



Council

Minutes

Tuesday 1 December 2015 at 18:12

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

Present:	Martin Soulsby	- Chair
	Paul Applegate	- Riggers' Subcommittee Chair
	Gordon Blamire	
	Adrian Bond	- Communications Chair
	Jack Bradford (to item 91)	
	Jason Kelleher	
	Mike Lewis	
	Gavin McLeod (by Skype, from item 88)	
	Yassi Molazadeh	
	Craig Poxon	- Vice Chair, Development Chair & RAeC Alternate Delegate
	Ian Rosenvinge	
In attendance:	Tony Butler	- Chief Operating Officer (COO)
	Debbie Carter	- Treasurer
	Jon Gretton (to item 85.3)	- Company Secretary & Financial Administrator
	John Hitchen (to item 90)	- Vice President, IPC Alternate Delegate & STC Chair
	Martin Shuttleworth	- Secretary-General (Secretary)
Apologies for absence:	Liz Ashley	- Editor, <i>BPA Skydive the Mag</i>
	Ian Marshall	
	Adam Mattacola	
	Jeff Montgomery	- Safety & Technical Officer (STO)
	John Smyth MVO	- Vice President, IPC & RAeC Delegate
	Brian Vacher	- Competitions Chair
Observer:	Tash Higman	- Council 2016

Item Minute

81/15 Congratulations on members' achievements

The Chair congratulated BPA members on an impressive range of recent skydiving achievements in records and competitions, as recorded in BPA media.

82/15 Minutes

The minutes of the meeting on Tuesday 6 October 2015 had been approved electronically and published at bpa.org.uk/member/agendas-and-minutes/. The Chair signed the master copy as a true record.

Published

83/15 Declarations of interest

These would be declared at the item to which they relate.

84/15 Matters arising

84.1 Register of elected members' interests (minute 71.1)

The Register had been circulated. The Chair had asked a number of elected members to put more detail on their form, and this had given rise to the need for discussion. The Secretary had obtained further clarification of best practice from Amanda Bennett of Fair Play Ltd, (governance adviser), and Rachel Gwynne of Wright Hassall LLP (constitutional legal

adviser). The Treasurer said that anything that might, *or might be construed*, to affect an elected member's impartiality was what was known as a 'related party interest' should be declared. The Chair said that the intention in circulating the Register was for the meeting to regulate itself on conflicts of interest, be they actual or perceived, and for the table and the Chair to decide should there be any doubt in a particular case. Council confirmed that it understood and agreed this responsibility.

The Chair said the onus was on each elected member to keep their register of interests form up-to-date. The Register was held by the Secretary who would circulate it periodically.

Noted

84.2 Review of BPA disciplinary procedures (minute 71.3)

The Chair reported that Muckle LLP (a legal firm on the Sport & Recreation Alliance Legal Panel), had reviewed the current BPA grievance and disciplinary procedures and made some suggested updates, including of legal terminology etc that may have changed over the time that the procedures had been in place. The review by Muckle had been circulated to the working group established to review the BPA grievance and disciplinary procedures and whose terms of reference were to update these procedures to follow best current practice in the sport and recreation sector. The working group comprised Chris Allen (a BPA Vice President and a barrister), Yassi Molazadeh (Council Member and a lawyer), Ian Rosenvinge (Council Member and Member of STC), together with independent advice which was being provided by Muckle. The Chair emphasised that the procedures were BPA-wide and covered all areas of BPA activity, including but not restricted to safety and training.

The Chair of Council suggested, and Council agreed, that now the independent review had been conducted, it would be appropriate for Secretary to convene a meeting of the working party (whether by Skype or face-to-face). For this, Ian Rosenvinge proposed, and Yassi Molazadeh seconded, a motion to invite Chris Allen to chair the working party. This carried unanimously.

Action: Secretary

84.3 Update on Allan Hewitt's case at Sport Resolutions (minute 71.6)

Allan Hewitt had indicated that he would not be available to pursue his case until January.

