



## The Council

### Minutes

**Tuesday 9 August 2016 at 18:20**

at Blaby Civic Centre, 22-24 Lutterworth Road, Blaby, Leicester LE8 4GQ

<b>Present:</b>	Martin Soulsby	- Chair
	Gordon Blamire	
	Adrian Bond	- Communications Chair
	Jack Bradford	
	Brian Cumming	
	Tash Higman	
	Jason Kelleher	
	Ian Marshall	- Competitions Vice Chair
	Yassi Molazadeh (by Skype audio)	
	Craig Poxon	- Vice Chair, Development Chair & RAeC Alternate Delegate
<b>In attendance:</b>	Liz Ashley	- Editor, <i>BPA Skydive the Mag</i>
	Tony Butler	- Chief Operating Officer (COO)
	Debbie Carter	- Treasurer
	Paul Capsey (to item 51)	- Team Euphoria Freely, for item 51
	Jon Gretton (to item 49)	- Company Secretary & Financial Administrator
	John Smyth MVO (to item 51)	- Vice President & IPC & RAeC Delegate
	Martin Shuttleworth	- Secretary-General (Secretary)
	Weed Stoodley	- Artistics Discipline Rep, Competitions Committee
<b>Apologies for absence:</b>	Paul Applegate	
	John Hitchen	- Vice President, IPC Alternate Delegate
	Mike Lewis	
	Gavin McLeod	
	Jeff Montgomery	- Safety & Technical Officer (STO) & STC Chair
	Ian Rosenvinge	
	Brian Vacher	- Competitions Chair
<b>Observers:</b>	1	

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## Item Minute

**46/16 Declarations of interest**  
Declarations of interest for agenda items at this meeting would be taken as they arose.

**47/16 Minutes of the meeting held on Tuesday 14 June 2016**  
The minutes had been approved electronically and published at  
[bpa.org.uk/member/agendas-and-minutes/](http://bpa.org.uk/member/agendas-and-minutes/)

**48/16 Matters arising**

**48.1 Committees 2017 (minute 39.5)**

Ian Rosenvinge sought that the composition of all BPA committees should be reviewed, including the technical committees (STC and its Riggers' Subcommittee). As Ian Rosenvinge was on holiday today, the Chair had asked him to submit a paper for consideration at the October meeting.

**Action: Next meeting**

#### **48.1 Review of BPA grievance and disciplinary procedures (minute 40.1)**

The Chair reported that review panel had sought clarification on a number of points from the legal firm that had carried out an independent review of the BPA procedures. Their reply had been received earlier this week, and would be considered at the next meeting of the review panel.

*Ongoing*

#### **48.2 Allan Hewitt's case at Sport Resolutions (minute 40.2)**

To seek to expedite matters, BPA had agreed that Allan Hewitt need not be a current member. The Chair reported that, a few days ago, Sport Resolutions had advised that Allan Hewitt had indicated that he would be available to attend a mediation hearing in the UK after 20 October. They had asked BPA to provide a few alternative dates, and we would do so.

*Action: Secretary*

#### **48.3 Independent review of BPA procedures in relation to the World Cup in Wingsuiting at Skydive Netheravon, 25-29 May 2015 (minute 40.3)**

It did not look likely that the review would gain traction.

### **49/16 Finance**

#### **49.1 Management accounts and membership numbers**

A paper from the Financial Administrator had been circulated in advance. The Treasurer clarified that an expenditure of -£44K shown for competitions related largely to costs yet to be paid for the British delegation to the Mondial 2016. This would reduce the forecast surplus for the current financial year from £144K to £100K. The Treasurer said that, according to standard accounting practice, this sum of £44K should be accounted for as being in BPA reserves, and not shown as a 'negative expenditure' against competitions.

The Chair noted that, at month 4 of the membership year, renewals remained 2% up year-on-year, full conversions were stable, and that provisional student membership was running at -2%

In answer to a question from Brian Cumming, the Chair said that the net deficit of 8,456 Euros owed to BPA by the European Parachuting Union (EPU) had been written off in our accounts. It was unlikely to be recovered unless BPA were to engage with EPU again, in which case we would repeat our request for payment. From talking to experts including our own Tony Knight (BPA Liaison Officer with CAA), he understood that much of British airports' engagement with bodies such as the European Air Safety Agency (EASA) was likely to continue notwithstanding the Brexit result of the EU referendum. This was because European air traffic arrangements transcended EU membership.

#### **49.2 Accounts 2015-6**

Council noted the new timetable for approval of draft annual accounts, with the draft now going to the October meeting of Council for approval by the membership at the AGM in January 2017.

