



The Council

Minutes

Tuesday 1 October 2019 at 18:00

at BPA HQ, Leicester LE2 9TF

Present:	Martin Soulsby	- Chair & RAeC Delegate
	Paul Applegate	
	Mark Bayada	- Competitions Chair
	Adrian Bond	- Communications Chair
	Tash Higman	
	Sam Lee	
	Craig Poxon	- Vice Chair, IPC & RAeC Alternate Delegate and Development Chair
	Sue Stanhope (from item 65)	
In attendance:	Liz Ashley	- Editor, BPA Skydive the Mag
	Tony Butler	- Chief Operating Officer (COO)
	Debbie Carter	- (co-opted) Treasurer
	Angel Fernandez	- Communications Manager
	John Hitchen	- Vice President
	Jeff Montgomery	- (co-opted) Safety & Technical Officer and STC Chair
	James Potts (to item 69)	- Compliance Officer
	Martin Shuttleworth	- Secretary-General (Secretary)
Apologies for absence:	Nick Bunting	
	Jon Gretton	- Finance Manager & Company Secretary
	Yassi Molazadeh	
	John Smyth MVO	- Vice President & IPC Delegate
Observers:	2	

Item Minutes

61/19 Welcome

The Chair welcomed James Potts, the new BPA Compliance Officer, who would start his part-time role at the beginning of November following his retirement from his position as a Detective in Leicestershire Police, although he would be able to do some preparatory work for BPA later this month.

62/19 Resignations

On 24 September, Brian Vacher and Georgie Vacher had notified the Secretary of their resignation as Council Members and competitions discipline reps. On behalf of Council, the Chair thanked them both for their contributions to the work of Council and its Competitions Committee.

63/19 Skydiving Hall of Fame - Lofty Thomas

The Chair congratulated the Thomas Family on the induction of John 'Lofty' Thomas, a long-standing and well-known member and former Chair of Council, to the USA-based Skydiving Hall of Fame. Council was delighted to hear that John Smyth MVO, as a Vice President of BPA and UK Delegate to IPC, would be able to represent BPA at the induction ceremony later this month.

64/19 Minutes

COUNCIL APPROVED, as a true and correct record, the second draft of the minutes (previously circulated) of the meeting held on Tuesday 6 August 2019. This followed feedback by email on the first draft. Proposed by Adrian Bond, seconded by Tash Higman, carried unanimously.

65/19 Audio recording of Council minutes

The Secretary had taken legal advice from Wright Hassall and had circulated this in a paper with the agenda. Council noted the factors to be weighed in deciding whether to audio record its meetings. The Chair said such recordings might assist in approving the minutes, after which the recordings would be destroyed once minutes were approved.

COUNCIL AGREED that its future meetings should be audio-recorded for the purpose, where necessary, of approving the minutes. Audio recording was a function of Microsoft Teams.

66/19 Matters arising from the minutes

66.1 Grievance case (minute 50)

This item was held in camera. The Chair asked Vice President John Hitchen to remain in the room.

Sue Stanhope reported that she had referred the matter to alternative dispute resolution company ADR, who had appointed a mediator acceptable to both parties. However, it had not proved possible to arrange a date for a mediation meeting that was convenient to both parties, as the respondent would not be available until January. The complainant had therefore withdrawn their agreement to refer their grievance to external mediation, because of this further delay to the grievance they had lodged in January 2019.

Ongoing

The meeting then resumed in open session.

66.2 Liaison with the British Indoor Skydiving Association (minute 52.1)

The Secretary reported that the British Indoor Skydiving Association (BISA) was about to sign its Memorandum of Understanding (MoU) with BPA, backdated to 1 January 2019.

[Secretary's note: The signed MoU has been received from BISA and countersigned by BPA.]

66.3 The Queen's Cup 2019 (minute 52.2)

The Chair and the Communications Manager reported on arrangements for presentation of the Queen's Cup to FS 4-way champions Team NFTO at the end of the 4-way FS Nationals at Skydive Hibaldstow over the August bank holiday. As the Chair of the Royal Aero Club had not been available to present the trophy, the presentation had been made on behalf of RAeC by the Chair of BPA Council in his capacity as BPA Delegate to RAeC.

