



The Council

Minutes

Saturday 21 February 2015 at 15:00

at the BPA Office, 5 Wharf Way, Glen Parva, Leicester LE2 9TF

Present:	Martin Soulsby	- Chair
	Gordon Blamire	
	Adrian Bond	- Communications Chair
	Jack Bradford	
	Brian Cumming	
	Jason Kelleher	
	Mike Lewis	
	Gavin McLeod	
	Craig Poxon	- Vice Chair & Development Chair
	(by Skype phone)	
	Ian Rosenvinge	
In attendance:	Liz Ashley	- Editor, <i>BPA Skydive the Mag</i>
	Tony Butler	- Chief Operating Officer (COO)
	John Hitchen	- Vice President, IPC Alternate Delegate & STC Chair
	Jeff Montgomery	- Safety & Technical Officer (STO)
	Martin Shuttleworth	- Secretary-General (Secretary)
Apologies for absence:	Paul Applegate	- Riggers' Subcommittee Chair
	Debbie Carter	- Treasurer
	Jon Gretton	- Company Secretary & Financial Administrator
	Ian Marshall	- Competitions Vice Chair
	Adam Mattacola	
	Yassi Molazadeh	
	John Smyth MVO	- Vice President & IPC Delegate
	Brian Vacher	- Competitions Chair
Observers:	2	

Item Minute

06/15 Minutes

6.1 Meeting on Saturday 6 December 2014

The minutes of the above meeting had been approved electronically by the 2014 Council and published at bpa.org.uk/member/agendas-and-minutes/

Published

6.2 Meeting on Saturday 24 January 2015

Adrian Bond proposed, and Brian Cumming seconded, a motion to approve the minutes of the inaugural meeting of Council 2015 as a correct record. This carried unanimously.

Ratified

6.3 Minutes of General Meeting & Annual General Meeting

The minutes of the General Meeting on Saturday 6 December 2015 and the General Meeting on Saturday 24 January 2015 were noted. These would be put for approval to the next respective General Meeting and Annual General Meeting.

Noted

07/15 Matters arising

7.1 Update on Allan Hewitt's case at Sport Resolutions (minute 91.2/14)

The Chair reported that Sport Resolutions had said some months ago that Allan Hewitt was taking legal advice, but he had not yet come back to them. There was therefore nothing to report. The Chair was considering ways BPA might help to move the process forward.

Ongoing

7.2 Harmonisation of Code of Conduct for Directors & Officers with that for staff (minute 93.3/14)

The Secretary would progress this.

Action: Secretary

7.3 Guidelines on tracking (minute 100.4/14)

The STO reported that this would be considered at the April meeting of STC.

Noted

7.4 Purchase of embroidered polo shirts for BPA Council Members (minute 101.2/14)

These were available for distribution this evening.

Completed

7.5 Team 4mula Appeal to the Competitions Committee (minute 104/14)

Mike Lewis (Competitions Committee) reported that the Committee had upheld Team 4mula's appeal. The grounds of the appeal were that the team had met BPA's published criteria for selection for the FS World Cup 2015 but had been excluded in favour of a team that had *not* met the criteria. That team had subsequently withdrawn, leaving the appeal on a point of principle only. The Chair asked that the Chair of Competitions should write to Team 4mula to advise them of the Committee's decision.

Action: Competitions Chair

After discussion, the Chair suggested that the Competitions Committee may wish to review its selection criteria to ensure they are not overly formulaic such that they restrict the Committee in its selection of teams to represent the UK at World Meets.

Refer to Competitions Committee

08/15 Meetings protocol

Facilities for Skype video conference calls had now been installed in the BPA Board Room. Craig Poxon was using them today to observe the meeting, as he was travelling. The Chair had said that he would, initially, accept up to five Council Members participating in a meeting by Skype, on a first-come, first-served basis. The Secretary confirmed that participation of a voting member by Skype or by telephone counted towards the quoracy of the meeting.

Noted

09/15 Finance

9.1 Management accounts and membership numbers

A paper from the Financial Administrator, which had been circulated in advance, was discussed. The Chair asked that (i) 'governance' warranted its own line in the management accounts, as it was likely to be a standing item; (ii) debtors over 60 days should state 'none' rather than be left blank.

Noted

9.2 Financial reserves policy

This item was deferred to the April meeting, when the Treasurer was expected to be present.

