
Council

Minutes

Saturday 25 January 2020 at 12:25

at De Vere Orchard Hotel, University Park, Nottingham NG7 2RJ

Present:	Craig Poxon	-	Chair
	Paul Applegate		
	Mary Barratt		
	Mark Bayada		
	Adrian Bond		
	Jack Davies		
	Sam Lee		
	Kate Lindsley		
	Sue Stanhope		
In attendance:	Liz Ashley	-	Editor, Skydive the Mag
	Tony Butler	-	Chief Operating Officer
	John Hitchen	-	Vice President
	Jeff Montgomery	-	Safety & Technical Officer & STC Chair
	Martin Shuttleworth	-	Secretary-General (Secretary)
Apologies for absence:	Natasha Higman	-	(attending ISC meeting in Moscow)
	Simon Soper		
Observers and other staff:	Members: 4		
	Other staff: 5		
	Sue Allen	-	Membership Services
	Trudy Kemp	-	PA to the COO/STO
	Marie Kent	-	Competitions & Awards Co-ordinator
	Helen Lucas	-	Administration Secretary
	James Potts	-	Compliance Officer

Item	Minute
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The COO took the Chair to item 2.1.

01/20 Composition of Council 2020

Kate Lindsley, Craig Poxon, Mary Barratt and Simon Soper had been elected by the membership for three years, and Jack Davies for one year. Nick Bunting had resigned on 10 January. See Appendix for tenure of all Council Members.

02/20 Election of Officers and Committee Chairs, etc

A call for nominations had been circulated with the agenda on 10 January, on which it had been stated that nominations would be taken from around the table only where there had been none in advance. A re-issued agenda had been circulated on 17 January which had listed nominations received in advance.

2.1 Chair of Council

The two nominees below had each circulated a statement with the re-issued agenda and made a short statement to the meeting:

Adrian Bond - proposer Paul Applegate, seconder Mark Bayada
Craig Poxon - proposer Natasha Higman, seconder Paul Applegate

A ballot was held, including proxy votes by the two absent voting members. Craig Poxon was elected and took the Chair. Tenure: Three years, 2020, 2021, 2022.

2.2 Vice Chair of Council

Adrian Bond was unanimously elected as Vice Chair, proposed by Paul Applegate, seconded by Mary Barratt. Tenure: Two years, 2020 and 2021 (subject to re-election to Council in 2021).

2.3 Treasurer

Natasha Higman was unanimously elected as Treasurer, proposed by Craig Poxon, seconded by Adrian Bond. Tenure: One year, 2020.

2.4 Chair, Safety & Training Committee (STC)

Jeff Montgomery was unanimously elected as STC Chair, proposed by Mark Bayada, seconded by Paul Applegate. Tenure: One year, 2020.

2.5 Chair, Membership Development Committee (MDC)

Mark Bayada was elected as MDC Chair, proposed by Sam Lee, seconded by Adrian Bond. Tenure: One year, 2020. 1 abstention by proxy.

2.6 Chair, Élite Performance Committee (EPC)

Sam Lee was elected as EPC Chair, proposed by Mark Bayada, seconded by Mary Barratt. Tenure: One year, 2020. 1 abstention by proxy.

2.7 Chair, Communications Committee

Adrian Bond was proposed by Mark Bayada but declined to stand as he was in his final year of his current tenure on Council. He agreed to a request from the Chair of Council to cover as Communications Chair for the time being, until arrangements for 2020 could be made. One abstention by proxy.

2.8 Delegate to the Royal Aero Club

Martin Soulsby was unanimously elected as Delegate to the Royal Aero Club, proposed by Craig Poxon, seconded by Mark Bayada. Tenure: One year. Includes a proxy vote.

2.9 Alternate Delegate to the Royal Aero Club

Craig Poxon was unanimously elected as Alternate Delegate to the Royal Aero Club, proposed by Tash Higman, seconded by Paul Applegate. Tenure: One year. Includes a proxy vote.

