**Minutes of HGAWA Committee Meeting held at Peters Bungalow, Bayswater 25th June 2013**

Meeting Commenced 7:00pm

Present Committee: Greg Lowry, Peter South, Richard Breyley, Chris Bennett, Rick Williams

Apologies: Mike Duffy

Guests: Andrew Talmage, Sun Nickerson

1. **Minutes from last meetings:** Minutes from the last committee meeting held May 9th 2013 were accepted. Moved by Richard seconded by Rick.
2. **Correspondence In:**

* 2 Bank statements, were forwarded to Greg.
* Letter from the DSR asking us to review and sign the grant agreement. P.S. and G.L. will visit the DSR in person.
* Invoice for Sandpatch $975.
* Letter offering sports insurance.
* Letter from the Shadow Minister for Sport and Recreation.

1. **Actions Items Previous Minutes:**

Greg L: Invest $40,000 at the best available rate for any period up to 12 months. **ING had the best rate but also a number of clauses. G.L to now invest $30,000 and hold back $10,000 for contingency. G.L. to check other options at the CBA and ANZ. G.L. and P.S. to action.**

Peter S: Prepare reminder about the site conditions for Mosman.

Call next HGAWA meeting in June to meet our constitution requirements. **Done.**

Call the HGAWA friendly meeting for the middle Saturday in July at Greg’s. **G.L. will be away. The friendly meeting can either be combined with Lou’s 80th and a farewell fro Grant at Lou’s or with the AGM.**

Write a letter authorizing Greg to open a fixed term deposit and withdraw the $40,000 from the check account. **Not now necessary.**

Look for a Warnbro site agreement. **RB to contact Dave Williams.**

Rick W: Provide info on Sports Federation membership.

Mike D: Approach Ashley about purchasing an access corridor or easement through his property to launch. 1 more phone call.

Barry and Peter: Letter to Ashley.

Rod M: Talk to Sun about a letter from CASA giving us VHF exemption at Sand Patch, Serpentine and Geraldton sites.

G.L. & M.D: Get the ball rolling on a new ramp for Shelleys. **Talked to Simon, had meeting with the DEC and the DEC gave tacit approval for a site maintenance program. Need to send an email to Simon Shuttleworth stating that HGAWA needs approval on the design criteria and tender process.**

Richard B: Contact Drew, see if he is interested in updating the website. **Done.**

Check through the secretaries records for Warnbro or Cott site agreements. **None to be found. RB to contact Dave Williams.**

1. **Finance:**

* We received a $642 check from Austal Ships as well as $642 in cash to help with Grants farewell.

1. **Safety**

* Grants accident. P.S. to attach the safety investigation.
* VHF Radios, there are dedicated frequencies available for HGFA communications. We are uncertain as yet what they are.
* VHF endorsements. We need to organize training for club SSO’s so they in turn can train all pilots.

1. **Website**

* We went over Drew’s website. The board was happy with Drew’s framework and after a long discussion we made numerous recommendations including: a membership update page; a site guide; site guideline (leave no trace) and a document register.

1. **Other Business**

* Bunbury lease agreement has been signed by Sun and Peter South.
* SMS. Safety Management Systems are coming, this is a major re-run of the old system which did not exist. It will include a safety agreement to be signed by pilots on membership renewal. It will also include the responsibilities of pilots. A draft copy of the SMS to be circulated to the committee for comment.

**Meeting Closed**

**Actions:**

Greg L: Invest $30,000 at the best available rate for any period up to 12 months.

Email Simon Shuttleworth about HGAWA requirements to approve the ramp design, budget and quotes for funding for the ramp at Shelley’s.

Peter S: Prepare reminder about the site conditions for Mosman.

Greg L. and Peter S.: Meet with the DSR over the funding agreement.

Rick W: Provide info on Sports Federation membership.

Mike D: Approach Ashley about purchasing an access corridor or easement through his property to launch. 1 more phone call.

Barry and Peter: Letter to Ashley.

Rod M: Talk to Sun about a letter from CASA giving us VHF exemption at Sand Patch, Serpentine and Geraldton sites.

Richard B: Contact Dave Williams to see if he has the Warnbro site agreement.

Circulate Drew’s contact details to the board.