

North Eastern Victorian Hang Gliding Club

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1 Projects

1.1 Projects in progress

#	Date	Description	Owner	Strategy	Status & Comments
P040929-01010		Mystic road, lower section Road becomes worn and very rough very quickly. The road is not managed by Hancocks thus not the direct responsibility of the NEVHGC.	VW	Identify and contact road managers and negotiate a maintenance schedule, The NEVHGC are aware of their responsibility in helping to maintain the road and would like to formalise the maintenance arrangements. NEVHGC willing to coordinate and contribute to cost of work	<p>1/9/04 PH to speak with Alpine Shire requesting upkeep</p> <p>4/9/04 DSE, not Alpine Shire are responsible for the road, PH to speak with DSE</p> <p>26/10/04 PH spoke with Neil Wilson, DSE. Awaiting a response</p> <p>1/12 PH phoned Neil again today, still waiting for a response</p> <p>11/1 verbal permission received from Neil, DSE</p> <p>PH to determine best method of maintaining road</p> <p>15/2 \$3,000 quote from Michael O'Brien</p> <p>PH Written permission to be sought from Shire</p> <p>10/4 Permission received from Alpine Shire, warning given about liability insurance</p> <p>18/5 Alpine Shire are responsible for the lower road from Huggins lookout down to Mystic Lane tarmac. Concern with liability if we maintain the road. VW to discuss with PH and take up with Shire</p> <p>23/6 VW to phone Michael O'Brien re exactly what will be done</p> <p>28/07 VW Road graded on a regular basis 2 –3 time yearly. Worst part is first straight. Suggested to apply road base (\$5000.00) club to decide.</p> <p>Approach Peter and Ilsa – to co-ordinate road maintenance (sub committee)</p> <p>1/9 Ongoing</p>

#	Date	Description	Owner	Strategy	Status & Comments
					<p>10/18 BW to discuss with VW and find out what the \$5,000 would cover</p> <p>31/11 \$5,000 was a vague figure to suggest that material and base would have to be brought in.</p> <p>BW to engage Stadelmans to give us a quotes on: Repairing the existing road and to get recommendations on long (10 year) term preparation of the road</p>
P040929-07010		Mystic site acquisition	JR	Secure lease on existing launch and LZ to entitle club to sole use	<p>8/12 Hancocks intend to give existing land to the club via DSE. Joe Rainczuk and PH to pursue formal agreement with Hancocks and DSE for a lease on the land</p> <p>11/1 Ongoing</p> <p>15/2 Corporate participants are bonding, progressing</p> <p>7/3 Letter received from Hancocks outlining schedule to move land tenure to DSE. JR to progress</p> <p>31/3 Meeting with Hancocks to review boundaries of land, BW, Rod Harris and 2 representatives from Hancocks.</p> <p>10/4 Plans received from Hancocks detailing boundaries. Format of coordinates queried with JR</p> <p>19/5 BW and JR have driven the boundaries of the launch and LZ then sent the tracklogs to Hancocks surveyor. Awaiting response from Hancocks</p> <p>23/06 Ongoing via BW and JR</p> <p>28/07 Ongoing</p> <p>1/9 Hancocks have signed off, awaiting documentation to be forwarded via JR to DSE</p> <p>18/10 Letter received for DSE</p> <p>30/11 Another letter rec'd from DSE requesting</p>

# Date	Description	Owner	Strategy	Status & Comments
				a meeting. KT to discuss with JR. KT to get a briefing from JR on current stage of negotiations for the landing paddock and launch area
P040929-14010	PWC 1998 funds Funds surplus from 1998 PWC accumulating interest in the bank Use the funds to develop an annual major Bright based open competition. NEVHGC do not want to run another PWC for the next 5 years	BW	Contact PWCA to seek release from running a further PWC in the next 5 years Develop an annual open competition to offering significant prize money for 3 top open places \$3,000, \$2,000, \$1,000 Use competition to: Attract top international pilots to help develop local competition pilot skills	29/9 BW Contact PWC Association to seek their release from using the funds to hold another PWC in Bright 1/12 Email received from Martin Scheel acknowledging cost of PWC. No formal response from PWC Association BW to get PWC committee list to confirm if Martin is a member. BW to canvass PWC fund distribution with David Mills, signatory. 8/12 BW emailed David Mills 8/12 Martin is a PWCA committee member 1/11 David Mills willing to put PWC fund towards 321 competition KT to approve and prepare a deed then funds can be transferred 15/2 KT to write deed. Committee approves 321 concept 7/3 Ongoing KT 19/5 Ongoing KT 23/06 KT Deed of Gift complete, accepted by all giftors 28/07 To be ratified by Club, Isla to co-ordinate transfer 01/09 Ongoing (IC away) KT to send deed to IC for ratification 18/10 Payment of \$18,000 to be made once deed is ratified 30/11 Awaiting ratification. KT to get a signature from DM