Defer to April meeting

9.3 Financial investment policy

This item was also deferred to the April meeting, when the Treasurer was expected to be present, and at which it was hoped to have BPA's Independent Financial Adviser as a guest speaker.

Defer to April meeting

10/15 Report on the 65th IPC Plenary meeting: Bulgaria, 31 January – 1 February 2015

An interim report on the meeting by John Smyth MVO, UK delegate to IPC, had been circulated in advance and was noted with thanks.

Noted

11/15 European update

The COO had circulated in advance the draft minutes of the EPU meeting that he and Tony Knight (Adviser to BPA on European Aviation) had attended in Bulgaria on Friday 30 January. The COO reported positively on the meeting, and believed there were signs that EPU was now being re-kindled under its new Chair, Norway's Hans Christian Amile. A representative from France had attended and asked about the benefits of EPU, about which Tony Knight had provided a list. The need for a forum of this nature on European sport parachuting had been recognised, and there was consensus to support EPU as the duly-constituted and established forum. EPU continued to owe BPA a debt of €7,085 and appeared to be keen to clear the debt (the Chair of EPU had suggested subscribing member states should pay 150% of their annual subscription to help to do this) so that BPA would once more be in a position to pay its annual subscriptions to EPU. EPU's account currently stood at €3,526 in credit.

Noted

12/15 Report on the Royal Aero Club, our National Airsports Control (UK NAC)

Further to confirmation in the Chair's Annual Report to the AGM that all four of our nominations for 2014 had been successful, the Awards Presentation Ceremony would take place on Tuesday 12 May at the Royal Air Force Club in Piccadilly.

The COO reported that he had represented BPA at a RAeC conference on marketing in which he had taken part last Saturday, 14 February. This was for member organisations to exchange ideas, and he said there had been considerable interest in BPA marketing and communications initiatives such as the *BPA Skydive Starter Mag* and its availability both in hard copy and on digital platforms.

Noted

13/15 Strategy

13.1.1 Pursuit of excellence

The Chair said that the pursuit of excellence had been a standing agenda item for the last 4 years, filtering down to all Committees.

13.1.2 Good governance

As a major initiative under the pursuit of excellence, BPA had signed up to the Voluntary Code of Good Governance in the Sport & Recreation Sector. The Stronger Future [Governance] Working Group (SFWG) had met twice since the December Council meeting, and notes on these meetings had been circulated with the agenda. Director induction and training was a top priority, this being appropriate to this time of year with Council 2015 having taken office at the AGM last month.

The Chair had researched director training and reported back to SFWG, who had agreed on the principle of a one-day course with external trainers coming in to BPA to deliver it. The Secretary had further researched the specification of three shortlisted courses and reported that only the Sport & Recreation Alliance/Institute of Directors 'Board skills for sport' course included the sport-specific director training that would be most relevant to BPA's needs. The cost of the course was about £4K plus VAT per day. Mike Lewis proposed, and Gordon Blamire seconded, a motion to use a one-day version of the normally two-day S&RA/IoD directors' training course. The Chair said the Council and senior staff should attend, 19 course members in all, and that the course should preferably be held during March or April. The Secretary would seek the course organisers' advice on the maximum number of course members per session (typically 12 for many courses) and, in consultation with the Chair and SFWG, seek to make appropriate arrangements for up to two sessions of the one-day course.

Action: Secretary

[Secretary's note: Subsequent to the meeting, Amanda Bennett, Governance Consultant to BPA, has agreed to deliver a one-day bespoke director training course for BPA, with up to 20 course members. The Chair has accepted this as being in line with Council's/SFWG's intent.]

The course would be an addition to the CV of all those that attended. Mike Lewis said that typically organisations providing such training would have a clawback clause, whereby the cost of training (pro rata) would be repaid by the individual to the organisation should the individual stand down early. The Chair said consideration could be given to putting this in the updated role description for nominees for Council 2016.

Refer SFWG

In response to a question from Jason Kelleher, Council agreed to invite this year's new Council members to take a Belbin Team Role Questionnaire on the understanding that the outcome would be shared with the rest of the group (Council, COO, STO and Secretary-General).

Action: Secretary

13.2 Improve retention

The Chair said this referred to renewal of full members year-on-year, not retention of first-jump students in the sport (for which initiatives such as the *BPA Skydive Starter Mag* had been designed, and which was devolved to BPA Affiliated PTOs). Retention showed an improving trend, by a raft of initiatives, as there was no single solution, and he invited suggestions of further ideas to the appropriate committees.

