



The Council

Minutes

Tuesday 16 February 2016 at 18:08

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

Present:	Martin Soulsby	- Chair
	Paul Applegate	
	Gordon Blamire	
	Adrian Bond	- Communications Chair
	Jack Bradford	
	Brian Cumming	
	Tash Higman	
	Jason Kelleher	
	Mike Lewis	
	Ian Marshall	- Competitions Vice Chair
	Gavin McLeod	
	Yassi Molazadeh (to item 14)	
	Craig Poxon	- Vice Chair, Development Chair & RAeC Alternate Delegate
	Ian Roseninge	
In attendance:	Liz Ashley	- Editor, <i>BPA Skydive the Mag</i>
	Tony Butler	- Chief Operating Officer (COO)
	Debbie Carter	- Treasurer
	Jon Gretton (to item 10)	- Company Secretary & Financial Administrator
	John Hitchen	- Vice President, IPC Alternate Delegate
	Tony Knight (to item 11)	- BPA Liaison Officer with CAA
	Jeff Montgomery	- Safety & Technical Officer (STO) & STC Chair
	Martin Shuttleworth	- Secretary-General (Secretary)
	John Smyth MVO	- Vice President & IPC & RAeC Delegate
Apology for absence:	Brian Vacher	- Competitions Chair

Item Minute

07/16 Declarations of interest

7.1 Register of elected members' interests

The Chair reminded Council about this, and asked the Secretary to circulate the register with the agenda for the next meeting.

Action: Secretary

7.2 Declarations of interest

Declarations of interest for agenda items at this meeting would be taken as they arose.

08/16 Minutes

8.1 Meeting on Tuesday 1 December 2015

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

Published

8.2 Meeting on Saturday 30 January 2016

Mike Lewis proposed, and Jason Kelleher seconded, a motion to approve the minutes of the meeting as a correct record. This carried unanimously.

Ratified

8.3 Minutes of General Meeting & Annual General Meeting

The minutes of the General Meeting on Tuesday 1 December 2015 and the AGM on Saturday 30 January 2016 were noted.

Noted

09/16 Matters arising

9.1 Review of BPA grievance and disciplinary procedures (minute 84.2/15)

The Chair had yesterday chaired a Skype meeting of the review working party. This comprised Chris Allen, the Vice President who had originally formulated the BPA disciplinary procedures some eight years ago, together with Council Members Yassi Molazadeh and Ian Rosenvinge; and the COO and Secretary-General. The meeting had only had time to consider the disciplinary procedures and would reconvene at a later date to consider grievance procedures. An independent review by a commercial firm had made a few updates to terminology but had found the procedures to be basically sound. The working party believed there remained issues that the external review had not identified. The most fundamental problem with the disciplinary procedures was that they were not sufficiently at arm's length from the BPA committee structure. For example, Panels and Boards of Inquiry on safety matters should report to STC with recommendations on safety, but any disciplinary sanction should be determined within the disciplinary machinery rather than by STC. Chris Allen said he had been aware of this when he had originally drafted the procedures, but believed it would have been too much of a culture change for BPA to adopt back then. Similar considerations applied to disciplinary matters not involving safety, that might involve Council or other committees. It would require redrafting of certain paragraphs of the disciplinary procedures to effect this.

Ongoing

9.2 Allan Hewitt's case at Sport Resolutions (minute 84.3/15)

The Chair reported that he had met Allan Hewitt at the AGM, and had re-emphasised to him that only BPA could award BPA ratings. We and Sport Resolutions continued to wait for his available dates to pursue independent external resolution of his grievance.

Awaiting available dates through Sport Resolutions

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

The external consultant carrying out this work had yet to report, and had been reminded.

Report due

9.4 Special resolution to the AGM 2016 for variations to the Articles (minute 89.1.1/15)

The special resolution had carried unanimously. The Chair outlined the variations, and there followed a short discussion.

9.5 Appointment of a Competitions Co-ordinator (minute 91.3/15)

The Secretary reported that 10 applications had been received for this new part-time staff post. These were now being considered to identify invitees to interview.

In progress

10/16 Finance

10.1 Management accounts and membership numbers

A paper from the Financial Administrator, which had been circulated with the agenda, was discussed. Council was pleased to note a 3% year-on-year increase in renewals of full membership. Other categories (full conversion, temporary and student) were down by an average of 3%, possibly due to poor weather last summer. The forecast surplus for the year continued to be healthy, although it was slightly down on last year because the BPA element of the subscription had been pegged. This trend would continue as the BPA element of this year's subscription had been reduced by 3%. Also, it would be a year of significant expenditure on refurbishment of the BPA Office to upgrade the meeting room and office facilities to be fit for purpose.

