



## The Council

### Minutes

**Tuesday 4 October 2016 at 18:00**

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

<b>Present:</b>	Martin Soulsby	- Chair
	Paul Applegate	
	Gordon Blamire	
	Adrian Bond	- Communications Chair
	Jack Bradford	
	Tash Higman	
	Jason Kelleher	
	Gavin McLeod	
	Ian Marshall	- Competitions Vice Chair
	Yassi Molazadeh (by Skype audio)	
<b>In attendance:</b>	Craig Poxon	- Vice Chair, Development Chair & RAeC Alternate Delegate
	Ian Rosenvinge	
	Brian Vacher	- Competitions Chair
	Liz Ashley (from item 64)	- Editor, <i>BPA Skydive the Mag</i>
	Tony Butler	- Chief Operating Officer (COO)
	Debbie Carter (from item 62.2)	- Treasurer
	Jon Gretton (to item 62)	- Company Secretary & Financial Administrator
	Tony Knight	- Aviation Adviser to BPA
	Jeff Montgomery	- Safety & Technical Officer (STO) & STC Chair
	John Smyth MVO (to item 64)	- Vice President & IPC & RAeC Delegate
<b>Apologies for absence:</b>	Martin Shuttleworth	- Secretary-General (Secretary)
	Weed Stoodley	- Artistics Discipline Rep, Competitions Committee
	Brian Cumming	
	John Hitchen	- Vice President, IPC Alternate Delegate

### Item Minute

**57/16 Congratulations on members' achievements at WPC Mondial 2016**

## 61/16 Matters arising

### 61.2 End-of-year video (minute 55.7)

The Chair said that a new contractor had been engaged by the Communications Committee to produce the end-of-year video to show at the AGM.

He asked that Competitions Discipline Reps and all teams that had competed in World Meets and other IPC First Category Events, and at the Nationals, should send as much video footage as possible to the contractor for this compilation video. As well as action clips, he asked for podium footage so this could be used in preference to stills in the PowerPoint presentation to the AGM.

**[Secretary's note:** Please send video clips to Ally Adams of EpicTech Creative Video Production, [ally@epictechmedia.co.uk](mailto:ally@epictechmedia.co.uk)]

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

Chris Allen, a Vice President, had stepped down from the working party due to work commitments. The Chair had thanked him on behalf of Council for his enormous contribution to the codification of BPA disciplinary procedures over the years. Legal firm Muckle LLP had responded shortly before the August Council meeting (not June as incorrectly stated on the agenda) to the working party's questions on their first draft update. Their response would be considered at the next Skype meeting of the working party, to be arranged.

**Ongoing**

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

The Chair reported that a date had been arranged with the parties for a mediation hearing at Sport Resolutions' offices in London on Wednesday 16 November. BPA would be represented by the COO and the Secretary-General. Each party had paid half the costs of mediation. Mediation sought to resolve the terms of referral to arbitration.

**Noted**

## 62/16 Finance

### 62.1 Accounts 2015-6

The draft report and financial statements for the year ended 30 June 2016 had been circulated with the agenda. After a brief discussion, Paul Applegate proposed, and Adrian Bond seconded, a motion to approve the document for publication to the membership in the December issue of *BPA Skydive the Mag*, for consideration for approval at the AGM at EMCC Nottingham on Saturday 28 January 2017 at 10:30.

**Carried unanimously**

The Chair said that the intention was to enhance the narrative accompanying the accounts. The Secretary said the narrative was the annual report of the directors. He would be pleased to co-ordinate input and circulate the draft for approval.

**Action: Secretary**

### 62.2 Management accounts and membership numbers

A paper from the Financial Administrator had been circulated in advance, covering the period to 31 August (month 2 of the financial year and month 5 of the membership year). It included a provision of -£44K for competitions, being the underspend from previous financial years which had been carried forward to the current year because of the two-year competitions funding cycle. This gave an inflated forecast of the surplus for the year, which was expected to be lower by about this amount than the £144K currently shown.

The Chair said that the forecast annual surplus of £100K would be a reduction, as Council had planned, on the outturn of the two previous financial years, consequent on the reduction in membership subscription rates from 1 April this year. He noted that revenue had been strong during the busy mid and late summer period. Membership numbers had increased, with a 5% year-on-year increase in student provisionals and a 2% increase in full renewals, although there had been a 5% decrease in full conversions. He expected there to be room to reduce the surplus still further next year.

There followed a discussion about points arising from the management accounts. It was noted that a PTO had ceased to operate, and that they did not owe BPA any money. In reply to a question from Ian Marshall about maturing investments, the Treasurer reminded Council of BPA's investment policy for reserves.

