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## Council

Minutes of the meeting held at HQ and virtually by Microsoft Teams

**Tuesday 18 April at 12.00**

Present at HQ :	Mary Barratt	-	Chair
	Mark Bayada	-	Vice Chair
	Adrian Bond		
	Robert Hartley	-	INED
	Craig Poxon		
	James Round		
Present on Teams:	Eleanor Southworth	-	
	Alex Busby-Hicks	-	Until 15.25
	Kate Lindsley		
	Wes Guest		
In attendance:	Tony Butler	-	Chief Operating Officer
	Lise Moore	-	Secretary-General (Secretary)
In attendance on Teams:	Liam Domin-Goddard	-	Communications Manager
	Jeff Montgomery	-	Safety & Technical Officer & STC Chair
Apologies for absence:	Nicola Hobday	-	Compliance Officer
	Joanne Shaw	-	INED
	Natasha Higman	-	Treasurer
	Martin Soulsby	-	Vice President

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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
15/23	<u>Declarations of interest</u>

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

16/23

**Minutes of the meeting held on Saturday 28<sup>th</sup> January 2023 and Tuesday 21<sup>st</sup> February 2023**

These had been circulated and approved electronically.

**Proposal Received**

To accept the minutes of 28/01/23 and 21/02/23

Proposer: Adrian Bond, Seconder: Rob Hartley

There were no abstentions, none against and no counterproposal.

Proposal carried.

17/23

**Matters arising.**

**From the meeting on 21 February 2023.**

*4.2 Strategic Plan – Documents sent for approval via email and changes made although these did not come back to the Board for comment as it appears some changes were not included, mainly due to delay; however, it is now posted on SharePoint. As there is insufficient time for discussion at this meeting, and because this is having been delayed for almost a year of a 5-year plan, it was agreed to review or give further comment within the coming week, ready for approval the following week, i.e., two weeks from 18 April via e-voting. A document showing track changes will be available.*

To accept a review period of two weeks from 18/04/23 with e-voting at the close of that time.

**Proposal Received**

Proposer: Wes Guest, Seconder: Rob Hartley

There were no abstentions, none against and no counterproposal.

Proposal **carried**.

*4.3 Donation Beneficiaries – Kate Lindsley will be reporting back to membership to ask for suggestions.*

**6.0** Completed

**7.0** Completed

**10.0** Completed

**11.0** ISC Attendees' Report – *carried forward.*

**12.0** List of PTOs and historic records to go to the international Skydiving Museum – *Carried Forward*

Letter of thanks and certificate of Merit for Pat Thomas – Completed

**13.1** Set up Task and Finish group for Drug and Alcohol Abuse Policy – *this was proving more involved than originally thought but there was now the suggestion there would be two policies: i) Drug & Alcohol and ii) testing; advice is to implement D&A Policy and, once up and running, to implement the testing policy within the year. Noted that the police and ambulance crew would test in an accident scenario and British Skydiving would be covered in any criminal investigation. It was confirmed previous Medical Advisor had seen and commented on the policy and there is on-going consultation with the new Medical Advisor, however the content of the policy is not complicated and complies with the law. PTOs had not been consulted on the D&A policy but will be on the testing policy to ensure best practice and this will be done through the NDC, although there is already a rule in the Ops Manual on this issue. There have not been a Terms of Reference for the D&A Policy working group however one will be set up for the D&A testing policy which will be brought back to the Board.*

Confirm Chair for the Drug and Alcohol Abuse Policy Working Group – Confirmed as Wes Guest.

All other matters arising are covered on the agenda.

18/23

### **Finance**

#### **18.1 Management Accounts and Membership Statistics**

In question to a query, Lise Moore clarified that the insurance increases were due to the higher number of members as well as annual increases, but also included advanced invoicing which had not been included in last year's figures. Council costs included refreshments and other associated overheads.

#### **18.2 ITSG Report**

The ITG report focused on the Membership system currently in use. Negotiations with Eudonet are still on-going and the meeting discussed the pros and cons of changing provider, with the pressure of finding an alternative provider for a customised system within 18 months. Further investigations were looking at contractual obligations to see if a breach of contract had taken place however it was noted there was no break-clause in the contract. A decision will need to be taken at the end of the contract to either stay with the current provider or go with another company.

