
Council

Minutes of the meeting held virtually by Microsoft Teams Tuesday 30 April 2024 at 18.00

Present:	Mary Barratt	-	Chair
	Mark Bayada	-	Vice Chair
	Rebecca Bradley	-	(from 18.10)
	Tony Crilly		
	Natasha Higman	-	Treasurer
	Theodoros Koutroukides	-	-
	Richard Lockwood	-	INED
	Craig Poxon	-	
	Wes Guest	-	
	Karl Kojro	-	
In attendance:	Robert Gibson	-	Chief Executive Officer
	Liam Domin-Goddard	-	Communications Manager
	Jeff Montgomery	-	Head of ST&C & STC Chair
	Lise Moore	-	Head of F&O (Secretary)
	Tony Butler	-	Vice President
	Martin Soulsby	-	Vice President

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

Item	Minute
29/24	<p><u>Apologies for absence</u></p> <p>Rob Hartley had declined the meeting.</p>
30/24	<p><u>Declarations of interest</u></p> <p>The Chair reminded Directors that anyone with a personal, financial, or material interest must declare a conflict of interest, step away from the discussion and abstain from voting on that item.</p>
31/24	<p><u>Minutes of the meetings held on Tuesday 5 March and Monday 2 April 2024</u></p> <p>These minutes had been approved electronically. The Chair reminded the Directors of the 51% approval rate threshold and to respect the deadlines given, in order for the minutes to be circulated to the members as soon as possible.</p>
32/24	<p><u>Matters arising</u></p> <p>There are only five outstanding actions from the previous meetings. One is not due to be completed until November 2024 (86/23), another due to be completed in November 2024 (18/24) and a third due to be completed in June 2025 (17/24)</p>

From the meeting on 5 March 2024

15/24- *To make the Strategy Document PDF available as a standing item on all Committee agendas.* Agreed by all Committee Chairs and marked as complete.

15/24- *To fine tune the measurements in the strategy document.* These will be picked up in the CEO report.

18/24 - A Director felt that there were inadequate communications sent out regarding our charity partner prior to membership renewals. A request was made that further specific communications be made across all our social media platforms as soon as possible.

Action:

The Communications Manager to forward to the Director information on all communications that were previously circulated regarding donations to our charity partner, and for the Director to consider where further specific communications about this might be useful.

Action Owner: Communications Manager / Craig Poxon

There were no other matters arising.

33/24

Strategic Plan

The PDF of the Strategic Plan had been circulated ahead of the meeting and taken as read.

A question was raised regarding the optics of the document and whether Membership and Legacy should sit above Finance.
The Chair agreed to revisit the document.

Action:

To revisit the layout of the Strategic Plan document in light of the above comment.

Action owner: Chair

34/24

Mentoring – Pilot Framework for 2024.

This item had been carried forward from the meeting 5 March 2024, and the documents taken as read.

A point was raised that although the paper fits within the strategic goals of the Association, successful mentoring requires a rapport between mentor and mentee. A comment was raised about the need to be clear to distinguish the difference between mentoring and coaching, which might be blurred in the proposed framework. Subsequent discussion saw agreement on the value of mentoring new Directors and SLT members.

Proposal Received:

To agree mentoring as a proactive way to retain knowledge and build stronger partnerships with out-going Directors and accept the opportunity for a pilot framework, as proposed in the paper, to be rolled out in 2024- 2025 .

Proposer: Natasha Higman. Seconder: Adrian Bond

Counterproposals; none

Abstain: none. Against: none.

Proposal Carried

Action:

To feedback to the author of the paper with the comments and decision made.

Action owner: Chair

35/24

Governance Recommendations – Implementation plan

The Terms of Reference for this Task and Finish group had been circulated ahead of the meeting and taken as read. Although the ToR had been previously circulated for electronic vote there had been inadequate responses.

Proposal Received:

To accept the Terms of Reference as written.

Proposer: Natasha Higman. Seconder: Adrian Bond

Counterproposals; none

Abstain: none. Against: none.

Proposal Carried

Action:

To provide an update on the implementation plan at the next meeting.