Noted

Ian Rosenvinge asked that the management accounts should show the position on EPU's remaining debt to BPA, or state if this had been cleared.

Action: Financial Administrator

10.2 Action Plan Budget 2016/7

The Chair asked that this should be provided to the relevant Committee Chairs and secretaries.

Action: Financial Administrator

10.3 Drop Zone Defence Fund

Notes on the annual meeting of DZDF, on the day of the BPA AGM 2016, had been circulated with the agenda. Following the fatal skydiving accident suffered by Chris Jones, Chair of DZDF, last July, a trawl of back BPA minutes from the years subsequent to the establishment of the fund in 1994 had revealed that the fund held a separate bank account outside the BPA, and that the monies held by BPA for DZDF were a collection or holding account rather than the complete fund, which was both accounts combined. Council agreed with the

recommendation of the 2016 DZDF meeting that the fund should be consolidated into a single account, managed by BPA along similar lines to the British Team Fund, and overseen by the Development Committee.

Agreed

Council asked that its gratitude to Chris Jones for the excellent job that he had done as Chair of DZDF should be recorded in a letter of thanks.

Action: Secretary

11/15 CAA Liaison

Tony Knight (BPA Liaison Officer with CAA) updated Council on CAA's proposed deregulation of sport parachuting. This remained on hold by CAA pending publication of the report and recommendations on the Shoreham Air Display crash last August. CAA's consideration of the implications of this report were likely to have a significant effect on future arrangements for the regulation of our sport.

Tony Knight reminded Council that regulation of aircraft and general aviation matters would in any case remain with CAA. This would include their continuing UK implementation of European Aviation Safety Agency (EASA) regulations. Fortunately, EASA had now recognised that it was inappropriate to apply standards designed for commercial aviation to air sports. Nevertheless, it would take time for this recognition to percolate through the EASA regulatory system.

There followed a discussion regarding the CAA's proposals for deregulation that were currently on hold. Ian Rosenvinge said that a few DZOs had raised issues with him about pilot licensing under EASA regulations. Tony Knight invited Ian Rosenvinge to ask the DZOs concerned to get in touch with him. The Chair thanked Tony Knight for continuing his hard work in this important and complex area.

12/15 Report on the 66th IPC Plenary meeting: Frankfurt, Germany, 19-24 January 2016

John Smyth MVO, UK delegate to IPC, spoke to his report, which had been circulated in advance and was noted with thanks. He had also attended the meeting of the Competitions Committee this afternoon to report on IPC matters relevant to that committee.

The main strategic matter for Council was on indoor skydiving. The Chair asked that this item be taken with the oral report on this afternoon's meeting of the Competitions Committee (minute 18.3.1).

13/15 Royal Aero Club

13.1 RAeC Awards 2015

John Smyth MVO, BPA delegate to RAeC, confirmed that the presentation ceremony for the 2015 Awards, including to BPA's seven award winners, would take place at the RAF Club in Piccadilly on Wednesday 18 May 2016. The Awards would be presented by the President of RAeC, HRH the Duke of York.

13.2 Royal Garden Party, Thursday 19 May 2016

BPA had been successful in bidding for a pair of tickets allocated to RAeC for this event, and John and Annette Hitchen would represent us. [**Secretary's note:** Subsequent to the meeting, the Hitchens had regretfully to decline due to a previously overlooked engagement. This was confirmed shortly before RAeC was due to advise the Palace of the names of attendees. At the invitation of the Vice Chair and COO, the Chair therefore kindly stepped in at short notice to accept the invitation, there being no time for wider consultation on arrangements for re-allocation.]

13.3 RAeC Patron's Lunch, Sunday 12 June 2016

BPA had bid to RAeC for a pair of tickets to attend this street party in the Mall on the occasion of the 90th birthday of Her Majesty the Queen. The Chair invited Council members, as soon as possible, to send the Secretary nominations to receive these tickets should our bid be successful. Nominations would be considered at the April meeting, or by e-vote before that if necessary.

Action: All Council

14/15 Strategy

14.1 Training and development

14.1.1 BPA strategy and structure day

This day, for Council and senior staff, would be held at the Leicester Hilton Hotel tomorrow, Wednesday 17 February. It would be facilitated by Amanda Bennett of Fair Play Enterprises

Ltd, BPA's governance consultant. The focus would be on BPA's mission and values, leading on to consideration of BPA's committee structure, since form follows function.

