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## Council

### Minutes of the virtual meeting by Microsoft Teams Tuesday 29 November at 18:00

<b>Present on Teams:</b>	Craig Poxon	-	Chair
	Mary Barratt	-	Chair of EPC
	Mark Bayada	-	Vice Chair, Chair of MDC
	Adrian Bond		
	Alex Busby-Hicks	-	
	Natasha Higman	-	Treasurer
	Kate Lindsley		(Until 18.53)
	Joanne Shaw	-	INED from 19.11hrs
	Eleanor Southworth	-	
In attendance on Teams:	Liz Ashley	-	Editor, Skydive the Mag
	Tony Butler	-	Chief Operating Officer
	Liam Domin-Goddard	-	Communications Manager
	Nicola Hobday	-	Compliance Officer (until 21.30)
	Jeff Montgomery	-	Safety & Technical Officer & STC Chair
	Lise Moore	-	Secretary-General (Secretary)
<b>Observers:</b>	James Convoy		
	Tony Crilly		
	Mike Patchett		
	Jason Fox		
	Jake John		
<b>Apologies for absence:</b>	John Hitchin	-	Vice President
	Martin Soulsby	-	Vice President
	Robert Hartley	-	INED

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The Chair welcomed everyone and acknowledged the presence of some of the candidates for the upcoming election of directors as observers at the meeting.

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

The Chair then expressed the condolences of himself and the board to the families and friends of those members that had died since the previous meeting.

Item	Minute
<b>66/22</b>	<b><u>Declarations of interest</u></b>

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

**67/22** **Minutes of the meeting held on Tuesday 13<sup>th</sup> September 2022 and Friday 16<sup>th</sup> September 2022**

These had been circulated and approved electronically.

**68/22** **Matters arising.**

From the meeting on 13 September 2022.

Pg. 2 43.3 Draft Accounts:

These have now been signed, published, and submitted to Companies House.

Pg. 5. 52/22 Casual vacancies

It was decided by the small group tasked with interviewing the potential casual directors that due to time constraints and confidential issues being discussed at board level, not to fill the casual vacancies but to wait until the elections in the new year. The Chair apologised that this may have led to an increased workload for the remaining directors.

All other matters arising are covered on the agenda.

**69/22** **Finance**

**69.1 Management Accounts and Membership Statistics**

The Treasurer spoke to the October Management Accounts.

There is nothing unexpected in light of business activities.

Each committee is now getting its own mini set of accounts aligned to its budget proposals which should help the budget holders understand their costs better. Each committee can reallocate any underspend to other areas within their own mini set of accounts, but any significant overspend must go to Council for explanation and approval.

There is a variance against the budget for magazine costs, but this is due to the timing of invoices. Likewise, there is an overspend in the professional fees budget line. This is due to the work undertaken by Wright Hassall and our Compliance Officer.

**69.2 Finance Committee Report**

The Treasurer will be putting forward a more detailed analysis of our investments and reserves following a meeting with our investment manager.

**69.3 Subscriptions 2023 Proposal**

The Treasurer spoke about her proposal paper for the subscriptions 2023-2024 in which she tabulates various scenarios based on the recall of some of the members of the Finance Committee.

A conscious decision had been made during and immediately following the pandemic not to recommend increased subscriptions but if British Skydiving are to balance the budget again, subscriptions would need to increase above inflation.

The Chair put to the board that the third-party liability Insurance element of the membership fee is also likely to increase next year.

A question was raised, should the membership vote for a printed mag, and how will that affect the British Skydiving element of the membership fee? this would be considered when the results of the survey had been received.

If British Skydiving was not prepared to recommend increasing their element of the subscription, all the discretionary spending would need to be cut in order to balance the budget.

**Proposal Received**

To recommend to the membership that the British Skydiving element of the subscription fee be increased by 23% as detailed in table 4 of the board paper.

Proposer, Joanne Shaw, Second Adrian Bond

Abstain, none Against, none

**Proposal carried**

**Action: Natasha Higman**

**69.4 Lottery**

The Chair of Council spoke about his paper on a membership lottery to make up for the shortfall in expected income. The money received would be for a 'good cause' and in our case, the funding of our elite athletes.

A question was raised regarding whether the association was content to promote a mild form of gambling and a discussion was held about this.

**Proposal Received**

A membership lottery is initiated and outsourced to an External Lottery Management company to raise money for a good cause.

Proposer, Natasha Higman. Second, Adrian Bond

Abstain, Kate Lindsley, Against, Mary Barratt, Alex Busby-Hicks

**Proposal carried 5/2**

**Action: Craig Poxon**

**69.5 ITSG Report**

The Chair of Council spoke about the ITSG report circulated before the meeting. The main item is that British Skydiving has now retained a contractor to assist with the implementation of Phase 2 of the PIMS project, online incident reporting.

**The meeting went In Camera for the following:**

**Council agreed.**

To extend the meeting by a further 30 mins.

**Summary of the In Camera Session**

The Compliance Officer gave her report to Council.

Employment matters were deferred until 6 December 2022

**74/22**

**Reports from Committees of Council**

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

The minutes of the previous STC meetings were circulated prior to the meeting and taken as read. No questions were asked and there were no operations manual amendments.

**75.2 Elite Performance Committee (EPC)**

The Chair of EPC spoke about the papers circulated prior to the meeting.

The Investment in Performance Working group submitted a paper for consideration.

