



## The Council

### Minutes

### Tuesday 13 June 2017 at 18:05

at BPA HQ, Glen Parva, Leicester LE2 9TF

<b>Present:</b>	Martin Soulsby	- Chair
	Paul Applegate	
	Mark Bayada	
	Adrian Bond	- Communications Chair
	Nick Bunting	
	Brian Cumming (from item 41.3)	
	Tash Higman	
	Craig Poxon	- Vice Chair & Development Chair
	Sue Stanhope	
	Brian Vacher	- Competitions Chair
<b>In attendance:</b>	Liz Ashley (from item 41.5)	- Editor, BPA Skydive the Mag
	Tony Butler	- Chief Operating Officer (COO)
	Debbie Carter	- Treasurer
	Jon Gretton (to item 42)	- Finance Manager
	Jeff Montgomery	- Safety & Technical Officer (STO) & STC Chair
	John Smyth MVO (to item 45)	- Vice President & IPC Delegate
	Martin Shuttleworth	- Secretary-General (Secretary)
<b>Apology for absence:</b>	Yassi Molazadeh (in hospital)	
<b>Observers:</b>	Gordon Blamire	
	Ian Marshall	
	Georgie Vacher	
	Ali Woodhouse	

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## Item Minute

### 39/17 Minutes of the meeting on Tuesday 21 April 2017

The minutes had been approved electronically and published at  
[bpa.org.uk/member/agendas-and-minutes/](http://bpa.org.uk/member/agendas-and-minutes/)

**Council ratified the approval** and the Chair signed the master copy as a correct record.

***Approved***

### 40/17 Declarations of interest

These would be taken as they arose.

### 41/17 Matters arising

#### **41.1 VAT payable on HQ refurbishment - minute 29.1**

This was covered in the management accounts (item 42.1).

#### **41.2 Delegated authority on financial matters - minute 29.3**

Nick Bunting asked for this to be set out in a simple table to include the authority to the COO agreed at the previous meeting (minute 30.2).

***Action: Finance Manager***

#### **41.3 Safeguarding - minute 29.4**

The Secretary reported that consultation with DZOs on the recommendations of the safeguarding working party had been delayed because of the need to take legal advice to assure that the recommendations were compatible with data protection legislation.

**Action: Secretary**

#### **41.4 Data protection audit - minute 29.5**

The COO and Secretary were attending a data protection seminar on Thursday 22 June. After this, they would be in a better informed position to select an auditor from the three quotes received from law firms on the Sport & Recreation Alliance legal panel.

**Action: COO & Secretary**

#### **41.5 Budget - minute 30.2**

The Finance Manager said he found it difficult to respond to Council's request to include a statement in the budget on future employee resourcing to meet strategic goals, as he did not know what additional resources might be required. Council agreed that any short-term contingency for additional resourcing, be it staff or contractor, was covered by the COO's spending authority from the contingency budget (minute 30.2).

**No further action**

#### **41.6 Update of disciplinary procedure - minute 32**

The Secretary reported he was awaiting the Word version of the document from Yassi Molazadeh in order that he could add the BPA Form number prior to publication on the BPA website as a pdf.

**Action: Yassi Molazadeh & Secretary**

#### **41.7 Research - minute 37.2.1**

This would be covered in the oral report on this afternoon's meeting of the Communications Committee (minute 49.2.1).

#### **41.8 Code of conduct for volunteers - minute 37.2.2**

This was awaiting an updated draft from Yassi Molazadeh, then the Secretary would include it in a draft document on duties and responsibilities of volunteers.

**Action: Yassi Molazadeh & Secretary**

#### **41.9 Difference in rate of expenses payable to examiners and judges - minute 37.2.2**

Brian Vacher (Competitions Chair) thanked the Chair for providing him with the relevant extracts from the minutes.

### **42/17 Finance**

#### **42.1 Management accounts and membership numbers**

A paper by the Finance Manager had been circulated with the agenda and was noted. This was to month 11 of the financial year (July-June) and month 1 of the membership year (April-March).

#### **42.2 Investments**

The Treasurer reported on a meeting she and the Finance Manager had had with BPA's independent financial adviser. A change in the the tax treatment of bonds meant that BPA would be taxed on unrealised, theoretical, gains. The independent financial adviser had therefore recommended that BPA should switch its bond investments, as they matured, into a low-risk equity portfolio, as equities would be taxed only on realised gains. The Treasurer confirmed that BPA's risk appetite was low.

