



British Skydiving
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Council

Minutes of the virtual meeting by Microsoft Teams

Tuesday 21 February 2023 at 18.00 hrs

Present on Teams:	Mary Barratt	-	Chair
	Mark Bayada	-	Vice Chair
	Adrian Bond		
	Alex Busby-Hicks		
	Wes Guest		
	Rob Hartley	-	INED
	Natasha Higman	-	Treasurer
	Kate Lindsley		
	Craig Poxon		
	James Round		
	Joanne Shaw	-	INED
	Eleanor Southworth		
	In attendance on Teams:	Tony Butler	-
Liam Domin-Goddard			
Nicola Hobday		-	Compliance Officer
Jeff Montgomery		-	Safety & Technical Officer & STC Chair
Lise Moore		-	Secretary-General (Secretary)
Observers:	Jake John		

The Chair welcomed everyone to the meeting and asked that board members have their camera on for ease of reference. 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, and informed everyone there was an In Camera session with the Compliance Officer mid-meeting.

01/23 Apologies

Martin Soulsby – Delegate to RAeC
John Smythe – ISC Delegate

02/23 Declarations of interest

None tabled.

03/23 Minutes of previous 3 meetings:

3.1 Minutes of 29.11.22 (already circulated)

To accept the above minutes
Proposer: Adrian Bond, Seconder: Natasha Higman
No abstentions. Proposal **carried**.

3.2 Minutes of 06/12/22 (already circulated)

Proposer: Rob Hartley Second: Joanne Shaw
No abstentions. Proposal **carried**.

3.3 Minutes of 13/12/22 (not circulated)

Proposer: Adrian Bond Second: Mark Bayada
No abstentions. Proposal **carried**.

04/23 Matters arising from the previous 3 meetings not covered under this agenda.

4.1 Future Resources Planning

There was an outstanding matter in securing and implementing the next stage of the HR support proposal. This is currently underway, and information will be obtained and collated from different companies, then shared with the Board in order to make a decision going forward. Given the urgency of matter, which should have been implemented last September, it was not appropriate to wait until April for a decision. Instead, the Chair will circulate the collated information to the Board within the next week and, if the proposal looks straight-forward, it is hoped a decision can be made via email. If not, the Chair will call an extraordinary meeting in approximately one or two weeks to further consider this one item. Decisions will need to be made as to whether an annual package or pay-as-you-go package is agreed.

Action: Chair to circulate collated information for a Board decision and if not forthcoming, to arrange an extraordinary meeting.

Action: Chair

4.2 Strategic Plan

Joanne Shaw, who finalised this document, updated the Board on progress and assured the Board there were no changes from their or the working groups' contribution, and that the key goals and purpose of the vision approved during the Strategy Day were unchanged. There will be a two-week period when the Board can comment or ask for clarification, after which the Plan will be circulated.

Action: Joanne Shaw

4.3 Member donation beneficiaries

There was a written update which was not circulated; however, Craig Poxon told the meeting there has been support from the membership for Uplift. It has been agreed that Uplift will be a donation beneficiary once they are a registered charity. There were no additional suggested membership donation beneficiaries to consider.

It was suggested to repeat this process every year to garner interest and concentrate on improving communications to get more engagement from the membership. This item will be circulated earlier in future years. It was **agreed** to go back to Uplift to explain why they cannot be considered until they get approval from the Charity Commission. It was also suggested to inform members of the situation with Uplift and that, once Uplift have this charitable status, they will be added to the list so that members know their views have been taken on board by Council.

Action: Craig Poxon

05/23 Finance

5.1 Management Accounts and membership statistics

Natasha highlighted the fact that there are more members than budgeted for and consequently more income than planned. All the Committees are currently underspending their budgets which has a direct impact on the level of membership fees. All Committee Chairs are sent a budget statement from the Finance team to remind them of their commitment to spend those budgeted items.

The EPC budget was discussed, which highlighted the budget request for Directors to attend domestic competitions as the face of British Skydiving. It was agreed there were glitches between expense and capital spends which will be rectified this year. Committee Chairs were reminded that that more detailed information will be required in the future of under- and over-spends. A discussion on this will be taken up off-line with Committee Chairs.

It was suggested that a call to all Directors be made to see if they can in fact attend events and competitions and that the Vice-Presidents should also be encouraged to attend.

