF has suffered financial loss for two consecutive years, this year we have budgeted for a loss of \$288k. This is manageable provided we contain our expenses.

GOVERNANCE: The plain-English constitution has now been in place for 12 months, with nil governance issues. We expect to propose minor changes at next years AGM.

VOLUNTEERS: APF is dependent on volunteers to help deliver services, particularly since we have reduced our expenses due to COVID. We hope to be back to normal next year.

We have come to the realisation, the videoconferencing trend will continue

7. REPORT FROM THE CHIEF EXECUTIVE OFFICER

The CEO spoke to the following items from his Annual Report message:

THE PANDEMIC: Omicron struck at the end of 2020, preventing national and international borders from opening therefore, impacting predicted tandem income. APF has reduced costs and expenses significantly due to the 50% loss in revenue. These are difficult times from which we are slowly emerging.

SAFETY: Sadly, four lives were lost due to fatalities in 2021. Investigations are ongoing for three of the four. Findings and recommendations from these tragic events help to prevent reoccurrence.

SPORT & COMPETITION: State and National events were affected by border restrictions. A hybrid form of Nationals was run and proved very popular.

WORLD PARACHUTE CHAMPIONSHIPS: For the safety of our competitors, APF chose not to participate in the WPC in Tanay.

TRAINING: To help alleviate the shortage of Instructors at DZ level, extra in-house instructor courses were run at APF Office. We now have a pool of qualified personnel to run the 36 training organisations nationally.

LOGO UPDATE: APF now has a more relevant logo with a modern canopy and contemporary look.

MEMBER ENGAGEMENT: Rolling face to face Regional Conferences were planned for each state. COVID restrictions caused the cancellation of each.

CEO sent a vote of thanks to the Board, Safety Team, Volunteers and Staff.

8. RECEIVE STATEMENT OF ACCOUNTS AND AUDITOR'S REPORT

Directors' Report, Financials for 2021CY and the Independent Auditor's Report have been made available by Crowe Audit Australia in time for inclusion in the AGM of Federation Members. Members should note John Zabala attended this AGM as an observer.

The Chairman advised it is not necessary for members to approve the financial statements as this is the responsibility of the Board under the Corporations Act.

9. Q & A

The CEO received questions from three members prior to the AGM, all of whom received prompt responses. The members being: Paige Preedy, Shaun McLoughney and Darragh Flynn.

The chair advised the SAPC and WAPC APF Director elections took place early 2022 with Mark Gazely and Heath Baird have been re-elected for a further three-year term starting at the conclusion of this AGM. NQPC and SQPC elections will be held in 2023, with NSWPC, VTPC, NTPC to occur in 2024

A vote of thanks went to Jules McConnel for her work in coaching and development of the sport.

10. CLOSE MEETING

There being no more matters, the Chair closed the meeting at 2.33pm.