

---

## Council

### Minutes of the meeting at 5 Wharf Way, Glen Parva, Leicester Tuesday 1 March 2022 at 14:00

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

---

The Chair reminded everyone that the meeting would be recorded to assist with preparation of the minutes, after which the recording would be deleted.

The Chair welcomed everyone to the first physical meeting for two years.

<b>Item</b>	<b>Minute</b>
<b>13/22</b>	<b><u>Declarations of Interest</u></b>

The Chair said these could be made now or at the appropriate item.

Kate Lindsley, Martin Soulsby and Alex Busby-Hicks declared an interest in item 9.2 on the agenda, item 18.2 in the minutes.

Rob Hartley declared an interest in item 5.4 on the agenda, item 16.4 in the minutes.

Alex Busby-Hicks declared an interest in item 5.5 on the agenda, item 16.5 in the minutes.

**14/22**

**Minutes of the Meeting Held on Tuesday 23 November 2021**

These had been circulated with the agenda, and previously agreed electronically.

**Minutes of the Meeting Held on Saturday 29 January 2022**

These had been circulated with the agenda and previously agreed electronically.

**15/22**

**Matters Arising**

**IT Role**

A person specification has now been completed and is ready to take to an agency for them to polish and assist with the recruitment.

**Casual Vacancy**

Joanne Shaw and Craig Poxon to follow this up as a matter of urgency.

**Future Resources Planning Group**

This will now be a standard agenda item for the remainder of this year. Rob Hartley gave a brief verbal update on the progress so far. A summary report will be issued later in the week, as they have now reached the end of the research phase. The initial report was originally expected at the June Council meeting but will now be extended to the August Council meeting.

**Council Meetings for the Remainder of the Year.**

A reminder has come to Council that all papers should be submitted twelve days prior to the meeting to allow adequate time for all papers to be read in advance. Even the Friday before does not allow enough time especially if there are a number of them.

**16/22**

**Finance**

**16.1 Management Accounts and Membership Statistics**

The Treasurer spoke to the January Management Accounts. An additional column has been added to show the expected year end forecast, as well as the period to date. The budget will be phased from the next financial year. This will give a better idea of where we are against where we are expected to be. This is important as we have received most of our income for the year but not all the costs. The current format doesn't give a true reflection of profitability.

The forecast does show that we still expect to make a loss of £144k this year, which is slightly better than expected. The Association does not expect to become profitable again until 2024 but will be reviewed again after the budget process in June 2022.

Trade debtors are reducing and there is not expected to be any losses against the PTO loans.

**16.2 ITSG Update**

The Chair gave a verbal report from ITSG.

**PIMS**

In January, four tickets were prioritised which were pressing for renewals before pressing forward with Phase 2, online incident reporting.

### **Donation Functionality**

Membership donations were available online last year when members renewed their subscription, however there was no differentiation between funds and so that had to go back so multiple beneficiaries could be identified. This won't be ready for online renewals this year.

The Chair had a made a request for Council to decide to adopt a beneficiary which would improve sustainability. This would be discussed as an agenda item later in the meeting.

Although ad-hoc donations can be made through the membership portal, it was thought that donations are more likely to be given when members renew and donations to specified funds are also available on the paper forms.

It was agreed that renewals would not be held up until the donation functionality was fixed as it was unsure when that would happen. Online renewals would be processed on Thursday 3 March with the site to be updated once Eudonet had the functionality ready.

### **Visionairi – Donation Beneficiary**

A discussion took place on the paper circulated prior to the meeting.

One Council member wanted certainty that all the donations would go to a recognised charity registered in the country of domicile, in this case Trees.org. with an auditable trail.

### **Proposal Received**

That on a trial basis, British Skydiving facilitate donations to Trees.org on behalf of Visionairi, providing that it can be shown that 100% of donations goes to the charity. The mechanism of facilitation to be left to the Treasurer.

Proposer: Eleanor Southworth. Second: Alex Busby-Hicks.

Abstain: none. Against: none.

### **Proposal Carried**

Follow up action: A group be formed to review all proposals for beneficiaries, and communications need to go to the membership to request suggestions for other charities and why.