It was agreed that ITSG would bring a recommendation for a membership system to the next council meeting.

#### **Action:**

#### **18.3 Investments (for Information only)**

It was agreed to look at alternatives to Flagstone such as Raisin and St James Place

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

19/23

### **Compliance Officers Report**

The meeting received the Compliance Officers Report.

21/23

### **Staff Matters**

This was discussed.

Council approved an additional 45 minutes of the meeting.

22/23

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

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

As minutes were not yet received since the last meeting, Jeff Montgomery gave a verbal update and explained that there had been a couple of proposed amendments to the Operations Manual which had been circulated to the Board via SharePoint.

#### **Proposal Received**

To agree the changes to the Operations Manual  
Proposer was Mark Bayada and the seconder James Round  
There were no abstentions, none against and no counterproposals.

**Proposal carried.**

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

As Alex Busby-Hicks could not now attend due to the overrunning of the meeting there was no verbal update, and the minutes were not yet issued as there was not sufficient time between the meetings.

## **22.3 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.

### **Proposal Received**

To accept the revised Terms of Reference for MDC

Proposer Rob Hartley seconder James Round.

There were no abstentions, none against and no counterproposal.

### **Proposal Carried**

## **22.4 Future of the Magazine**

The Chair spoke about the paper circulated ahead of the meeting and thanked Adrian Bond for his comprehensive paper on the Magazine.

### **Proposal Received.**

To accept the proposal to proceed with dialogue with the publishing partner.

Proposer: Adrian Bond seconder: Rob Hartley

There were no abstentions, none against and no counterproposal.

### **Proposal carried (including 3 proxy votes)**

**23/23**

## **Independent Board Review**

The Chair thanked Rob Hartley for drafting, circulating the paper for comment and updating the paper with comments received prior to posting on SharePoint. There were two proposals for approval:

### **Proposal Received.**

That the board review continues as planned April – August 2023 but that all material changes, not be implemented until the CEO is appointed.

Proposer: Adrian Bond Seconder: Mark Bayada

There was one abstention: none against and no counterproposal.

### **Proposal Carried.**

### **Proposal Received**

To approve the budget increase of £5000 plus VAT to undertake the independent board review previously approved in November.

Proposal Adrian Bond, seconder Mark Bayada

There were no abstentions, none against and no counterproposal.

### **Proposal Carried.**

**24/23**

## **AGM and Expo Tender Results**

The Chair thanked Adrian Bond for his paper received and circulated prior to the meeting along with the venue options appraisal spreadsheet.

There seemed to be some confusion over the future dates of the Expo and whether it would clash with the ISC meeting in 2024 however it was confirmed that there would not be. Adrian informed Council that all negotiations were being undertaken on an annual contract basis due to the cost-of-living increasing over time.

The meeting heard that there were two clear winners for venues following the venue options appraisal. EMCC and Warwick University both have excellent facilities however the latter could not commit to the dates required for 2024. Adrian is now in negotiations with EMCC to hold the Expo and industry day there

again. Marie Moss from Event Pro will act as the project manager for 2024 after which the position may go out to tender.

**25/23**

**Any Other Business.**

**25.1 Relationships with PTO's**

This was an outstanding action from a previous meeting, and it was agreed that working group including both staff and board members is set up to review the relationship with PTOs when both the new CEO and the new safety manager are in place in the meantime directors were encouraged to attend events and be more proactive in communicating on an individual level until the working group is underway. This will be reviewed at the next meeting. Secretary General was asked to collate this information.

**26/23**

**Dates of Next Meetings**

The next meeting will be on the 13th of June 2023 by Microsoft Teams.

It was agreed that there needed to be another face-to-face meeting later in the year. The Secretary General was asked to send out a poll to see which of the two dates (26 September or 28 November) would be the most popular. This meeting would also include additional board training.

With no further business the meeting closed at 4:20 PM.