14.1.2 Director training

The next Sport & Recreation Alliance director training day was due to be held in London on Friday 18 March. Ian Marshall and Tash Higman confirmed their availability. The Secretary would book places for them. Adrian Bond would confirm his availability or otherwise to the Secretary as soon as possible.

Action: Secretary, Adrian Bond

14.2 Improve retention

The Chair said the cumulative effect of a range of measures to improve retention was working. New ideas were needed at the table to continue this success.

Yassi Molazadeh suggested, and Council agreed, that more female skydiver role models - such as Dilys Price OBE, who gave an inspiring presentation at this year's BPA Skydive the Expo - should be invited to speak at future Expos. Female instructors might be among the invitees. Craig Poxon agreed with having such role models but said he did not believe there to have been any absence of female role models in previous years.

Action: Communications Committee

The Chair asked Committees to formulate ideas to assist in the retention of A to B licence jumpers.

Action: All Committees

14.3 Premises refurbishment

A paper by Richard Coppock of Corporate Architecture Ltd had been circulated with the agenda. It set out the planned timetable. The tender report and recommendation would be presented by Richard Coppock to the next meeting of Council in April. This would be with a view to placing the order for the works shortly afterwards with works beginning in late May.

Ian Rosenvinge said we should reconfirm with the architect whether the building could remain as a working office during the works, and consider a Plan B to move staff out if we had to. Jason Kelleher asked for a copy of the tender specification for himself and Jack Bradford.

Action: Secretary

15/16 Belbin Team Report

The Belbin Team Report on Council 2016 had been completed and circulated with the agenda. The Chair said the report set out a number of team strengths including analytical skills, but also identified an area of weakness in following-up actions. The Secretary said BPA committees were, if anything, better at follow-up than those he had worked with in other membership bodies. Use of customised software for electronic committee papers, which was to be trialled by the Development Committee, would be likely to be helpful in this and other ways to improve the efficiency of BPA meetings.

As former Council Member Karen Bain had suggested the use of Belbin, the table considered it to be appropriate now to consult her on its application, which would be further considered at the next meeting.

Action: Secretary

16/16 Annual Committee Action Plans 2016/7

The Chair reminded the meeting of the aim is to finalise the Action Plan (Communications, Competitions and Development) for the year 1 July 2016 to 30 June 2017 inclusive at the next meeting of Council in April. In formulating their Action Plans, the Chair asked committees to take account of how much work was already scheduled for 2016 for themselves and the staff, including a strategy review feeding into a review of committee structure; the planned premises refurbishment; the new web portal; and the database and media partner tenders.

Action: Communications, Competitions & Development Committees

17/16 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.

17.1 Communications Committee meeting on Tuesday 1 December 2015

There were no questions.

17.2 Development Committee meeting on Tuesday 1 December 2015

There were no questions.

17.3 Competitions Committee Tuesday 24 November 2015

There were no questions.

17.4 Safety and Training Committee meeting on Thursday 4 February 2016

Ian Rosenvinge congratulated Jeff Montgomery, STO, the new STC Chair, for doing an excellent job of chairing his first meeting.

In reviewing the minutes, Brian Cumming asked for clarification of the arrangements for the grading system for tracking coaches, which the COO and STO provided.

Craig Poxon suggested that absentees from STC should be encouraged to take part via Skype. The COO said he did not believe that the sometimes confidential and sensitive nature of STC's business lent itself to remote access. For that reason, he recalled that STC had been excluded from the invitation to use the Skype facility that had been extended to members of other committees who were unable to attend in person. The Chair confirmed that this was a matter for the Chair of each committee to decide.

The Editor pointed out an inconsistency in formatting within the STC minutes. The COO said that this had already been replicated in the update to the Operations Manual and it would therefore be necessary to reformat that in due course. Meanwhile, he suggested that the formatting in the minutes should be left as it was so that it matched the Operations Manual.

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

Ratified

18/16 Headline issues from Committee meetings held this afternoon

18.1 Communications Committee

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

1. noted that the February 2016 issue of *BPA Skydive the Mag* was due to be mailed out this Friday. The issue date had been scheduled for later in the month than usual to allow coverage of the BPA AGM and BPA Skydive the Expo 2016 which had been held on Saturday 30 January 2016;
2. been pleased to note that the all-time revenue on the *BPA Skydive the Mag* App had exceeded £4K, 50% of which came to BPA;
3. been pleased that the *BPA Skydive the Mag* hoodies, worn at the Expo by the Mag team, had been well received. Consideration was now being given to providing a hoodie to regular contributors to the Mag;
4. in relation to the current year's Action Plan, received a report from Cuerden Consulting, who had been engaged to develop the new BPA web portal, about arrangements for its integration with the planned new BPA personal information management system (database), which the Development Committee was to put out to tender, and for which Cuerden had signified their intention to bid;
5. agreed to examine information flows on member activities (competitions, records, etc) within BPA with a view to improving the accuracy and accessibility of information for dissemination, including through the Annual Report;
6. received a report on BPA Skydive the Expo 2016 (EMCC Nottingham, Saturday 30 January 2016), including the following.