# Date	Description	Owner	Strategy	Status & Comments
P041025-07010	Membership form Manual of Procedure	KT	Create procedure for web site	26/10 KT to create procedure and arrange for it to be published on the web KT to prepare list by 14/12
P050215-06020	Club liability – Schools	KT	Review and apply HGFA recommendations	11/01 KT has completed procedure for competition stickers, still awaiting completion of procedure for the other stickers.
P050215-06030	Club liability – Tandems	KT	Include waiver to membership form and website memberships	15/2 On going 7/3 Ongoing 19/4 Ongoing 19/5 Ongoing 23/6 KT Ongoing in light of last week's resolutions 28/07 KT Membership manual ready to go to committee for ratification. 01/09 Ongoing 18/10 Ongoing 30/11 Draft issued for scrutiny
P041201-10010	Airspace changes	GW	Advise membership of changes	1/12 RM to advise members of the changes by email, club meeting and web site 6/12 BW spoke about height restrictions at the club meeting 1/11 RM to include in next newsletter 15/2 RM to clarify which newsletter 7/3 RM to publish on website and newsletter 19/4 Ongoing 19/5 GW to publish on website and include in next newsletter 23/5 KT to talk to GW re copyright issues 28/07 KT & GW ongoing 01/09 Ongoing 18/10 ST to advise GW of web address for CASA where airspace details are kept. This is to be applied to the NEVHGC website 30/11 Ongoing

# Date	Description	Owner	Strategy	Status & Comments
P050111-04010	Additional wind indicators for Mystic LZ	IC	Identify appropriate and durable wind indicators	<p>1/11 PH to build ski pole wind indicators for Emu and see if they would be suitable for Mystic</p> <p>15/2 Done</p> <p>CM to get additional poles for 10 more indicators</p> <p>7/3 Ongoing</p> <p>19/4 Ongoing</p> <p>19/5 IC to follow up</p> <p>23/6 IC Ongoing</p> <p>28/07 Ongoing</p> <p>01/09 Ongoing with IC</p> <p>18/10 IC to speak with PH and confirm type of ski poles required</p> <p>30/11 SM is arranging poles</p>
P050215-03010	Club First Aid Course	IC	Organise a cost effective and relevant course for members to coincide with the club AGM	<p>7/3 2 day course proposed, 1 day course preferred. IC to investigate</p> <p>19/4 Proposal received from Sheila.</p> <p>RM Newsletter to ask members if they want a lvl 1 or lvl 2</p> <p>19/5 IC to follow up with GW</p> <p>23/6 IC Info sent to GW for newsletter to get feedback re what course should provide</p> <p>28/07 Ongoing</p> <p>01/09 GW to include in next newsletter</p> <p>18/10 Ongoing</p> <p>30/11 Ongoing</p>

# Date	Description	Owner	Strategy	Status & Comments
P050215-06010	Club liability – Signage	HM	Evolve signage to minimise liability	<p>7/3 PG to raise with HGFA recommendations for wording on signage for Buffalo / Emu / Mystic / Tawonga</p> <p>19/4 Awaiting reply from HGFA</p> <p>19/5 Draft signage recd from HGFA. HM and VW to progress recommended wording and signage positioning for all sites. Recommended all signs contain ASL and AGL and refer pilots to be aware of airspace restrictions</p> <p>28/07 Ongoing</p> <p>01/09 Draft signage presented by HM, accepted by committee. BW to progress producing signs</p> <p>18/10 KT recommends minimum font size of 24 and metal signs. BW to resize drafts accordingly</p> <p>30/11 Quote req'd for sign, not including poles or mounting. Committee has given go ahead. BW to order</p>
P050215-06040	Club liability – Membership waivers	ST	Include waiver to membership form and website memberships	<p>7/3 PH to source draft of waiver from HGFA and refer to club solicitor. Waiver text to be added to membership form. RM to update website to impose recognition of waiver process during web registrations</p> <p>19/4 PH to email HGFA for waiver template</p> <p>19/5 ST to progress draft waiver with HGFA</p> <p>GW to work with ST to include waiver on online registration page</p> <p>23/6 ST Awaiting waiver</p> <p>28/07 Ongoing</p> <p>01/09 ST to chase for HGFA template</p> <p>18/10 Ongoing</p> <p>30/11 HGFA are intending to incorporate waiver into the HGFA constitution. This will require a referendum. They are working towards it</p>