2.10 Co-options to Council

Jeff Montgomery was co-opted to Council as Chair, STC. Proposed by Paul Applegate, seconded by Adrian Bond and carried unanimously.

Martin Soulsby was co-opted to Council as Alternate Delegate to RAeC. Proposed by Sam Lee, seconded by Mark Bayada and carried unanimously.

03/20 Dates of quarterly Council meetings 2020

At British Skydiving HQ, Leicester LE2 9TF:
Tuesdays at 18:00: 10 March, 16 June, 15 September and 24 November 2020.

04/20 Directors' documentation

The following were noted:

- (i) Companies House Registration of Directors
- (ii) Directors' duties and responsibilities (Form 178)
- (iii) Code of conduct for British Skydiving volunteers (Form 303)
- (v) Register of elected members' interests
- (vi) Short biographical profile of each Council Member for the website, 100 words maximum

05/20 Non-executive Director Training

New Council Members were expected to attend a one-day training workshop organised through the Sport & Recreation Alliance. The workshop fee and travel expenses would be met by British Skydiving and the Secretary would arrange the booking. The date of the next workshop was Thursday 19 March 2020 in London. Jack Davies and Mary Barratt had already indicated their availability and a place on the workshop had been reserved for each of them.

06/20 Notes on committee compositions and scheduling of committee meetings

Council minute 86.1/19, set out at Appendix 2, was noted. In response to a question from Mary Barratt, the Secretary said that Technical Excellence advisers (TEAs) would be appointed at the virtual meeting of Chairs and the COO in February.

The meeting closed at 12:55 (duration: 30 min)

Appendix 1

Composition of Council

Tenure on Council - Elected Council members (per Articles 11 & 13)

Paul Applegate, Adrian Bond - 3 years (2018, 2019, 2020)

Mark Bayada, Tash Higman, Sam Lee - 3 years (2019, 2020, 2021).

Mary Barratt, Kate Lindsley, Craig Poxon, Simon Soper - 3 years (2020, 2021, 2022)

Jack Davies - 1 year (2020)

Tenure on Council - independent Council members (per Article 12)

Sue Stanhope was appointed by AGM 2018 as an independent director for 3 years (2018, 2019, 2020).

Nick Bunting was appointed by AGM 2019 for appointment as an independent director for 3 years (2019, 2020, 2021). On 10 January 2020, British Skydiving announced that Nick Bunting has stood down from his voluntary position as an independent non-executive director of British Skydiving (British Parachute Association Ltd) due to his other commitments. Chair of Council Martin Soulsby thanked Nick Bunting for his contribution to development of British Skydiving's strategy over the last three years and wished him well for the future.

Appendix 2

Extract from the minutes of the meeting of Council held on Tuesday 26 November 2019

86.1 New Committee Structure from 2020

The terms of reference [of the committees] specify a complement of at least three Council members on each Committee and that the Chair and (except for STC) Vice Chair shall be Council Members. No more than six Council Members or 50% of Council could serve on any committee. There would also be volunteer seats on committees and many working or task and finish groups (that committees may from time to time establish on an ad hoc basis) for members from the wider membership to volunteer appropriate skills and competences. A call for volunteers had been made in Skydive the Mag for December and would be reinforced on social media.

Discipline representatives on the current Competitions Committee (whose successor would be the Élite Performance Committee) would become Technical Excellence Advisers (TEAs) under the new arrangements. This was a new specialist technical and ambassadorial role with a wider remit, to advise both the Member Development Committee (MDC) and the Élite Performance Committee (EPC). MDC which would oversee skills coaching roadshows as part of its responsibilities for member development, and EPC would cover competitions.

The annual composition (membership) of committees (except STC), apart from the Chair of each committee who is elected by Council, would be proposed by the Chair of the appropriate committee and decided by a meeting of all main chairs (Council, STC, EPC, and Communications).