The budget process was explained as was the role of the Finance Committee in seeking justification for Committee expenditure. Once all the financial information is to hand, this will then be discussed and agreed at the June Committee meeting. Natasha Higman gave an explanation of the support for Elite athletes.

The risk ownership process is on-going, and each Committee has a copy of the Risk Register that applies to them which should be discussed at every meeting. Natasha Higman is responsible for overseeing the management of risks. The Chair thanked Natasha Higman and the Board gave their support to this proactive initiative.

5.4 Travel Insurance

Written confirmation from insurers has now been received that, for hazardous sports, there is no age limit. However, brokers have now indicated there will be an age restriction levy for insurance for 75-79-year-olds. The Board agreed to leave the matter for now and revisit should any further information come to hand.

5.5 Reserves

Finance Committee Task and Finish Group are looking at a set of criteria to help Council make decisions on how to spend any reserves in excess of the minimum required. The criteria will allow members to submit ideas in a comparable form. This will be revisited once the criteria are agreed.

Update from the in-camera session.

Compliance Officers Report

The Compliance Officer gave her report. She has 4 cases that she is working on now.

EPC Matters

NFTO are to be invited to take part in the female category for FCE.

Staffing matters.

A discussion took place regarding the forthcoming retirement of Tony Butler. The Chair asked for suggestions from the Directors and agreed to re-visit this at the next meeting.

09/23 Reports from the Committees

The Chair reminded everyone that meeting reports were in SharePoint and thanked staff and Chairs of Committees for their efforts in getting the minutes done so quickly with a tight timeframe.

9.1 Safety and Training

Jeff Montgomery confirmed the minutes of the meeting were in SharePoint and drew attention to the changes made in the Operational Manual which Council needed to ratify.

Proposer: Natasha Higman, Second: Alex Busby-Hicks

No abstentions, none against therefore the **proposal was carried**.

It was noted that CIs will be consulted on the timing of future meetings and the Chair offered her support for the consultation which was felt to be a good initiative.

9.2 Elite Performance

Although the minutes of the November meeting were in SharePoint. Alex Busby-Hicks gave a verbal update on the February meeting. It was noted that, as of 17/02/23 all national competitions for 2023 had been successfully bid and agreed. Heads of delegations had been chosen for Vos and Eloy as well as team manager for Eloy. Heads of Delegation were still needed for CP nationals and the Accuracy World Cup and volunteers needed for Italy and Klatovy. The eligibility for FCE Competitions is set out in Form 230b, but the Investment in Performance Working Group will look at drafting a clear set of guidelines on what competitors need to achieve before they can request a place to ensure we are making best use of competition places. Liz Warner has kindly accepted the position of Judges Coordinator for this year. As there are so many events and the number of available judges is quite tight, the question of whether more investment is needed in IT equipment for competitions or whether our competitions can utilise remote judging, international judges, or a hybrid of both.

9.3 MDC

Although the minutes were posted on SharePoint, Eleanor Southworth informed Council there was an item on next month's MDC meeting which will specifically look at short-, mid- and long-term aspirations and that both the Terms of References and the MDC Strategic Plan will link into the updated British Skydiving's Strategic Plan. There will be a couple of weeks' consultation but input from Directors as to what MDC should be delivering in the short-, mid- and long-term would be welcomed. The Chair thanked her for the report.

9.4 Future of the magazine

Adrian Bond informed the meeting that a replacement for the Editor is underway. Tenders have now been received and circulated to the Working Group and will subsequently be discussed at a meeting on Thursday.

10/23 Royal Aero Club

Martin Soulsby, although not able to make this meeting, provided a comprehensive update circulated prior to the meeting. It was reported that Martin Soulsby used the opportunity of surveying other Associations about their magazine as well as other useful information for the Working Group. It was noted that there are limited places available at the awards luncheon in May and Martin will notify the office when the tickets are on sale.

Craig Poxon reminded everyone that Dr Carter had been awarded the prestigious award of the Diploma of the Royal Aero Club. Although this was mentioned briefly in the magazine, it was felt this should be advertised more widely prior to the award ceremony.

Action: Craig Poxon to send Liam Domin-Goddard all the relevant information for Liam to push to a wider audience.

Action: Craig Poxon

11/23 ISC Plenary Report

The Chair and Council thanked John for his comprehensive report and the hard work done by him and all the delegates on behalf of British Skydiving.

At the last meeting there had been the suggestion to ask delegates to ISC to write a short piece on the benefits of membership in support of any budget requests. It was suggested that EPC is asked to contact the ISC attendees to see how they communicate the discussions back to British Skydiving. Natasha Higman agreed to write a short report on how her attendance at ISC contributes to the benefit of British Skydiving.