84.4 Belbin team role assessment (minute 71.7)

All Council Members had completed their Belbin team style assessment, each with four observers, and the team report had been circulated. The Chair said it had been disappointing not to have reached this stage earlier in the year than October. However, with only one new member of Council for next year (minute 93), he hoped that the equivalent report for 2016 could be produced early in the New Year. Discussion followed about the applicability of Belbin to a board of non-executive directors of a third sector membership body such as BPA, and a variety of opinions was expressed. At the end of the discussion, Mike Lewis proposed, and Yassi Molazadeh seconded, a motion not to continue with Belbin next year. Jason Kelleher counter-proposed, and Craig Poxon seconded, a motion to continue with Belbin next year. The vote on the counter-proposal was Against - 4, For - 5. The motion carried and a Belbin team analysis would be retained for Council 2016.

Action: Secretary

84.5 Member retention: Referral to the Development Committee of her idea about mentoring (minute 71.12)

Yassi Molazadeh said she had found out more about a previous BPA initiative in this area, and now believed it would be best to pursue her idea by an input to the work of Simon Kirkland, who was carrying out a consultancy for the Development Committee on development options for the sport. The item could therefore be removed from the Council agenda.

85/15 Finance

85.1 Management accounts and membership numbers

A paper from the Financial Administrator to the end of October 2015, month 4 of the financial year and month 7 of the membership year, had been circulated in advance. The Chair noted that full renewals remained up 4% year-on-year, despite the vagaries of this year's weather, and that provisional student and temporary membership were each down by 2%, and full conversions down by 3%, year-on-year.

Noted

The Treasurer invited suggestions from Council members of any variations they may wish to suggest in the format of presentation of the management accounts.

85.2 Insurance Premium Tax

Romero Sports & Leisure (insurance brokers) had advised that, with effect from 1 November 2015, Insurance Premium Tax (IPT) had increased by 3½% from 6% to 9½%. The old rate could be used for adjustments processed before 26 February but from that date the new rate had to be applied. As a goodwill gesture, Martin Mansley of Romero had kindly agreed that they would stand any shortfall in IPT for this period. Council was grateful for this kind gesture. The insurance element of BPA membership subscriptions for the next membership year would include IPT at the new rate of 9½%.

Noted

85.3 Membership subscriptions 2016/7

The Development Committee had recommended and the General Meeting held immediately before this had agreed, to reduce the BPA element of the membership subscription by 3% across all categories of membership, with the overall subscriptions rounded to the nearest 10p, for the membership year 1 April 2016 to 31 March 2017. The insurance element had also been agreed, subject to confirmation of the premium quoted provisionally, which the broker was today seeking to confirm with the underwriter. The COO reported that the broker had confirmed by telephone.

Agreed

86/15 Report on FAI/IPC and RAeC

John Smyth (UK Delegate to IPC and BPA Delegate to RAeC) had reported on competitions matters to the meeting of the Competitions Committee held on Tuesday 24 November. He was currently at the World Air Games in Dubai as Head of the British Delegation for all air sports. Craig Poxon (BPA Alternate Delegate to RAeC) said that the RAeC Council had not met since the previous BPA Council meeting.

Noted

87/15 Independent review of BPA procedures in relation to the World Cup in Wingsuiting at Skydive Netheravon, 25-29 May 2015

An event planning checklist (circulated) had been provided by Simon Kirkland of Sport Structures, who had yet to discuss it with Jackie Harper of Skydive Netheravon. Simon Kirkland would report back in due course.

Ongoing

88/15 Discussion with UK indoor skydiving operators about FAI indoor skydiving First Category Events, etc

A paper had been circulated, which included background e-mails with, and two items of correspondence dated 13 November from, Wayne Loxton on behalf of the International Bodyflight Association (IBA), of which he was Development Director, and tunnelinstructor.org (TI). IBA was associated with Airkix/iFly, and TI with Bodyflight, being the two UK tunnel operators. The paper also included an e-mail to Council dated 25 November from John Smyth, UK delegate to IPC, and an e-mail that John Hitchen (UK Alternate Delegate to IPC) had received as a member of the IPC working group on indoor skydiving.

