

MINUTES OF IFALDA BOARD MEETING
HELD ON 22 FEBRUARY 2003, ATLANTA

Present:	Allan Rossmore	President
	Aidan Fox	VP East
	Adrian Sandziuk	VP West
	Kathy Warner	VP Admin
	Rick Ketchersid	VP Finance
	Gerald Clifford	Director Membership
	David Porter	Director Government & Industry Affairs
	Raul Aguirre	Director Latin America
	Brad Rasmussen	Director Regulatory Affairs
	Jan Hohne	Director European Industry & Regulatory Affairs
Part Time	Kevin Thompson	Delta/ADF
	Dave Smith	President ADF
	James Ford	Director Information Technology

President opened the meeting at 0935 and thanked everybody for their attendance and welcomed them to Atlanta.

Communications

There was brief discussion on a request for financial support from ICAO.

Apologies for Absence

Tracie Benson unable to attend due to work commitments.
Albert Rieger, President EUFALDA unable to attend due to injury to his foot. The meeting all wished Albert well for a speedy recovery.
Apologies also from Matthias Duerbeck. Secretary EUFALDA

Financial Report

Rick Ketchersid reported a bank balance of \$21,134.73, \$7,500 of which is advance dues from the ADF member associations. In response to a request for a breakdown of this money Rick replied that this was not currently available but could be supplied if required. It is expected that there will be a downturn in membership due to the general situation within the aviation industry.

A breakdown of spending is available and a brief overview of expense items was given. The biggest expenditure item is the FAA/JAA Harmonisation meeting.

IFALDA income is also affected by the drop in interest rates.

Various suggestions were made to help reduce costs to IFALDA, including a review of the current support given to families/spouses of Board Members and the possibility of reducing the number of meetings attended by IFALDA representatives. It was thought necessary to maintain representation at the meetings of the most important organisations.

The total cost of hotel accommodation for the year has been approx \$1500 and meals \$521. Regarding support for families and spouses, it was felt that this should remain as per the current agreement, i.e spouses/partners expenses paid for attendance at the AGM only. This policy can then be reviewed as necessary for the following year. All were in favour.

It was also suggested that the Board should explore other revenue opportunities such as sponsorship on the web site. It was agreed that James Ford should be asked to look into this possibility.

The Bye-Laws should be amended to include wording to allow for sponsorship. Dave Porter, Adrian Sandziuk and Gerald Clifford agreed to carry out this work.

It was suggested that a mail-shot be sent by e-mail in an attempt to maintain/increase membership.

Dave Porter suggested that re-consideration should be given to the IFALDA portion of the European membership dues being paid through EUFALDA as was done in the past, since these dues are now payable in Euros and there no longer exists such a complicated currency problem. Consideration should also be given to increasing the cost of individual membership and it would be necessary to put forward a proposal in advance for consideration by the membership at the AGM.

There was some discussion on the setting up of a Euro account and the provision of packages for new members. The content and putting together of these packages was also discussed.

In response to a question regarding ad hoc unforeseen expense items, it was decided that the association would continue to support expense items such as tickets to return home etc. Such expense items will be subject to Board approval.

Two proposals were put forward as a means of effecting an increase in dues –

- 1) Publish a proposal to be voted at the AGM for the doubling of the dues for individual membership. Association dues to remain unchanged.
- 2) The proposal to be written up by Allan Rossmore and published in advance on the web site.

AGM Galway

Aidan Fox began with a brief resumé of the proposed programme. Help will be necessary to handle registration etc from two to three people. Volunteers were Rick Ketchersid, Jan Hohne and Sandy Sandziuk who will all plan to arrive in sufficient time to be available.

It was suggested that we explore the possibility of selling IFALDA polo shirts.

Other duties prior to the meeting – Rick Ketchersid and Aidan Fox agreed that they should be able to handle any further preparation tasks due to their planned early arrival. Welcome packs will need to be assembled.

For those arriving early there will be no possibility of a single night during the weekend at the AGM hotel due to the Irish Bank Holiday weekend. The hotel could only provide a 3 night package for the Friday, Saturday and Sunday. Aidan Fox agreed to set up another rate for this and advise. There was some further discussion on accommodation and registration issues.

