



The Council

Minutes

Tuesday 25 September 2018 at 18:05

at BPA HQ, Glen Parva, Leicester LE2 9TF

Present - voting: (quorum: 5)	Martin Soulsby Paul Applegate Mark Bayada Brian Cumming Tash Higman Craig Poxon	- Chair
	Sue Stanhope Brian Vacher Georgie Vacher	- Vice Chair / Development Chair / RAeC Delegate / IPC Alternate Delegate
		- Competitions Chair
In attendance:	Liz Ashley (from item 64.7) Tony Butler Debbie Carter Jon Gretton (to item 65) John Hitchen Jeff Montgomery Martin Shuttleworth	- Editor, BPA Skydive the Mag - Chief Operating Officer (COO) - Treasurer - Finance Manager & Company Secretary - Vice President - Safety & Technical Officer (STO) & STC Chair - Secretary-General (Secretary)
Observer:	Mike Williams (to item 66)	
Apologies for absence:	Adrian Bond Nick Bunting Yassi Molazadeh	- Communications Chair

Item Minute

62/18 Minutes

COUNCIL CONFIRMED ITS ELECTRONIC RATIFICATION, prior to this meeting, of the minutes of its meeting held on Tuesday 7 August 2018. The minutes had then been published on the BPA website on 29 August bpa.org.uk/member/agendas-and-minutes/

63/18 Declarations of interest

Declarations of any conflicts of interest would be taken as they arose.

64/18 Matters arising

64.1 Grievance and disciplinary working party (minute 51.1)

An updated procedure was being drafted by Yassi Molazadeh (Working Party Chair).

Ongoing

64.2 Duties and responsibilities of Council members (minute 51.3)

Yassi Molazadah, Nick Bunting and the Secretary had yet to consider whether Form 178 should be amended to include policy guidance on the wearing of sponsors' and/or employer's logos on items of clothing whilst representing the Association.

Action: Yassi Molazadah, Nick Bunting & Secretary

64.3 Software development contract with 3Si (minute 54.1)

Adrian Bond (Communications Chair) was completing contract negotiations with advice from Yassi Molazadeh.

Ongoing

64.4 Breach of contract by previous software supplier (minute 54.2)

The Secretary reported that BPA's legal advisers continued to be engaged in correspondence on our behalf.

Ongoing

64.5 Graph of membership trends (minute 55.1)

This was available in the Development Committee SharePoint folder at the same level of folders as the meeting year folders. All Council members had access to this.

Completed

64.6 Staffing (minute 53.2)

The Secretary was consulting on the formulation of role descriptions and person specifications for the new staff posts agreed in minute 53.1.

Ongoing

64.7 Personal data breach (minute 55.3.2)

The Secretary had reported this to the Information Commissioner's Office within the required 72 hours. The breach had involved membership data (number, currency and ratings if held), but not any personal contact or payment data, of one full member. The data had been accessed by another member through use of BPA's online Member Check facility, and posted on Facebook. Craig Poxon (Development Chair) reported that access to the Member Check facility had now been restricted to logged-in full members for their own membership data only, and to Affiliated PTOs when logged-in for access to limited safety-critical data on any member.

Breach reported and access to data restricted

64.8 Payment of donation of £2K to RAeCT (minute 57)

The charity Royal Aero Club Trust had now, at our request, issued BPA with an invoice for the BPA donation of £2,000 in memory of the late Fred Marsh of the Trust.

Completed

64.9 GBR representation at FAI/IPC indoor skydiving competitions (minute 58)

The COO and Secretary were liaising with representatives of indoor skydiving competitors with a view to Council's policy of licensing responsibility for a defined period to a representative association of indoor skydiving competitors.

Ongoing

64.10 Message to a senior member (minute 60)

The Chair reported that the senior member to whom he had sent a message on behalf of Council, in relation to a ill-health condition from which they were suffering, had been received with thanks. The individual's significant contribution to our sport over many years was held in the highest of esteem by Council who were keen to recognise this, if an appropriate mechanism agreeable to the individual could be found. The Chair would reflect on the matter.

Noted

65/18 Finance and compliance

65.1 Draft annual report and accounts

COUNCIL APPROVED the draft audited accounts for the financial year ended 30 June 2018, together with a draft narrative edited by Nick Bunting, had been circulated with the agenda.

