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## Council

### Minutes of the virtual meeting by Microsoft Teams Tuesday 22 June 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	-	Until 21.10
	Natasha Higman	-	Treasurer
	Robert Hartley	-	INED
	Sam Lee		
	Kate Lindsley		
	Joanne Shaw	-	INED
	Simon Soper		
	Eleanor Southworth	-	Until 21.10
<b>In attendance on Teams:</b>	Liz Ashley	-	Editor, Skydive the Mag
	Tony Butler	-	Chief Operating Officer
	Angel Fernandez	-	Communications Manager - 20.30
	Nicola Hobday	-	Compliance Officer (18.40 – 21.10)
	Jeff Montgomery	-	Safety & Technical Officer & STC Chair
	Lise Moore	-	Finance Manager (Secretary)
	Martin Shuttleworth	-	Secretary- General – 20.30
	Martin Soulsby	-	Vice President
<b>Observers:</b>	Adrian Bond		
	Craig Oliver Walsh		
<b>Apologies for absence:</b>	John Smyth	-	Vice President
	Robert Spour		

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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.

<b>Item</b>	<b>Minute</b>
<b>30/21</b>	<b><u>Declarations of interest</u></b>  The Chair said these could be made now or at the appropriate item.
<b>31/21</b>	<b><u>Minutes of the meeting held on Thursday 6<sup>th</sup> May 2021.</u></b>  These had been previously circulated with the Agenda.  <b>Proposal received and carried.</b> That the minutes be considered a true and accurate record of the meeting. Proposer Rob Hartley, Second Eleanor Southworth, Abstentions, none Against none.

32/21

**Matters arising.**

From the meeting 9<sup>th</sup> March 2021.

Pg. 5 Director training and board development:

The Chair suggested that a full day of board development training be considered for the day of or after the next in person Council meeting, expected to be on the 14 September 2021.

Pg. 5. Sustainability

The Chair said that he had hoped that the functionality within PIMS would be available, however the upgrade had not gone as intended so this would be delayed until such time as the technology was properly in place. Other PIMS development tasks would need to take priority.

Pg. 5. International Skydiving Museum & Hall of Fame Affiliation

The Chair said that he had not received anything further and so had nothing else to add.

From the meeting 6<sup>th</sup> May 2021.

All matters arising are covered on the agenda.

33/21

**Finance**

**33.1 Management Accounts and Membership Statistics**

The Treasurer spoke to the May Management Accounts.

The way we present the accounts has changed to more easily identify costs related to budget headings and to show how our costs are built up. Prior year costs have been reallocated to reflect this new way of categorising.

Across the board there has been an unexpected underspend.

STC Costs – below last year as fewer expense generating activities were undertaken due to COVID-19.

MDC Costs – not much activity over the past year due to COVID-19, although this has started to increase over recent weeks.

EPC Costs – The Treasurer explained that the reason for few costs showing this year versus prior year was due to the release of accrued sponsorship costs from prior year.

Council costs – Holding virtual meetings incurs fewer costs.

AGM & EXPO costs – Although the EXPO is generally self-funding, the AGM costs were reduced as it was held virtually this year.

Other costs were broadly comparable with prior year.

Staff costs were reduced as there had been a redundancy during the year due to the COVID-19 pandemic. Furlough money from HMRC is entered as Miscellaneous income as prior year and does not reduce staff costs.

Finance costs had increased as a result of the charges for processing credit and debit card transactions through PIMS. This is something that the Finance Committee would be looking into.

The forecast was that British Skydiving would be making a loss for the year; however, it seems likely that a small profit may be recorded at the year end.

There had been no further need to release investment money, although the stop on releasing the Rowan Dartington Investment was still applicable.

Income had been greater than anticipated during the last quarter of the year, with jumping having resumed in most drop zones. This had been reflected in membership and student provisional numbers and associated income.

IT costs – some of the costs relating to PIMS development could be capitalised at the year end. This will be reviewed at the year end.

**33.2 Update on PTO grants and loans – Taken in Camera.**

**33.3 Business and Financial Risk Register – Taken in Camera.**

**33.4 Any Other Financial Matters – Taken in Camera.**

34/21

**Budget 2021-2022**

The Treasurer spoke to her paper on the budget. She went on to show Council the four-year forecast of income and expenditure and how it would be impacted by the budget requests.

