



British Skydiving
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Finance

Minutes of the Virtual Meeting by Microsoft Teams

Tuesday 20 February 2023 at 16.00

Present on Teams:

Tash Higman	-	Treasurer
Adrian Bond		
Jack Davies	-	Chair ITSG
Craig Poxon		
Tony Crilly	-	Volunteer
Jake John	-	Volunteer

In Attendance on Teams:

Tony Butler	-	COO
Lise Moore	-	Secretary General (Secretary)
Mary Barratt	-	Chair of Council
Mark Bayada	-	Vice Chair of Council

The meeting was recorded to assist with minute-taking.

Item	Minute
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01/23	<u>Apologies for Absence</u> Gareth Thomas, Volunteer
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02/23	<u>Declarations of Interest</u> To be taken at the appropriate item.
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03/23	<u>Minutes of Previous Meeting</u> The minutes of the meeting held on 15 November 2022 had been circulated with the agenda before the meeting.
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04/23	<u>Matters Arising not otherwise on the agenda.</u> <ul style="list-style-type: none">• Contact other NGBs for the ratio of reserves to operating costs – Joanne reported that on NGB approached declined to give any information, two other NGBs were reviewing their policies but stated that at the moment they like to have 2 – 3 years of operating costs in the bank. Tash commented that the amount of operating cash in reserve should also depend on the sources of income.
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05/23	<u>Terms of Reference</u> Our current terms of reference allows for two voting volunteers, however there are three volunteers on the committee. This could be managed in two ways. <ol style="list-style-type: none">1. One of the volunteers agrees to be a non-voting member but able to contribute ideas and experience.
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2. Make a request to Council for the Terms of Reference to be changed to allow a third voting volunteer, providing that there are more Council members on the committee than volunteers.

The Treasurer stated that she proposes a few days to let the volunteers think about this, If after Monday next week 27th February, no volunteer had come forward, than she would prepare a paper for the Council meeting thereafter.

[Secretary's note. This would be 18th April 2023]

Action: Natasha Higman

06/23

Report from ITSG

The report from ITSG was circulated before the meeting and taken as read.

PIMS

The work that the Compliance Officer had requested has been completed and tested on the Test bed. British Skydiving is waiting for Eudonet to make the upgrade to the Live system. Unfortunately, this will be delayed due to Eudonet's staff availability and won't take place in time for renewals to go live from 1st March. British Skydiving is arranging for a comms plan to inform the members of this, and the Treasurer suggested contacting the Drop Zones directly to inform them.

Doctor Carter has asked for some more data points to be added to assist him the statistical analysis of incident and injury data. This brought to light that 95% of temporary memberships were still being processed by the office. ITSG is looking at a solution for this.

The office staff are experiencing severe disconnection issues to PIMS which is external to the network. Eudonet are investigating the issue, but it remains unclear as to the exact cause nor when there will be a resolution.

A decision about the future of our membership system needs to be agreed as there remains only 18 months of our contract with Eudonet and phase two has not yet been started although it has been paid for. There is a question as to whether Eudonet would be able to complete phase two within the remaining contract period.

Adrian suggested that a meeting with Chris Sinclair may be needed, and he would be happy to attend.

Jake John suggested that the decision about the future of PIMS should be made a priority given the current IT environment for SMEs.

IT Contractor

The IT role had been offered but had failed to materialise. A decision about whether we go out to the market again maybe dependent on the decisions made about PIMS.

The Treasurer summarised the discussion about PIMS.

- A high- level meeting with Eudonet which includes Adrian takes place around the contract and how / if we are to proceed with phase two.
- Gathering more information about other Membership systems used by air sport NGBs as well as considering the interaction with an online incident reporting system.

Lise stated that there was an upcoming webinar on the just go membership system and she was happy to forward this to anyone that wanted to attend. One of the

outcomes of ITSG was that Lise and Jeff were going to visit two air spots NGBs locally to see their membership systems.

Action: Lise Moore

The Treasurer said she would accept a late paper that had come in from Craig, details of which had not been circulated prior to the meeting.

The paper referred to improving the registration and renewal process of temporary memberships and seeing if they could be processed in a way similar to provisional memberships. One issue is that Temporary membership and Provisional Memberships are a different price. A way to reduce the cost of this work may be to align the prices of these memberships. Tony raised the point that PTOs may not differentiate between the two types of credit when uploading. This point needs to be discussed and a plan forward agreed ahead of the November meeting, when the proposal for subscription rates goes to Council. The Treasurer pointed out, that as the whole membership system was being researched, there could be an opportunity to consult with DZOs to see what membership structures they would like, Jake John agreed to work with Craig on the consultation and to investigate a solution.