The Chair reported on discussion that he and the Secretary had had with Rachel Gwynne of the legal firm Wright Hassall, our constitutional legal advisers, which had also been reported to the Communications Committee at its meeting this afternoon. The advice received was to consider the statutory annual report and accounts, to a reporting year of 30 June, separately from any non-statutory calendar year review of the skydiving year.

#### **49.3 Drop Zone Defence Fund**

The Financial Administrator reported that bank release forms had been signed earlier today by the Chairs of the Development and Communications Committees. This would allow BPA access to the separate DZDF bank account. The money from that account would be added to the DZDF contributions already held in the BPA accounts, where the fund would be maintained, under the control of the Development Committee, from now on.

### **50/16 Royal Aero Club**

John Smyth MVO, UK Delegate to IPC and BPA Delegate to the Royal Aero Club, had nothing to report on RAeC.

On IPC, he was delighted to report that Skydive Buzz, Dunkeswell, was planning to bid to IPC host the Canopy Piloting World Cup in 2018. Bids were due to be considered at the IPC meeting in January 2017. The Chair said that this was exciting news and we looked forward to working in partnership with Dunkeswell, as NGB and host centre, in formulating and progressing a UK bid.

Also on IPC, he reported that there were tensions between an NGB in another country and the IPC Bureau, which he hoped would soon be resolved.

**51/16 Appeal by Paul Capsey on behalf of Team Euphoria Freely on the decision by the Competitions Committee on their request for additional funding**

The meeting agreed to take this item out of agenda order.

Because the Chair was a member of a funded team himself, he asked the Vice Chair to chair this item, and he then left the room. Craig Poxon duly took the chair. Jason Kelleher declared an interest as camera flyer of a funded team, although he was not funded himself. The meeting was content for him to take part for this item. Jack Bradford also declared his interest and was invited to remain because the funding he has received was perceived to be 'grass-roots', not 'senior competitor'.

A paper from Paul Capsey, had been circulated in advance to both the Competitions Committee, which had met this afternoon, and full Council. The paper explained his team's request for funding of a further £6K in addition to their allocated BPA funding of £12K. The request was based on the Committee's funding allocation to another team.

Under the BPA grievance procedure, a member or members who are not satisfied with a BPA decision had first to take their grievance to the body that made the decision, which in this case was the Competitions Committee.

Ian Marshall, Competitions Vice Chair, had chaired this afternoon's meeting of the Competitions Committee in the absence of Brian Vacher, Competitions Chair. The meeting had not been quorate, which meant that the number of voting members present had been fewer than the minimum of four required by the Committee's terms of reference for it to take decisions.

The Vice Chair of Council invited Paul Capsey to add anything not already covered by his paper, and several members of the Competitions Committee addressed the Council. The meeting then went in camera with elected members and staff. The Chair invited John Smyth, as a co-opted Council member, to remain as well as Jason Kelleher and Jack Bradford for the reasons previously stated.

The Chair said that an appeal to Council needed to be on the basis of a failure of BPA to abide by its own rules and procedures. Ian Marshall reported that he was satisfied the Committee had followed its own funding criteria.

Council noted that Team Euphoria Freely's request for additional funding had been made in relation to training for the Mondial 2016 next month.

However, for Council to consider an appeal before a formal review of the decision by the Committee would be for Council to risk undermining due process. In the event that the matter is not resolved after a formal review by the Competitions Committee, Team Euphoria Freely had the right, under the BPA grievance procedure, to appeal to Council if they believed that the Competitions Committee had not followed due process in considering the team's application for additional funding."

The Competitions Committee had undertaken the delegated task of deriving and applying a formula for funding and therefore best placed to consider Team Euphoria Freely's grievance first. In the event that the matter was not resolved after a formal review by the Competitions Committee, Council is next best placed to consider an appeal.

Council noted that the Competitions Committee had been correct in publishing its funding decisions (that is, the amounts of funding offered to each team), for reasons of accountability and transparency.

Gordon Blamire then proposed, and Adrian Bond seconded, a motion that the case should be referred back for formal review by the Competitions Committee (stage 1 of the BPA grievance process, as set out on BPA Form 282). The vote was: For - 5, Against - 0, Abstain - 3 (Jack Bradford, Jason Kelleher, Ian Marshall).

**Refer to Competitions Committee**

The meeting resumed in open session. The Vice Chair, who had chaired this item, outlined Council's decision. John Smyth and Paul Capsey then left the meeting.

## **52/16 Governance, Council & Committees 2017**

### **52.1 Council Member role description**

The draft, which had been circulated with the agenda, was agreed with minor variation.

