



**Agenda for a meeting of  
Council  
on Tuesday 27 November 2018 at 18:00  
at BPA HQ, 5 Wharf Way, Glen Parva  
Leicester LE2 9TF**

- D - Decision**     *Decision/approval required at meeting*
- A - Advice**     *Issue needing discussion to advise/inform future direction/decision*
- I - Information**   *Update - requires brief feedback only, no detailed discussion*
- R - Ratification**   *Confirmation of decisions taken electronically between meetings, or by a Committee*

**Supporting papers are issued with the agenda where available;  
others will be added to the meeting’s SharePoint folder as they become available,  
with the intention of completing the full set by at latest the Friday before the meeting.**

| Item nr | D/<br>A/I<br>/R | Business   | Lead  | Pre-read paper |
|---------|-----------------|--|-------|----------------|
| 1       | I               | <b>Apologies for absence</b>   | -     | -              |
| 2       | I               | <b>Declaration of any conflicts of interest</b>  | Chair | -              |
| 3       | I               | <b>Minutes</b><br>To note that the minutes of the meeting on Tuesday 25 September 2018 have been approved electronically and published at <a href="https://www.bpa.org.uk/member/agendas-and-minutes/">https://www.bpa.org.uk/member/agendas-and-minutes/</a>  | All   | Minutes        |
| 4       | I/D             | <b>Matters arising from the minutes</b><br>not covered elsewhere on the agenda<br><b>4.1</b> Min 64.3, Software development contract with 3Si - Adrian Bond<br><b>4.2</b> Min 64.4, Breach of contract by previous software supplier - Adrian Bond<br><b>4.3</b> Min 64.9, GBR representation at FAI/IPC indoor skydiving competitions - COO<br><b>4.4</b> Min 64.10, Message to a senior member - Chair<br><b>4.5</b> Min 65.4, GDPR - external consultant - Secretary<br><b>4.6</b> Min 68.1.1, Minutes of the meeting of the Communications Committee held on Tuesday 7 August 2018<br><b>4.7</b> Min 69.1, Council 2019 composition / election<br><b>4.8</b> Any other matters arising not listed above. | Chair | Minutes        |

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|---------|---------|--|--|---|
| 5       | I/D     | <p><b>Finance &amp; compliance</b></p> <p><b>5.1</b> Management accounts &amp; membership statistics</p> <p><b>5.2</b> Membership subscriptions from 1 April 2019 - BPA and insurance elements</p> <p><b>5.3</b> Business and financial risk register. Cell 13B contains feedback from the Treasurer.</p> <p><b>5.4</b> Any other finance and compliance matters.</p>  | Chair                                      | <p>5.1 - Mgt accounts and m'ship stats</p> <p>5.3 - Membership subscriptions 2019</p> <p>5.3 - Business &amp; financial risk register</p> |
| 6       | D       | <p><b>Strategic plan</b></p> <p><b>6.1</b> 2019 deliverables</p> <p><b>6.2</b> To consider a date for an 'implementation planning day' in Spring 2019 - we have the function (strategy), and now need the form (structure - committees, etc) to go with it.</p>  | Chair/<br>Strategy<br>Group Chair          | 6 - 2019 objectives   |
| 7       | D       | <p><b>Consolidation of grievance, disciplinary and whistleblowing procedures</b></p>   | Yassi Molazadeh,<br>Working<br>Party Chair | 7 - Grievance procedure (2 <sup>nd</sup> draft, Oct 18); whistleblowing draft   |
| 8       | D       | <p><b>Equality policy</b></p>  | Chair                                      | 8 - Equality policy   |
| 9       | D       | <p><b>Directors' dress code</b></p> <p>To consider suggestions by Yassi Molazadeh and Nick Bunting</p>   | Chair                                      | 9 - Directors' dress code   |
| 10      | I       | <p><b>Royal Aero Club</b></p> <p><b>10.1</b> To note that the next RAeC Council meeting will be in January.</p> <p><b>10.2</b> To decide on BPA nominations for FAI and RAeC Awards 2018, draft citations and list of previous BPA-nominated award winners circulated.</p>   | Craig Poxon,<br>BPA<br>Delegate to<br>RAeC | <p>10.2 - Draft citations</p> <p>10.2 - List of previous winners</p>  |
| 11      | D       | <p><b>BPA Awards</b></p> <p><b>11.1</b> The BPA Jim Crocker Award for an Outstanding Contribution to Sport Parachuting - to consider whether this, BPA's most prestigious award, which is not awarded every year but only when a suitable recipient is identified, should be awarded this year.</p> <p><b>11.2</b> Nominations for the Taz Causer Experienced Skydiver of the Year Award 2018. Nominations circulated.</p> | Chair                                      | <p>11.1 - Jim Crocker Award spec and previous winners</p> <p>11.2 - Taz Award nominations 2018</p>  |

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|---------|---------|--|--|--|
| 12      | I/R     | <p><b>Reports from Committees of Council</b></p> <p><b>12.1</b> To discuss and ratify the minutes (previously circulated) of the Communications, Development &amp; Competitions Committee meetings held on Tuesday 25 September 2018</p> <p><b>12.2</b> To discuss and ratify the minutes (previously circulated) of the STC meeting held on Thursday 15 November 2018</p> <p><b>12.3</b> To receive an oral report by the Committee Chairs on this afternoon's meetings of the (i) Communications, <b>including branding and identity</b> (ii) Development and (iii) Competitions Committees.</p> | <p>Comms/<br/>Dvt/<br/>Comps<br/>Chairs</p> <p>STC Chair</p> | <p>12.1 - Comms/Dvt/<br/>Comps mins -<br/>September</p> <p>12.2 - STC minutes<br/>- November<br/>(to follow)</p> <p>12.3 - Branding and<br/>identity</p> |
| 13      | I       | <b>Query re Open and Female category funding</b><br>from Yassi Molazadeh   | Yassi<br>Molazadeh   | 13 - Query from<br>Yassi Molazadeh   |
| 14      | D       | <b>Application for Affiliation</b><br>New DZ at Haverfordwest, Wales   | Chair  | 14 - Paper not yet<br>received at the time<br>of issuing the<br>agenda   |
| 15      | D       | <b>Staff Christmas bonus</b>   | Chair  | -  |
| 16      | I       | <b>Any other business</b><br>to be notified to the Secretary by no later than noon on Friday 23<br>November.   | Chair  | -  |
| 17      | I       | <b>Chair's thanks to Council members and staff for their work<br/>during the year</b>  | Chair  | -  |
| 18      | I       | <p><b>Dates of future meetings</b><br/>Saturday 26 January 2019 at 12:30 in the Discovery Suite,<br/>Ground Floor, De Vere Orchard Hotel, Nottingham.</p> <p>Provisional meeting dates 2019, Tuesdays at 18:00 at BPA HQ:<br/>19 February, 16 April, 11 June, 6 August, 1 October &amp;<br/>26 November (dates to be confirmed at the January meeting)</p>   | -  | -  |