Action: Craig Poxon / Jake John

IT Equipment

Lise prepared a short paper which was circulated prior to the meeting There is not currently a budget line for replacement IT equipment as it is a capital item, however, it had been noted that several of the office computers and laptops were starting to go faulty and some new ones needed to be purchased. The Treasurer proposed to visit the paper during the budget section of the meeting.

07/23

Management Accounts and Cash Flow

Treasurer spoke to the January management Accounts.

Income

Is higher than expected as there were more Full and Provisional members than budgeted.

Expenditure

The Treasurer stated that she intended to tell the Chairs of the relevant committees that they are responsible for their budget spend. When they request money for their budget, it can mean that the members are being asked to pay more money in subscriptions, and if that money is not spent, it means that the increase in subscriptions may not be necessary.

Membership numbers

Craig asked why the JSAT memberships had been taken out of Temporary membership. The Treasurer stated that she had asked for all reference to JSAT to be removed from the management accounts as she felt it was confusing issues with the PTOs.

Cash Flow

Available cash looks good until the end of the membership year.

08/23

Additional Income Sources

Merchandising Working Group

There is no update since the previous meeting, Planning will commence in March.

Action: Adrian Bond / Liam Domin-Goddard

Sports Lottery

This initiative was passed at a recent Council meeting. Craig is still finalising the pros and cons and will submit details of potential suppliers either at the next meeting or via email is available beforehand.

Action: Craig Poxon / Jake John

09/23

Expenses Policy

The Treasurer gave a brief history of the volunteers expenses policy for the benefit of the new members of the committee. Updates to the policy have been made to make it more clear to those that make use of the policy on what British Skydiving will cover and what it won't.

Tony Crilly stated that hire car insurance is not included in the policy and Jake John offered to send the Treasurer some information on how British Skydiving could deal with that situation.

Action: Natasha Higman/ Jake John

A short discussion took place regarding personal car insurance and whether volunteers should have to show that they have business insurance cover when travelling to / from British Skydiving events.

The updated policy will need to go to Council for approval once it has been updated.

Action: Natasha Higman

10/23

Reserves and Investment

The paper drafted by the Treasurer and circulated prior to the meeting had already been presented at council for information only.

The Treasurer had already received some suggestions around how to spend any unreserved cash. The Treasurer stated that she intended to produce a set of criteria which meet our strategic objectives for suggestions to be measured against, so it gave a level of transparency to the process.

The Treasurer asked for volunteers to help her with the criteria setting process.

[Note: since the meeting Craig Poxon has offered to join this working group]

11/12

Risk Register

The Treasurer gave a brief update on the risk register for the benefit of the new members to the committee.

She went on to ask how the risk register could be more useful and engaging for the committee chairs so that it was regularly reviewed and kept up to date.

The Treasurer asked for volunteers from the committee to help her with this. Tony Crilly who works in this environment has agreed to help.

[Note: since the meeting Joanne Shaw and James Round have offered to join this working group]

12/23

Budget Process

The Treasurer gave a brief overview of how British Skydiving currently runs the zero-based budget process for the benefit of the new members on the committee.

This year there will be a capital spend request to formulate a CapEX budget.

The Treasurer agreed that the capital request made by the Secretary-General was within the COO approval limits and did not require a vote by the Finance Committee.

13/23

A.O.B.

None received.

14/23

Date of next meeting

The Treasurer proposed that the Finance committee continue to meet 4 times per year in sync with the activities of the committee.

15th May 2023 – to review the budget submissions from the relevant committees.

18th September 2023 – to finalise the audit findings ahead of Council approval of the accounts.

13th November 2023 – to finalise the proposal for membership fees for the following year to recommend to Council.

The Secretary to send out diary invites for these meetings.

Action: Lise Moore

There being no further business, the meeting closed at 17.31 (1 Hour 31 mins)

Actions

Item	Action required	By
Terms of Reference	Treasurer to prepare a paper for Council meeting on 18tgh April on update to Terms of Reference	Natasha Higman
Report from ITSG	Contact other Air sports NGBs to arrange visits to look at their membership systems	Lise Moore
	Consult with Drop Zone Operators and investigate a solution to improve the process of temporary membership	Craig Poxon / Jake John
Merchandising Working Group	Set up a Shopify account within 4 months	Adrian Bond/ Liam Domin-Goddard
Lottery Funding	Prepare a paper for potential suppliers	Craig Poxon / Jake John
Expenses Policy	To update the current Policy with details of Insurance requirements	Natasha Higman / Jake John
	To prepare an updated Policy for Council approval	Natasha Higman
Date of next meeting	Diary invites for the agreed meeting dates to be circulated	Lise Moore