The Chair noted that Wayne Loxton had asked to attend IPC 2016, at his own expense, as part of the UK Delegation, as an observer. Jason Kelleher proposed, and Ian Rosenvinge seconded, a motion to agree to this.

Carried

The Chair said that indoor skydiving was an item on the agenda of IPC 2016, it would be appropriate to wait until we had the report of that meeting before discussing the matter further. The COO said, and Council agreed, that we should be advise IPC of BPA's position, which remained unchanged and as stated to IPC by our paper in January 2015, namely that BPA did not cover indoor skydiving. Wayne Loxton was therefore attending to represent indoor skydiving.

89/15 Strategy

89.1 Governance

89.1.1 Special resolution to AGM 2016 for variations to the Articles

The AGM 2016 agenda included a special resolution to vary the Articles of Association. A document (circulated) comprising the agenda, letter of explanation and proposed updated Articles was being issued as an insert to the December 2015 edition of *BPA Skydive the Mag*.

89.1.2 Director training

Two current Directors, Adrian Bond and Ian Marshall, had not yet attended a training day for directors of a National Governing Body of sport. The Secretary would advise them once Sport

& Recreation Alliance had announced the date of its next course. He would also advise, Tash Higman would be joining Council in 2016 (minute 93).

Ongoing

For other directors, who had already attended a training day, the Chair proposed continuing professional development by way of a course to further their own interests and involvement, for example how to chair a meeting. There were many other one-day course topics, and a range of providers including university business schools, that might be appropriate to consider, and he invited suggestions and asked the Secretary to prepare an indicative list.

Action: All / Secretary

89.1.2 Mission, vision and strategic goals

The Communications Committee, at its meeting earlier today, had agreed with a suggestion by the Chair of Council that an 'awayday' workshop might be organised to help to capture and codify BPA's mission, vision and strategic goals. Council agreed that this would be likely to benefit from independent external facilitation. The Chair said a discussion of this kind was important to feed into the review of BPA committee structure, which would be the stage following the expected adoption of the new Articles by the AGM (minute 89.1.1).

The Secretary would identify possible facilitators and circulate a Doodle calendar to identify the most convenient date for Council members during February or March.

Action: Secretary

89.2 Improve retention

The Development Action Plan 'development of the sport' consultancy project (minute 91.2.4) included consideration of retention of members. The Chair said this would be discussed further at the next meeting. It had a connection with BPA strategy, mission and goals (minute 89.1.2).

Action: Next meeting

89.3 Premises

Progress had been slightly delayed because the Architect had had a family bereavement. The Architect would be meeting BPA staff on Friday 4 December for a final review of the plans before he put out the works to tender.

Ongoing

90/15 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.

90.1 Communications Committee meeting on Tuesday 6 October 2015

There were no questions.

90.2 Development Committee meeting on Tuesday 6 October 2015

There were no questions.

90.3 Competitions Committee meeting on Tuesday 6 October 2015

There were no questions.

90.4 Safety and Training Committee meeting on Thursday 19 November 2015

John Hitchen (STC Chair) answered questions arising from the minutes.

Paul Applegate proposed, and Ian Rosenvinge seconded, a motion that the minutes of the above meeting should be ratified.

Carried unanimously

91/15 Headline issues from Committee meetings held this afternoon or on Tuesday 24 November (Competitions Committee only)

91.1 Communications Committee

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

1. considered the potential for advertising income to be generated through the BPA Skydive the Mag YouTube channel. Based on the current content, this was estimated to have been £118. The demand on YouTube appeared to be for skydiving tutorials. The highest views of BPA content were for some of the AGM/Expo seminars. The Committee had asked media partners Dialogue to provide more information with a view to developing a business model;

The Chair of Council asked that in the event that any tutorial videos were to be considered, STC should first be consulted.