***Approved***

### **52.2 Nominations Committee**

In advance of the meeting, the Chair had asked the Secretary to put out a call for Council Members interested in standing for the fourth seat on the Nominations Committee to provide a short statement for circulation with the agenda. The Secretary reported that none had been received. The Chair said that this year's Nominations Committee would therefore comprise the Chair of Council, COO, and Amanda Bennett as independent.

### **52.3 Membership consultation on BPA identity, mission and values**

This item has been considered by the Communications Committee at its meeting this afternoon, and would be taken under the report from that committee (minute 55.5).

### **52.4 Director training**

Adrian Bond was the only director who had yet to attend the one-day director training course.

### **52.5 Advanced Certificate in Sports Governance and Administration**

The Chair congratulated the Secretary on his examination result of a distinction.

### **52.6 Committees 2017**

Pursuant to the discussion at the last meeting (minute 39.5 refers), after further consideration Council decided on arrangements for the selection of volunteer BPA members to fill vacancies on committees. Council agreed that the selection panel should comprise the Chair of Council together with the Chairs of the Committees on whom vacancies would be filled by this process, viz Competitions, Communications and Development. It looked likely that the most appropriate time for a meeting would be in the third week of January.

***Agreed***

There followed discussion about the call for volunteers, which the Secretary would draft in consultation with the Chair for issue on BPA media including an item in the October Mag.

***Action: Secretary***

## **53/16 Premises refurbishment**

The Chair and a number of other Council members had made a site visit to the BPA Office earlier today, to see the progress of the refurbishment, which was in its first of two phases. There would be a 'breathing space' week between phases 1 and 2, when the BPA staff who were currently working on the first floor, and the contractors who had possession of most of the ground floor, swapped over.

There was to be a site meeting this Friday at which we would be advised of progress to date. [**Secretary's note:** Phase 1 is due to complete on Friday 9 September.]

The Chair asked Council members to give some thought, ahead of discussion at the next meeting, to possible arrangements for an official opening of the refurbished building.

***Action: Next meeting***

The Chair and Council asked that their thanks be passed to all BPA staff for their forbearance during the disruption caused by the refurbishment works.

## **54/16 Minutes of Committees**

The minutes of each of the following meetings, except those of STC, had already been circulated, electronically ratified by the Council, and published on the BPA website. The minutes of STC had been circulated in draft, for consideration for ratification tonight.

### **54.1 Communications Committee meeting on Tuesday 14 June 2016**

There were no questions.

### **54.2 Development Committee meeting on Tuesday 14 June 2016**

There were no questions.

### **54.3 Competitions Committee Tuesday 14 June 2016**

There were no questions.

#### **54.4 Safety and Training Committee meeting on Thursday 28 July 2016**

Council considered the STC minutes and asked questions of Tony Butler, COO, in the absence of Jeff Montgomery, STO and Chair of STC, who was delivering an instructor course at Headcorn. Tony Butler said he would re-word one paragraph to make it clearer.

Tash Higman then proposed, and Brian Cumming seconded, a motion to ratify the minutes, which carried unanimously.

**Ratified**

#### **55/16 Headline issues from Committee meetings held earlier today**

##### **55.1 Communications Committee**

Adrian Bond (Communications Chair) reported that the Committee, at its meeting earlier today, had:

1. welcomed to the meeting Rachel Stevenson, new BPA account manager, and Ryan Battles, Head of Content, from BPA's media partner Archant Dialogue;
2. noted that he was finalising the media partner contract with assistance from Yassi Molazadeh and BPA staff;
3. considered a proposal from Skydive TV to cover BPA activities including BPA Skydive the Expo 2017. The Committee had decided not to progress this on the grounds of cost;
4. agreed to consolidate the wording of an invitation to tender kindly drafted by Graham Spicer such that it would cover the technical specification for a new BPA Personal Identification Management System (PIMS), again prepared by Graham Spicer, together with the Communications Committee's research and development specification for a new BPA web hub. The Committee, which was working with the Development Committee on this project, hoped to have responses by the end of the year;
5. considered the response to consultation with the membership on BPA identity, mission and values. There was a consensus on core values and mission. The Committee had decided to (i) publish a summary of the results of the survey of members; (ii) seek to survey the wider public from which of new members were drawn: and (iii) find out more about the identities adopted by other National Governing Bodies of Sport, and the rationale behind the identities and branding they had chosen to adopt;
6. following a review of a possible alternative venue earlier this year, agreed to keep BPA Skydive the Expo at its present location of East Midlands Conference Centre, Nottingham, for a further two years in 2018 and 2019, for which he had been successful in negotiating minimal price increases;
7. agreed to contract a new (to us) company, with experience of covering indoor skydiving at the Bedford tunnel, to provide video services to BPA Skydive the Expo 2017, including compilation of the BPA Skydiving Year 2016 video for the AGM. The Committee had asked the Competitions Committee to seek to ensure that all funded teams contributed footage to this compilation video.