After discussion, the Chair asked the Treasurer and Finance Manager to commission an investment strategy paper from the independent financial adviser for consideration at the next meeting.

**Action: Treasurer & Finance Manager**

Nick Bunting kindly offered to send an example investment strategy for information.

**Action: Nick Bunting**

The Chair reminded Council Members that the financial year ended on 30 June and asked that any outstanding expenses claims should be submitted before that date.

**Action: All**

### **43/17 Future airspace concerns**

A paper by Tony Knight (BPA Aviation Adviser) had been circulated with the agenda. The Chair outlined the background.

**Council agreed** to provide BPA funding as recommended in the paper towards the cost of engaging a technical specialist on the General Aviation Awareness Council's airspace initiative. Council recommended that this initiative should most appropriately be progressed by the Royal Aero Club to re-energise its advocacy role.

**Agreed**

**44/17 Report from the Royal Aero Club (RAeC)**

**44.1 Royal Aero Club Trust Bursaries 2017**

In May, the Royal Aero Club Trust had announced the winners of its 2017 Bursaries. Of 50 awards across air sports as a whole, 23 BPA members had been successful, receiving bursaries towards their FS1, FF1, entry fees for Nationals or C licences. The award for the President's Scholar went to Max Holmes and the award for the Peter Cruddas Foundation Scholarship to Alabama Deanna Shanker. Congratulations also to Callum Kennedy, Rayner Killingback, Bethany Denner, Joshua Mahony, Sophie Harper, Sara Anderson, Jodie-Leigh Foster, Alice Marshall, Rhian Hogg, Marie Anderson, Jack Phillips, Josh Allen, Will Dickens, Eloy Fisher, Sangita Mistry, Tim Johnson, Haider Salman Al-Mousawi, Samad Rashid, Emily Aucutt, Alex Leslie and Jordan Dickinson.

**44.2 Royal Garden Party**

Craig Poxon (Vice Chair, Development Chair & BPA Delegate to RAeC) thanked Council for nominating him and his partner Erica, through RAeC, to attend a Royal Garden Party on Tuesday 23 May. He said it had been a most enjoyable experience.

**45/17 Election of Alternate Delegate to the International Parachuting Commission (IPC)**

After the last meeting, John Hitchen had notified the Chair of his intention to stand down from his role as Alternate Delegate to IPC. The Chair, on behalf of Council, had thanked him for his longstanding and successful service of over 30 years as our Delegate / Alternate Delegate to IPC.

Following John Hitchen's decision, during May, the Secretary had issued a request for any Council Member who may wish to stand for election as the new UK Alternate Delegate to IPC to submit their relevant CV. Two CVs had been submitted, from Craig Poxon and Tash Higman, and these had been circulated in a paper with the agenda. Also circulated had been an informal role description by John Smyth, UK Delegate to IPC.

The Chair called an in-camera session, with staff remaining. The candidates left the room and a vote was held (3 abstentions). Craig Poxon was elected by a majority.

**Craig Poxon elected as IPC Alternate Delegate**

The meeting then resumed in open session and the candidates returned. The Chair thanked them both for standing, and announced the result. Craig Poxon noted that the date of the IPC meeting in January 2018 clashed with the BPA AGM and asked that arrangements should be made for someone else to depute for his role at the AGM.

**46/17 The principles of good governance for sport and recreation**

This had been launched by the Sport & Recreation Alliance on 24 May. Existing signatories to the Voluntary Code of Good Governance had been asked to reaffirm their commitment to what was now a set of principles, rather than a code – although the content remained similar. The change was primarily because in England the Code for Sports Governance took precedence for funded bodies.

**Council agreed** to re-affirm BPA's commitment to the principles of good governance for sport and recreation. The Chair and COO would sign the appropriate pledge.

**Agreed**

**47/17 Strategy**

A draft strategy paper by Nick Bunting, with assistance from Sue Stanhope, had been circulated for feedback after the last meeting. A second draft, following a review by the Chair after discussion with Amanda Bennett (Governance Adviser) had been circulated with the agenda.

The Chair said he believed the six strategic themes set out in the document, which had emerged from the strategy day on Wednesday 22 February, might benefit from consolidation into fewer themes. There was also a need to capture our organisational vision.