2. been pleased to note that sales of the Mag app had now exceeded 1K, with sales in over 37 countries. Sales were expected to exceed a revenue of £4K before the end of the year. About 3K BPA members had downloaded the app free of charge;
3. noted that Cuerden, the consultants who were developing the new BPA web portal, had met this afternoon with Archant Dialogue and Graham Spicer in relation to the interface between the existing and planned new BPA membership database and the BPA website;
4. been pleased to note that the BPA Facebook page now had over 6,000 likes.

See minute 92.3 for an update on plans for BPA Skydive the Expo 2016.

91.2 Development Committee

Craig Poxon (Development Chair) reported that the Committee, at its meeting earlier this afternoon, had:

1. received a report from the COO about insurance, and agreed provisional figures for the insurance element of the membership subscription (full and provisional) for the membership year from 1 April 2016 to 31 March 2017 inclusive. Subject to receipt of confirmation from the brokers, they had brokered a 3-year deal with the underwriters for a reduction in the insurance element (inclusive of Insurance Premium Tax at the new, higher, rate - see minute 85.2) of a reduction of 6% in year 1 followed, subject to there being no new large claims, by a further reduction of 5% in year 2 and another 5% reduction in year 3, equating to a 16% reduction over the 3 year period. In the event of one or more new large claims, there would be no reductions in years 2 or 3, but there would be a guarantee of no increase;
2. recommended a 3% reduction in the BPA element of the subscription (full and provisional) for the membership year from 1 April 2016 to 31 March 2017 inclusive. This had been agreed for provisional members at the General Meeting held before tonight's Council meeting (minute 85.3), and Council agreed that it should be put to the AGM on Saturday 30 January for non-provisional categories of membership;
3. discussed the draft specification for the new BPA database - known as the Personal Information Management System (PIMS) - with its author, Graham Spicer, who had been at the BPA Office to attend a meeting with web developers Cuerden Consulting and Phil Sumner, web developer at Archant Dialogue. The Committee would provide any further feedback to Graham Spicer before the BPA Office closed for Christmas, with a view to issuing an open invitation to tender (which would be drafted by the Communications and Development Chairs) in the New Year;
4. noted that Simon Kirkland of Sport Structures had held discussions with the Chair and Vice Chair, most committee chairs, the COO, STO and Secretary-General as part of his research on options for development of the sport, the report of which would be presented to the Committee. He would also be asked for a view on whether or not seeking accreditation to the Investors in People standard might be appropriate for BPA, his own organisation already having such accreditation;
5. noted the draft agenda for the meeting of the Drop Zone Operators' Specialised Interest Group to be held at EMCC Nottingham on Friday 29 January, chaired by the Development Chair;
6. received a routine update on the BPA Archive Project from the BPA Archivists Andrew Hilton and Graham Spicer. The report had included reference to the donation from the effects of Dare Wilson of an historic BPA-badged blazer worn during an international competition in Orange, USA, in the early 1960s.

91.3 Competitions Committee

The Competitions Committee had met earlier than usual, on Tuesday 24 November, as both its Chair and Vice Chair were part of the British Delegation currently at the World Air Games 2015 in Dubai. Mike Lewis of the Competitions Committee therefore gave the oral report from the meeting, which had:

1. considered bids for, and allocated, team funding for National Teams based on objective criteria that had been published. The entry fee of all teams taking part in the World Meet 2016 had been covered. Some teams had also been awarded funding based on published performance criteria. A spreadsheet had been used to calculate funding allocations based on these criteria.

2. agreed to put out a call for eligible candidates for consideration for appointment as Head of the British Delegation to the World Parachuting Championships Mondial (Chicago, USA, 9-22 September 2016);
3. arranged the remaining dates in the calendar of domestic competitions 2016;
4. agreed to fund the entry fee (not including travel costs) for Jackie Harper (BPA Discipline Rep, Wingsuiting) to attend IPC 2016 as part of the British Delegation (as an observer) as an adviser to the IPC Wingsuit Committee;
5. recommended to Council the creation of a new office-based part-time staff administrative post of Competitions Co-ordinator, initially as a trial by way of a 6 or 9 month fixed-term contract, at which the post would be subject to review. The need for this new post had arisen because of the significant increase in administrative workload to support the growth in competitions activity in recent years, which was putting existing staff resources under strain.