**Refer to the Competitions Committee**

##### **55.2 Development Committee**

Craig Poxon (Development Chair) reported that the Committee, at its meeting earlier this afternoon, had:

1. noted and was actioning feedback from a PTO on banner design reference the offer of a 'BPA Approved' vinyl welcome banner to each BPA Affiliated Parachute Training Organisation. 8 PTOs had to date indicated their wish to take up the offer;
2. agreed to pay a consultancy fee together with reasonable travel expenses to Drop Zone marketing and customer service expert James La Barrie to bring him to the UK to speak at the meeting of the Drop Zone Operators' Specialised Interest Group on Friday 27 January 2017, and give a seminar at BPA Skydive the Expo on the following day;

Here at the Council meeting, Gordon Blamire said that a number of DZOs wished to attend the BPA Tandem Safety Day which clashed with the meeting of the DZO SIG. The COO said that both events had been scheduled to benefit from the AGM and Expo on the following day. He suggested that DZOs should consider sending a senior instructor on the Tandem Safety Day. Craig Poxon said he hoped that it might be possible to video the Tandem Safety Day so that it could be posted online for the benefit of Tandem Instructors who had not been able to attend.

3. received a request from a commercial company to exhibit at the BPA DZO SIG, their product being especially relevant to this group. The room in which the DZO SIG

meeting would take place had not been selected with exhibition facilities in mind. The Committee had decided, subject to the agreement of the existing sponsors of the DZO SIG (BPA's insurers), to offer the commercial company the opportunity to become a co-sponsor in exchange for a small display and the opportunity to address the meeting. Adrian Bond had kindly agreed to liaise with them;

4. following a request from the Competitions Committee, been pleased to note that the COO had arranged the geographical extension of cover of the BPA members' third party liability insurance for members of our National Delegation to the Mondial 2016 in the USA;
5. received an update on consolidation into a single account of the Drop Zone Defence Fund (minute 49.3), and decided to write to remind an Affiliated PTO whose DZ was understood to be at risk of development of the land for housing that the Fund was open to application whenever a DZ was threatened;
6. agreed the timetable for the independent election company Mi-Voice to administer the Council nomination and election procedure for the 10 elected Council members to take office at the AGM in January 2017;
7. thanked Graham Spicer for his detailed attention to the IT infrastructure of the refurbishment of the BPA Office;
8. continued to work with the Communications Committee on the Action Plan target of planning a consolidated invitation to tender for the development of a new database and web hub (see minute 55.6);
9. agreed to brief James La Barrie (see item 2 above) on the Action Plan target of developing some sort of customer experience/service accreditation with the support of Affiliated PTOs, perhaps based on the 20 customer touch points he had identified;
10. noted work in progress on the ongoing the Action Plan target of developing a mentoring system.

### **55.3 Competitions Committee**

Ian Marshall (Competitions Vice Chair) confirmed that at the inquorate meeting of the Committee held this afternoon, the Committee had:

1. agreed a draft invitation to tender document for the provision of uniform for our National Delegation;
2. received reports on two Grand Prix meets, one of which (in 2-way VFS) had unfortunately registered no competitors;
3. received progress reports on the three domestic competitions to take place this month;
4. noted that competitor contracts had been issued to members of our National Delegation;
5. noted with regret that ill health had obliged competitor Wez Westley to withdraw from our National Delegation to the World Parachuting Championships in Canopy Piloting later this month in Canada;

Council sent Wez Westley best wishes for a return to good health.

6. clarified the procedure for the appointment of Heads of Delegation;
7. discussed arrangements for competitions equipment and the equipment budget;
8. noted the working draft of a consolidated document on judging rules and procedures;
9. sought approval by Council (as the Committee was inquorate) of a spend from the competitions budget of £250 each on commissioning two new trophies, for wingsuit performance and artistics, from trophy designer Paul Fletcher.

**Approved by Council**

### **56/16 Dates of future meetings**

Tuesdays at 18:00: 4 October and 29 November. The October meeting would again be at Blaby Civic Centre, during refurbishment of the BPA Office.

The meeting closed at 20:54 (duration: 2h 10).