# Date	Description	Owner	Strategy	Status & Comments
P050215-06060	Club liability – Launch	IC	Define launch areas, avoid wind indicators	<p>7/3 Further discuss to understand better the risks on launch for pilots and public. Examine suggestion of witches hats defining launch areas</p> <p>19/4 IC to source witches hats from Shire</p> <p>IC to discuss recommended launch boundaries with school</p> <p>19/5 IC to progress with Ted Jenkins</p> <p>23/6 IC Ongoing</p> <p>28/07 Ongoing</p> <p>01/09 Witches hats not suitable, paint may be better, IC to progress</p> <p>18/10 IC and ST to work towards painting a lunch area. CB to get aerial photos to help define launch area</p> <p>30/11 ongoing</p>
P050309-04010	Second key for Emu WS required	IC	Copy key for safekeeping	<p>19/4 Ongoing</p> <p>19-5 IC to contact David Russell</p> <p>23/5 Ongoing</p> <p>28/07 Ongoing</p> <p>01/09 IC to contact DR</p> <p>18/10 Ongoing</p> <p>30/11 BW to contact DR</p>
P050309-09010	Equipment required to help scoring competitions	BW	Source 4 port serial / USB hub	<p>7/3 BW contact Geoff Wong to collaborate on similar Sky High project</p> <p>19/4 Ongoing, price circa \$120</p> <p>19-5 GW to source hub</p> <p>23/5 GW Ongoing</p> <p>28/07 Ongoing</p> <p>01/09 BW to enquire with GW, emailed 3/9</p> <p>18/10 Ongoing</p> <p>30/11 GW trialling using multiple usb / serial cables</p>

# Date	Description	Owner	Strategy	Status & Comments
P050309-10010	Speed limit to high on Mystic road	BW	Request speed limit be dropped to 40kmh	<p>19/4 Letter written to Vic Roads from Alpine Shire on 19/3</p> <p>19/5 BW to progress, 40kph to be recommended</p> <p>23/6 Ongoing</p> <p>28/07 Ongoing</p> <p>01/09 Ongoing</p> <p>18/10 Shire has been written to, awaiting outcome</p> <p>30/11 Shire has responded, Vic Roads will not drop the speed limit, the Shire are considering posting warning signs</p> <p>30/11 Brad Dinsdale from Alpine Shire is examining the issue</p>
P050519-02010	Additional school requires review of charging policy for commercial operators	KT	Determine transparent basis for charging all commercial operations	<p>19/5 KT to review at June 05 committee meeting</p> <p>23/5 KT Nearly completed draft M of U covers this</p> <p>28/07 Ongoing</p> <p>01/09 Ongoing</p> <p>18/10 Ongoing</p> <p>30/11 Ongoing</p>
P050519-05010	Constitution questions Copying register entries Enforcing fines Natural persons What are they Proxy voting Not allowed in the Constitution	HM	Refer questions to movers of original document	<p>19/5 HM to ask Craig Collins to comment on these items</p> <p>23/6 IC to check various versions of constitution</p> <p>1/9 Ongoing</p> <p>18/10 Ongoing</p> <p>30/11 IC as examined constitution on the website and the laptop and can find no significant differences. KT to discuss with KT senior to source Constitution that KT and CC developed</p>

# Date	Description	Owner	Strategy	Status & Comments
P050519-07010	Mt Emu 2 launch requires substantial work	BW	Identify best method for clearing	28/07 Ongoing 01/09 Ongoing 18/10 Engage site contractor 30/11 HM and Steve Thompson to review Emu 2 site to identify appropriate work to enable HG launching. Site designated HG only
P050519-08010	Include HG in Bright 12 Routes	BW	Update website	19/5 GW to liaise with HM to update website to include various HG classes 23/5 GW Ongoing 01/09 Ongoing 18/10 BW to do 30/11 GW requested to update site
P050901-01010	AFFF	CB/VW	Identify insurance requirements for fund raising / public day	1/9 VW reports that the HGFA policy will cover the day provided that we conduct the event as a CASA airshow. VW to determine what is required for a CASA airshow 18/10 CASA will not allow and airshow. VW to request HGFA apply to CASA for an exemption 30/11 Still awaiting letter from CASA
P051018-03010	Sites require a manager to upkeep and organise works	BW	Prepare list of requirements and appoint a site officer	BW 18/10 30/11 Steve Thompson has reviewed the sites, report submitted. Various works to be done. See new actions
P051018-04010	HG rigging are on Mystic, Some HG rigging up on launch area. Potential safety issue for PG launching	ST	Paint launch areas on matting at launch. Draw diagram and publish on website and membership form	18/10 CB to get aerial picture of launch to define rigging areas ST to create drawing and publish on membership form then send to GW for publishing on website 30/11 ST has included written description for next newsletter. ST decided not to provide a drawing for website