## 63/16 Update on EASA and CAA regulation

Tony Knight (BPA Adviser on Aviation) spoke regarding his previously-circulated report, which had also been issued to Affiliated PTOs. Council was content with our supporting CAA's likely position on Brexit, as outlined by Tony Knight, and agreed that no further action was necessary regarding the deregulation issue for the time being. They thanked him for his

continuing work for BPA in this important area. Council was pleased to note that potential for national and wider European regulatory change that might be inimical to our sport appeared no longer to be as acute as had been in prospect a few years ago.

## **64/16 Royal Aero Club**

### **64.1 Delegate's Report**

John Smyth MVO, UK Delegate to IPC and BPA Delegate to the Royal Aero Club, reported that:

1. the FAI General Conference was due to be held next week;
2. this was to be the last year of FAI stamps, which were to be superseded by an electronic database - a sign of this digital age, but he thought sad for longstanding competitors who took pride in their growing collections of FAI stamps over the years;
3. Skydive Buzz, Dunkeswell, had decided not to bid to IPC host the Canopy Piloting World Cup in 2018 because a bid was to be submitted by Poland, who were hosting the World Air Games that year;
4. tensions between a sister skydiving NGB in another country and IPC, which he had mentioned at the last meeting, had been resolved;
5. the date of the next IPC Plenary meeting to be held in Portugal in January 2017 clashed with the BPA AGM.

### **64.2 BPA nominations for Royal Aero Club Awards 2016 / FAI Awards**

This item was held in camera, with Council Members and staff only. A list of available awards had been circulated with the agenda. Council considered potential nominees, and agreed on two nominations for RAeC Awards. The Secretary would draft citations for consideration by the Chair and our RAeC delegates, for submission to RAeC by the due date.

**Action: Secretary**

### **64.3 The BPA Jim Crocker Trophy for Outstanding Contribution to Sport Parachuting**

Council decided to make this award, for a significant and sustained contribution to the sport, to John Hitchen. John Smyth would enquire of RAeC whether they would agree to this, BPA's most prestigious award, being presented at the RAeC Awards Ceremony at the Royal Air Force Club in Piccadilly on Thursday 18 May 2017. As UK Alternate Delegate to IPC, John Smyth reminded Council that John Hitchen would be attending the IPC Plenary meeting in Portugal at the end of January and so would be unable to attend the BPA presentation ceremony on the morning of BPA AGM (minute 64.1.5).

**Congratulations to John Hitchen**

The meeting resumed in open session.

## **65/16 Council & Committees 2017**

### **65.1 Advertisement for Independent Non-Executive Directors x 2**

The Chair reported that the posts had been advertised online, including on the UK Sport, Sport and Recreation Alliance, nedonboard.com, Women on Boards and other websites. Four applications had been received, of which one was from a BPA Member who would be advised of the nominations route for Elected Council Members. The Nominations Committee was to hold a Skype meeting this Friday, following which he expected the posts would be re-advertised more widely, including on social media and through appropriate professional bodies, as he was keen to attract more applicants.

The Treasurer said that, in the event that the Nominations Committee was not able to make a recommendation to the AGM, it would be open to Council to co-opt those selected pending formal appointment of INEDs at the following year's AGM.

**Noted**

### **65.2 Composition of committees 2017**

The Secretary would put out a call on BPA media in November and December for members to volunteer their skills for possible service to the Association in the event of appropriate vacancies on committees, working parties and consultative groups, etc. The aim was to have a talent pool of BPA members available to fill any vacancies on those committees in 2017 that had hitherto been populated mainly or exclusively by Council Members - because, from 2017, Council would be smaller (reduced in size to 12 seats from 15).

Non-Council committee members would be selected in January by a group comprising the Chair of Council and the Chairs of the Communications, Competitions and Development

Committees, being the committees that were likely to have vacancies. (STC and its Riggers' Subcommittee were not affected as they were not populated by Council Members.) The Chair said the rationale behind this was so that no individual Chair was making appointments on his or her own.

### **65.3 Review of committee structure**

The first half of a one page paper by Ian Rosenvinge had been circulated with the agenda. The decision to truncate Ian Rosenvinge's paper and not circulate the second half had been taken by the Chair, that despite prior objection from Ian Rosenvinge, because the Chair believed it had gone beyond the scope of the agenda item.

Ian Rosenvinge drew attention to and his acute concern at his paper being truncated and went on to put forward the case for a review of all committees including the technical committees (STC and its Riggers' Subcommittee).

After some discussion, Ian Rosenvinge proposed, and Jason Kelleher seconded, a motion that there should be a review of all BPA committees, including the technical committees, starting in 2017. The vote carried with all but Craig Poxon, who abstained, voting in favour.

**Carried**

The Chair stated his view that to have circulated Ian Rosenvinge's paper in full at this stage would have been premature, but had wished to circulate it as and when a consultation process on the content of the review of committees was launched by Council next year. Ian Rosenvinge responded that the matter was already an agenda item, the Chair himself had invited Ian Rosenvinge to produce such a paper (minute 48.1), its content was brief - a single page - relevant and addressed the agenda item.

