
Council

Minutes of the meeting held virtually by Microsoft Teams Tuesday 13 June 2023 at 18.00 hrs

Present:	Mary Barratt	-	Chair
	Mark Bayada	-	Vice Chair
	Adrian Bond		
	Wes Guest		
	Robert Hartley	-	INED
	Natasha Higman		
	Craig Poxon		
	James Round		
	Joanne Shaw	-	INED
	John Smyth	-	Vice President
	Eleanor Southworth	-	(Until 21.00hrs)
Annette O'Neill	-	Editor (until 18.16)	
In attendance:	Tony Butler	-	Chief Operating Officer
	Liam Domin-Goddard	-	Comms Manager (Until 21.00 hrs)
	Jeff Montgomery	-	Safety & Technical Officer & STC Chair
	Lise Moore	-	Secretary-General (Secretary)
Observers:	Karl Kojro		
	Mike Patchett		
	Tony Crilly	-	(from 19.45)
	James Convoy	-	(from 20.00)
Apologies for absence:	Dr Jake Hard	-	Medical Advisor
	Alex Busby-Hicks		
	Martin Soulsby	-	Vice President

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

The Chair asked that all voting members on Teams have their Cameras turned on during the meeting.

Item	Minute
27/23	<u>Declarations of Interest</u> The Chair said these could be made now or at the appropriate item.
28/23	<u>Minutes of the Meeting Held on Tuesday 18 April 2023</u> These had been circulated with the agenda, and previously agreed electronically.

Proposal Received

To accept the minutes of the meeting 18 April 2023
Proposer: Adrian Bond, Seconder: Rob Hartley.
Abstentions, none, Against, none
Proposal Carried.

29/23

Matters Arising

- Recirculate strategic plan - **completed.**
- To speak with attendees to ISC to ascertain reports from each detailing the benefits to British skydiving. **Carried forward**
- Compile list of PTO's and historic records to be sent to the international skydiving museum and Hall of Fame. **Carried forward**
The Chair congratulated John Smyth (VP) who had been made an ambassador.
- Membership system - **covered under this agenda.**
- To proceed with dialogue as the publishing partner for the new mag. **Completed**
- Annette O'Neill has been appointed as the new editor and the chair welcomed her to the meeting and invited her to introduce herself which she did.
- To collate when directors are going to attend PTOs to increase the visibility of British skydiving - **ongoing.**

30/23

Casual Vacancy – Discussed in Camera.

The Chair informed those present that a decision had been made on filling the casual vacancy. All candidates would be advised of that decision following the meeting so that everyone, including those unable to attend, would be informed at the same time.

31/23

Strategic Plan

This has now been signed off and will be circulated at top level and through our social media platforms.

Action: Mary Barratt

32/23

Risk Register

This would now be a standing item at every meeting.

A risk management working group had been set up by the treasurer with a view to seeking advice from risk experts and putting training in place for the council meeting in November.

Proposal Received.

To accept the Terms of Reference for the Risk Management Working Group
Proposer Natasha Higman, Seconder Joanne Shaw
Abstentions none Against none
Proposal Carried

33/23

Finance

33.1 Management Accounts and Membership Statistics

The Treasurer spoke to the May Management Accounts. She was pleased to report that the headline income was higher than budgeted with a small surplus which hopefully would continue to the end of the year.

In order to help non-financial directors better understand the accounts, the Treasurer is putting together a training course which will be recorded to explain relevant aspects of accounts. When this is completed, the directors can either attend a training session in person or view the recording in their own time.

The Chair thanked the Treasurer for this excellent initiative.

33.3 Joint Membership

Now that the contract with Dialogue has been agreed and the magazine becoming a digital app, ITSG and the Finance Committee felt that it was time to reconsider the benefits of joint membership versus the additional workload for the office staff and cost to the association.

Joint memberships are difficult and time consuming for the staff to administer and now there is no benefit to the member it was felt it was the right time to consider the continuation of Joint memberships.

Proposal Received.

To discontinue joint membership category from renewal date of 1st April 2024
Proposal Natasha Higman, seconder Eleanor Southworth
Abstentions none against none

Proposal Carried.

34/23 Compliance Officer's Report

The report from the Compliance Officer was received.