# Date	Description	Owner	Strategy	Status & Comments
P051018-05010	PayPal	IC	PayPal email address should be treasurers alias	18/10 IC to update PayPal when email alias is available 30/11 New email address Treasurer@nevhgc.net
P051018-08010	Mystic Park Project Letters of Support	CB	Acknowledgments of letters to be sent to authors once Council have ratified the project	18/10 CB 30/11 Written and given to ST to post
P051130-01010	Weather Stations off line	BW	Pines and Mt Emu WS not working	30/11 BW to arrange for stations to be sent to DR. Mick Renshaw will pick up the Pines and Mt Emu WS
P051130-02010	Site works - Mt Emu 1	HM	Grade first 200m of access road,	30/11 HM to arrange with Barry Kotteril
P051130-03010	Site works – Tawonga	HM	Repair access road	30/11 HM to discuss with Neil from DSE
P051130-04010	Site works – Pines	BW	Launch needs ferns cut back	30/11 Ted Jenkins has agreed to manage ferns, NEVHGC to cover cost of spray equipment
P051130-05010	Site works – Pines	BW	Access road	30/11 BW to discuss access road issues with schools
P051130-06010	Site works – Mystic	BW	Emily spur washed out	30/11 BW to discuss with Steve Thompson
P051130-07010	Site works – Mystic	BW	Huggins road section needs grading	30/11 BW to discuss with Steve Thompson
P051130-08010	Site works – Mystic	BW	Lower road needs maintenance	30/11 BW to discuss with Steve Thompson

# Date	Description	Owner	Strategy	Status & Comments
P051130-08010	Site works – Mystic Maintenance of Mystic road	PH	Wattle poisoning beside culverts and table drains	<p>PH to write instructions</p> <p>7/3 Ongoing</p> <p>19/4 Ongoing</p> <p>19/5 KT to consider absorbing these into the procedures manual</p> <p>23/5 VW Culvert map + liaison with Paul H</p> <p>28/07 Ongoing – Integrate with road maintenance</p> <p>01/09 Mystic Flight Park infrastructure, to be moved to Mystic Flight Park Project document</p> <p>30/11 Back to general report</p> <p>BW to discuss with Steve Thompson</p>
P051130-09010	Mystic Road – 10 year plan	BW	<p>Identify economic solution to keep the access road in a usable condition</p> <p>Develop 2 plans:</p> <ol style="list-style-type: none"> 1) Fully prepare road 2) Ongoing maintenance only 	<p>30/11 BW to identify suitable resource to advise on strategies such as: Is tarmacing a prime solution. Should we tarmac from Mystic Lane to Huggins lookout or up to Launch. Seal / concrete specific high maintenance areas</p> <p>BW has contacted Ian Rassmussen ph. 0429 383 039,a consultant to determine a consultancy fee and quotation for service</p> <p>IC to identify historic costs of road maintenance</p>
P051130-09010	Mystic membership check	BW	<p>Coordinate checks over Christmas Gate on Mystic launch to be staffed by 2 committee members or delegates.</p> <p>Staff to be able to issue NEVHGC and HGFA memberships, accept money and give change. Current HGFA and NEVHGC membership list to be provided to checkers to clarify membership status</p>	<p>30/11 BW and VW</p> <p>Check day not to clash with any comps on Mystic</p>