The meeting expressed its concern that part of a Director's submission had in effect been censored by the Chair. Both the Chair and Secretary defended this decision giving their reasons why; the Secretary citing that it would be impossible to hold tight business meetings, and risk reverting to overburdened Council agendas and late-night sittings. Brian Vacher said, and it was the consensus of the meeting, that everything submitted should be circulated; and the Chair could decide where to point the meeting.

Ian Marshall expressed his infuriation. Several Council Members suggested that their Chair and Secretary should be directed never again to truncate a Director's submission, and to circulate it in full. This was agreed by the meeting, which asked that Ian Rosenvinge's complete paper should now be circulated.

**Agreed**

Brian Vacher said he believed that an apology should be made to Ian Rosenvinge.

### **66/16 Premises refurbishment**

Phase 1 of the refurbishment of the BPA Office building began on Monday 13 June and was completed on Friday 16 September. The working office moved to the new conference room on the ground floor on Monday 19 September. If phase 2 ran to schedule, it would be due to complete on 12 November. The Secretary said there would be a site meeting tomorrow after which we expected to be given an update on the expected completion date. An issue that had emerged had been the need to install air conditioning for the first floor offices to provide a satisfactory working environment in warm weather, which had been agreed by the Chair and Treasurer.

Jason Kelleher asked that we check with the architect whether BPA might be able to recover any delay damages if the work overran, for example to cover the cost of hiring an external meeting facility.

**Action: Secretary**

Council decided to have a formal opening of the refurbished building next year, sometime after the AGM. The Patron, Vice Presidents, former Chairs, the local MP and the Chair of the district Council would all be invited. It was suggested that the youngest and oldest BPA member, as at the date of completion of the refurbishment works, should also be invited.

### **67/16 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.

### **67.1 Communications Committee meeting on Tuesday 9 August 2016**

There were no questions.

## **67.2 Development Committee meeting on Tuesday 9 August 2016**

There were no questions.

## **67.3 Competitions Committee Tuesday 9 August 2016**

There were no questions.

## **67.4 Safety and Training Committee meeting on Thursday 22 September 2016**

There were no questions. Gordon Blamire proposed, and Jason Kelleher seconded, a motion to ratify the minutes, which carried unanimously.

***Ratified***

## **68/16 Headline issues from Committee meetings held earlier today**

### **68.1 Communications Committee**

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

1. considered a paper from BPA's media partner Archant Dialogue on BPA content strategy, which sought to be informed by BPA's objectives for membership retention, progression and growth. It had also looked at the communications channels we used and how we interacted with members and the wider public. Dialogue asked BPA to establish key performance indicators to measure how well the content strategy was working, and the Committee had suggested targets of 5% growth and 10% retention, although Adrian Bond said he was not sure that the activities that Dialogue planned to undertake would be likely to achieve this;
2. considered another paper from Dialogue suggesting they go ahead with a new Mag website outside the open tender process for the new membership database and BPA web hub (see 3 below). The Committee considered the Dialogue paper to be very helpful in setting out a plan for the content of a new Mag website, but did not agree to the development of a new Mag website outside the tender which already included it as part of a BPA web hub;
3. noted that responses were due by Friday 7 October to the open invitation to tender for the new membership database and BPA web hub that the Committee had issued jointly with the Development Committee. 18 potential contractors had requested the specification. The aim was to appoint a supplier by Monday 7 November 2016;
4. received an oral report from the Expo working party that 21 of the 31 exhibition spaces had already been sold, sponsors continued to be sought, the seminar programme was building well, and a different company had been contracted to compile the 'BPA Skydiving Year' video to be shown at the AGM.

There followed a discussion here at Council in which Craig Poxon said that, in relation to item 1 of Adrian Bond's above report, BPA had never set targets or key performance indicators for retention or membership growth, rather we had set a strategy to increase retention without attaching any target percentage to it. He asked whether we were trying to increase membership, was that an aim? Adrian Bond said Dialogue was seeking to plan how best to channel our sport to the wider public, and wanted to be able to measure the effectiveness of that activity. The Editor confirmed that Dialogue would appreciate more direction.

The Chair said that BPA had never targeted recruitment campaigns at non-skydivers, as we respected the marketing and promotional initiatives of BPA Approved PTOs as the channel to market. He then reminded Council of the strategy it had set in 2011 (succession planning, improve retention, pursuit of excellence including good governance, and premises refurbishment). This strategy was now coming to a successful conclusion, and next year it would be time for Council to plan a new medium-term strategy, which would take BPA's mission statement as its starting point.

