

USHGA Action Items from October 2005 BOD Meeting

AI ID	Responsible	Description	Due Date	Minutes Page
10-05 AW01	C.J. Sturtevant	C.J. Sturtevant to make an effort to make all Directors aware that they should pursue awards nominations within their respective regions.	03/01/06	
10-05 AW02	Russ Locke	Russ Locke to investigate and submit nomination for NAA Safety award to the Executive Committee by November 21, 2005	11/21/05	
10-05 CC01	Connie Locke	Connie Locke to address the fly-in and fun competition issues raised by Strategic Planning Committee.	03/01/06	
10-05 CC02	Ron Gleason	Ron Gleason to wordsmith and add to the Competition Rulebook: 1) A hang check is required just prior to launch to be done by the launch director (or their designees) at every USHGA sanctioned event, and 2) In Cross Country competitions, no additional flying contests (spot landing, etc.) for the competition pilots shall be sponsored by the meet organizers, except if the task is canceled for the day.	11/01/05	
10-05 CC03	Jim Ziest	Jim Ziest to present 7 pages of proposed changes to the CIVL Sporting Code at the Bureau meeting next week:	10/30/05	
10-05 FI01	Bill Bolosky	Bill Bolosky to forward the following to O&B for inclusion in the policy manual: "As an alternate statement, if we define E3 to be three months' expenses, CL to be current liabilities, UR to be unearned revenues, PE to be prepaid expenses and RP to be the value of real property, the cash target may be represented as: $E3 + CL + UR = \text{Cash} + PE + \min(\text{UR}, \frac{3}{4} \text{RP})$."	11/21/05	
10-05 IN01	Mark Forbes	Mark Forbes to finish instructor liability insurance survey form, Lisa Tate to review.	11/01/05	
10-05 IN02	Mark Forbes	Mark Forbes with HQ to effect mailing of Instructor Liability Insurance Survey by mid-November, and tabulated before spring BOD meeting by Mark. Schedule review of survey results at spring BOD insurance committee meeting.	11/15/05	
10-05 IN03	Mark Forbes/Jayne DePanfilis	Mark Forbes/Jayne DePanfilis to prepare cover letter to tandem instructors to accompany 30-day forms, outlining rating official requirements and responsibilities. Attorney to notify tandem instructors regarding representation as rating officials. Clearly define reporting requirements and custodial responsibility for forms, requirements for employees or contractors. Due 11/15/05.	11/15/05	
10-05 IN04	Paul Voight	Tandem committee to follow up with regional directors concerning non-compliant tandem instructors. See 10-05 IN03.	03/01/05	

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10-05	Jayne DePanfilis	Jayne DePanfilis to work with Tim Herr and Tad Hurst on wording of ballot and calling a membership meeting for Saturday afternoon in Colorado Springs at next BOD meeting - the date to be announced – probably either March 17-19 or 24-26.	03/01/06	
10-05 OB01	Bill Bolosky	Bill Bolosky to forward updated SOP 2-2, “Selection of Board Meeting Location” for inclusion in the policy manual.	11/01/05	
10-05 OB02	Bill Bolosky	Bill Bolosky to add ownership of new SOP 2-2 to the Organization & Bylaws committee in the responsibilities table at the end of SOP 3-4.	11/01/05	
10-05 OB03	Bill Bolosky	Bill Bolosky to forward the updated SOP 2-4, “Travel Reimbursement”, for inclusion in the policy manual.	11/01/05	
10-05 OB04	Bill Bolosky	Bill Bolosky to forward the updated SOP 12-2 and 12-5 for inclusion in the policy manual.	11/01/05	
10-05 PL01	Riss Estes	Riss Estes to provide requirements to Rick Butler asap to determine suitability of existing software for a web-based planning method to monitor plan progress, categorize volunteers, resource project planning, etc.	11/01/05	
10-05 PL02	Lisa Tate	Lisa Tate to write article for January 2006 issue of magazine summarizing and explaining USHGA strategic planning.	11/10/05	
10-05 PO01	Jayne DePanfilis	Jayne DePanfilis to work with Tad Hurst and Attorney to prepare the wording of changes to be developed and approved by Corporate Counsel and EC for a membership meeting be called to vote to amend the Articles of Incorporation to clearly allow powered harnesses as part of the primary purpose of the USHGA. That meeting to be held in conjunction with the Spring 06 BOD meeting.	03/01/06	
10-05 PO02	Tad Hurst	Tad Hurst to solicit pro and con power harness articles by November 3, 2005, for the magazine.	11/03/05	
10-05 PU01	Urs Kellenberger	Urs Kellenberger to contact Peter Birren, Thayer Hughes and Dean Funk to request design donation of downloadable ads and a brochure with strategic messaging for both HG and PG (suggested by the Strategic Plan, pages 33/34). Ads/brochures will be made available on the USHGA Web site for instructors where they can insert their contact information. Downloadable material will be available for schools and instructors only.	03/01/06	