The surplus recorded for the financial year ended 30 June 2018 was £36,143 compared with £296,121 in the previous financial year. The Treasurer said that membership subscription charges had been set with the intention of reducing the surplus. However, the outturn had also been significantly affected by an accounting factor. A change in Financial Reporting Standards in 2017 meant that investments were now included at fair value and changes shown as income. This had resulted in a one off uplift last year of £113,260. The one year movement in 2018 had been £(4,165).

The Annual Report and Accounts 2017-8 would be published on the BPA website and as an insert to the December 2018 issue of *BPA Skydive the Mag* before being put to members for formal approval at the AGM on Saturday 26 January 2019.

Action: Finance Manager, Secretary

65.2 Management accounts and membership numbers

A report by the Finance Manager had been circulated with the agenda and was received by Council. The report was for month 2 of the financial year (July-June) and month 5 of the membership year (April-March).

A downward year-on-year trend in membership totals was noted across all categories, both student provisional and full, for the second year running. It was important to identify underlying factors influencing this trend. The Treasurer reminded the meeting that BPA's income was almost entirely reliant on membership subscriptions, and that the trend would need to be taken into consideration in financial forecasts and in setting next year's membership subscription.

65.3 Competitions Committee budget request

Tash Higman (Competitions Vice Chair) had prepared a paper on competitions funding that had been circulated with the agenda, and spoke to her paper.

During Council's strategy day the proposal had been made to move away from an arbitrary allocation of funding to committees in favour of zero-based budgeting, based on justified need. The Treasurer had agreed that it was appropriate to update the budgeting process.

The paper set out a detailed competitions budget comprising five parts:

1. Winning medals
2. Developing talent
3. Judging
4. Delivering and supporting competitions
5. Committee management

The total budget request was for £191,074 (the 2017/8 budget allocation had been £121,600).

Nick Bunting had asked some questions, which had been circulated as he was unable to attend today's meeting. Also circulated by the Secretary, for information, had been figures on competitions funding and attendance at Nationals over the last 10 years, and an extract from the minutes of a Council meeting on 15 December 1998 (minutes 072/98, the 'Marshall rule') about voting procedures on the allocation of BPA funds. Tash Higman said that this archaic minute was irrelevant and its circulation without explanation had been unhelpful and, in her view, could be considered a mechanism to stifle change and undermine the agreed move to substantiated budgets. The Secretary confirmed that previous Council decisions do not bind future Councils.

There followed a long and detailed scrutiny of the budget proposals during which Tash Higman, Georgie Vacher and Brian Vacher (Competitions Chair) answered the written questions from Nick Bunting together with many other questions from around the table.

Central to the discussion, and many of the questions, was the need to have agreed targets with measurable outcomes so that Council could monitor the return on its investment. Tash Higman said that metrics would be developed as the Committee's new sponsorship policy bedded in. She accepted that there was an element of faith required but believed the work that the Committee had done in preparing such a detailed budget more than justified that faith. She said that the initiatives the budget allocation would allow the Committee to undertake would make a significant contribution towards achieving several of the objectives in the BPA Strategic Plan. Georgie Vacher said the Committee was excited about the opportunity this offered to develop the sport.

The COO was concerned about such a significant year-on-year increase, which included funding judges' travel and subsistence at all Nationals which had, traditionally, been run at no cost to the BPA. Tash Higman said the old policy was no longer sustainable as DZs would not bid to hold competitions that could leave them significantly out of pocket.

The Treasurer asked whether the Committee had considered matched funding for athletes, where BPA matched the amount of commercial sponsorship that had been raised. Tash Higman said that most commercial sponsorship was from within the sport and therefore relatively modest, making such an approach impractical.

Craig Poxon asked whether the Competitions Committee recognised that this request would require a use of reserves rather than solely the current surplus. Tash Higman responded that yes, this was understood. She also reiterated that each year, a new budget would be

prepared and presented and that this year's budget would not be used as precedent if the benefits to the Association as a whole could not be demonstrated.

COUNCIL AGREED to accept the budget request of £191,074 from the Competitions Committee on condition that the Committee can clearly show, next year, where the money has been spent and how it has increased the benefits to the Association; and on the understanding that this is not an ongoing budget but a move to the principle of a zero-based budget that will need to be justified each year. The vote was: for - 8, against - 1 (by proxy).

Tash Higman thanked Council for its support, and said that the Competitions Committee would prepare KPIs and targets, although not all could use past competition seasons as the baseline from which to measure improvement as not all data points had been collected in the past.