Noted

13.3 Premises refurbishment

The Secretary reported that he had been in touch with the refurbishment contractors and the architect and who had refurbished Blaby Civic Centre, the meetings venue we had used for the December 2014 Council meeting. The architect had been Sam Dearlove of the Brian Dearlove Partnership, Whetstone, Leicestershire, which offered a full service including contract tender

and contract management. Jason Kelleher said we should ask to see the architect's CV, client references and case studies of other jobs. On this understanding, Council agreed to a budget of up to £2K for sketches to include a bigger meeting room (Ian Rosenvinge suggested to seat at least 28, ideally 30, in addition to good office facilities for the staff) than in the aborted plans considered in December 2013 (minute 97/13 refers).

Agreed

14/15 Annual Committee Action Plans

The Chair asked the Communications, Competitions and Development Committees to formulate their Action Plans for the year 1 July 2015 to 30 June 2016 inclusive, for recommendation to the April meeting of Council. The budget for the Action Plan 2015-6 would also be known at that time. The Chair outlined how this budget was calculated, being on the appropriately low-risk basis of actual, rather than projected, revenue.

Action: Next meeting

15/15 Minutes of Committees

The minutes of each of the following meetings, except those of STC, had already been circulated, electronically ratified by the Council, and published on the BPA website. The minutes of STC had been circulated in draft, for consideration for ratification tonight.

15.1 Communications Committee meeting on Saturday 6 December 2014

There were no questions.

15.2 Development Committee meeting on Saturday 6 December 2014

There were no questions.

15.3 Competitions Committee

There had been no meeting of the Competitions Committee in December 2014 (which had had to be cancelled due to inaccuracy).

15.4 Safety and Training Committee meeting on Thursday 5 February 2014

Ian Rosenvinge proposed, and Jason Kelleher seconded, a motion that the minutes of the above meeting should be ratified. This carried unanimously.

Ratified

16/15 Headline issues from Committee meetings held this afternoon or earlier this week

16.1 Communications Committee

Adrian Bond (Chair of Communications) reported that the Committee, at its meeting earlier this afternoon, had:

1. noted that the Editor of *BPA Skydive the Mag* had agreed to reciprocal articles with British Hang Gliding and Paragliding Association (BHPA) to promote each other's sport in their members' magazines;
2. received an oral report from the STO about plans to update BPA training manuals;
3. received an update on BPA intellectual property rights;
4. completed the current year's Action Plan (2014/5) apart from a review of BPA websites which was still outstanding;
5. started to think about ideas for the Communications Action Plan 2015/6;
6. noted increased year-on-year attendance/footfall and generally positive feedback on *BPA Skydive the Expo 2015* (24 January at EMCC Nottingham) and the need to differentiate our event from the two-yearly Parachute Industry Association (PIA) symposium in the USA, possibly by concentrating marketing of our event particularly on the UK and Europe. The net cost to BPA of *BPA Skydive the Expo 2015* had been approximately £5K, which had been £8K under budget. A debrief meeting would be held early in March.

The Chair had suggested that, now we knew the AGM/Expo dates for 2016 and 2017, we might consider inviting the Patron. The Communications Chair said he would discuss this with the venue.

Action: Communications Chair

The Chair noted that it would be important this year to engage the membership in the conversation about governance. *BPA Skydive the Mag* would have an important role in this.

Refer Communications Committee/Editor/Secretary

16.2 Development Committee

Adrian Bond, who had chaired this afternoon's meeting of the Development Committee, reported that the Committee had:

1. agreed to maintain BPA car mileage rate as at present, which for elected members and officers was 45p/mile, being the rate set by HMRC that was not taxable; and further to mirror any variations in the HMRC rate in future. This rate covered not only fuel, but also wear and tear;
2. received a post-IPC update on indoor skydiving from John Hitchen, who was a member of a working party that IPC had established to consider the issues we had raised about the regulation and governance of indoor skydiving;
3. provisionally agreed the terms of reference of its new Information Technology Strategy Group (ITSG), chaired by Graham Spicer;
4. referred to Finance the question raised by the ITSG of whether BPA should have a specific budget for IT (which might help to promote proactivity);
5. noted a couple of verbal enquiries to date about retendering of the BPA Shop franchise (call back date for submissions: 30 March);
6. continued to progress the current year's (2014/5) Development Action Plan, which included an article in the April Mag about women in skydiving. This was an opportunity to springboard discussion on female participation rates in the sport (in relation to the target: Investigate participation rates by women in skydiving);
7. started to consider possible targets for next year's Development Action Plan, for the period from 1 July 2015 to 30 June 2016 inclusive. One agreed in advance by the Committee was for the Development Chair to order a sample lot of 100 neck warmers bearing the BPA logo, to help improve the profile of the BPA brand. If this new product was successful, it could be handed over to a future BPA Shop franchisee to manage;
8. received with thanks an update report on the BPA Archive Project from the BPA Archivists.

