

Minutes of IFALDA Board Meeting
Held on 4 March 2001 Dublin

<u>Present:</u>	James Ford	President
	Aidan Fox	VP East
	Adrian Sandziuk	VP West
	Kathy Warner	VP Admin
	Rick Ketchersid	VP Finance
	Brad Rasmussen	Director, Regulatory Affairs
	Gerald Clifford	Director, Membership
	Raul Aguirre Hughes	Director, Central/South America
	David Porter	Delta Airlines/IFALDA
	Peter Rogl	EUFALDA

President opened the meeting by introducing Raul Aguirre Hughes to the group and welcoming him as Director Central/South America.

Minutes of the previous Board Meeting in Atlanta were approved.

Financial Update

VP Finance gave an update on the current financial position. As at 31 January 2001 there was an account balance of \$27,500. Some expenses have been incurred since this date, such as purchase of a lap top computer and the expected balance at the end of the financial year is of the order of \$23-24,000.

Due to the expiry of the old Tax ID a new one has been allocated. There is a possibility that IFALDA may be liable for some tax. It was also noted that ADF have paid their dues for year 2001/2002 in advance.

Membership

President requested an up to date membership list from both the European and North American sides. It was thought that from these lists it would be possible to create a new e-mail list. It was thought likely that as many as 90% of the membership are now contactable via e-mail. Aidan Fox agreed to provided this for the European side.

Web Site

It was reported that the IFALDA web site is now attracting some 2,000 hits per day. It is proposed to restart the IFALDA Newsletter to be made available in electronic (pdf) format only and to be published once a year. The group was asked to consider providing suitable articles for this.

Future improvements to the web site include a separate page listing forthcoming meetings and who is expected to be in attendance. It was stated that support is needed to back up David Porter as he clearly will be unable to attend all relevant meetings.

Combined AGM Konstanz May 2001

Peter Rogl of EUFALDA was asked to give an update on the current preparations for the joint summit. He advised that most of the work has fallen to him but advised that Tracie Benson is the official contact for registration for North America. There are currently 10-11 sponsors from USA and 3 vendors from Europe. It is hoped that LIDO may give a presentation on ASD.

Peter then advised the group regarding the format and objectives of the AGM. He explained that the agenda was set before the decision was made to make this a joint meeting, hence the short time allocated to the IFALDA portion. Peter asked for views from the group regarding the time allocated to IFALDA on the Tuesday afternoon.

President stated that he wished to see more substantial reports presented by the Executive Board members and stipulated that a minimum of a five minute presentation should be aimed for. He then requested to run through the individual items of the business agenda in order to clarify the meaning of each item and to judge the amount of time which should be allocated.

Communications

Gerald Clifford mentioned that it is possible, for a registration fee, to obtain a SITA address which could be useful for those in areas where there is no access to e-mail.

JAA/EU Update

Kathy Warner was asked to give an update on the European Commission study into Flight Dispatch in Europe. She reported that the final report has now been submitted to the Commission and although a copy is being sent to her personally, she explained that this cannot be discussed or disseminated amongst the group. There followed some discussion on the possible ways to gain access to this once it has been received by the European Commission.

Aidan Fox suggested arranging a meeting with either Mr Jongen or Mr Probst of the European Commission and it was re-emphasised that we should continue to maintain contact with the JAA for as long as they continue to exist.

David Porter suggested Kathy Warner as a point of contact and also the desirability of getting KLM involved in any meetings with European Commission.

In connection with this topic David Porter explained the process involved in code share reviews.

Aidan Fox was then asked to take on the task of arranging a meeting with Mr Probst/Jongen to be attended by himself, Kathy Warner and possibly a representative from KLM with a member of EUFALDA as backup.

Brad Rasmussen confirmed that he and Bjarne Solvang will be attending the next JAA Harmonisation meeting to be held in Amsterdam later in March.

Aidan Fox suggested that IFALDA should undertake its own study of member organizations and draw up a table of standards and differences. The criteria for such a study would need to be defined and it was suggested that David Porter could provide the code share review documents to use as a base for these.

MNPS Manual

Version 9 of this Manual is now available containing a section on Dispatch. It is available on the internet also and the dispatch section should be maintained by IFALDA.

New Projects

David Porter suggested that the Training Manual should be reviewed with a view to making any necessary additions/changes. It was thought that Gerald Clifford and possibly Daryl Oberg should be involved in this project.

Gerald Clifford raised the previously discussed question concerning the need for the provision of a Dispatch Procedures Manual. This generated some discussion regarding the source data for this (e.g. Annexe 6 etc). This topic should be included in the new AGM business agenda.

There was some discussion as to how the various projects discussed, i.e. Training Manual review, Dispatch Procedures Manual, review of Annexe 6, should be carried out. David Porter requested views from the group as to the order in which these tasks should be carried out. President suggested separate sub groups to work on these concurrently. Aidan Fox made a request that the Procedures be documented first in order to form the basis for the Training Manual.

It was decided that three study groups should be formed, one for MNPS, one for Procedures and one for Training Manual.

Dues Collection

President stated that he would like VP Finance to have the opportunity for early identification of member groups who are in arrears and therefore ineligible to vote. There was some discussion on the timing of dues payment and it was decided that a letter should be sent to members advising that dues will be collected at the AGM.

AGM Business Agenda

Elections – Two positions are up for election this year, VP Admin and VP East. VP Admin advised that she was willing to stand for re-election. VP West asked for the view of the group regarding his re-election on the basis that he was no longer occupying a Flight Dispatcher position. There was no objection from the group and he stated that he would be willing to stand for re-election on this basis.

Adrian Sandziuk raised the question of time allocated to discussion on advancements in the profession etc. as there have been complaints in the past of insufficient time being allocated to this item on the agenda.

President suggested that the items Roll Call of Committee Members and Advancements in the Profession be moved to the following day to enable them to be available to both groups.

Partners – there was clarification of the policy regarding payment for spouses/partners attending AGMs. It was stated that partners, including those of Directors, will be paid for and the view was put that this may need further discussion.

Changes to the Agenda – James Ford agreed to redraft the agenda based on the various options and changes discussed during this meeting and disseminate it for review within the next few days.

Speakers – George Wilson, Delta Airlines – confirmed.
David Strand, American Airlines – confirmed.
Haile Belai, ICAO – not yet confirmed. Adrian Sandziuk advised that we are still waiting.

Aidan Fox agreed to prepare some discussion material for an open forum in a bid to get more members involved in the discussion process.

Aidan Fox suggested that the hours be extended on both meeting days in order to allow sufficient time for discussion etc. This was agreed and will be published in advance.

Any Other Business

It was proposed to consider holding the next Board Meeting as a breakfast meeting at 0800 on 15th May in Konstanz.

Raul Aguirre Hughes thanked the group for their help in the organization of his travel arrangements etc.

A round the table check resulted in the following points:-

Peter Rogl said he accepted that the majority of registrations for the AGM would be made in the last couple of weeks before the registration deadline.

Adrian Sandziuk stated that the AGM for 2002 will be held in Toronto.

It was agreed that there is a need to be more pro-active in recruitment of new members. There was some discussion on how this could be achieved. The possibility of promotional material was considered.

The meeting was adjourned at 1915LT

Kathy Warner
VP Admin IFALDA
14 March 2001