65.4 GDPR - external consultant

The Secretary reported that a new consultant on GDPR had been engaged to provide expert external support on a small trail project, the outcome of which it was too early to say.

Ongoing

65.5 Business and financial risk register

A revised draft, kindly updated by Nick Bunting, had been circulated with the agenda. The Secretary was consulting on the draft with internal specialists in various of the areas covered. There was also still work to be done in completing some of the fields. However, the most immediate question was whether the significant risks had been correctly identified in nature and magnitude.

Ongoing

The Treasurer outlined some feedback on the content of the register in relation to financial risks, which she would confirm in writing to the Secretary.

Action: Treasurer

The Secretary reported that the Aviation Adviser was content with the draft in relation to airspace regulatory issues.

66/18 Strategic Plan - 2019 objectives and deliverables

Nick Bunting and Sue Stanhope had held a planning session with the COO and the Secretary. A draft planning grid template had kindly been provided by Nick Bunting. A grid had been prepared for each of the six strategic objectives, and each objective had been broken down into a number of components, listed at the top of each of the six grids. The next stage, to follow for consideration at the next meeting in November, was to itemize deliverables in 2019 (Year 1 of 5) and for each to set out sub-actions / measures, KPIs, owner/s, resources required, budget and status.

The Secretary was currently consulting with officers and committee chairs and staff colleagues on the deliverables and actions to be itemized in the draft grids. Sue Stanhope said that the deliverables had to be aspirational but proportionate.

Action: Secretary

The Secretary asked that the Competitions Committee kindly to populate the draft grids as appropriate for the areas of strategic development to which their activities would contribute (minute 65.3).

Action: Competitions Committee

The Secretary said that one of the long-standing issues was the practice of holding committee meetings on the same day as Council meetings, which did not help the efficiency and effectiveness of meetings. A tendency to re-run business from afternoon committees at Council sometimes made Council meetings go on until late. If the committees met on a different date, their minutes would be presented as a written report to Council, as was currently the case with STC. This would be more efficient than the current oral reports to Council of committee meetings held earlier the same day. Council noted that virtual meetings may have a role to play in any rationalisation of the meetings schedule, and to include exploration of this as a deliverable for 2019.

Action: Secretary

67/18 Royal Aero Club

The Chair (BPA Alternate Delegate to RAeC) reported that the Council of the Royal Aero Club was meeting this evening. RAeC had a new Chairman, David Monks of the Helicopter Club of Great Britain.

A list of available FAI and RAeC Awards had been circulated with the agenda, together with their award criteria. The Chair called for draft nominations for consideration at the November meeting of BPA Council, ahead of formal submission to RAeC, the cut-off date for which was usually in December (date yet to be advised by RAeC).

Craig Poxon asked that a list of previous award winners nominated by BPA should be circulated with the papers for the next meeting.

Action: Secretary

The Chair called an in-camera session, and those who were not Council Members or staff left the room, as some names that had already been suggested for nomination were discussed.

Action: Next meeting

With reference to the Queen's Cup, which was a RAeC award attached to an event, the Competitions Chair noted that the Chair of Council had sent further information on this award in response to an enquiry by a member of the Competitions Committee. He asked that the Competitions Secretary should please be copied in for information on any correspondence with a committee member.

Action: Chair

The meeting resumed in open session.

68/18 Reports from Committees

68.1 Minutes of Committees

The minutes of each of the following meetings, except those of the Communications Committee and STC, had already been circulated and approved electronically by the Committee concerned, and ratified electronically by Council.

The minutes of STC had been circulated in draft, pending approval by STC at its next meeting.

68.1.1 Communications Committee meeting on Tuesday 7 August 2018

The draft minutes (circulated) of the Communications Committee's meeting on 7 August had not yet been approved by that Committee, pending agreement on the wording of one item, this afternoon's meeting having been inquorate. It was hoped that the Committee would be able to approve, and Council subsequently to ratify, the minutes electronically.

Action: Secretary

Georgie Vacher (FS Rep, Competitions Committee) said she had asked the Communications Committee a month ahead for a promotional email / newsletter to be sent out before the FS Nationals. She was disappointed that this had not been done. Craig Poxon advised this was because of GDPR compliance issues raised by our media partner Archant Dialogue, which unfortunately had not been cleared in time, but had since been resolved.

