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## Council

### Minutes of the virtual meeting by Microsoft Teams Tuesday 14 September at 18:00

<b>Present on Teams:</b>	Craig Poxon	-	Chair
	Mary Barratt	-	Chair of EPC
	Mark Bayada	-	Vice Chair, Chair of MDC
	Alex Busby-Hicks	-	From 19.17
	Natasha Higman	-	Treasurer
	Robert Hartley	-	INED
	Kate Lindsley		
	Joanne Shaw	-	INED
	Simon Soper	-	From 18.23
	Eleanor Southworth	-	
<b>In attendance on Teams:</b>	Liz Ashley	-	Editor, Skydive the Mag
	Tony Butler	-	Chief Operating Officer
	Nicola Hobday	-	Compliance Officer – Until Item 6.
	Jeff Montgomery	-	Safety & Technical Officer & STC Chair
	Lise Moore	-	Acting Sec-General (Secretary)
	Martin Soulsby	-	Vice President
<b>Observers:</b>	Adrian Bond		
	Grant Richards		
<b>Apologies for absence:</b>	John Smyth	-	Vice President
	Sam Lee		
	Angel Fernandez	-	Communications Manager

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The Chair reminded everyone that the meeting would be recorded to assist with preparation of the minutes after which the recording would be deleted and went on to welcome everyone to the meeting. Items were taken out of agenda order but recorded in agenda order.

The meeting opened at 18.05. The Chair informed Council of the recent fatality at RAF Weston on the Green, and conveyed the Association's sincerest condolences to the family, friends and colleagues of the deceased.

<b>Item</b>	<b>Minute</b>
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<b>44/21</b>	<b><u>Declarations of interest</u></b>
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The Chair said these could be made now or at the appropriate item.

<b>45/21</b>	<b><u>Minutes of the meeting held on Tuesday 22 June 2021.</u></b>
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These had been previously circulated with the agenda. The Chair expressed his apologies that these had not been reviewed by him prior to the meeting.

With no questions, these minutes to be considered a true and accurate record of the meeting and approved.

### **Minutes of the extraordinary meeting held on Tuesday 24 August 2021.**

These had been previously circulated with the agenda. With no questions, these minutes to be considered a true and accurate record of the meeting and approved.

46/21

#### **Matters arising.**

From the meeting 22<sup>nd</sup> June 2021.

The Chair stated that there was a suggestion that the Articles of Association were vague on article 14.1. We have received a response from Wright Hassall which also required further clarification. The Chair read out the further clarification received and asked if there were any questions relating to this, of which there were none.

47/21

#### **Finance**

##### **47.1 Management Accounts and Membership Statistics**

The Treasurer spoke to the August Management Accounts.

A couple of questions were raised prior to the meeting.

Insurance is paid in advance ahead of the year and a reconciliation is made on a quarterly basis of the money received against the money paid out, which is why there is some disparity in the Management accounts. Over the whole year, however we pay over the whole amount of Insurance received to the Insurance company.

STC Costs – The figure includes all activities relating to STC, predominantly the cost of Instructor Training Course which will be reviewed in the future to make sure the income balances the course expenditure.

Skydive Operations Costs- The cost we incur to be able to run skydiving operations in the UK. The costs include the CAA approval charge and the subscription to the Royal Aero Club.

##### **47.4 Acceptance of the Draft Expenses Policy**

The objective of the revised volunteer expenses policy was to articulate what can and what can't be claimed for when travelling abroad. For international travel, the costs are estimated three months in advance, so they can communicate to volunteers as to how much they can claim before booking flights etc.

The Finance Committee had reviewed the policy and this version now reflects all the amendments to the policy. This policy applies to all volunteers including judges, and instructor examiners, but not staff, whose expenses policy is included in the staff handbook.

##### **Proposal received**

To approve the volunteer expenses policy as drafted.

Proposer, Natasha Higman, Second, Joanne Shaw, Against, None, Abstain, None.

##### **Proposal carried.**

Once updated with relevant dates, the Treasurer asked that the document be circulated to all the relevant chairs for distribution to volunteers and to ask the Communications Manager to put it on the website.

#### **47.5 Verbal update on the Audit 2021.**

The Treasurer gave a verbal update on the audit 2021.  
The auditors have asked us to document policies and procedures more formally as stand-alone documents.