6.1 Increased year-on-year attendance/footfall from 631 to 760+. Expenditure had been £5.5K from a budget of £13.5K, reducing the cost per member from £7.89 last year to £7.19 this year (Adrian Bond tabled a paper on the financial outturn). Archant Dialogue had missed their target on exhibition sales with a shortfall of £2K in not securing a main sponsor, and he had renegotiated the financial arrangements with them on this basis.

6.2 There had been positive feedback on most aspects of the event apart from one not in BPA's direct control, the standard of bar service. The perennial problem was of long waits for drinks, which appeared to be due to a combination of sometimes less than enthusiastic casual staff working with and a till-driven electronic point of sale stock control system. This had been raised again with the venue at the debrief with them this morning. The venue had agreed to seek to propose a solution later this year at their first planning meeting with us for next year's event.

6.3 There had been problems in live streaming the AGM and presentation ceremony in the morning, as a result of which we had made a reduction in the payment the provider of the streaming service. The number of views of the live stream had been in single figures, and in only low double figures last year when it had worked more reliably. This suggested that the audience for live streaming was unlikely to justify the cost in future years;

7. noted that BPA Skydive the Expo 2017 would be held at the same venue, EMCC Nottingham, on Saturday 28 January 2017. The venue for 2018 had yet to be decided: a provisional booking had been made at EMCC, and another venue was also being explored;
8. issued the media partner invitation to tender for a three-year period from autumn 2016, when the contract with the existing service provider, Archant Dialogue (which had signified its intention to bid to continue), was due to come to an end. Bids to the tender specification were due by 11 March and shortlisted bidders would be invited to make a presentation to the April meeting of the Communications Committee.

The Chair congratulated Liz Ashley, Editor of *BPA Skydive the Mag*, on her five years in post, and the development of the Mag during that period, including the latest refresh with the February 2016 issue.

18.2 Development Committee

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

1. received an oral report on the meeting of the BPA Drop Zone Owners and Operators Specialised Interest Group at EMCC Nottingham on Friday 29 January, the day before the AGM and Expo (this scheduling was preferred to a meeting in November, and would be repeated next year). The meeting had included two excellent presentations, on (i) drop zone marketing by international expert James La Barrie of Beyond Marketing, and (ii) safety culture by Stuart Morris of Skydive North West, who was a professional occupational safety and health practitioner. The presentations were followed by the customary open forum. This included consultation on plans by a working group of STC for a new declaration of fitness form, on the format of a possible new design of membership cards (DZOs said that a photograph and barcode would be helpful), and on removing the present restrictions relating to temporary membership.

Craig Poxon now proposed to Council, seconded by Gordon Blamire, a motion to remove restrictions on eligibility for temporary membership, such that there would be no limit to the number of temporary memberships any eligible individual could take out; and eligibility would not depend on whether or not the individual had previously been a BPA full member during the last year or at any time.

Carried unanimously, Action: COO

2. received an update from Graham Spicer on development of the specification for the personal information management system (database), which was still being finalised prior to being put out for tender;
3. noted that the BPA Buffs had not sold well but were appreciated as tokens of thanks to worthy members;
4. received a report on options for development of our sport from Simon Kirkland, an independent external consultant from Sport Structures Ltd in Birmingham, and discussed the report with him by Skype. It contained a number of potential options, of which the Committee had identified three as warranting further investigation as part of the next Development Action Plan:
 - 1 The possibility of developing, with drop zones, some sort of drop zone accreditation programme.
 - 2 Developing a member mentoring programme.
 - 3 Developing a grassroots talent identification and development programme.
5. also considered, for inclusion in the next Development Action Plan, (i) producing embroidered badges for instructors (which tied in with branding and the possible development of accreditation), and (ii) converting appropriate BPA forms into fillable pdfs as Development Action Plan items for 2016/7. The COO said that instructor badges had been produced years ago but had not been popular - he would be pleased to show the Committee an example;

6. decided that it would not be appropriate to progress Investors in People in BPA, at least for the time being;
7. reviewed and fine-tuned the rules for the BPA Star award to (i) introduce a nomination form to help to ensure that nominators were eligible (they needed to hold an A licence or above); (ii) cap the number of nominations that could be considered for any nominee to a maximum of 5;
8. planned to trial collaborative software for committee papers by using it for meetings of the Development Committee;

With respect to 8 above, the Chair of Council sought an assurance that the Development Committee, through its IT Strategy Group, had sufficiently surveyed the available options of collaborative software for committee papers to ensure we had identified the most economic solution for our needs.