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10-05 PU02	Jayne DePanfilis and C.J. Sturtevant	Jayne DePanfilis and C.J. Sturtevant will design/create an information box for HG/PG Magazine to continually let members know assistance is available (SP page 38). This information box will suggest that members call the office for help in opening and preserving sites.	03/01/06	
10-05 PU03	C.J. Sturtevant	C.J. Sturtevant to add blurb in November and December magazines every year reminding clubs/chapters to gift landowners. Ongoing standard practice. (SP Action item, page 39)	10/15/05	
10-05 PU04	Dutcher Sterling	Dutcher Sterling to work with Marketing Committee to complete and forward press releases of local accomplishments (competitions, long flights) to the news wires. Gary to assist.	03/01/06	
10-05 PU05	Matt Taber	Matt Taber to create an outline for articles in the magazine to activate membership and local clubs and cause continued membership involvement in the strategic plan.	03/01/06	
10-05 PU06	Matt Taber	Matt Tabor to find writers for strategic planning articles to have continuous monthly support of the strategic plan and cause the membership to become involved in the plan.	03/01/06	
10-05 PU07	Martin Palmez	Martin Palmez to initiate program to allow clubs to purchase and sponsor a month with their local site on the image in the calendar. Start calendar sooner for this year and next year in order to possibly sell them to the public.	03/01/06	
10-05 PU08	Urs Kellenberger	Urs Kellenberger to coordinate investigation through HQ staff adding a gift subscription card in the magazine in time for holiday giving.	03/10/06	
10-05 ST01	Dick Heckman	Dick Heckman to investigate developing a program to implement an online recertification capability similar to that being used by the FAA to be adopted after consideration by S & T at the next meeting.	03/01/06	
10-05 ST02	Dennis Pagen	Dennis Pagen to collect and edit or write tutorials and distributed to the instructors by a method to be determined at, or by the next meeting of S & T.	03/01/06	
10-05 ST03	Dave Broyles	Dave Broyles on behalf of Michael Robertson (because no responsible name was assigned) to have a meeting of HG IP presenters before a board meeting as actually as once required by the current program within 12 months, and to be repeated at least every 3 years. Details will be developed by phone conference and /or email to make this happen by the required deadline.	03/01/06	

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10-05 ST04	David Jebb	David Jebb to coordinate a program for PG IP presenters like the above program with a deadline of 24 months. Again, details will be developed by the same methods as above.	10/01/06	
10-05 ST05	Tracy Tillman	Tracy Tillman to work with the office to get the 6 approved questions concerning FAR 103 added to the H2 and P2 tests added to the current tests.	03/01/06	
10-05 ST06	Dick Heckman, David Broyles	Dick Heckman and David Broyles to address action item from the USHGA Strategic Plan; The ED, S & T and M & D will identify all instructor certification requirements , develop ethics standards for instructors and determine the best method of making this information available to out membership and implement this approach.	03/01/06	
10-05 ST07	Bob Hannah	Bob Hannah to review the Code of Conduct and present it to the next S & T committee meeting for serious consideration of adoption.	03/01/06	
10-05 ST08	Dick Heckman, Michael Robertson, Dave Broyles	Dick Heckman Michael Robertson and Dave Broyles to address an action item from the USHGA Strategic Plan; S & T in coordination with M & D will establish a procedure to ensure an equitable number and distribution of IPs and the dissemination of their location, date, and Administrator in a timely manner	03/01/06	
10-05 ST09	Dave Broyles	Chairman Dave Broyles (because no name was assigned) to consider development of a paid 'Designated Examiner' program similar to that implemented by the FAA with the explicit purpose of instituting Quality Control for our instructor program. This is a program to be developed on a 2 year plan with the full understanding that there are going to be many issues to consider for its implementation. S & T recognizes that this is a major departure from our past methods, but there was strong support for its consideration and development.	03/01/06	
10-05 ST10	Steve Kroop	Steve Kroop to redo the Instructor Certification/Recertification flow chart at end of SOP 12-5 to remove "apprentice"	11/15/05	
10-05 SM01	Randy Leggett	Randy Leggett, exiting Committee Chair, to inform new committee Chair, John Greynald, of timeline for development of Site Procurement Manual as indicated by the Strategic Plan.	11/01/07	
10-05 SM02	John Greynald	John Greynald to work with Editor to solicit case history articles focusing on site preservation and inspiration for the Feb 2006 issue, closing December 10, 2005.	12/10/05	