### **68.2 Development Committee**

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

1. noted that there had been only a small uptake to date of our offer to BPA Approved PTOs of a free-of-charge BPA welcome banner;
2. noted that the underwriters for the BPA insurance policy for the sport, Liberty Mutual, had entered into a renewal rights agreement for Liberty Specialist Markets - which was the part of Liberty that provided cover for BPA - with Aspen Risk Management. This had only recently happened, and no immediate change was expected;

3. plans were being made for the annual meeting of the BPA Drop Zone Operators' Specialised Interest Group which was to be held on Friday 27 January 2017 at EMCC Nottingham (the day before the AGM and Expo). It was also possible that an additional sponsor might come on board for the 2017 meeting (additional to the insurers, who had sponsored the meeting for many years);
4. the website for nominations of Elected Council Members was now online at [mi-nomination.com/bpa](http://mi-nomination.com/bpa). Nominations would close at noon on Tuesday 15 November 2016. There would be an e-mail alert to the membership in addition to coverage on social media, the BPA website, the Mag, etc;
5. agreed that the normal BPA expenses policy should apply equally to eligible members travelling on approved BPA business to, from and within any of the home nations;
6. as a target within the Development Action Plan, considered an excellent paper on mentoring by Yassi Molazadeh which she had submitted after consultation with the COO and STO. The Committee agreed to extend the target beyond research into trialling the system.

### **68.3 Competitions Committee**

Brian Vacher (Competitions Chair) reported that the Committee, at its meeting earlier this afternoon, had:

1. continued to progress the preparation of an invitation to tender for delegation uniform;
2. confirmed that the Committee had followed the correct procedure in considering Team Euphoria's original funding request against the Committee's published funding criteria, such that the team had no grounds to appeal against the procedure. However, the Committee would review the funding criteria for future years so that certain information outside the scope of the current criteria could be taken into consideration if it was relevant;
3. began a review of competitor contracts to assure a return on BPA investment;
4. received reports on domestic and international competitions that had taken place since the last meeting. John Smyth's Head of Delegation report on the WPC Mondial 2016 had been circulated to full Council;
5. allocated bids for most of those National and Grand Prix competitions for which bids had been invited, with a couple of Grand Prix meets still to be allocated;
6. collected information to enable the Committee to identify which competitors were eligible to represent us at upcoming international meets;
7. requested Discipline Reps and others to identify teams who may be eligible for off-year coaching support, per the Competitions Action Plan;
8. updated the schedule of BPA Skills Coaching Roadshows;
9. continued to review and consult on the draft of the BPA Judging Rules & Operating Procedures, which it was hoped to complete during November. This would include reference to the BPA Code of Conduct for Volunteers / Representatives.
10. awarded a Certificate of Merit to Max Hurd who won Bronze in Speed Skydiving at the WPC Mondial 2016.

In relation to point 9, the Chair of Council referred development of a BPA Code of Conduct for Volunteers / Representatives to the Development Committee to progress.

#### **Refer to the Development Committee**

The COO sought information about a team's failure to show for a round at the Mondial. Brian Vacher said this had been discussed by the Competitions Committee, which was satisfied that it had been a genuine mistake by a team member.

The COO asked about the value for money of BPA's investment of £160K in a British delegation of 53 that won 2 bronze medals. Brian Vacher said that the investment had been stretched across all disciplines and that the individual spend was small in relation to overall output for the year. The COO noted that governance consultant Amanda Bennett had suggested that funding should be concentrated where it was most likely to result in podium places, as Team GB had successfully been done in Olympic sports. The Chair of Council said the Competitions Committee was fine-tuning the funding allocation process. Brian Vacher said the Competitions Committee was sometimes criticised by members for not supporting up-and-

coming competitors who were not elite, and so had allocated £6K for this. Balancing the allocation of available funding would always be a challenge..

The Chair of Council reminded all Discipline Reps to encourage teams to send in video clips for the BPA end-of-year compilation video. [Please send video clips to Ally Adams of EpicTech Creative Video Production, [ally@epictechmedia.co.uk](mailto:ally@epictechmedia.co.uk)] He said Discipline Reps would need to drive this, to assure there was footage of their discipline.

**Refer to the Competitions Committee**

**69/16 Staff Christmas lunch**

The Treasurer suggested that Council should entertain the staff in the traditional way at Christmas by a staff Christmas lunch. Council agreed and set a budget of up to £500. The COO thanked Council, on behalf of the staff, for this kind gesture.

**70/16 Nominations for Elected Council Members**

The Chair reminded the meeting that online nominations site for Elected Council Members was: [mi-nomination.com/bpa](http://mi-nomination.com/bpa) Nominations closed at noon on Tuesday 15 November 2016.

**71/16 Date of next meeting**

Tuesday 29 November 2016 at 18:00. The venue would be the new Conference Room at BPA HQ, if refurbishment of the BPA building had been completed by then. If not, the venue would be Blaby Civic Centre.

The meeting closed at 20:35 (duration: 1h 35).