



British Skydiving
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Finance

Minutes of the Virtual Meeting by Microsoft Teams

Tuesday 18 September 2023 at 16.00

Present on Teams:

Natasha Higman - Treasurer
Jack Davies - Chair ITSG
Craig Poxon
James Round
Adrian Bond

In Attendance on Teams:

Lise Moore - Head of Finance and Ops (Secretary)
Robert Gibson - CEO
Mary Barratt - Chair of Council

The meeting was recorded to assist with minute-taking.

Item	Minute
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30/23	<u>Apologies for Absence</u> None received.
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31/23	<u>Declarations of Interest</u> To be taken at the appropriate item.
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32/23	<u>Minutes of Previous Meeting</u> Proposal received. To accept the minutes from the meeting on 15th of May 2023 Proposer: Adrian Bond. Seconder: Craig Poxon Abstain: none, Against: none Proposal Carried.
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33/23	<u>Matters Arising not otherwise on the agenda.</u> <ul style="list-style-type: none">• None tabled.
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34/23	<u>Finance Report</u>
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The Treasurer had prepared a draft report to go to the council meeting on 26th of September. Within that there is a link to a video which is designed to assist non-financial directors to understand the management and year end accounts.

Management counts for July were circulated ahead of the meeting. The Treasurer had provided an additional page with some commentary, again to assist non-financial stakeholders.

The audit had raised a question about a longstanding debt owed by London Parachute School (LPS) in the amount of circa £5,800. At the year-end a provision for this debt had been recorded in the accounts.

A discussion took place about how British Skydiving would try to recover this debt. It was agreed that a recorded delivery letter would be sent to the owner of LPS asking how and when this debt would be paid.

Action: Treasurer

[Secretary's note: recorded delivery letter sent 29th September 2023]

A request was made that the Drop Zone was removed from the website as they had not re-affiliated from April 2023.

Action: Lise Moore

[Secretary's note: Removed from the website 18 September 2023]

35/23

Risk Register

The risk register working group would be meeting on Friday the 29th of September to consider which items would be appropriate for the risk training ahead of the council meeting in November.

The CEO said that he had had a look at the risk register and had added two operational risks.

36/23

Report from ITSG

The Chair of ITSG had submitted a paper which had been circulated ahead of the meeting.

In the absence of the Chair, Craig Poxon made the point that the CEO although familiar with, had not used Sport 80 previously, which is one of the companies in consideration.

Graham Spicer was currently reviewing the specification for the whole system and adding the learning points from our current implementation. As this is such a large job this could delay getting a recommendation to the board of directors.

Our current provider, you Eudonet are still being considered and Adrian had been asked to get more information about their new product. This will be circulated on receipt.

The process is likely to be a closed tender to the companies identified by the membership working group. Just Go, another company in consideration, suggested that they might not be interested in the tender process or at least, if they did, the quote might be higher price point, however this is a risk that was deemed acceptable.

It is unlikely that a recommendation will be made to the board on which membership system to progress with within the time frame specified, however there is an opportunity to extend our current contract by one year should this be deemed necessary.

The role of the IT contractor was discussed again; however, it was considered that this needs to be left with the CEO to determine operational need.

The Treasurer suggested that ITSG provide something visual like a Gantt chart to explain to the directors the timings for the process of changing membership systems to ease any concerns they may have.

Action: ITSG

37/23 Annual Accounts and Audit Completion Memorandum

The Treasurer spoke about these documents which were circulated ahead of the meeting.

The audit went smoothly, and the Treasurer extended her thanks to the Head of Finance and the Finance Assistant for the work that they did in preparing for the audit.

The Treasurer will make her recommendation to the board of directors that they approve the accounts for year ended June 2023 as presented.

Action: Treasurer

38/23 Management Accounts and Cash Flow

Management accounts for July were circulated ahead of the meeting. The Treasurer had provided an additional page with some commentary, to assist non-financial stakeholders with understanding these reports.

The Treasurer suggested that the budget process is prepared two years ahead of the financial year to allow the association and drop zones to plan further in advance.

39/23 Additional Income Sources

Merchandising Working Group

The merchandising store is expected to go live later this week. A minimal range of products has been selected with a view to increasing them as and when.

A survey will be sent out to two people who have bought items and a full review will take place in six months' time.

All payments will be received by the office on a weekly basis.

Action: Adrian Bond / Liam Domin-Goddard

Sports Lottery

No further information was available for this meeting.

40/23 A.O.B.

None received.

Backlog: Travel agency for overseas bookings. – Robert Gibson stated that this is something he may have a contact for.

Action: Robert Gibson

41/23 Date of next meeting

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

There being no further business, the meeting closed at 16.55 (55 mins)

Actions from Finance Committee 18 September 2023

Actions

Item	Action required	By
Finance Report	To send a letter to owner of LPS	Natasha Higman
	To remove LPS from our website	Lise Moore
ITSG Report	To produce something visual like a Gantt chart to explain the timing of the membership systems process change.	ITSG committee
Annual Accounts	To recommend to the board of Directors to accept the accounts for year ended June 2023 as presented	Natasha Higman
Merchandising Working Group	To review the merchandising shop in 6 months	Adrian Bond / Liam Domin-Goddard
AOB: Backlog	To explore contacts for Travel agency for overseas travel bookings	Robert Gibson