66.4 Communication of Council actions to members (minute 52.4)

See minute 77.1

66.5 Whistleblowing procedure (minute 56)

This procedure, which had already been approved by Council (minute 56 refers), would go live from 1 November when the Compliance Officer (minute 61) came on stream for case work.

66.6 FAI's proposed changes to sporting licences (minute 60)

The Chair said this was covered in his update on RAeC (minute 74).

67/19 Finance and compliance

67.1 Annual Report & Accounts for the year 1 July 2018 to 30 June 2019

COUNCIL APPROVED the draft audited accounts and accompanying narrative for publication to members as an insert to the December 2019 issue of Skydive the Mag, for consideration for approval by the AGM on Saturday 25 January 2020.

The drafts had been circulated with the agenda. Minor typographical corrections were noted. The Chair said that Council's policy of reducing large annual surpluses had been effective, with a surplus of £49.8K recorded for the financial year ending on 30 June 2019 (£36.1K for 2018).

67.2 Management accounts & membership statistics

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

The Chair noted a year-on-year decrease in student provisional membership numbers of 1% and a decrease of 2% in full renewals; however, conversions to full membership had increased by 6% to date.

Craig Poxon asked that this document should in future be provided as an Exel spreadsheet rather than a document scan.

Action: Finance Manager

67.3 Business and financial risk register

Tash Higman, who was co-ordinating this document, was highlighting for discussion one area at a time at consecutive Council meetings. These were areas currently assigned a high risk score, because mitigation measures had not to date been discussed around the table.

At this meeting, Tash Higman focused on project and change management. The new Personal Information Management System (PIMS) and web hub was discussed and risk ratings for the impact and probability of risks associated with this project were considered. Tash Higman said she would update the risk ratings in the light of this discussion. This would ameliorate the red ratings for this strategic risk.

Action: Tash Higman

The Chair thanked Tash Higman for her continuing work on the risk register.

67.4 Governance review action plan

The Secretary had circulated with the agenda an action plan arising from the external governance review conducted in the summer (minute 53.6 refers). Council noted the action plan and asked for periodic updates.

Action: Secretary

67.5 Data assurance action plan update

An update by external consultant Steven Connors of Haines Watts had been circulated with the agenda and was noted by Council. The appointment of a new Compliance Officer (minute 61) would provide internal resource to help to progress this work.

Action: Compliance Officer

67.6 Staff pensions

COUNCIL AGREED to increase the employer contribution to all staff pensions to six per cent (presently it was six per cent for some, and four per cent for others) backdated to the start of the new financial year on 1 July 2019. Proposed by Paul Applegate, seconded by Adrian Bond, and carried unanimously. The Chair said this had been recommended by the Employment Committee at its meeting on Tuesday 11 June but due to an oversight had not been put forward to Council that time. Tony Butler thanked Council on behalf of the staff who would benefit.

68/19 Rebranding to British Skydiving

The Chair reported on the result of consultation with Council by email that had led to a decision on 16 September on the preferred option. This had enabled our branding agency Creative Sponge to develop sub-brand identities for Skydive the Mag, Skydive the Expo, and Stay safe, together with a special identity for our 60th anniversary for use during the year 2021.

COUNCIL APPROVED the visual identity of the British Skydiving brand and its sub-brands. Proposed by Adrian Bond, seconded by Tash Higman. All votes were in favour except for Craig Poxon who abstained.

69/19 Working party on committee structure and frequency of meetings

Notes from a virtual meeting on Microsoft Teams held on Monday 9 September had been circulated with the agenda.

COUNCIL AGREED, from 2020, normally to hold four ordinary meetings a year (not including the special meeting immediately after the AGM for the election of officers and committee chairs, which would continue in 2020). The Secretary would note the agenda of routine annual business that would apply to each of these quarterly meetings in spring, summer, autumn and winter. He would propose the schedule of dates for 2020 to the next meeting.

Action: Secretary

Consultation with other committees had indicated that STC and its Riggers' Subcommittee were likely to retain their current pattern of six meetings a year, as was the Competitions Committee. However, the Communications and Development Committees were keen to explore a possible change in their pattern of meetings to around four a year, on different

dates from Council, at least some of which might be virtual meetings by Microsoft Teams. These committees welcomed the additional flexibility this would offer.