# Date	Description	Owner	Strategy	Status & Comments
P051130-10010	John Langmdeade's daughter seeking to learn to fly PG	BW	Club should offer to subsidise schooling costs in recognition of services from John. Identify cost of subsidy	30/11 BW to discuss with FGungl
P051130-11010	NEVHGC website needs updating with current membership list	ST	Send update to GW for publishing	30/11 ST to send to GW
P051130-12010	Land owner recognition	CB	Order Christmas hampers from Food Wine and Friends Aerial photography	30/11 CB to order 7 hampers, 5 to be given to HM for delivery in the Kiewa, 2 to BW for delivery in the Ovens ST to issue \$100 chq for Mt Beauty Airstrip BW has looked after Bev Fraser (Harrietville LZ) with computer work BW to print and frame 2 aerial pictures for Alan Mull BW to take aerial picture, print and frame of Smoke Big Shed
P051130-13010	Commercial operations at Mystic require approval but operators are not aware of this	KT	Update website with information for operators	30/11 GW to add an Operators link to the website
P051130-14010	Instructor working without club SO appointment	KT	Request instructor submits paperwork	30/11 KT to request FGungl to submit required SO application
P051130-15010	Club fund raiser requires toilets	CB	Engage contractor to handle toilet delivery and removal	30/11 CB to discuss with Steve Thompson
P051130-16010	Club meeting required	KT	Coincide with Mystic Cup on 17 Dec, venue Outdoor Inn	30/11 KT to organise a band
P051130-17010	Letter from DSE regarding Mystic land to be sent to JR	KT	Copy and email	30/11 KT
P051130-18010	Autumn Festival invitation to parade received			

1.2 Mystic Flight Park Projects

# Date	Description	Owner	Strategy	Status & Comments
P050215-07010	Mystic LZ toilet	VW	Establish funding Identify location Determine maintenance plan	PH to identify location 7/3 Recommendation to position toilet at north end of LZ 19/4 PH met with Paul Bond. PB requests planning application, recommends water is available. PH to identify water availability 19/5 VW to discuss with PH and Alpine Shire 23/5 VW Integrated into Infrastructure project 01/09 Mystic Flight Park infrastructure, to be moved to Mystic Flight Park Project document
P050309-03010	Labelling of sections of Mystic access road	KT	Publish naming conventions for labelling Mystic access road	19/4 KT Ongoing 19/5 KT Ongoing 23/5 KT to remit sign conventions to GW 28/07 KT Done – signs need to be built – include in infrastructure? 01/09 Mystic Flight Park infrastructure, to be moved to Mystic Flight Park Project document 18/10 KT to email out proposed names 30/11 Ongoing
P050309-07010	Shelters on Mystic launch and LZ	VW	Source and erect shelters	7/3 RM to contact Ian Nicholls 19/4 Shelters no longer available. Ian Nicholls may have some materials available. PH to speak with IN 19-5 VW to progress with PH and Alpine Shire 23/5 VW Ongoing 28/07 Ongoing Include in infrastructure 01/09 Mystic Flight Park infrastructure, to be moved to Mystic Flight Park Project document 30/11 PH has supplied tentative quote of \$4,600

# Date	Description	Owner	Strategy	Status & Comments
P050509-05010	Provide permanent maps and task boards on Mystic launch to aid competitions	BW	Source weather proof housing	<p>7/3 Ian Nichols may have some shelters</p> <p>19/4 Shelters no longer available. Ian Nicholls may have some materials available.</p> <p>PH to speak with IN</p> <p>19/4 Put on hold, awaiting construction of shelters see P050309-07010</p> <p>23/5 VW Into Infrastructure, no more materials available.</p> <p>1/9 Mystic Flight Park infrastructure, to be moved to Mystic Flight Park Project document</p> <p>30/11 Quote from PH, \$290</p>

1.3 Projects on hold

# Date	Description	Owner	Strategy	Status & Comments
P050309-12010	Potential for accidents with downhill bikes on the Emily spur	BW	Request Hancocks to bar the Emily steep spur access track	<p>9/4 BW to discuss with Hancocks. Waiting until land negotiations are more complete</p> <p>23/6 BW Ongoing</p> <p>28/07 VW to get informal council advice re best option</p> <p>01/09 Ongoing</p> <p>18/10 Shire confirm that it Hancocks are the point of contact</p> <p>30/11 Issue held until land negotiations with Hancocks are completed</p>

1.4 Projects completed at last committee meeting– see Completed Projects document for archived list

# Date	Description	Owner	Strategy	Status & Comments
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# Date	Description	Owner	Strategy	Status & Comments
C050215-06020	Club liability – Schools	KT	Review and apply HGFA recommendations	7/3 KT to discuss with CFI's of all schools to progress the adoption of the HGFA recommendations 19/4 KT Ongoing 19/5 KT Ongoing 23/6 KT Contract nearing completion deal with this, ongoing 28/07 Ongoing 01/09 Ongoing 18/10 Ongoing 30/11 Merged with P041025-07010 CLOSED
C050215-06030	Club liability – Tandems	KT	Review and apply HGFA recommendations. Add to signage that all passengers (including non commercial) should be HGFA members	19/4 KT Ongoing 19/5 KT Ongoing 23/6 KT Ongoing 28/07 Ongoing – Club membership for passengers (temporary?) 01/09 Ongoing – to be included in membership policy 18/10 Ongoing 30/11 Merged with P041025-07010 CLOSED
C050309-10010	Weather station UHF radio conflict	BW	Identify source of conflict and recommend resolution	19/4 DR investigating 19-5 Ongoing BW emailed David Russell 23/5 DR Ongoing (DR away) 28/07 DR back, KT to contact 01/09 Ongoing 18/10 Ongoing 30/11 Only one weather station operational so no conflicts CLOSED