**Council agreed** to establish a Strategy Group to draft an organisational vision statement, consolidate strategic themes, and set out the main planks of each theme. Nick Bunting, Adrian Bond and Paul Applegate agreed to take part, with Sue Stanhope in a consultative

capacity. The COO would also be a member of the Strategy Group. The Chair suggested that one further member of the Strategy Group was needed, and if there was no-one else available from Council, he asked the Committee Chairs kindly to sound out offers to serve from members of their committees whom they thought might best be able to contribute to a project of this kind, in order that the Group itself could decide whom to invite.

**[Secretary's note:** After the meeting, Mark Bayada kindly volunteered to serve, which brings the Strategy Group to full establishment.]

The Chair asked the Strategy Group to meet and report back to the next Council meeting.

**Action: Strategy Group**

**48/17 Standardisation of election procedure**

The Chair had circulated a paper with the agenda which recommended standardisation of the election procedure for elected positions within the BPA committee structure. The positions for which the procedure remained to be brought into line were Chair of the Riggers' Subcommittee and the Competitions Judges' Co-ordinator.

**Council agreed** unanimously to the Chair's recommendation on standardisation of election procedure, as set out in his paper, by vote on a proposal by Mark Bayada seconded by Brian Cumming.

**Agreed**

**49/17 Reports from Committees**

**49.1 Minutes of Committees**

The minutes of each of the following meetings, except those of STC, had already been circulated, approved by the Committee concerned at its meeting this afternoon, but had yet to be ratified by Council. The minutes of STC had been circulated in draft, pending approval by STC at its next meeting.

**49.1.1 Communications Committee meeting on Tuesday 25 April 2017**

**Council ratified** the minutes.

**Ratified**

**49.1.2 Development Committee meeting on Tuesday 25 April 2017**

**Council ratified** the minutes.

**Ratified**

**49.1.3 Competitions Committee meeting on Tuesday 21 February 2017**

**Council ratified** the minutes.

**Ratified**

**49.1.4 Safety and Training Committee meeting on Thursday 1 June 2017**

With regard to STC minute 6, Proposed amendments to the BPA Operations Manual, Nick Bunting noted that there were a number of references to the need for those who were in the position of signing off ratings of another member for renewal to 'be satisfied' of their currency. He asked what standard or specification was applied to define currency, in order that it could objectively and demonstrably be satisfied.

The COO said that STC had considered this on a number of occasions, and it had been difficult to set out an objective specification as there were a number of aspects to currency, and variations between different ratings, including ratings for different disciplines, needed to be taken into account.

**Council agreed** to refer the matter to STC with a recommendation for STC to consider establishing a working group to draft an appropriate specification/s, and for STC to report back to Council.

**Referred to STC**

**Council agreed** the new rules for signing off ratings, as set out in STC minute 6, to take effect from the start of the new membership year on 1 April 2018, on a proposal by Craig Poxon, and seconded by Adrian Bond, which carried unanimously.

**Agreed**

Council ratified the changes to the BPA Operations Manual set out as an appendix to the STC minutes, and reproduced as an appendix to these Council minutes, on a proposal by Paul Applegate, seconded by Adrian Bond, which carried unanimously.

**Changes to the Operations Manual ratified**

## **49.2 Oral reports on Committee meetings held this afternoon**

Adrian Bond (Communications Chair), Craig Poxon (Development Chair) and Brian Vacher (Competitions Chair) each reported on the meeting of their Committee that they had chaired this afternoon.

### **49.2.1 Communications Committee**

**Council agreed** that the BPA web hub project should go ahead without being delayed by consideration of a commercially confidential matter on which the Communications Committee was commissioning research at the request of Council. Council asked that the Committee obtain a quotation for any additional costs that may arise depending on the outcome of the research, and any subsequent decision that might foreseeably be taken by Council as a result.

**Referred to the Communications Committee**

### **49.2.2 Development Committee**

**Council agreed** the recommendation of the Development Committee to appoint Mi-Voice as scrutineers for the Council election 2018.