The schedule of committee meetings for 2020 would be co-ordinated with the dates of the quarterly Council meetings to enable the committees to report to Council by circulation of their minutes, augmented where appropriate by papers on particular recommendations. This was an extension of the arrangements already in place for STC.

Action: Secretaries to Council and Committees

The notes on the Working Group's meetings recommended an updated committee structure comprising, in addition to the existing Nominations Committee (covering the nomination of independent Council Members to the AGM) and the Employment Committee (covering staff terms and conditions of service, including pay):

- The Safety and Training Committee (STC) and its Riggers Subcommittee (these, known as the technical committees, were ring-fenced for the time being);
- a Finance Committee (all aspects of finance, including budgeting and recommending membership subscription rates, financial policies, internal audit, investment policy, reserves policy, etc);
- a Member Development Committee (MDC - covering the member journey and participation, development of coaching qualifications, etc);
- an Élite Performance Committee (EPC - covering performance);
- a Communications Committee (covering member communications, media and public relations).

In addition, there would be a new Technical Advisory Group (TAG) to advise the committees. The Working Party envisaged that the TAG would comprise specialists/advocates in particular skydiving disciplines, such as the competitions disciplines; or techniques, such as tracking.

COUNCIL APPROVED the above structure in principle, to allow the Working Group to develop draft terms of reference for the new committees.

70/19 Team NFTO dispute with BPA - mediation

This item was held in camera. The Chair declared a conflict of interest, handed the chair to the Vice Chair, and left the room.

Adrian Bond reported on the mediation at Sport Resolutions with team NFTO on Friday 20 September 2019. The BPA mediation team had comprised himself, Mark Bayada and Sam Lee. The settlement agreement had been circulated to Council in SharePoint on Monday 23 September. Team NFTO had withdrawn their statement of claim against BPA as part of the settlement agreement. Each party would settle their own costs of mediation.

Adrian Bond thanked Sport Resolutions and their mediator, Ms Kendrah Potts, who had been assigned to the case.

A mutually agreeable joint statement between the parties would be published as soon as possible. Adrian Bond reported that he had prepared a first draft.

Questions were asked of the mediation team about the process and the outcome.

Council thanked the BPA mediation team for their hard work both in their diligent study of case papers and their discussions and several virtual meetings in preparation for a long day of mediation at Sport Resolutions in London.

71/19 BPA sponsorship criteria

COUNCIL AGREED the fully documented sponsorship allocation criteria as set out by the Competitions Committee in a paper circulated with the agenda. Proposed by Tash Higman, seconded by Paul Applegate and carried unanimously.

Mark Bayada (Acting Competitions Chair) reported that the Competitions Committee had established a Working Group to consider future arrangements for sponsorship allocation beyond 2020 (allocation for 2021 would be considered in August 2020). Also, the Development Committee was looking at longer-term arrangements to support equality and

inclusivity in the sport - it was too early to say whether this might have any implications on sponsorship criteria.

COUNCIL AGREED that the current sponsorship allocation process should be published. The amounts of sponsorship allocation to particular teams or athletes would, in common with most National Governing Bodies of Sport, not be published.

Action: Communications Manager in liaison with Sam Lee

The meeting returned to open session. The Vice Chair handed back to the Chair, who returned to the meeting for the next item.

72/19 Female participation

A paper by John Smyth MVO, UK Delegate to IPC, consideration of which had been deferred from the August meeting because of lack of time, was not taken because it had been superseded by more recent events.

A paper by Georgie Vacher, who had since resigned from Council and as FS Rep on the Competitions Committee (minute 62) was discussed.

Georgie Vacher's paper had made provisional suggestions for possible international rule changes. Council noted that John Smyth had said that investigation would be needed for example on compliance with the FAI Sporting Code. Mark Bayada (Acting Competitions Chair) said his understanding was that IPC currently saw there was not a problem.

COUNCIL AGREED that Georgie Vacher's suggestion should be referred to the Development Committee as part of the committee's work on inclusivity and equality in the sport. The Chair would brief John Smyth on this decision.