The question of whether any concession should be offered to speakers was raised. It was agreed that whatever was agreed would have to apply across the board and one night's hotel accommodation was proposed. Proposed Gerald Clifford, seconded Aidan Fox.

It was confirm that this event is to be controlled by IFALDA with an IFALDA controlled main agenda.

Accommodation

Aidan Fox showed the meeting a plan of the available conference rooms at the hotel together with the proposed locations for the vendors and the largest meeting. Other rooms are available if necessary and it was confirmed that a copy of this plan had been sent to Tracie Benson.

Aidan Fox agreed to take on the task of liaison with possible European vendors.

Booking

There was some discussion as to the best way to handle registration and payment for this event. It was agreed that at least a deposit was necessary and that, preferably, the full amount should be paid in advance by attendees from Europe. It was suggested that a Euro Account should be set up in Ireland for the purpose of handling these monies.

Allan Rossmore provided the meeting members with documents detailing breakdown of projected costs for the AGM based on a selection of scenarios using different numbers and categories of attendees.

Speakers will be charged the vendor's rate and if they wish to go on the tours then they will pay the full rate.

Regarding the split of profit monies, Gerald Clifford asked for consideration to be given to the awarding of a portion of the profit to the host association. This was generally thought not to be practical and there followed some discussion.

It was agreed that future meetings should be run as IFALDA events with others participating.

Aidan Fox suggested that the Board Members take on the task of contacting the various associations in Europe to encourage participation in the AGM.

At this point a conference call was set up to discuss arrangements for the vendors with Tracie Benson and agree a cancellation policy. The cost of one night's accommodation or \$150 was suggested for a cancellation within 30 days of the event. For cancellation more than 30 days in advance, full refund should be given less a ten per cent handling charge.

The list of proposed speakers was discussed.

Awards

Allan Rossmore asked that anyone with suggestions for awards should put these forward.

AGM 2004

Possible venues were discussed including Seattle or somewhere more exotic such as Costa Rica. A motion was put forward by the Board to recommend Seattle with the decision to be ratified at the AGM. Proposed Dave Porter, seconded Rick Ketchersid.

VP West

Adrian Sandziuk reported that he had attended the ITF Congress and that agreement had been reached to form SCALDA (combined association from Scandinavia and Canada) in order to qualify for membership of ITF.

The World Air Transportation Conference takes place in March in Montreal. Representation at this will be from ITF but there are very few dispatch related points on the agenda. The meeting was made aware of the implications of ITF being a labour-related organisation. There may be an opportunity to make a presentation through SCALDA and this meeting is considered to provide a good opportunity to raise IFALDA's profile.

The ADF meeting in Phoenix had also been attended. Some concern has been expressed regarding advances in digital communication systems between aircraft and ATC resulting in lack of involvement of the dispatch staff (e.g. CPDLC). This is recognised as being a global issue.

Adrian Sandziuk thanked Tracie Benson for the information she had provided for the forthcoming AGM.

It was recommended that IFALDA continue to send a representative to ADF meetings.

Europe

Jan Hohne then reported on the JSSI (Joint Safety Strategy Initiative) started in 1998. Seemingly experts from all areas except flight dispatch are involved. However, involvement would entail attendance at 5 day meetings. Jan Hohne confirmed that he has requested inclusion in this group but, once involved, it would be necessary to attend meetings in order to be retained within the group. The existence a similar group known as CAST, a Governmental organisation was mentioned. This is an ad hoc group which is are called together in the event of an aviation accident/incident. Jan Hohne agreed to find out more about this.

EUFALDA – Bjarne Solvang has announced his intention to resign his position as Vice President in May. Jan Hohne has been asked if he would consider nomination. The Board was agreed that the appointment of Jan could be beneficial to the association rather than posing any problems and on this basis, Jan agreed to accept nomination for the post of Vice President EUFALDA.

Dispatch differences in Europe – There are far more differences in standard than was at first thought and more time will be needed to complete the study. Jan Hohne requested a list of FAA approved training establishments.

United Kingdom

Kathy Warner reported for the UK. No major changes in the situation but there is a trend towards an increase in training standards within UK Airlines, e.g. the provision of a Training Manual for Flight Technical Dispatch in British Airways and the setting up of a course for flight dispatch training by EasyJet.