***Action: Treasurer***

### **16.3 Budget and Risk Ownership Process**

Budget process will be starting soon. The Treasurer will send out blank budget forms to the Chairs of committees for them to make their budget requests. They will be sent back for the Finance Committee to compile the requests in preparation for the May Council meeting.

***Action: Treasurer***

The Risk Register will also be split up into committee responsibilities, and the committees will be responsible for reviewing their section of the Risk Register and making sure that it is updated with identified and perceived current risks.

### **16.4 Other Income Sources**

#### **Merchandising Task and Finish Group**

In the absence of Adrian Bond, the Treasurer gave a verbal update on the Merchandising Task and Finish Group.

They have met, identified, and allocated tasks in preparation for future meetings.

#### **Other Income Sources**

#### **National Lottery Disbursements including Sport England Grants**

Rob Hartley advised that the National lottery disburse grants via sporting bodies. Sport England do have funds accessible for specific projects. Currently there are

none which would be available to British Skydiving, however they may be of interest to some of the PTOs.

The Treasurer said they would contact the PTOs and share with them about this available funding.

**Action: Treasurer**

In the future there may be other project-focused grants which could be available to British Skydiving, and Kate Lindsley volunteered to check the availability of these grants every few months.

**Action: Kate Lindsley**

### **YouTube Advertising**

This is currently in the process of being finalised and will generate advertising revenue from the videos on our Skydive the Expo YouTube channel.

Unfortunately, British Skydiving has no control over advertisers shown.

## **18/22**

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

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

The minutes of the STC meeting on 10 February were circulated with the agenda, along with the updated amendments to the Operations Manual.

There followed a discussion on the changes to the Operations Manual regarding FS1. The FS manual is currently being reviewed and is in draft.

#### **Proposal Received**

To accept the changes to the Operations Manual.

Proposer: Natasha Higman. Second: Mary Barratt.

Abstain: Mark Bayada. Against: None.

#### **Proposal Carried**

An issue which arose following the STC meeting was that some did not appreciate that the changes to the Operations Manual take effect from 9.00am the following day, which does not give enough time for adequate communication to take place. A suggestion was made that the board paper template includes a section for consultation prior to a recommendation going to committee or Council.

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

The minutes of the meeting November 2021 were circulated with the agenda, along with a request from NFTO for funding. There was a meeting on 17 February where the request from NFTO was discussed, for which the minutes were not available.

There is a full contingent of National competitions and TEAs in place. The Heads of Delegation and Team Managers for FCE have also been selected. The Judges Co-ordinator position is still vacant, and communications will be sent out to ask for volunteers for this role. The outgoing co-ordinator has provided a handover document and an exit interview will be undertaken by Joanne Shaw

The request for funding from NFTO was discussed at EPC and the recommendation agreed to be put to Council.

The recommendation is that Chair of EPC should write to NFTO and say that British Skydiving is not able to meet their request for funding this year. That a robust response is put in place before the decision goes out beyond the board, and that all elite athletes are contacted saying that if any part of the EPC budget is unspent at the end of the financial year, any underspend is divided up between them as per the metrics used to allocate sponsorship. A suggestion was made that the metrics be adjusted to just first place so it is not cut too thinly.

Council agreed that they would also offer their support to elite athletes in their search for additional funding.

It was further suggested that the elite athletes are reminded that British Skydiving is covering entry fees to FCEs and will provide overseas travel insurance for these events, and to remind them of the loss expected this year.

**Proposal Received**

To accept the recommendation of EPC as stated above.  
Proposer: Mary Barratt. Second: Eleanor Southworth.  
Abstain: Kate Lindsley, Alex Busby-Hicks. Against: None.

**Proposal Carried**

Council agreed that in the absence of the Communications Manager, Mary would provide initial communication and follow up responses for social media and Craig would monitor for any comments.

Natasha Higman asked a question regarding whether the list of judges that had met the criteria for free membership had been made. She also declared an interest in this as a judge. The Chair stated that this had not been finalised yet but would let them know as soon as possible.

