

Minutes for NANDTB Meeting

Tuesday 19th October 2010
Sebel Albert Park - Melbourne
1015 - 1115

1. **Opening:** Chairman Ron Quirk (RQ) opened the meeting at 1010, and welcomed Richard Allen the new CASA observer and John Thompson from the BINDT.
2. **Present:** Garry Bowden (GB), Malcolm Oakey (MO), Colin Hockings (CH), Gavin Smith (GS), Neil Joiner (NJ), Peter Virtue (PV), Tony Collier (TC), Shayne Flynn (SF).
Observers: Richard Allen (RA), John Thompson (JT)
Apologies: Geoff Lowden (GL), Jason Maitland (JM).
Proxies:
3. Adoption of the agenda and other business – CH requested to add information from the meeting with Peter van Dyke (CASA). SF/NJ
4. Disclosures of interest – Nil
5. Acceptance of previous minutes of 12th November 2009, 5th May 2010 and 21st July 2010. PV/NJ
 - 5(a) NJ requested it be noted that he had objections to having to pay conference registration fees to present his paper.
6. Business arising from the minutes – November 2009
 - 13.1 Process the application for incorporation in Victoria. Closed
 - 13.2 Specific requirements of any agreement with AINDT be an agenda item for the next meeting. Closed
 - 13.3 Member's review of procedures. Closed
 - 13.4 Amend and finalise EN/NAS document and circulate for comment. If acceptable, have it posted on the web site. Closed
 - 13.5 Promote the involvement and contribution to the AINDT national conference aerospace stream in October 2010. Closed
 - 13.6 Update the web site – awaiting advice from CASA. **Action CH**
 - 13.7 Make the strategic plan a regular agenda item. Closed
 - 13.8 Amend membership procedure to permit self-employed persons to be nominated to the Board by their company. Closed
 - 13.9 Advertise for nominations to the Board. Closed
 - 13.10 Post remaining flyers to absent members. Closed
 - 13.11 Obtain copies of the PT and MT procedures. Closed
 - 13.12 Contact CASA to recommend proceeding with the approval and publication of the procedures prepared by TC. Closed
 - 13.13 Investigate opportunities to present the certificate of appreciation to Trevor Robinson. Closed

13.14 Clarify with CASA their reasons for not issuing Airworthiness Authorities which are equivalent to Level 1 Limited. RA to investigate improving the clarity of the wording of NDT Airworthiness Authorities. **Action RA**

13.15 Promote nominations for the Board. Members are to provide ASAP email contacts of individuals who should be advised directly of the Board's electoral timetable. **Closed**

July 2010

5.2 Interested members to renominate for the Board **Closed**

5.3 Consideration of funding options for the Board - RQ noted that the discussions with CASA in respect of funding are continuing. NJ suggested that negotiations with CASA be taken to its end point before alternatives are investigated. **Action RQ**

5.3 (second item) Follow up MOU with CASA **Action RQ**

7. Correspondence in / out – CH

Summary tabled by CH **GB/GS**

8. Chairman's report – RQ

Report previously circulated by RQ noted the ongoing situation with CASA, including the web site. NJ and TC offered their availability to attend upcoming European Forum meetings. CH to resend information about next meeting in Hamburg for their consideration. **Action CH/TC/NJ**

9. Sub-committee reports – NTR

10. General business

10.1 Progress with CASA support proposal – RQ

Report noted above by RQ

10.2 Periodic review of Board Procedures and web site – CH/ALL

Procedures with suggested amendments circulated by email. All procedures had a new logo added which now includes ABN. It was agreed to amend the membership procedure to reflect the removal of elections given the apparent lack of need to constitute the Board. NJ asked about approval of in-house training and agreed to review procedure 022 and circulate. **Action CH/NJ**

Meeting adjourned to return to the conference 1045 – NJ departed the meeting.

Meeting resumed at 1230 – GM joined the meeting

10.3 NANDTB Forum report (June 2010) CH

Report previously circulated by CH

10.4 Web site update – CH

Agreement to link to NDTAEROTECH accepted. **GM/GB/All**

10.5 Strategic Plan – CH/ALL

Revision to the Strategic Plan is suggested to be held over until next meeting pending item 10.1 and other matters.

10.6 Membership – ALL

RQ lead discussion on how to proceed with membership without direct elections unless there was a situation of multiple nominations for a limited number of positions.

The proposal was agreed and CH to amend procedure. Garrett Booth and Chad Morgan were accepted as members. CH to follow up and advise. **Action CH**

10.9 CASA Report – RA

RA introduced himself as the new CASA representative. He comes from a maintenance background largely with Ansett Airlines. He stated his commitment to becoming familiar with the current issues and to represent the interests of the Board within CASA. His immediate aims were to get the web site management effective, pursue the Deed of Agreement and resolve the release of the revised PT and MT procedures replacing CAO 108.8 and 108.10.

10.10 RAAF Report – GL

CH to contact GL to provide a written report for circulation to members. **Action CH**

10.11 Update of Level 3 Recognition - RQ

Updated list previously circulated by RQ.

10.12 RQ reported discussions with Peter van Dyke who is seeking involvement of the NANDTB with the aging aircraft airworthiness program. Peter is to write to the Board detailing their intentions and seeking their support. It was suggested that the Board could participate in the next Aging Aircraft conference in 2011.

11. Other Business

Shayne Flynn offered that AINDT would consider favourably a closer financial arrangement between it and the Board.

12. Election of officials- Given the acceptance of the revised election process in item 10.6, the positions of Chairman, Deputy Chairman and Secretary were declared vacant. The following were nominated and accepted these positions with an effective start date of March 2010;

Chairman; RQ	nominated PV, seconded GS
Deputy Chairman TC	nominated MO, seconded CH
Secretary; CH	nominated SF, seconded GM

13. Agreed actions (summary)

13.1 CH to contact GL to provide a written report for circulation to members.

13.2 CH to finalise procedure amendments.

13.3 CH to follow up Garrett Booth and Chad Morgan for Board membership.

13.4 NJ to review procedure 022 and circulate.

13.5 Update the web site – awaiting advice from CASA.

13.6 CH to resend information about next Forum meeting in Hamburg to NJ and TC

13.7 RQ to follow up MOU with CASA

13.8 RA to investigate improving the clarity of the wording of NDT Airworthiness Authorities.

14. Schedule of next meeting- TBA

15. Close – RQ closed the meeting at 1300.