35/23 Staffing Matters

All staff left for this part of the meeting.

The meeting resumed in open session.

36/23 Budget 2023-2024

The Treasurer spoke to the budget paper circulated prior to the meeting.

The current requests made by committees indicates that there will be a net loss during the budget period.

Although a very lengthy discussion took place regarding income projected for the following year and expenditure requests made by the chairs of the committees, it was considered that a decision could not be made until after the investment in performance working group had met and made their recommendation on how elite athletes would be supported in the future.

It was agreed considering this, is that council has an extraordinary meeting to discuss the budget in more detail after they had received the recommendations from IPWG.

Action: Secretary-General

[Secretary's note: the extraordinary meeting will take place on Tuesday 27th of June at 1800 hours]

The Directors present agreed to continue the meeting for a further 30 mins.

37/23 Reports from Committees of Council

37.1 Safety and Training Committee (STC)

The draft minutes of the STC meeting on 13 April were circulated with the agenda, along with the updated amendments to the Operations Manual.

Proposal Received

To accept the changes to the Operations Manual as recommended by the panel of enquiry following the fatality in 2021.

Proposer: Adrian Bond. Second: James Round

Abstain None. Against: None.

Proposal Carried

A point was raised that whenever changes in the operations manual were made to avoid miscommunication on social media, an agreed statement of those changes would be provided and posted on the website as soon as possible after agreement. It was suggested that the statement should be ready for posting immediately any changes were agreed so that British skydiving can be seen to take ownership.

Action: Jeff Montgomery, Tony Butler, and Liam Domin-Goddard

37.2 Elite Performance Committee (EPC)

The minutes from the April meeting were circulated prior to the meeting.

Wes Guest gave a verbal update to the directors in the absence of Alex Busby Hicks.

The World Championships in Ravenna, Italy have now been postponed until September/ October due to flooding and relief work taking place. Any costs incurred by the delegates should be directed to the FAI as detailed in the most recent bulletin.

There has recently been requests from athletes go to the World Championships who did not attend the nationals last year. These have all been refused except for one team which has extenuating circumstances.

37.3 Members Development Committee (MDC)

The minutes of the meeting on 30 May 2023 were circulated with the agenda.

There were no questions regarding the minutes.

Proposal Received

To accept the revisions to the Terms of Reference for MDC
Proposer Natasha Higman, Seconder, Adrian Bond
Against None, Abstain None

Proposal carried.

37.3.1 Magazine update,

In the absence of the Communications Manager, the Secretary-General gave a verbal update.

She believed that everything is in place for the launch of the digital magazine on 1st August 2023. A budget request had been made through MDC for funding to allow some recompense for contributors to the magazine, at the discretion of the editor and based on the quality and frequency of contributions to incentivise quality content.

38/22

Drug and Alcohol Policy

As Dr Hard was not able to attend and due to the over run of the meeting, it was agreed that this item would also be deferred and discussed at the extraordinary meeting.

39/22

Royal Aero Club

A report was circulated prior to the meeting.

40/22

Board Review update

Rob Hartley thanked everyone who had submitted the survey and informed those present that the skills audit template should be received soon.

41/22 Any Other Business

None tabled.

42/22 Date of Next Meeting

The next meetings are:

Tuesday 15 August at 18.00 hrs by Microsoft Teams.

Tuesday 26th September at 18.00 hrs by Microsoft Teams

Tuesday 28th November at 9.00 am for a training session at HQ followed by the Council meeting in the afternoon.

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

Actions from Council meeting 13 June 2023

Item	Action	By
30/23	<p><u>Casual Vacancy</u> To inform the applicants for the vacant director's role of the outcome of the vote by Council</p>	Mary Barratt
31/23	<p><u>Strategic Plan</u> To circulate the agreed strategic plan</p>	Mary Barratt
36/23	<p><u>Budget 2023-2024</u> To circulate a date for an extraordinary Council meeting</p>	Lise Moore
37/23	<p><u>Reports from Committees of Council</u> 1. To prepare a statement for posting on social media platforms ahead of a change in the operations manual</p>	Tony Butler/Jeff Montgomery/ Liam Domin-Goddard