Refer to the IT Strategy Group of the Development Committee

18.3 Competitions Committee

18.3.1 Indoor skydiving

At the invitation of the Chair of Council, John Smyth MVO (UK Delegate to IPC) reported on the IPC Plenary meeting held in Frankfurt, Germany: 19-24 January 2016, which had accepted indoor skydiving as a competitions discipline.

Mike Lewis reported that the Competitions Committee had unanimously recommended to Council that the interim period of BPA co-ordinating British delegations to IPC first category events in indoor skydiving should continue, as we owed this as a duty of care to those of our members who wished to compete in these events. The question of funding was for another day. The Committee believed BPA should issue FAI Sporting Licences to skydivers who compete in tunnel events. This is subject to BPA members meeting the criteria to be issued with such a licence, which is a minimum of BPA A licence parachutist.

After extensive discussion, Jason Kelleher proposed, and Tash Higman seconded, a motion that, with respect to indoor skydiving, BPA align its objectives with those of the wider IPC and over time seek to work through any identified issues to full implementation of IPC's approach. The Chair said that, for the avoidance of doubt, this motion went beyond what the Competitions Committee had recommended. The vote was: For - 11, Against - 1.

Carried

A question for the Competitions Committee would be whether or not to allocate any funding from their budget to indoor skydiving and, if so, the criteria that would apply.

18.3.2 Report from this afternoon's meeting of the Competitions Committee

In the absence of Brian Vacher (Competitions Chair), Ian Marshall (Competitions Vice Chair) reported that the Committee, at its meeting earlier this afternoon, had:

1. noted that the Bodyflight World Challenge, on 1-2 April 2016, was the selection event for the World Indoor Skydiving Championships 2017;
2. co-opted onto the Committee for 2016 discipline reps for wingsuiting, speed skydiving and artistic & VFS, but that no co-option had yet been made of a judges' co-ordinator;

The Chair of Council confirmed that decisions on whom to co-opt to each of the above positions rested with the Committee.

3. noted date changes, one major and one slight, for international competitions in IPC's calendar;
4. recommended to Council that John Smyth should be Head of the British Delegation to this year's world meets in CP in Canada and the Mondial in Chicago, with Craig Poxon and himself, Ian Marshall, as team managers;

Jason Kelleher proposed, and Tash Higman seconded, a motion that Council should approve this recommendation. The vote was: For - 11, Abstain - 2 (Ian Marshall and Craig Poxon, who declared an interest).

5. asked the Competitions Secretary to speak with the insurers with a view to arranging cover for our delegations to Canada and the USA, where BPA insurance was not normally valid;
6. noted that the CP and CF Nationals had both been scheduled for 22-24 July but that there were insufficient judges to provide for both. Either one of the meets would need to change its dates, or judges be brought in from outside the UK;

7. a Committee paper containing a draft process for updating judging rules and procedures for consideration for launch at the judges' seminar in April had not been intended to go to the judges prior to discussion by the Committee. However, it had found its way to several judges who had responded adversely to the Committee. There was now a need for the Competitions Chair to explain the background directly to the judges, to build bridges and seek their support with a view to the Committee and judges moving forward together.

Action: Competitions Chair

19/16 Application for Affiliated PTO status: Skydive Oxford

This application had been circulated with the agenda. The COO said he and the STO supported it, and it had been cleared by STC. He pointed out that approval of a new Affiliated PTO was no guarantee it would run, as sometimes airspace issues delayed or occasionally prevented a new DZ from operating. Gordon Blamire declared an interest as a DZO. There was discussion about whether or not Ian Rosenvinge should declare an interest as a DZO located in a distant part of the country. The table decided he had no interest to declare. Mike Lewis then proposed, and Jack Bradford, seconded a motion that the application be approved. The vote was For: - 13, Abstain - 1 (Gordon Blamire).

Carried

20/16 Dates of future meetings

At the BPA Office, 5 Wharf Way, Glen Parva, Leicester LE2 9TF: Tuesdays at 18:00: 19 April, 14 June, 9 August, 4 October and 29 November.

The meeting closed at 21:08 (duration: 3h).