Lengthy discussions took place regarding the budget paper, the four-year forecast and requests for funding from budget Chairs.

**Proposal received and carried.**

That entry fees for competitors for the 2022 World Championships are paid but that no funding be given for competitor sponsorship.

Proposer; Mark Bayada. Second Sam Lee. Against, none Abstain; Kate Lindsley.

**Proposal received and carried.**

To accept all other requests for funding as detailed on the board paper, noting the deficit.

Proposer; Sam Lee. Second Eleanor Southworth. Against none, Abstain; none.

**Proposal received and carried.**

Money to buy judges uniforms to come out of Team Fund for 2021-2022 financial year only.

Proposer; Mary Barratt. Second Alex Busby-Hicks. Against none. Abstain Natasha Higman.

**Proposal received and carried.**

To extend the meeting by a further 30 mins.

Proposer Rob Hartley. Second Kate Lindsley. Against None. Abstain None

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

**Financial Matters and Risk Register**

All items that had been identified, Council were either already aware of or were to be discussed later in the agenda.

**Compliance Officers report**

The Compliance Officer spoke to their paper on compliance issues arising during the previous three months and what they intended to work on during the future quarter.

**PTOA**

Nothing further received from our solicitors regarding a response from the PTOA.

**Staffing Matters**

**Continuity of Staff and staff pay.**

Council reported that they were not in a position to offer staff pay rises this year, but as an appreciation and acknowledgement of the hard work undertaken by the staff during COVID, a summer bonus of £200.00 net would be paid in a one-off payment.

38/21

**Reports from Committees of Council**

**38.1 Safety and Training Committee (STC)**

A verbal report was given by Chair of STC. The meeting held on 17 June 2021 had reported a high number of incidents relating to packing, and currency etc, as well as a higher than usual volume of Tandem incidents.

**Proposal received and carried.**

That amendments to the Ops manual be adopted as recommended by STC.  
Proposer Mark Bayada, second Natasha Higman Against None. Abstain None.

**38.2 Elite Performance Committee (EPC)**

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

She went on to thank those that took part in the e-vote which enabled a quick decision to be made and communicated to the delegates and competitors regarding the recommendation that a delegation is not sent to the Mondial in Tanay in August. EPC intends to hold a meeting concerning the impact on competitors of missing major championships two years in a row and how they can best be supported.

The Chair went on to stress the importance of informing competitors of the budget outcome as sensitively and as quickly as possible before anything was leaked, or rumour started.

**38.3 Members Development Committee (MDC)**

A report on the activities of MDC working groups were circulated with the agenda.

The Equality, Diversity and Inclusivity working group was nearing task completion and would soon be looking for an equality, diversity and inclusivity champion to carry on with the good work that had been done. The next phase of this would include demonstrating our support through events like the Rainbow Boogie and British Skydiving setting an example and leading the way.

The Coaching Roadshow working group had been the most difficult because of COVID-19 and any of their findings could not be considered the norm nor indicative of the future.

The code of practice and 'let's get it right' documents were well received at the instructor courses with a general positive feedback from all.

**39/21**

**Royal Aero Club (RAeC)**

The Report from 27 April 2021 was circulated with the agenda.

No questions were raised on the report.

**40/21**

**LMS Working Group Report**

Martin Soulsby spoke to his paper previously circulated with the agenda to give Council site of the work they are doing and the options they are looking at.

The intention is to use UK Coaching and their learning module to put together a course to act as a pilot study and to see how the membership would interact with it. All costs relating to this have been included in the CIWG budget request.

Martin Soulsby introduced Craig Oliver Walsh, who has done a lot of the background and feasibility work on the project.

Council agreed for this project work to continue with the aim of all written and paper-based courses to go onto the LMS.

**41/21**

**Expo Update**

Adrian Bond spoke to his paper on the Expo. A further update to be given at the next meeting in September.

**42/21**      **Any Other Business**

None

**43/21**      **Date of next meeting**

The next meeting is expected to be on Tuesday 14 September at 18.00 at HQ subject to the lifting of COVID-19 restrictions but to be confirmed at a later date.

There being no further business, the meeting was closed at 21.30 ( 3 hrs 30 mins)