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10-05 SM03	Randy Leggett	Randy Leggett to write a letter to be included with Chapter Renewal Packages to refer to Site Procurement Manual, and Case History articles in magazine.	11/01/05	
10-05 TA01	Paul Voight	Paul Voight to see that the following people are removed from the Tandem Administrator Appointments on the website: 1) Brad Kushner—not active., and 2) Steve Burns—not active.	03/01/06	
10-05 TA02	Paul Voight	Paul Voight to check status of PG tandem administrator, Matt Senior.	03/01/06	
10-05 TA03	Paul Voight	Paul Voight to see that the subjects of the following new tandem administrator appointments fulfill their requirements before they are put on webpage: 1) Gregg Ludwig approved for HG pending running a clinic; 2) Terry Kramer approved for HG pending running a clinic; 3) Brad Hill approved for PG pending running a clinic; and 4) Jeff Greenbaum approved for PG pending running a clinic.	03/01/06	
10-05 TA04	Paul Voight	Paul Voight follow up informing new appointees.	03/01/06	
10-05 TA05	Paul Voight	Paul Voight to follow up with office to effect the following changes to the 30-day Membership form: 1) Additional language needed on 30 day form to clarify that instructors must be current USHGA members and appropriately rated, and are not representatives of USHGA. 2) Additionally, it is recommended that the form be changed to ask for “Student Pilot” signature rather than “Pilot” signature., 3) Remove check boxes that indicating student rating given. 4) Remove redundant places for writing in dates on the 30 day form.	03/01/06	
10-05 TA06	Dave Jebb	Dave Jebb to write article for magazine discussing good / bad tandem techniques.	03/01/06	
10-05 TA07	Paul Voight	Paul Voight contact Bill Bolosky and office to clean up clerically the references to AT rating in SOPS 12-02.	03/01/06	
10-05 TO01	Steve Kroop	Steve Kroop to see that the following rule is added to the ST, PL and AT discussion topics: Whenever possible, free flying hang gliding/paragliding pilots should stay clear of the towing pattern as defined by the tow operator/flight park operator/airport manager unless in an emergency situation. When in the tow pattern, all free flying hang gliding and paragliding pilots must yield to gliders under tow, tow planes, and tow lines.	03/01/06	

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10-05 TO02	Steve Kroop, Paul Voight	Steve Kroop and Paul Voight to see that the following statements are be added to tandem and aerotow study, test, and administrator/supervisor packages (statement to given to Safety in training Committee for dissemination to AT and ATP pilots):	03/01/06	
		Experience in tandem hang glider flight using aerotow launch, along with analysis of accidents and incidents that have occurred during such flight, strongly suggest that for safety reasons, the following cautions be observed.		
		If the tandem finds themselves too low behind the tug the tandem pilot should pull in and release rather than push out. Just because you have pushed out on tow without incident, in the past, does not mean that there is not extreme underlying danger. If the tandem glider becomes disconnected from the towline with a nose high attitude, while pushing out, a very abrupt stall (super stall) will result and MUCH more altitude than one would expect will be required for recovery (up to 1000' or more); in the most extreme cases may result in a structural failure.		
		Tug pilots towing tandems require extra awareness particularly early in the tow in order to help the tandem pilot avoid critical situations from developing. Prior to initiating a tow, assessment of the appropriate tow speeds based on total weight of the tandem glider, instructor and student should be made; more total weight will require increased tow speeds. A glider CAN stall on tow; towing a little faster is better than a little too slow to help prevent the glider from stalling. The tug pilot should fly the appropriate airspeed to maintain the tandem glider in the proper position and avoid pulling up abruptly leaving the tandem glider low.		
		End of List		