**Proposal Received**

To support the development of a 10-year investment in performance strategy. The strategy would initially be focused on increasing the number of participants in grass roots level competitions to build aspirations, leading to a reinvigoration and growth of the National Championships.

Proposer, Mary Barratt. Second, Eleanor Southworth

Abstain, Kate Lindsley. Against, None

**Proposal Carried**

**76.3 Members Development Committee (MDC)**

The Chair of MDC spoke about the minutes of MDC that were circulated prior to the meeting and taken as read.

Training for the Coaching Structure Working Group has now been completed.

The DZO meeting took place on the 2<sup>nd</sup> of November 2022 to consult about the new re-affiliation agreement. Some minor changes have been made following that consultation. This is a later agenda item.

An update from AGM / Expo is that in the future British Skydiving will endeavour to avoid any conflict with ISC and likely be the first weekend in February. Adrian Bond told the board members that the accommodation and gala dinner was now almost fully booked. He then informed the members that he intended to step down as the AGM / Expo organiser and asked for a volunteer to take over from him.

**Action: All**

**77/22**

**Royal Aero Club (RAeC)**

The Chair of Council gave a verbal update from the RAeC. The intention is that there may be a change in the awards ceremony in that it may be a lunch rather than an evening event in the future and that the associations may be asked to pay for their awardees.

The following item was taken In Camera

**78/22**

**Awards within the gift of Council**

**Summary of In Camera session**

No proposal was voted upon.

**79/22**

**DZO-SIG Meeting and Reaffiliation Form**

Alex Busby-Hicks declared an interest in this item.

Following the recent DZO-SIG meeting, it was felt that Council should vote and approve the new reaffiliation form.

**Proposal Received**

To accept and adopt the new reaffiliation form from 2023.

Proposer, Adrian Bond. Second, Eleanor Southworth

Abstain, Alex Busby-Hicks, Against, None

**Proposal Carried**

**80/22**

**Donation Beneficiaries**

The Chair reported that the call for suggested beneficiaries was going out to the members. The chosen beneficiary will be promoted ahead of renewals for 2023.

**81/22**      **Future of the Magazine**

The editor gave a brief update on the future of the magazine and the options that will be put to the members in the next edition and on a digital member survey, where the options can be ranked.

It was agreed that discussions would continue with our publishing partners and that a paper would be resubmitted once a recommendation from the survey had been achieved.

Adrian Bond has three potential providers, but discussions with them are on hold at present.

**82/22**      **2023-2028 Strategy**

There has been a delay in progressing this, but a draft has been produced for the meeting.

It was suggested that another meeting be scheduled before the AGM to discuss the draft, however, it was pointed out that how the strategy is delivered could be the remit of the CEO when appointed.

***Action: Secretary-General***

**83/22**      **Medical Advisor**

A letter has been received from our current medical advisor informing Council that he will be stepping down from his role in April 2023.

Following discussion, it was agreed that replacing the current medical advisor would be the responsibility of the office staff, but it may need to be more than a voluntary position, which may incur a cost to the Association.

**84/22**      **Future Resources Working Group Report**

The Chair spoke on behalf of the director leading this project who was not able to attend the meeting.

There was a lengthy discussion about the three roles and whether the heads of roles should be delayed until the CEO was in place.

**Proposal Received**

Accept the COO's recommendation to delay the recruitment of the head of Finance and Operations role until the CEO is in place, but the head of Safety role is prioritised along with the CEO role.

Proposer, Mary Barratt. Second, Adrian Bond

**Counter Proposal Received**

To delay the recruitment of both heads of roles until the CEO has been recruited.

Proposer, Eleanor Southworth. Second, Joanne Shaw

Abstain, 1, Against 4, For 3,

**Counter Proposal Not Carried**

The initial proposal was then voted on

Abstain, 1 Against, 3 For 4

**Initial Proposal Carried.**

It was further agreed that the selection panel for the recruitment of the CEO should be delayed for a future meeting but that the Chair would accept written suggestions ahead of that meeting.

***Action: All***

**Proposal Received**

Accept the job descriptions and job adverts as detailed in the folder

Proposer, Natasha Higman, Second, Eleanor Southworth

Abstain. 1. Against none.

**Proposal Carried**

**Proposal Received**

Appoint Craig Poxon, as Chair to lead the actions outlined in the timeline provided.

Proposer, Adrian Bond, Second, Eleanor Southworth

Abstain. None. Against, None

**Proposal Carried**

**85/22**

**Independent Board Review**

**Proposal Received**

To accept the procurement of an independent and external partner to evaluate the effectiveness and structure of British Skydiving's Council and to approve an allocated budget of up to £5,000 to undertake this work.

Proposer, Mary Barratt. Second, Eleanor Southworth

Abstain, 1. Against none.

**Proposal Carried**

***Action: Rob Hartley***

It was agreed that this should take place once the new board is in place.

**86/22**

**Any Other Business**

None

**87/22**

**Date of next meeting**

The next meeting is Tuesday 6 December 2022 at 7.30 pm by Microsoft Teams for Council only to discuss item 9 of the agenda.

The following meeting will be immediately following the AGM and Awards ceremony on Saturday 28 January 2023

The Chair thanked the observers for attending the meeting.

There being no further business, the meeting was closed at 21.41 (3 hrs 41 mins)

Craig Poxon

Chair of Council