It is the intention of the Finance Committee to put the audit out to tender in line with best practice, with the criteria being decided by them. This needs to be done quite quickly so the Finance Committee can make a recommendation to the members at the AGM.

The auditors won't finalise the audit until they have had sight of the draft narrative, circulated with the agenda to make sure that they both tell the same story. Any comments to be forwarded to the Treasurer, the Finance Manager and the Chair before Thursday 16<sup>th</sup> September.

#### **Proposal received**

To accept the draft accounts as presented to the Directors.  
Proposer, Natasha Higman, Second, Joanne Shaw, Against, none, Abstain, none,  
**Proposal carried.**

#### **Update on the discussions held in the in-Camera session.**

#### **Financial Matters and Risk Register**

#### **Update on PTO loans and Grants**

A discussion took place regarding one PTO that isn't operating to normal parameters at the moment so they will be offered an extension.

#### **Expenses Policy for volunteers**

This will be going onto the website

#### **Draft Accounts**

Have been approved by the directors and will be published for members so they can ask questions at the AGM.

#### **Compliance Officers report**

Things are a bit quieter at the moment but there are some policies and procedures that are going to be updated as well as some training for staff, council members and PTOs.

#### **PTOA**

The intention is to respond to the email sent by the PTOA very shortly.

50/21

#### **Reports from Committees of Council**

#### **50.1 Safety and Training Committee (STC)**

The STO asked if there were any questions from the draft minutes from the previous STC meeting, circulated prior to the meeting.

The STO updated the meeting on the recent fatality at RAF Weston on the Green. A board of inquiry has been instigated and several meetings have taken place with the police, the HSE and the military.

The Chair iterated that some of the information the STO had told Council and observers had not been made public knowledge and it was important that anyone who may contact Council members about this incident, be referred to the COO or the STO.

The STO has tried to deliver several courses recently, but these have been hampered by the weather on some of them.

#### **50.2 Elite Performance Committee (EPC)**

The Chair of EPC spoke to their update previously circulated with the agenda.

The dates for the 6<sup>th</sup> DIPC have been released, and confirmation has been received that a competitor can act as Head of Delegation. The DIPC is not an FAI 1<sup>st</sup> category event (FCE). It is not financially supported by British Skydiving and staff act only to co-ordinate the registrations.

Investment in Performance Working Group (IPWG) held a meeting last week where a member shared some interesting research and the IPWG is due to hold a further meeting this week. A verbal update will be given on this at the next meeting.

### **50.3 Members Development Committee (MDC)**

The minutes of the previous meeting were circulated with the agenda.

No questions were raised.

51/21

#### **Royal Aero Club (RAeC)**

The alternate Delegate attended the most recent meeting, and there was nothing of significance to report.

52/21

#### **Expo Update**

Adrian Bond spoke to his paper on the Expo.

Booking codes for the hotel have been received, however they are not yet active.

Adrian Bond to revert to the East Midlands Conference Centre to get this issue sorted out.

**Action: Adrian Bond**

Further discussion is needed regarding the top table and VIP invitees.

A suggestion was made about asking for vaccine passports to attend the Expo and AGM. DCMS have clear guidelines on venues and attendees as does UK Sport for major events. Both of these platforms could have useful information to make a final decision on this but at the current time the devolved English government are not implementing them. Further discussions on this point such as a campaign to ask people to undertake Lateral Flow Tests prior to attending can be made at the November meeting if needed.

A request was made for a framework of the speakers and seminars that have been booked for the Expo. Adrian to update the framework and send on to INEDS.

**Action: Adrian Bond**

53/21

#### **Corporate Social Responsibility**

The Chair spoke to his paper circulated prior to the meeting.

Due to the, now balanced, budget deficit and the absence of any available underspend from this year's allocations, the intention is that this item will be included as a proposed budget item for our next financial year, along with sustainability and ways to off-set the carbon footprint from the sport.

54/21

#### **Provider for Board Elections**

Elections have previously been managed by Development committee but had been overlooked in time for the matter to be discussed at the previous meeting.

Mi-voice is our current provider for election services and have served the Association well for the past few years.