Action: Chair

73/19 Strategic plan - 2019 deliverables

The September update had been circulated with the agenda. The Secretary said a main issue was that the last two meetings of the IT Strategy Group had not taken place pending putting in place arrangements for a new Secretary, Craig Poxon (Development Chair) having agreed to take the chair. Arrangements for a new Secretary, at least on a temporary basis, were in hand and he hoped that a meeting could be arranged within the next few weeks. See minute 77.2.

74/19 Royal Aero Club

74.1 Update report

A report from the Chair on a recent RAeC Council meeting, in his capacity as BPA Delegate to RAeC, had been circulated with the agenda.

A main topic of concern to BPA, as it was to RAeC, was FAI's proposals to increase the cost for issue of a sporting licence to CHF 15 a year and increasing the cost of ratifying a record from CHF 200 to CHF 300. This was because since 2011, FAI's expenditure had significantly exceeded its income leading to a reduction in its reserves from CHF 1.8m to CHF 300K.

BPA COUNCIL SUPPORTED RAeC's concerns.

74.2 Nominations for FAI and RAeC Awards 2019

The Chair invited Council Members and staff to suggest possible nominees for consideration at the next BPA Council meeting for nomination for FAI or RAeC Awards. A draft citation or at least bullet points covering relevant achievements would be required in time for circulation in a supporting paper with the agenda of the next meeting (for receipt by the Secretary by Wednesday 13 November). A list of FAI and IPC awards had been circulated with the agenda of this meeting for information. The Chair said it would not be necessary for suggestions of possible nominees to include reference to a specific award, as this would be decided at the next meeting.

Action: Council, staff

75/19 STC amendments to the Operations Manual

The minutes of the STC meeting held on Thursday 19 September, including STC's amendments to the BPA Operations Manual of that date, had been circulated in advance. The amendments are set out as an appendix to these minutes. The COO noted two typographical errors in the draft minutes that would be corrected.

COUNCIL APPROVED STC's variations to the Operations Manual. Proposed by Mark Bayada, seconded by Paul Applegate, and carried unanimously.

76/19 Minutes of Committees

As some Council meetings held earlier in the year had not completed their agendas because of lack of time, there was a backlog of minutes for Council to receive, in addition to the minutes of the August meetings that would normally come forward to this meeting.

The minutes for consideration, which had been circulated with the agenda, were:

- Communications: 30 April and 6 August (recommendations to Council from the Communications meeting on 11 June were approved in Council minute 46.3)
- Development: 30 April, 11 June, 6 August
- Competitions: 30 April, 11 June, 6 August.

Minutes received

77/19 Oral reports from committee meetings held this afternoon

77.1 Communications Committee

Adrian Bond (Communications Chair) reported that today was the first day of Warners' publishing contract for the Mag and associated publications. The Communications Manager was working with contractor Eudonet (UK) on the new British Skydiving web hub and would circulate a link to Council.

Action: Communications Manager

He reported on progress on the Communications deliverables 2019 as part of the five-year strategic plan,

There followed discussion, initiated by Sue Stanhope, about announcing resignations from Council (minute 62) with respect to the channels of communication used for this. Social media was interactive and not an official organ of BPA such as the Mag and the website. She said a learning point was that if an announcement about an individual was to be posted by BPA on social media, it should only be with their consent.

COUNCIL APPROVED an updated draft policy on Communication of Council actions to members that had been circulated with the Council agenda, and had been considered by the Communications Committee at its meeting earlier today, which it now recommended to Council. Council, asked that the policy should be published on the website.

Action: Communications Manager

77.2 Development Committee

Craig Poxon (Development Chair) reported that the Drop Zone Owners' and Operators' Specialised Interest Group, at its meeting on Tuesday 20 August, had been in favour of an increase in the third party public liability insurance indemnity limit for the sport being increased from the current £5m per incident to a new limit of £10m. This would be subject to approval by the AGM to become effective from the new insurance year on 1 April 2020.

The Committee had agreed to use of Computerlink (Leicester) Ltd to provide secretariat services for the IT Strategy Group (minute 73), for at least the time being.

Development by Eudonet (UK) Ltd of our new Personal Information Management System (PIMS) continued, supported from our side by Graham Spicer as client project co-ordinator.

COUNCIL AGREED to conferring the status of 'agents' on Affiliated Parachute Training Organisations for the purpose of accepting eligible applicants for British Skydiving student membership, it being necessary for this to be confirmed before student training may begin.