The draft job specification and person specification for the post of Competitions Co-ordinator had been circulated to Council in advance. After discussion, Mike Lewis proposed, and Adrian Bond seconded, a motion to establish the post on the basis recommended by the Competitions Committee.

Carried unanimously

The vacancy would be advertised in January on the BPA website, with alerts on BPA social media, and in the *Leicester Mercury*, with a view to making an appointment for, if possible, a February start.

Action: Secretary

92/15 AGM 2016 – Saturday 30 January 2016 at EMCC Nottingham NG7 2RJ

92.1 Draft Annual Report 2015

The Secretary had circulated in advance a draft of the BPA Annual Report 2015 in a format more typical of other organisations' annual reports than the format used by BPA in previous years. The intention was to publish it online before the AGM, and have copies of at least the text on members' seats at the AGM. This would enable the Chair to highlight key points rather than give the annual report verbatim as a long speech.

Agreed

92.2 AGM agenda

See minute 89.1.1.

92.3 BPA skydive the Expo 2016

Adrian Bond (Communications Chair) reported on the build-up to BPA Skydive the Expo 2016 which would be held on the same date and venue as the AGM. A promotional video was now on the BPA Skydive the Mag YouTube Channel. He asked that Council Members should share this through their personal Facebook pages. The AGM and presentation ceremony would be streamed live, and videos of the Expo seminars would be available on the Mag's YouTube channel after the event.

There would be more exhibitors and more seminars than in previous years. Already 234 places had been booked for the BPA Gala Dinner in the evening. This would be followed by live entertainment plus a DJ for all members and their guests, whether they had attended the dinner or not. Discounted bar prices, including special offers on selected drinks, would be available throughout the Expo.

Usually a party of 6-8 members came to the AGM and Expo for whom we provided British Sign Language Interpretation. To date, we were aware of only one of this group planning to come in 2016. Adrian Bond said we were seeking to encourage a bigger group, and/or to look at arrangements to contain the cost of providing interpreters.

93/15 Council 2016

At the close of nominations at noon on Monday 30 November 2015, 15 nominations had been received for the 15 elected seats on Council 2016. There was therefore no need to hold an election, as the seats were not contested. Council 2016 would take office immediately after the AGM on Saturday 30 January 2016. The nominees, in alphabetical order, were: Paul Applegate, Gordon Blamire, Adrian Bond, Jack Bradford, Brian Cumming, Tash Higman, Jason Kelleher, Mike Lewis, Ian Marshall, Gavin McLeod, Yassi Molazadeh, Craig Poxon, Ian Rosenvinge, Martin Soulsby and Brian Vacher.

94/15 BPA Taz Causer Skydiver of the Year Award 2015

This item was held in camera. A paper comprising the nominations received had been circulated with the agenda and was discussed. Council decided to give the BPA Taz Causer Skydiver of the Year 2015 award to Mikey Lovemore, to whom Council offered their heartiest congratulations.

Action: Secretary

95/15 Staff Christmas bonus

This item was held in camera without staff. Council decided to award staff a Christmas bonus of £200 (£100 to those contracted to work under 25 hours a week) in recognition of their hard work during another busy year. The meeting then resumed in open session, the Chair announced the decision, and the COO, on behalf of the staff, thanked the Council.

96/15 Date of next meeting

Meeting dates for 2016 would be agreed at the first meeting of Council 2016 after the AGM at lunchtime on Saturday 30 January 2016 at EMCC Nottingham.

Provisional dates were Tuesdays 16 February, 19 April, 14 June, 9 August, 4 October and 29 November 2016 at 18:00 at the BPA Office.

The Chair thanked members of Council, other volunteers and staff for their hard work during 2015 and looked forward to another busy year in 2016.

The meeting closed at 20:25 (duration: 2h 13m).