68.1.2 Development Committee meeting on Tuesday 7 August 2018

There were no questions. **COUNCIL CONFIRMED RATIFICATION** of the minutes.

68.1.3 Competitions Committee meeting on Tuesday 7 August 2018

There were no questions. **COUNCIL CONFIRMED RATIFICATION** of the minutes.

68.1.4 Safety and Training Committee meeting on Thursday 6 September 2018

Jeff Montgomery (Chair, STC) expressed thanks to Paul Applegate, who had stood down as Chair of the Riggers' Subcommittee of STC, for his dedicated service during a period of 21 years' in office. Paul Applegate said he was standing down for personal reasons.

Craig Poxon asked a question about the consistency of sanctions for infringements of the Operations Manual, to which the COO replied.

In response to a question from the Editor, the COO said that the names of members involved in non-fatal accidents and incidents were not published. However, it was established policy that if any disciplinary action were taken, the member or members who were the subject of that action would be named.

COUNCIL RATIFIED the decisions in the above STC minutes. Proposed by Paul Applegate, seconded by Tash Higman, carried unanimously. The variations to the Operations Manual are set out in the Appendix to these Council minutes.

68.2 Oral reports on Committee meetings held this afternoon

Craig Poxon (Communications Vice Chair and Development Chair), and Brian Vacher (Competitions Chair) reported on the meetings of each of their Committees held this afternoon. All meetings except the Communications Committee had been quorate. The minutes of the meetings will record the business discussed, the record here is only of business that involves the Council.

68.2.1 Communications Committee

68.2.1.1 Value added from Archant Dialogue

As part of BPA's contract with media partner Archant Dialogue, BPA was running a campaign in Archant print and digital media to encourage first jumps. The estimated reach was 3.7m people across a range of Archant titles. An example of a newspaper containing a full-page colour BPA advertisement was tabled. Liz Ashley (Editor), who had not been present at this afternoon's meeting of the Communications Committee, said she was happy to help, but she asked the committee to keep in mind the scheduling demands of work on this project, including a still-planned accompanying article on tandem jumping, in relation to her duties as Editor of the Mag.

Refer to the Communications Committee

68.2.1.2 BPA Social media

(a) The Committee planned to review the BPA social media policy, which had last been set out in 2015, in the light of current policies at other National Governing Bodies of Sport.

Action: Communications Committee

(b) **COUNCIL AGREED** to a recommendation from the Communications Committee (inquorate) that, stemming from the thread about Pride on the BPA Facebook page in the summer, Council should formulate a diversity and inclusivity policy for the sport.

Action: Secretary

(c) **COUNCIL AGREED** to recognise the 100th anniversary of the end of World War I on BPA social media on 11 November 2018, including use of a customised (such as a poppy wreath) version of the BPA logo. Proposed by Mark Bayada, seconded by Brian Cumming, carried unanimously.

Action: Communications Committee

68.2.1.3 Branding and identity

At its previous meeting, Council (minute 59.2.1.1) had agreed to accept the concept of a visual identity for British Skydiving based on the membership survey's preference of the concept of a canopy and flag, and to refer this back to the Communications Committee to refine it.

Craig Poxon reported that the Communications Committee did not believe that it was in a position to do this at present. Rather, it recommended to Council that a branding agency should be appointed to research and develop the British Skydiving brand, from which a visual identity would emerge organically with a brand personality to support the organisation's mission, vision, values and strategic goals. It was this earlier part of the process that we had not yet commissioned, which meant that the foundation that should underpin the new brand identity was missing.

COUNCIL AGREED to request a discussion paper from the Communications Committee to set out the issues, with costed options and a draft brief for engaging a branding agency.

Refer to the Communications Committee

68.2.1.4 3Si discovery day

Software contractors 3Si had held a 'discovery day' at BPA HQ on Monday 17 September with staff and Graham Spicer (Chair, IT strategy Group). This was in relation to the development of a membership database (Personal Information Management System). 3Si were arranging a webinar in October with stakeholders of the various component sites of the BPA web hub.

Ongoing

68.2.1.5 BPA Skydive the Expo

The Communications Committee had noted problems with venue hotel room bookings, both by telephone and because of several weeks' delay in our being advised of the online booking code. The online delay was a recurrence of problems in previous years. Advance bedroom bookings, and the slow bar service at the event itself, appeared to be perennial issues. It was recognised that the venue offered excellent facilities and that operations on the day mostly went well, however these irritants marred the overall experience.