Project Status Report

Prepared by: Brian Webb

Group: NEVHGC

Date:

30/11/05

# Date	Description	Owner	Strategy	Status & Comments
C050901-02010	Mystic Spot required renewal	IC	Determine where original spot was made. Cost replacement. Seek sponsors	1/9 IC to determine where the spot was made, speak with Ted Jenkins. CB to investigate design of replacement spot and source potential sponsorship 18/10 BW Existing spot to be removed Grass spot to be mowed in same area CB to source alternate spot that is to be used only when when required 30/11 Done
C051018-01010	Accident Report from Jason Epps	KT	SSO to review and pass on to	18/10 KT 30/11 Received CLOSED
C051018-02010	SO applications	BW	Process paperwork and pass on to HGFA	BW 18/10 Done CLOSED
C051018-06010	NEVHGC domain	GW	Secure separate domain for NEVHGC website and set up aliases for club official email addresses	18/10 GW 30/11 NEVHGC.NET CLOSED
C051018-07010	Vic Spring HG comp	KT	No request for comp received from Steve Norman, organiser	18/10 KT to contact Steve Norman 30/11 Vic spring comp not run this year CLOSED
C051018-09010	Mystic Park Project HGFA funding	VW	Discuss funding opportunities with HGFA	18/10 VW 30/11 HGFA have no funding opportunities CLOSED
C051018-10010	Sport Info signage for Mystic	CB	The Stanwell Park signage is an excellent model for Mystic. Can we use it	18/10 CB discuss with Stanwell Park Club 30/11 VW has incorporated into the Mystic Project proposal CLOSED

Project Status Report

Prepared by: Brian Webb

Group: NEVHGC

Date:

30/11/05

# Date	Description	Owner	Strategy	Status & Comments
C051018-11010	Mystic Membership checks	BW	Coordinate membership check for the Mlb Cup long weekend. Ask Norma / Horst to assist Gate on Mystic launch to be staffed by 2 committee members or delegates. Staff to be able to issue NEVHGC and HGFA memberships, accept money and give change. Current HGFA and NEVHGC membership list to be provided to checkers to clarify membership status	18/10 ST 30/11 Done Next check is over Christmas. BW and VW to conduct. Not to clash with comps CLOSED
C051018-12010	Licence upgrades	BW	Upgrade opportunities to be provided	18/10 BW 30/11 Sky High declined upgrades for NTVO To be offered over Easter Fly In

2 Ideas

Action	Description	Owner	Status & Comments
I03010	Grass Mystic launch area	PH	
I06010	Catalina club house on Mystic LZ	BW	
I07010	Children's playground beside Mystic LZ	BW	
I08010	Picnic tables on Mystic launch	BW	
I09010	Grass Mystic LZ to reduce thermal activity	BW	Not feasible currently

3 Periodical Tasks

Task	Last	Next	Frequency	Comments
Membership checks	NTVY 05	Christmas	On demand	Gate on Mystic launch to be staffed by 2 committee members or delegates. Staff to be able to issue NEVHGC and HGFA memberships, accept money and give change. Current HGFA and NEVHGC membership list to be provided to checkers to clarify membership status Melbourne Cup long weekend, Christmas. Anzac Day Easter
Newsletter	1/5/05	10/12/05	Before each club meeting	Preceding club meetings
Club meetings	9/4/05	17/12/05		Coincide with Mystic Cup events
Committee meetings	18/10/05	19/1/06		17:30 at HM
Review costing, income and expenditure		?	Annually	
Licence upgrades	23/10/04	Easter 06	Annually	Intermediate and Advanced licence upgrades for club members
Annual statement to Dept of Justice	1/2/05	20/5/05	Annually	Submit financial statement to Department of Justice