Harmonisation/JAA

Brad Rasmussen reported that EASA (European Air Safety Association) successor to the JAA will not be fully up and running for another two years approximately and liaison will therefore still be maintained with JAA. Brad will be attending the next harmonisation meeting in AMS 3-4 March. Jan Hohne will also attend.

Swiss Accident

Allan Rossmore confirmed that following the ignoring of his e-mail message, a detailed document has been sent to the German Federal Bureau regarding the above accident. Although an acknowledgment has been received, the reply is not encouraging.

Hapag Lloyd

It is now two and a half years since the Hapag Lloyd accident and the official report has still not been issued.

Latin America

Raul Aguirre reported on the current situation in Latin America. There are currently 40 members on the mailing list and an attempt has been made to restart the Latin American association. 10 positive responses have been received to date. It was suggested that IFALDA hold a Board Meeting at a South American location, e.g. Buenos Aires, and the possible language problems were discussed. Raul Aguirre suggested that part of the day could be allocated to a meeting and part to a more informal gathering with the Latin American representatives.

The motion was put forward to hold a Board Meeting in South America with the location to be decided at the next Board Meeting in Galway.

The question of dues cost for Latin America was discussed, since \$10 represents a significant sum of money in this part of the world. It was decided that this should be discussed at a possible South American meeting.

Membership

Gerald Clifford reported that membership forms have been sent to approximately 35-40 people within the last eighteen months but there has been very little return from these. Some follow up is now required. Gerald suggested that Flemming Loevenvig may be a suitable candidate to take over the role of Membership Director from himself, since he was no longer in a position to give this role sufficient attention. However, Gerald Clifford expressed a wish to maintain involvement with IFALDA through a more Safety/Security related role.

It was proposed to offer Gerald Clifford the title of Director of Safety and Security and the title of Membership Director to Flemming Loevenvig. It would be necessary to ratify both of these positions at the AGM. Proposed Dave Porter, seconded Adrian Sandziuk and all were in favour.

There was discussion on the possibility of re-establishment of the Dutch association and it was explained that, due to past history, there is some reluctance amongst the European member associations.

Information Technology

James Ford gave an update on the web site and the current status of on line registrations for the AGM. 6 members from Iceland have already registered, also representatives from Portugal. James Ford was brought up to date with the necessary changes to the AGM information on the web site.

Succession of Officers

The positions of VP East and VP Admin are due for re-election this year. Kathy Warner confirmed her decision not to stand for re-election. In the event that no replacement is found it would be possible under the current constitution to combine the posts of VP Admin and VP Finance, at least in the short term.

Aidan Fox confirmed that he was willing to be nominated for re-election as VP East and a nomination for Aidan was put forward by Dave Porter.

Allan Rossmore thanked Kathy Warner for her hard work over the years.

Dispatch Training Manual

Dave Porter confirmed that he has now incorporated into this manual all the agreed changes and new material. A problem remains with the changing of the word "mass" to "weight" since the word "mass" is considered more correct in the scientific sense. The revised manual is pending publication by ICAO but copies are available in the meantime on request to Dave Porter.

MNPS Manual

Dave Porter stated that he felt that he should relinquish the task of updating the Dispatcher section of this manual to someone more current in North Atlantic dispatch. A possible suggestion was Bill Manion of Delta.

Strategic Planning

It was suggested by Dave Porter that IFALDA should remain a service organisation to its membership by continuing to write manuals and sections of manuals etc, with the IFALDA name attached. Dave Porter confirmed that he was available to be called upon for help with any strategic planning matters.

Any Other Business

The Argentinian Association has asked whether IFALDA would become involved in sanctions against any member country perceived to be failing to fulfil their role appropriately. This was agreed as being a labour issue with which IFALDA could not take a position. However, IFALDA would, of course, be against any breach of professional standards.

Next Meeting – To be held in Galway prior to the AGM May 5-7 2003.

President thanked everyone for their contribution to a very productive meeting. It was agreed that the evening dinner would be paid for by the individual attendees to reduce costs to IFALDA.

Meeting was adjourned at 1510LT.

Kathy Warner
VP Admin IFALDA
10/03/03