16.3 Competitions Committee

In the absence of the Competitions Chair and Vice Chair, Mike Lewis (Competitions Committee) reported that the meeting of the Competitions Committee held on Tuesday 17 February had:

1. agreed to liaise with Hibaldstow over feedback from the 2014 Nationals to be taken into account as appropriate for the 2015 Nationals;
2. review the team funding criteria to make it clearer and more concise as the current version was too subjective and ambiguous. The current criteria had continued to be used for the funding requests tabled at the current meeting only;
3. congratulated Jackie Harper and her team at Netheravon on their successful bid to host the 1st Wingsuit World Cup;
4. agreed a second 2-way VFS GP to be held at Hibaldstow 16-17 May;
5. agreed a date change for the BPA Open Nationals in Wingsuit, Netheravon, to 12-13 September;
6. agreed an Accuracy GP date change to 19-20 September to avoid a clash of dates with the Accuracy Nationals;
7. agreed that Ian Marshall, with assistance from Mike Lewis if required, would negotiate terms in relation to the Texair Service Contract regarding BPA Membership, CP equipment and clarity as to the extra 2 days required by Texair (1 day either side of an event);
8. upheld a selection appeal by Team 4mula - see Council minute 7.5;
9. listed teams for forthcoming International events, except Accuracy, for which a list was awaited from the Discipline Rep;
10. agreed to place a call in the minutes and through social media for appropriately experienced members wishing to act as Head of Delegation to send in their Competitions CV by noon Thursday 9 April;

11. agreed funding towards coaching costs of £2000 to Freestyle Euphoria, Freely Euphoria & Varial Freely (based on their plan and medal winning potential), and of £1000 to QFX, Vision99, 4mula, Revolution Freestyle, CFUK, Jason Bird & Mike Lovemore;
12. were still awaiting three quotes for WS judging equipment (2 laptops);
13. following an unfortunate error which came to light very late, revised the procedure leading to the advice from the judges to the Office of winners of competitions award winners for presentation at the Annual BPA Awards Ceremony. Results were in future to be recorded on a spreadsheet, and any nomination for an award was to be checked by the other relevant judges/Discipline Rep before being sent to the BPA Office in good time to report it to the October Committee meeting;
14. asked the Judges Coordinator again to submit award criteria for the 'Up-and-coming camera person award';
15. been advised by the Competitions Secretary that a tender document for UK National Delegation Uniform was to be circulated to Committee before publication.

The Chair of Council asked about the Competitions Action Plan budget for funding of non-senior teams. Jason Kelleher said that this had been discussed, and Discipline Reps were contacting potentially eligible teams. The Chair of Council asked that the Competitions Committee should ensure adequate publicity about the availability of this funding, for example by the BPA eNewsletter and *BPA Skydive the Mag*, including clear eligibility criteria for application.

Refer Competitions Committee

17/15 Application for Affiliated PTO status: Herefordshire Parachute Centre

This application had been circulated with the agenda. The COO said he and the STO supported it, conditional on approval by STC at its next meeting. Ian Rosenvinge proposed, and Jack Bradford seconded, approval by Council on this basis.

Carried unanimously

18/15 Saturday Council meetings in winter (December & February)

The Chair asked the Development Committee to review the experience of holding Council meetings on Saturdays in winter (December and February). He reported that he had yesterday received a letter about this from Geordie Page, which he asked the Secretary to circulate with the agenda of the next meeting of the Development Committee.

Refer Development Committee

19/15 Dates of Council meetings for the remainder of 2015

At the BPA Office, 5 Wharf Way, Glen Parva, Leicester LE2 9TF:

- Tuesdays at 18:00: 14 April, 16 June, 11 August and 6 October;
- Saturday 5 December, immediately after a General Meeting of Members at 15:00 (see minute 18 above).

The meeting closed at 17:10 (duration: 2h 10m).