**Agreed**

### **49.2.3 Competitions Committee**

**Council agreed** the recommendation of the Competitions Committee to carry forward a budget underspend of £68,532 to the next financial year beginning on 1 July, the underspend

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## **AMENDMENTS TO BPA OPERATIONS MANUAL**

At the STC meeting of the 1<sup>st</sup> June 2017 the following amendment was made to the BPA Operations Manual:

### **SECTION 2 (DESIGNATION AND CLASSIFICATION OF PARACHUTISTS), PARAGRAPH 6 (THE GRADING SYSTEM), New Sub-para 6.12. and new N.B. below, to read:**

#### **6.12. COACH RATING RENEWALS**

Coaching ratings expire on the 31<sup>st</sup> March each year, but may be renewed up to six months after that date. To renew a coaching rating the coach must satisfy his/her CI that he/she is current in all aspects of parachuting coaching relevant to his/her status.

*N.B. A CI will require his/her coaching rating(s) countersigned for renewal by another CI other than him/herself.*

### **SECTION 4 (INSTRUCTORS), PARAGRAPH 12 (INSTRUCTOR RATING RENEWALS), and N.B.(1) below sub-para 12.3. change to read:**

#### **12. INSTRUCTOR RATING RENEWALS**

Instructor ratings expire on the 31<sup>st</sup> March each year, but may be renewed up to six months after that date. To renew an instructor rating the instructor must satisfy his/her CI that he/she is current in all aspects of parachuting instruction relevant to his/her status. During the preceding 2-year period the instructor must have completed a minimum of 60 parachute descents. However, if an instructor was unable to complete the 60-jump minimum in the previous 2-year period, the following may apply:

*N.B.(1) A CI may not countersign the renewal application for him/herself. A CI will require his/her instructor rating(s) countersigned for renewal by another CI other than him/herself.*

### **SECTION 6 (EQUIPMENT), PARAGRAPH 2 (EQUIPMENT USED BY STUDENT PARACHUTISTS), the N.B. following sub-para 2.1.3. becomes N.B.(1) and a new N.B.(2) inserted, to read:**

*N.B.(1) Exceptions to the above are permitted where a Canopy's Manufacturer has published advice that a higher wing loading is suitable. The manufacturer's higher limit may then apply.*

*N.B.(2) If a Canopy's Manufacturer has published advice that a lower wing loading is used. The manufacturer's lower limit must be applied.*

### **SECTION 6 (EQUIPMENT), PARAGRAPH 8 (PARACHUTE PACKING), N.B.(2) below sub-para 8.3.1, change to read:**

*N.B.(2)Advanced Packer ratings expire on the 31<sup>st</sup> March each year, but may be renewed up to six months after that date. To renew an AP rating the AP must satisfy an Advanced Rigger or Chief Instructor, that he/she is current in all aspects of advanced packing relevant to their status. Once an Advanced Packer rating has expired the packer may not exercise the privileges of that rating until the rating is renewed.*

**SECTION 9 (FLYING), PARAGRAPH 1 (PILOTS), Sub-paras 1.1.5. & 1.1.8. change to read:**

1.1.5 **Documentation.** Having satisfied all the above requirements, BPA Forms 108A (Initial Application), 108C (Flight Test Proforma), and 108D (Written Examination) are to be completed and sent with the appropriate fee to the BPA office who will then issue an Authorisation to Drop Parachutists Certificate. This certificate will be valid for a maximum of 1 year and will be renewable on the 31<sup>st</sup> March each year. (BPA Authorised Parachute Pilot Renewal Form 108G).

1.1.8. **Renewal.** In order to renew an Authorisation the applicant must have had a proficiency check (BPA Form 108E) within the previous twelve months. The application for renewal must be signed by a Chief Instructor (CI) who must be satisfied that the applicant is current with parachute dropping techniques, emergency procedures and relevant BPA Operations Manual requirements. If a renewal is not effected within two years of expiry, then a pilot must fulfil all the initial requirements.

**SECTION 9 (FLYING), PARAGRAPH 1 (PILOTS), Sub-para 1.2.5. change to read:**

1.2.5. **Documentation.** Having satisfied 1.2.1 - 1.2.4 above, BPA Form 109A is to be completed and sent to the BPA office who will then issue an Authorisation to Drop Parachutists Certificate. This certificate will be valid for a maximum of one year and will be renewable on the 31<sup>st</sup> March each year (BPA Form 109A).

**SECTION 11 (MEDICAL), PARAGRAPH 2 (GENERAL), Delete sub-para 2.5 (Blood Donors). Previous sub-para 2.6 (Foreign Parachutists) now becomes sub-para 2.5**