Action Owner: Rob Hartley

From the In Camera Session

36/23

Consolidated Risk Register

The risk Register had been reviewed and updated.

37/24

Report from the CEO

The CEO delivered his report to the Board.

Progress on Working Groups were reported to the Directors.

Several policies were presented and approved.

38/24

Reports from Committees of Council

All reports and minutes from Committees of Council were taken as read.

38.1 Finance Committee

The Treasurer notified the Board that the final stages of the re-investment of funds from Rowan Dartington had now taken place. No questions were asked.

38.2.1 Safety and Training Committee (STC)

Proposal Received

To ratify the changes to the Operations Manual as in the circulated document,

Proposer: Mark Bayada. Seconder: Richard Lockwood

Counterproposals: none

Abstain: none. Against: none.

Proposal carried.

It was pointed out that there is inconsistency with how wingsuit was styled across British Skydiving's communications and that this agreed format should be added to our brand style sheet.

Action:

To ensure that the decision to use wingsuit is captured in our brand style sheet and implemented across all communications and documents.

Action owner: CEO

38.3 Elite Performance Committee (EPC)

The Chair of EPC informed the Directors of the recent death of Amanda Kenny, one of British Skydiving's judges. Condolences were extended to her family and friends.

The UKSL due to take place over the May Bank Holiday weekend was having difficulty attracting judges due to a limited pool. A suggestion had been made that the competition take place with a guest judge but be declassified from a UKSL. This had not been accepted by those taking part and by the Drop Zone. There were also potentially issues with other UKSLs and EPC were exploring other suggestions to ensure that they could go ahead as planned.

Heads of Delegations for the World Championships have been agreed and the names would be released shortly.

38.4 Members Development Committee (MDC)

The Chair of MDC gave a verbal update on the Development Events programme, the Marcomms Committee which would now be reporting into MDC and the organisation for the annual Expo which has now been moved in house.

39/24

Royal Aero Club - Update

Martin Soulsby, the delegate to the Royal Aero Club, gave Directors a verbal update on the annual awards ceremony which is taking place on 16th May. As one of the recipients from British Skydiving is deaf, a request had been made for a BSL interpreter to be available for him, however, the RAeC stated that it did not have budget for this. Following a short discussion, it was agreed that this is something that the Association should help with. Martin Soulsby agreed to inform the RAeC of the decision.

Martin went on to say that the annual fees for the Royal Aero Club would be in the region of £12,157 for the forthcoming year.

Action:

Martin to inform the Royal Aero Club of the decision to pay for a BSL interpreter for the awards ceremony and to assist in sourcing if required.

Action owner: Martin Soulsby

Action:

To arrange for a BSL interpreter to attend the RAeC Awards in London on 16th May.

Action owner: HQ

40/24

DZO / British Skydiving WG - Update

This item was not discussed as the WG has currently paused other work while regular DZO Teams meetings and use of a messaging service are being run to explore a possible approach to strengthening the relationship between DZOs and British Skydiving.

41/24

Debrief Report on Casual Vacancy Recruitment.

A report on the recruitment of the casual vacancies was circulated ahead of the meeting and taken as read.

A question was raised about why the candidates were not interviewed. The Chair stated that this was purely down to timing constraints, but that in future interviewing all potential candidates would be good practice if time permits.

Action:

To amend the debrief report to include the recommendation that, if possible, candidates are interviewed.

Action owner: Chair

A further point was made regarding assuring candidates are eligible to act as a Director and not disqualified according to the Companies Act 2006. The Articles of Association do allow that should it become known that a Director is ineligible, any decisions made by the Board would be considered as acting in good faith. It was agreed that this was not a pressing point and that the issue could be addressed offline.

Action:

To review the eligibility criteria and process for assuring these are met by those becoming a Director of British Skydiving.

Action owner: Chair

42/24

A.O.B.

There were no items for any other business.

43/24

Dates of Next Meetings

The next meeting will be on the 25 June 2024 at 18.00 hrs by Microsoft Teams.

With no further business the meeting closed at 21.03 PM.

Signed

Dated.....

Mary Barratt

Chair of Council