The Secretary said that Adrian Bond (Communications Chair), himself and others were continuously seeking to improve matters, but the problem with bar service appeared to be a fundamental one, based on the venue's systems and protocols, and online reviews suggested that other clients with similar needs to ours also had similar experiences. In discussion, the Treasurer suggested withholding a small amount of our overall payment to the venue because of sub-standard customer service in these areas. Tash Higman asked that, whenever the next tranche of venue bookings were to be made (the next three years after the currently-contracted period), the matter should be brought to Council.

Planning for the Expo on Saturday 26 January 2019 was going well.

Noted

68.2.2 Development Committee

The IT Strategy Group, chaired by Graham Spicer, had so much business it was increasing the frequency of its meetings from three a year, with the addition of virtual meetings.

The initial goal of using SharePoint to replace Council and Committee e-post (emails with attachments) had now been achieved. If any Council or committee member had any issues with the BPA SharePoint system, the Development Chair asked that they should raise a ticket with BPA's IT partner Computerlink (Leicester) Ltd through BPA HQ. It was also possible that Graham Spicer or the Development Chair himself may be able to offer help and advice.

SharePoint now in place for Council and Committee papers

SharePoint offered a host of other functionality, some of which was already being used, and some of which we had yet to exploit. Computerlink were continuing to conduct monthly training sessions for BPA HQ staff.

68.2.3 Competitions Committee

68.2.3.1 Sponsorship of a team that has since withdrawn

The Competitions Chair reported that the team from whom sponsorship monies were due for repayment to BPA had requested a repayment plan. They had initially sent this request to Council by way of an appeal, however the Chair and Secretary had referred it to the Competitions Committee as a competitions matter for negotiation with the team members concerned.

COUNCIL CONFIRMED its agreement to the principle to the Competitions Committee agreeing to a reasonable repayment plan with those concerned.

68.2.3.1 FAI World Parachuting Championships 2018, Gold Coast, Australia

The Competitions Chair, on behalf of his Committee, the Council and the whole Association, wished good luck to our delegation to the World Parachuting Championships 2018 in FS, Artistics, Speed Skydiving and CF, that were taking place in the Gold Coast, Queensland, Australia, from 4-13 October.

69/18 Council 2109

69.1 Election - three of the seats for elected non-executive directors

Three seats were available for election for the three-year period 2019, 2020 and 2021 (until the AGM in January 2022). Nominations (online) would open on 1 October and close at noon on Tuesday 13 November. Administration of the election was being conducted by independent scrutineers Mi-Voice (Democracy Technology Ltd). If there were more than three nominees, an election would be held over Christmas and the New Year. The result would be announced on the BPA website on the afternoon of Thursday 10 January 2019, ahead of the AGM on Saturday 26 January. Holders of the current seats for the election (per the Appendix to the minutes of the Council meeting on Saturday 27 January 2018) were eligible to stand again.

Nominations open from 1 October to noon on 13 November

69.2 Nomination - one of the seats for an independent non-executive director

The Chair reported that the Nominations Committee had met immediately before tonight's Council meeting. It had unanimously agreed to recommend to the AGM that Nick Bunting should be re-appointed as an independent non-executive director for the three-year period 2019, 2020 and 2021 (until the AGM in January 2022). Before the Nominations Committee had met, Nick Bunting had indicated to the Chair that he was willing for his name to go forward if that was the wish of the Committee.

Action: Secretary - include on AGM agenda

70/18 Date of next meeting

Tuesday 27 November at 18:00 at BPA HQ Leicester LE2 9TF.

The meeting closed at 21:58 (3hr 58)

Appendix

Changes to the BPA Operations Manual agreed by STC at its meeting on Thursday 6 September 2018.

AMENDMENTS TO BPA OPERATIONS MANUAL

At the STC meeting of the 13th September 2018 the following amendment was made to the BPA Operations Manual:

BPA OPERATIONS MANUAL, SECTION 12 (DOCUMENTATION), Paragraph 1 (Personal Documents), sub-para 1.1. Change to read:

- 1.1. All parachutists, riggers, packers, judges and DZ controllers must be current members of the British Parachute Association.

Note: *The above takes effect from the 1 April 2019. The current sub-paragraph remains in force until 31 March 2019.*