[Secretary's note: Before taking this forward, further professional advice is being taken on any legal issues in relation to the status of agents.]

77.3 Competitions Committee

COUNCIL ELECTED Mark Bayada (Competitions Vice Chair and Acting Chair since the resignation of Brian Vacher) as the Chair of Competitions, with tenure, as other committee chairs, until the AGM. Proposed by Adrian Bond, seconded by Tash Higman and carried unanimously.

COUNCIL APPROVED the Competitions Committee's election of Mark Bayada as CP rep and Sam Lee as FS rep for the remainder of the current committee year, until the AGM.

Mark Bayada (Competitions Chair) confirmed that the Committee had established a Working Group to consider future arrangements for sponsorship allocation beyond 2020 (minute 71). The Committee was reviewing choice of software programs for judging with the assistance of

the Communications Manager. It was also reviewing uniform in the light of the new British Skydiving brand, and would be the lead committee for all uniform requirements, including examiners, etc.

78/19 Council election 2020

The three-year tenure of (i) Martin Soulsby as Chair, (ii) Craig Poxon, (iii) Yassi Molazadeh, and (iv) Brian Vacher (who had resigned, see minute 62) was due to come to an end at the AGM in January. All were eligible to stand for re-election if they so wished. In addition, a casual vacancy had arisen by the resignation of Georgie Vacher. Under the Articles, the remaining tenure on her seat, which was for one year, would be decided by the election, the seat being won by the candidate with the fifth highest number of votes. The nominations site - mi-nomination.com/bpa - had opened earlier today, Tuesday 1 October, and nominations would close at noon on Wednesday 13 November, by when all nominations needed to have been duly completed online, including the support of a proposer and seconder.

79/19 Date of next meeting

Tuesday 26 November 2019 at 18:00.

The meeting closed at 20:56 (duration: 2h 56 min)

Appendix: Amendments to the Operations Manual, September 2019

AMENDMENTS TO BPA OPERATIONS MANUAL

At the STC meeting of 19 September 2019 the following amendments were made to the BPA Operations Manual:

SECTION 4 (INSTRUCTORS), PARAGRAPH 9 (Ground Instructors). Change to read:

9. GROUND INSTRUCTORS (G)

A Ground Instructor is a BPA instructor who does not meet the required annual/bi-annual jump number requirements for instructor rating renewal (see para 12, below), or wishes to only take part in 'ground' instruction. To obtain a ground instructor rating, an instructor (CSI, AFFI or TI) must contact BPA HQ, in writing, stating which rating(s) he/she wishes changing. After which the instructor may renew his/her ground instructor rating annually (see *N.B.* below).

9.1. Category System Instructor (G)

To become a CSI(G) the CSI must have held the rating for a minimum of 3 years before changing to a ground rating. Once the change has been made the CSI(G) will be permitted to carry out all the duties of a CSI on the ground, but will not be permitted to carry out any CSI duties in the aircraft or in the air, including dispatching, jumping with or observing Student Parachutists.

9.2. Accelerated Free Fall Instructor (G)

To become an AFFI(G) the AFFI must have held the rating for a minimum of 3 years before changing to a ground rating. Once the change has been made the AFFI(G) will be permitted to carry out all the duties of a AFFI on the ground, but will not be permitted to carry out any AFFI duties in the aircraft or in the air, including dispatching, jumping with or observing Student Parachutists.

9.3. Tandem Instructor (G)

To become a TI(G) the TI must have held the rating for a minimum of 3 years before changing to a ground rating. Once the change has been made the TI(G) will be permitted to carry out all the duties of a TI on the ground but will not be permitted to carry out any TI duties in the aircraft or in the air, including jumping with Tandem Student Parachutists.

N.B. Ground Instructor ratings expire on the 31st March each year but may be renewed up to six months after that date. To renew a ground instructor rating the instructor must satisfy his/her CI and that he/she is current in all aspects of parachuting instruction relevant to his/her status.

9.4. Regaining Full Instructor Status

Should a Ground Instructor (G) wish to regain his/her full instructor status, that instructor must first obtain STC approval, via his/her CI. STC will decide what will be required to regain full instructor status. After regaining full instructor status, the instructor will then be required to fulfil the requirements for renewal as detailed in paragraph 12 (below).