**18.3 Members Development Committee (MDC)**

The minutes of the meeting 15 February 2022 and recommendations for changes to the Terms of Reference were circulated with the agenda.

Updates from the working groups had been received. The Equality, Diversity and Inclusivity sub-committee had been formed, reporting to MDC with Mary Barratt as the Chair.

The Terms of Reference for MDC has been changed to include the ED&I sub-committee reporting line and a slight change to the wording on the structure to make it clearer.

**Proposal Received**

To accept the changes to the terms of reference for MDC  
Proposer: Mark Bayada. Second: Eleanor Southworth  
Abstain: Mary Barratt. Against: None.

**Proposal Carried**

**19/22**

**Royal Aero Club (RAeC)**

The Report from 25 January 2022 was circulated with the agenda.

There will be a physical award ceremony this year on May 17 at the RAF Club, Piccadilly, London, where the Jim Crocker Sword Award will be presented to Dave and Angela Hickling and all members are invited to attend and support. Tickets may be purchased via the office.

**20/22**

**IPC Plenary Report**

A report on the 72<sup>nd</sup> Plenary Meeting of the FAI International Skydiving Commission from Delegate and Vice President John Smyth was circulated with the agenda.

**21/22**

**AGM/Expo / Industry Day Debrief**

The summary of the weekend event was circulated prior to the meeting.

There were no questions raised.

**AGM/ Expo Reporting Structure**

A paper on the reporting structure was circulated prior to the meeting.

The Expo used to sit under Communications but when the committees were re-structured, this led to the Expo being left to report directly to Council.

There were two options on the paper.

**Proposal A Received**

Expo to report directly to Council.

This proposal did not have a second.

**Proposal B Received**

Expo to be a sub-committee of and report to MDC.

Proposer: Rob Hartley. Second: Kate Lindsley.

Abstain: None. Against: None.

**Proposal B Carried**

**22/22**

**Skydive Ireland Affiliation**

The affiliation form was circulated prior to the meeting.

**Proposal Received**

To accept Skydive Ireland as an affiliate to British Skydiving.

Proposer: Natasha Higman. Second: Mary Barratt.

Abstain: None. Against: None.

**Proposal Carried**

**23/22**

**Any Other Business**

**British Skydiving Patron**

A letter has been sent to Prince Charles to ask if he will continue to be our patron for the next five years and an acknowledgement had been received.

**Council Onboarding Package**

Rob Hartley spoke to his papers on the Director Onboarding welcome pack and process. Training will be in two half day sessions which will be conducted virtually. The first session as a broad overview of Directors' legal responsibilities and the second as a general council training session.

**Proposal Received**

Approve the introduction of the proposed onboarding process from January 2023, unless a casual vacancy needs to be onboarded beforehand.

Proposer: Rob Hartley. Second: Mary Barratt.

Abstain: None. Against: None.

**Proposal Carried**

**Russia's Invasion of Ukraine**

The Chair spoke to an email received from a member which was overtaken by a decision from FAI regarding the response to the invasion of Ukraine and John Smyth gave a verbal update on the position from the ISC.

The immediate consequences are that there will be no Russian or Belarusian skydiving delegation allowed to participate in upcoming FCE, nor will there be present any official judge or jury from either country. All Russian and Belarusian nationals within ISC's bureau, committees and working groups are suspended from their roles until further notice.

These countries will also be excluded from the world games held in July in Birmingham, Alabama, and from the World Parachuting Championships in the Czech Republic.

If the situation with Russia has not been resolved by October, the same applies to the Parachute Championships in Eloy.

Council agreed for John Smyth, as the delegate, to inform ISC and FAI of support from British Skydiving on behalf of the Council.

**Ask Me Anything**

The Chair stated that he planned to do another 'Ask Me Anything' session online and asked if any council members wanted to join him.

**24/22**

**Date of Next Meeting**

The next meeting is to be on Tuesday 31 May at British Skydiving HQ.

[Secretary's note: following the strategy day, it was agreed that the May Council meeting be another daytime physical meeting at HQ, followed by a second strategy day on the 1 June 2022]

There being no further business, the meeting was closed at 18.15 (4 hrs 15 mins)