



# British Parachute Association

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British Parachute Association

## Agenda for the AGM 13 June 2017 5.30pm - 8.00pm Leicester

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

Item	D/A/I/E	Time	Topic	Lead	Notes
1	I	18:00	Apologies for absence	Chair	-
2	I	18:02	Declaration of interest	All	-
3	E	18:05	Minutes of the meeting held on Tuesday 25 April 2017, previously approved electronically and published on the BPA website <a href="http://bpa.org.uk/member/agendas-and-minutes/">bpa.org.uk/member/agendas-and-minutes/</a>	All	Minutes
	I/D	18:06	<p>Agenda items</p> <ul style="list-style-type: none"> <li>1. Min 29.2 - VAT payable on HQ refurbishment - Finance Manager</li> <li>2. Min 29.3 - Delegated authority on financial matters - Treasurer &amp; Finance Manager</li> <li>3. Min 29.4 Safeguarding - COO</li> <li>4. Min 29.5 - Data protection audit - COO &amp; Secretary</li> <li>5. Min 30.2 - Budget: inclusion of a statement on future employee resourcing to meet strategic goals - Finance Manager</li> <li>6. Min 37.2.1 - Research - Communications Chair</li> <li>7. Min 37.2.2 - Code of conduct for volunteers - Secretary</li> <li>8. Min 37.2.2 - Difference in rate of expenses payable to examiners and judges - Chair</li> <li>9. Any other matters arising not listed above</li> </ul>	Chair	Minutes

Item	Date/Time	Topic	Chair	Notes
5	18:30	Finance 5.1 Management accounts & membership statistics 5.2 Any other finance matters.	Treasurer & Finance Manager	Management accounts & membership statistics
6	18:40	Future Airspace Paper by Tony Knight, BPA Aviation Adviser	Chair	Future airspace concerns
	18:55	Oral Report To receive an oral update from Craig Poxon, BPA Delegate to RAeC	RAeC Delegate	-
1	19:10	IPC Alternates CVs from Council Members who wish to stand for election as IPC Alternate Delegate were requested by 1 June and have been collated in the nominations paper	Chair	IPC Alternate Delegate nominations
1	19:20	Code of Good Governance This was launched by the Sport & Recreation Alliance on 24 May. Existing signatories to the Voluntary Code of Good Governance are asked to reaffirm their commitment It is now a set of principles, not a code. This is primarily because in England the Code for Sports Governance takes precedence for funded bodies	Chair	Online link: <a href="#">Principles of good governance for sport and recreation</a>
1	19:30	Strategic Framework To discuss the draft BPA Strategic Framework document prepared by Nick Bunting. Including the proposal to establish a strategic planning working party to progress formulation of strategy ahead of the next stage, review of committee structure, that will follow	Chair & Nick Bunting	Draft Strategic Framework document
11	19:45	BPA Election Standardisation of election procedure	Chair	Standardisation of election procedure
1-2	19:55	In camera To receive an oral report from, and consider the recommendations of, the Employment Committee on the staff benefits package from the annual review date, 1 July.	Chair	-

Item No	A/I / I	Time	Business	Lead	Support
13	I/I	20:05	<p><b>13.1</b> To discuss and ratify the minutes (previously circulated) of the Communications, Development &amp; Competitions Committee meetings held on Tuesday 25 April 2017</p> <p><b>13.2</b> To discuss and ratify the minutes (previously circulated) of the STC meeting held on Thursday 1 June 2017.</p> <p><b>13.3</b> To receive an oral report by the Committee Chairs on this afternoon's meetings of Committees: (i) Communications, (ii) Development, and (iii) Competitions.</p>	<p>Comms/ Dvt/ Comps Chairs</p> <p>STC Chair</p> <p>Comms/ Dvt/ Comps Chairs</p>	<p>Comms/Dvt/ Comps mins - April</p> <p>STC minutes - June (to follow)</p> <p>-</p>
1		20:20	<p><b>An announcement</b> to be notified to the Secretary by no later than noon on Friday 9 June</p>	Chair	-
5	I	20:25	<p><b>Day of networking</b> Tuesdays at 18:00 at BPA HQ, Leicester: 8 August, 3 October &amp; 28 November</p>		-