Task	Last	Next	Frequency	Comments
Swing n fling	09/05	Winter 06	Annually	Feedback from last year, very successful Add more structure, Instructional as well as an experience Learn how to deploy, redeploy and repack Video proceedings for review 9/10/04 – 22 threw reserves, 3 failures – did not exit clear containers
Safety Officer Seminar	17/0/05	Winter 06	Annually	KT to organise in conjunction with SwingNFling
Mowing, Mystic LZ	17/3	25/11/05	On demand	Ponty Mills
Launch maintenance, Mystic	22/9		Start of season	
Launch maintenance, Emu 1 /2	?	?	Start of Season	
Launch maintenance, Tawonga	?	?	Start of Season	
Access road maintenance		May	6 monthly	Wattle poisoning beside culverts and table drains
Winds socks		May	6 monthly	
Styles on LZ's		Sep	Annually	
AGM	7/5/05	?	Annually	
Invoice Alpine Paragliding	Feb 05	Dec 05	Annually	\$1,200
Invoice Fred Gunzl, Active flight		Dec 05	Annually	\$600
Mystic launch toilet	Feb 05	Dec 05	Annually	Change computer fan
Mystic launch toilet	Feb 05	May 05	Quarterly	Wood shavings
Publish accounts	July 05	July	Yearly	Within 2 weeks of EOF financial year
Mystic lower road maintenance	Oct 04	Oct 05	Yearly	
NEVHGC membership renewals	Jun 05	Jun 06	Yearly	

4 Competitions and Events

4.1 Calendar

Event	Date	Days	Director	Accepted	Comments
Bogong Cup 2006	7-14 Jan	8	Heather Mull	18/10/05	
Bright Open 2006	11-18 Feb	8	Adam Neinkemper	18/10/05	
Mystic Cup	19/11, 3/12, 17/12, 7/1, 21/1, 25/2, 18/3, 1/4	2 each	Geoff Guest / committee	18/10/05	
Not The Vic Open	30/10	4	Sky High	18/10/05	
Western Hang gliding		4	Steve Norman		Awaiting tender
Easter Fly in		4	Sky High, Simon Taylor		Awaiting tender
AFFF	30/12-3/1 2006	4	Carol Binder		Awaiting tender
Asian Pacific PG Cat 1	Feb 2008		Brian Webb		Awaiting tender

4.2 Equipment inventory

Description	Quantity	Comments	Keeper
Clip boards	3		KT
Clocks	2	Quartz	KT
First Aid Kit	1	Complete, to be kept complete by competition organisers	KT
Goal line elements (orange plastic)	2		KT
Goal line elements (white polythene)	2		KT
Goal line posts	2		
Goal line ropes	6		KT
Hammer	1		KT
Pin boards	5	Melamine, various sizes	KT
Ring binders	2		KT
Task board	1		KT
Tent pegs	15		KT
Turnpoint photos in folder	1		KT
Wind pennants, NOVA	2		KT
PWC boards	6	High quality pin boards	BW
Laminated task maps, Bright, Pines	2		BW
Permanent markers, whiteboard markers, alcohol	5		KT

Maps, Bright, Pines, No landing areas (A0)	3		BW
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5 Budget

#	Description	Owner	Total value	Spent to date	Status and Comment
B001010	Mystic maintenance Excluding lower road managed by DSE	PH			
B002010	Mt Emu 1 maintenance				
B002020	Mt Emu 2 maintenance				
B002030	Tawonga maintenance				
B002040	Pines maintenance				
B003010	Site land owner recognition		\$1,000		
B004010	Weather station maintenance, Mystic				
B004020	Weather station maintenance, Buckland				
B004030	Weather station maintenance, Emu				
B004040	Weather station maintenance, Buffalo				

6 Sites

6.1 Site details

Site	Launch owner	Landing owner	Representative	Access		Incentives	Last delivered
Mystic Bowl	Hancocks, Ron Harper	Hancocks, Ron Harper	Paul Harrison	2WD, good			On going
Mt Emu 1	Neil.wilson@nre.vic.gov.au 03 57 311 236	Steve n Cathy Baird 03 57544849	Heather Mull 03 57544395 0437 134573	2WD, rough		Groceries \$63.02	20/12/04, Heather Mull 5/05 Framed aerial photos
Mt Emu 1	Neil.wilson@nre.vic.gov.au 03 57 311 236	Ian Roper 03 5754 4486 0417 218 149	Heather Mull	2WD, rough		Scotch, Grants \$68.95	20/12/04, Heather Mull
Mt Emu 1	Neil.wilson@nre.vic.gov.au 03 57 311 236	Mt Beauty Airport Committee	Heather Mull	2WD, rough		\$100 donation	
Mt Emu 2	Neil.wilson@nre.vic.gov.au 03 57 311 236	Peter Gaston	Heather Mull	4WD, good		?	Extensive work on access road and launch
Tawonga	Neil.wilson@nre.vic.gov.au 03 57 311 236	Tony Iarias	Heather Mull	2WD, poor		\$71.46	20/12/04, Heather Mull
Tawonga	Neil.wilson@nre.vic.gov.au 03 57 311 236	Tony Iarias	Heather Mull	2WD, poor		\$32.98	20/12/04, Heather Mull 5/05 Aerial photos
Pines	Eldo	Eldo	Dave Harris 03 5727 3224	2WD, rough		Hamper	?
Buffalo	Parks Vic	Burrs, Ros Greenhill 03 57276302 H – leased to Dalbosko's Porepunkah airstrip		2WD, good			
Gundowring	Peter Ford,	Peter Ford,	Brian Webb,	N/A			Private site – CLOSED