UK Engage acted for us during the virtual AGM last year and have quoted to host the election and AGM voting this year. Their quotation is better from a financial

perspective, and they also offer additional items. One of these being an on-line hustings event prior to the vote taking place with an independent Chair which removes any form of unintended bias.

There are some logistical issues around the election process; the length of the election period to accommodate BFPO postal votes and the candidate statements being published concurrently with the voting opening. The suggestion is that the statements will be published in advance of the election and the hustings following a concerted campaign in the Magazine, on the website/social media and e-newsletter, postal votes will only be sent out on application.

The timings for the close of the vote will need to be adjusted to allow time for Council members to declare an interest in positions available on Council to include those elected candidates.

**Proposal received.**

- To accept the quote offered by UK Engage for hosting the nominations site,
- The proposal for postal ballots by request
- Candidate statements to be released, and the hustings event to take place prior to the voting period opening.
- The window of the voting period to be narrowed.

Proposer, Rob Hartley, Second, Mary Barratt, Against, None, Against, None.

**Proposal carried**

A request was made that we contact the provider to see if any commercial partnerships can be levied.

55/21

**Future Resource Planning**

Rob Hartley spoke to his paper on future resource planning, brought to Council due to the high-risk score of continuity of staffing and the COO declaring his intention to step down in 2023.

**Proposal received.**

The immediate formation of a Working Group to undertake a review into the long-term staffing and resource structure requirements of British Skydiving, which will submit a final recommendation to Council by the Summer 2022 Council meeting.

Proposer, Rob Hartley, Second, Natasha Higman, Against, none, Abstain, None.

**Proposal carried.**

The Working Group will be looking for specific skill sets and all expressions of interest to be directed to Rob Hartley. The make-up of the working group to be re-assessed post-election to ensure best skill set remains.

Rob Hartley to Chair the Working Group, unless there is a better suited candidate.

56/21

**Filling Casual Vacancy**

The Chair spoke to his paper on filling the casual vacancy left by the resignation of Rob Spour as permitted by the Articles of Association.

After some discussion, no proposal was received, and the status quo will be maintained.

57/21

**Starter Mag**

Adrian Bond updated Council on the situation with Warners following a meeting with their Commercial Director and Account Manager.

There were lengthy discussions around the different options available, the available budget, the contractual position with Warners and the losses British Skydiving had already experienced.

**It was agreed to continue the meeting until 21.30.**

**Proposal received**

- To accept a digital starter magazine in quarter 4, 2021 with the intention of re-grouping and going to print in February 2022 aligned to contract,
- To seek an assurance that Warners won't break the contract and to seek a one-year extension to the current contract to allow Warners to recover some lost advertising income.

Proposer, Joanne Shaw, Second, Mary Barratt, Against, None, Abstain, None

**Proposal carried**

[Secretary's note: Warners were approached and have agreed to this provided digital copy is and remains on the website and that the printing date is pushed back to April 2022]

**58/21**

**New Director Training**

Verbal update on the new director training proposal sent out in August. Anyone Council member who has not completed the form or who has lost the link, please let Rob Hartley know and he will assist.

**59/21**

**Any Other business**

**Reaffiliation of London Parachute Schools**

To agree the reaffiliation for London Parachute School due to a change of location to Abingdon as their current airfield is closing.

Proposer, Natasha Higman, Second Mary Barratt, Against, None, Abstain, None Carried.

**Item for discussion at a later meeting**

That the latest date for papers and items for discussion at Council be pushed back to at least a week before the meeting. The Chair noted that whilst there were a number of papers in the week preceding the meeting, a number had been placed in the folder in advance of the email notifying the board of their availability. A feature of SharePoint is the ability to receive notifications when a paper is added or changed in the folder allowing for attention to be drawn to them ahead of the meeting which may alleviate the workload.

**Additional Revenue Stream**

The Treasurer had been approached by Steve Wilks from Push Entertainment regarding a meeting on merchandising. She asked if anyone else wanted to be part of that meeting. Joanne Shaw agreed to be part of the meeting.

**60/21**

**Date of next meeting**

The next meeting is Tuesday 23 November 2021 at 18.00 by Microsoft Teams .

There being no further business, the meeting was closed at 21.30 ( 3 hrs 25 mins)