



**Agenda for a meeting of  
Council  
on Tuesday 25 September 2018 at 18:00  
at BPA HQ, 5 Wharf Way, Glen Parva  
Leicester LE2 9TF**

- D - Decision**     *Decision/approval required at meeting*
- A - Advice**     *Issue needing discussion to advise/inform future direction/decision*
- I - Information**     *Update - requires brief feedback only, no detailed discussion*
- R - Ratification**     *Confirmation of decisions taken electronically between meetings, or by a Committee*

Item nr	D/ A/I /R	Business	Lead	Pre-read paper
1	I	<b>Apologies for absence</b> Adrian Bond, Nick Bunting	-	-
2	I	<b>Declaration of any conflicts of interest</b>	Chair	-
3	I	<b>Minutes</b> To note that the minutes of the meeting on Tuesday 7 August 2018 have been approved electronically and published at <a href="https://www.bpa.org.uk/member/agendas-and-minutes/">https://www.bpa.org.uk/member/agendas-and-minutes/</a>	All	Minutes
4	I/D	<b>Matters arising from the minutes</b> not covered elsewhere on the agenda <b>5.1</b> Min 51.1, Grievance and disciplinary working party: draft updated grievance procedure, and consolidation of procedures, including whistleblowing - Yassi Molazadeh, Working Party Chair <b>5.2</b> Min 51.3, Form 178: Duties & responsibilities of Council Members - employers' / sponsors logos when representing the BPA - Yassi Molazadah, Nick Bunting & Secretary <b>5.3</b> Min 54.1, Software development contract with 3Si - Adrian Bond <b>5.4</b> Min 54.2, Breach of contract by previous software supplier - Adrian Bond <b>5.5</b> Min 55.1, Graph of membership trends - Finance Manager <b>5.6</b> Min 57, Payment of BPA donation of £2K to the Royal Aero Club Trust (minute 94.1/17 of the meeting on Tuesday 28 November 2017) - Finance Manager <b>5.7</b> Min 58, GBR representation at FAI/IPC indoor skydiving competitions - COO & Secretary <b>5.8</b> Any other matters arising not listed above.	Chair	Minutes

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5	I/D	<p><b>Finance &amp; compliance</b></p> <p><b>5.1</b> Draft annual report &amp; accounts</p> <p><b>5.2</b> Management accounts &amp; membership statistics</p> <p><b>5.3</b> Competitions Committee budget request</p> <p><b>5.4</b> GDPR</p> <p>5.4.1 Data breach report - Secretary</p> <p>5.4.2 Online Member Check facility - Craig Poxon</p> <p>5.4.3 External advice on compliance - Secretary</p> <p><b>5.5</b> Business and financial risk register</p> <p><b>5.6</b> Any other finance and compliance matters.</p>	Chair	<p>5.1 - Draft accounts 2017-8</p> <p>5.1 - Draft annual report narrative</p> <p>5.2 - Mgt accounts and m'ship stats</p> <p>5.3 - Competitions Committee budget request</p> <p>5.5 - Business &amp; financial risk register</p>
6	D	<p><b>Strategic plan</b></p> <p>2019 objectives</p>	Chair/COO/Sec-Gen	6 - 2019 objectives
7	I	<p><b>Royal Aero Club</b></p> <p><b>7.1</b> Call for citations for FAI and RAeC Awards 2018, for consideration by the next BPA Council meeting before submission of agreed citations to RAeC, usually in early December (awaiting notification from RAeC of this year's call back date). See list of normally awards, or most suitable match can be advised on submission of the first draft of a citation.</p> <p><b>7.2</b> Any other RAeC matters.</p>	Craig Poxon, BPA Delegate to RAeC	7.1 - List of FAI and RAeC awards
8	I/R	<p><b>Reports from Committees of Council</b></p> <p><b>8.1</b> To discuss and ratify the minutes (previously circulated) of the Communications, Development &amp; Competitions Committee meetings held on Tuesday 7 August 2018</p> <p><b>8.2</b> To discuss and ratify the minutes (previously circulated) of the STC meeting held on Thursday 6 September 2018</p> <p><b>8.3</b> To receive an oral report by the Committee Chairs on this afternoon's meetings of the (i) Communications, (ii) Development and (iii) Competitions Committees.</p>	Comms/Dvt/Comps Chairs	<p>8.1 - Comms/Dvt/Comps mins - August (previously circulated)</p> <p>8.2 - STC minutes - September (to follow)</p>
9	I	<p><b>Council 2019</b></p> <p><b>9.1</b> To note the call for nominations for the election of three seats for the three-year period 2019, 2020 and 2021.</p> <p><b>9.2</b> Chair to report on the recommendation of the Nominations Committee to the AGM in respect of the independent seat that becomes available for the three-year period 2019, 2020 and 2021.</p>	Chair	-

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9	I	<p><b>Council 2019</b></p> <p><b>9.1</b> To note the call for nominations for the election of three seats for the three-year period 2019, 2010 and 2021.</p> <p><b>9.2</b> Chair to report on the recommendation of the Nominations Committee to the AGM in respect of the independent seat that becomes available for the three-year period 2019, 2020 and 2021.</p>	Chair	-
10	I	<p><b>Any other business</b> to be notified to the Secretary by no later than noon on Friday 21 September.</p>	Chair	-
11	I	<p><b>Date of next meeting</b> Tuesday 27 November 2018 at 18:00 at BPA HQ.</p>	-	-