Site	Launch owner	Landing owner	Representative	Access		Incentives	Last delivered
	0417 246925	0417 246925	0417 530972				
Mt Beauty Airstrip	Airport committee		Heather Mull	2WD, good		\$100 donation	Mailed, 20/12/04
Porepukah Airstrip				2WD, good			
Milawa airstrip							
Wangaratta airstrip							

6.2 Site management

Site	Work done	Work required	Issues
Mystic Bowl		On going	
Mt Emu 1	2003/4 – Grader along whole access road \$3,000 13/12/04 – Road graded	26/10/04 Grader along lower road up to where track crossed powerlines 30/11/05 Grading of first 200m Signage to launch	26/10/04 Baird's bottom landing closed for hay 8/12/04 Baird's paddock open
Mt Emu 2	1/11/04 Road graded	8/12/04 Road grading from Emu 1 to Emu 2 8/12/04 Launch working bee required 30/11/05 4WD only sign to be posted at Emu 1 road to Emu 2	
Tawonga	10/11/05 David Smiley did some launch clearing	30/11/05 Access road needs grading and fixing. Launch needs clearing to allow HG competition access	
Pines		Fair condition, Alpine Paragliding maintain	30/11/05 Access road through Pines is private ownership. Following consultation with the 2 local schools the Committee as agreed that no machine work should be done to the road in case it jeopardises our access. Site is now deemed 4WD

7 Keys

7.1 Register

Purpose	Holders
Hancocks fire trail barriers	Alpine Paragliding (3), Outdoor Inn (1)
Wandi straight speed sign	Outdoor Inn (1), ST (1)
Mystic LZ windsock	Alpine Paragliding (1), IC (2)
Mystic weather station pole	Combination 123
Club barrier to last straight to Mystic LZ	Not locked
Mt Emu weather station pole	David Russell (1)
PO Box	IC (2) BW (1)

8 Media topics

8.1 Newsletter

Potential topics	Published
Airspace changes	
On line membership available	
Swing n'Fling feedback	
Pilot profile	
Mew membership structure	
Feedback from membership forms	

8.1 Web site

Potential topics	Published
Airspace changes	
No landing areas, detailed maps	
Swing n'Fling feedback	
Pilot profiles, accumulating	

Potential topics	Published
History of club	
Track logs to sites	
Mobile weather station	
Projects in hand	
Mystic land acquisition	
Mystic Web cam	
Mystic LZ fence	
Mystic LZ toilet	
Mystic WS data to internet	
Competition dates page	

9 Weather Stations

9.1 Register

Site	Model	Type	Power	Last maintained	Tone access
Mystic		UHF 21	Solar, battery type?		
Mt Buffalo		UHF 21	Mains		
Pines		UHF 21, GSM	Solar, battery type		
Mt Emu		UHF 21, GSM	Solar, battery type	7/3/05	

10 Safety Officers register

Title	Name	Appointed	Renewal	Discipline	Sites
Senior SO	Brian Webb			HG /PG	Buffalo, Emu, Mystic, Pines, Tawonga
Senior SO	Karl Texler			PG	Buffalo, Emu, Mystic, Pines, Tawonga
SO	Barbara Scott			PG	Mystic
SO	Brett Robinson			PG	Emu, Mystic, Pines
SO	Carolyn Dennis			PG	Mystic
SO	Fred Gungl			PG	Buffalo, Emu, Mystic, Pines, Tawonga

Title	Name	Appointed	Renewal	Discipline	Sites
SO	Jason Turner			PG	Mystic, Pines
SO	Steve Thompson			PG	Mystic, Pines
SO	Ted Jenkins			PG	Buffalo, Emu, Mystic, Pines, Tawonga

11 Equipment Inventory

Description	Quantity	Comments	Keeper
Edging trimmer	1		?
Saw	1		?
Pickaxe	1		?
?			