Details on next year's ISC meeting is available in SharePoint to help EPC consider budget requirements for 2024.

Action: Alex Busby-Hicks to speak to John Smyth to discuss if this is something he feels comfortable with or whether EPC should approach those attendees who attended ISC in January 2023 in readiness for budget planning.

Action: Alex Busby-Hicks / John Smyth

12/23 Affiliation Agreement with International Skydiving Museum and Hall of Fame

An interested party had wanted to pay the affiliation fee anonymously however because there was a governance issue involved, the donor was happy to lift the anonymity.

A British Flag needed to be supplied and PTOs need to be listed on the Museum's database.

Action: Craig Poxon will now manage going forward.

Action: Craig Poxon

Action: Competition history records will also need to be supplied.

Action: Craig Poxon

Action: Craig Poxon to compile from the EPC and the Archivist.

Action: Craig Poxon

It was agreed to send Pat Thomas, who donated the affiliation fee, a letter of thanks from the Chair and a Certificate of Merit.

Action: The Chair to send a letter to Tony Butler for inclusion with the certificate of Merit.

13/23. AOB

13.1/13.2 Drug & Alcohol Abuse Policy

Ellie introduced this paper on behalf of Kate Lindsley, and the Chair asked that the meeting agrees on a) whether this was a good idea in principle and b) how to best take this forward.

The Board **agreed** to set up a task and finish group with Wes Guest, Adrian Bond, and Kate Lindsley with the suggestion Kate would chair, and to also have a member of the PTO, a member of the safety department, possibly John Carter, or another to be suggested by Tony Butler, to look in detail at procedures and costs. This group would look at processes and procedures, how it would be run on the ground, how it would be costed, how it is funded, who has responsibility for which area, how this tie in with existing documents, consultation with various parties with PTOs and would then propose the next steps.

Action: Wes Guest / Adrian Bond / Kate Lindsley

Action: Eleanor Southworth to discuss the role of chairing the task and finish group with Kate Lindsley.

Action: Eleanor Southworth

Action: Lise Moore to send to Mary a list of policies being drafted or required.

Action: Lise Moore

Alex Busby-Hicks proposed a working group is set up to implement Drug & Alcohol Misuse Policy for skydivers and members working in the sport.

Second: Rob Hartley

There were no other counter proposals, no abstentions and no-one voted against therefore the **proposal was carried**.

13.3 DZO consultation working group.

The Chair explained there was an outstanding matter from previous minutes where the Board had an action of setting up a working group to look at improving the relationship of Council with the PTOA, which was not followed through. It has now come back to the table to decide if this should be followed up although it was now recognised this should be with the PTOs rather than the PTOA. The Chair flagged a forthcoming meeting scheduled with PTOs, together with Tony Butler and Mark Bayada, as Vice-Chair, which would be an opportunity to hear PTOs' perspectives and their views on building better relationships; it hoped that the Chair will also visit drop zones as in-coming Chair.

It was pointed out that any dialogue needed to be aware of being able to meet PTOs' expectations from, and that PTOs were made of various parties with their own agendas. The working group would also need to look at whether a PTO representative can sit on the Board as an elected non-voting member, and whether this raises any questions of governance.

The Chair also raised another outstanding matter, again in improving PTOs relationship with the Board, in that a working group was set up to look at reviewing STC which, for various reasons, did not progress. This will be carried forward for discussion at the next meeting.

Action: Chair to draft a discussion paper for the next meeting.

Action: Chair

It was agreed it would be beneficial to see the results of the Board review of STC in particular regarding current structures.

13.4 Thank you from Liz Ashley

It was agreed that it was good to get feedback.

14. **Date of next meeting**

Training for new Directors will likely take place the morning of 17th, and further training is scheduled in the afternoon of the 17th for all Directors. The Board meeting will take place on the 18th April with the potential for further training on that day.

Action: Lise Moore to arrange accommodation in the Marriott for the 17th April

Action: Lise Moore

Action: Craig Poxon to arrange a meal for the same evening.

Action: Craig Poxon

Natasha and Wes gave their apologies as they were unable to attend this meeting, but it is hoped training can be recorded for anyone not present at the meeting.

An update on timings will be circulated as soon as possible.

The Chair thanked everyone for attending the meeting which concluded at 20.45.