



## The Council

### Minutes

### Tuesday 13 February 2018 at 18:00

at BPA HQ, Glen Parva, Leicester LE2 9TF

<b>Present (voting):</b>	Martin Soulsby	- Chair
	Paul Applegate	
	Adrian Bond	- Communications Chair
	Nick Bunting	
	Brian Cumming	
	Tash Higman	
	Yassi Molazadeh (by Skype)	
	Craig Poxon (by Skype, from item 11.2)	- Vice Chair/Development Chair/ RAeC Delegate/ IPC Alternate Delegate
	Sue Stanhope	
	Brian Vacher	- Competitions Chair
	Georgie Vacher	
<b>Present (co-opted, non-voting):</b>	Debbie Carter	- Treasurer
	Jeff Montgomery	- Safety & Technical Officer (STO) & STC Chair
<b>In attendance:</b>	Tony Butler	- Chief Operating Officer (COO)
	John Hitchen	- Vice President
	John Smyth MVO (to item 19)	- Vice President / IPC Delegate
	Martin Shuttleworth	- Secretary-General (Secretary)
<b>Apologies for absence:</b>	Mark Bayada	
	Jon Gretton	- Finance Manager

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## Item Minute

### 9/18 Register of elected members' interests

This had been circulated with the agenda. Nick Bunting asked that it should be made available in tabular form to Council and Committee Chairs.

**Action: Secretary**

Nick Bunting suggested, and the Treasurer agreed, that the register of interests should be extended to include, for those who were competitors, what disciplines they participate in, competitions they enter, and whether they are part of a team; any sponsorship funding from BPA of which they or their team is in receipt; who they are employed by; a connected persons section; and for DZ operators employees/owners, any controlling interest in the company etc. The meeting agreed.

**Action: Secretary**

Nick Bunting set out three levels of conflict:

- (i) Recorded and known.
- (ii) Personal - those so conflicted may take part in a debate, but not vote.
- (iii) Personal and prejudicial (actual or perceived) - those so conflicted should leave the room.

The COO said the above would be likely to need adaptation if it were to be applied to STC, where each CI represented their Affiliated Parachute Training Organisation.

**10/18 Conflicts of interest**

No conflicts of interest were declared in relation to items on the agenda for this meeting.

**11/18 Minutes**

**11.1** The minutes of the meeting held on Tuesday 28 November 2017 had been approved, ratified electronically and published on the BPA website. However, Brian Vacher pointed out that the business recorded at minutes 102 to 104 inclusive had been held in open session and not in camera.

**COUNCIL RESOLVED** that the minutes be amended to show this.

**11.2 COUNCIL APPROVED** the minutes of the meeting held on Saturday 27 January 2018, which had been circulated in advance, as a true and accurate record.

**12/18 Matters arising**

**12.1 Strategy Group (minutes 91.1 & 91.2/17)**

(i) rolling membership, and (ii) the possibility of having a Finance Committee, had been referred to the Strategy Group, which had not met since the November Council meeting. However, a Strategy Day would be held on Tuesday 6 March (minute 17).

**Noted**

**12.2 Grievance and disciplinary working party (minute 99.2/17)**

Yassi Molazadeh (Working Party Chair) said she planned to arrange a meeting and, following that, hoped to be able put a paper to the April meeting of Council.

**Ongoing**

**12.3 Process for control of judging equipment by BPA HQ (minute 100.2.3/17)**

The COO reported that the Finance Manager had put a control process in place.

**Noted**

**12.4 Roll-over of competitions funds - compliance with FRS 102 (minute 100.2.3/17)**

The COO reported that the Finance Manager had confirmed compliance.

**Noted**

**12.5 'Connected persons' on Council (minute 102/17)**

The Chair handed the chair to Nick Bunting for this item. The Secretary had taken legal advice at the request of Brian Vacher. A copy of the advice received had been circulated. It stated that any conflict of interest of one of the connected persons was also a conflict of interest of the other (if both, or one of, and by therefore by connection both). There was no issue about Brian Vacher and Georgie Vacher both serving on Council and on the Competitions Committee. As they were currently two of the four Council Members serving on the Competitions Committee this year, were they both to have a conflict of interest on any item of business, both of the other two Council Members (Tash Higman and Mark Bayada) would need to be present for the meeting to be quorate: if not, the meeting could not take decisions and would need to refer the item to Council.

**COUNCIL NOTED the legal advice and the requirement to improve its report of conflicts of interest as per item 9/18.**

**12.6 Meeting dates 2019-20 (minute 3)**

The Secretary said he was preparing a provisional list of dates for Council and STC meetings, as requested by Yassi Molazadah. He would circulate this as an appendix to these minutes (Appendix 1). In planning dates for future years it had become apparent that the February meeting date of Council and other committees was too close to the AGM for the secretariat to be able to prepare and issue the supporting papers in good time, with the agenda. This was because the secretariat was fully occupied during January with work for the AGM, Awards Presentation Ceremony, Council meeting on the day of the AGM, and the Annual Gala Dinner. Therefore, he would allow an extra week after the AGM before the February meetings.

**Refer Appendix 1**

**13/18 Finance**

**13.1 Management accounts and membership numbers**

A report by the Finance Manager had been circulated with the agenda and was received by Council. The report was to month 7 of the financial year (July-June) and month 10 of the membership year (April-March). Council asked that the amount still owed to BPA by the European Parachute Union (EPU) should be included in the future management accounts whilst they remained a debtor.

**Action: Finance Manager**

The Chair noted that subscription income had intentionally declined compared with last year, consequent on the reduction in subscription rate. The decline had been -£26K, However, its

effect had been masked by an investment income of £64K, which had resulted in a net increase in income of £37K.

Year-on-year membership numbers continued to show negative variance, for full membership ranging between -4% for full renewal and -18% for conversion to full membership; with provisional student membership at -7% and temporary membership (including JSAT) showing the lowest percentage decrease at -3%. It was unclear to what extent weather may have been a factor in this downward trend.

### **13.2 5-year financial plan to 2022-3**

This had been prepared by the Finance Manager and circulated in advance. The figures reflected business as usual, and not the costs of the new membership database and website or a likely future increase in compliance costs. The Treasurer reported that the Chair of the IT Strategy Group was formulating a rolling 5-year IT plan.

The document provided a useful base line for modelling, and discussion at the Strategy day on Tuesday 6 March (minute 17) would help to identify the financial needs of the business going forward.

Nick Bunting suggested, and Council agreed, that with the end of the Financial Year in a matter of months, it would be appropriate for the Treasurer and Finance Manager to consider designation of reserves with a view to making a recommendation to Council.

**Action: Treasurer and Finance Manager**

## **14/18 Royal Aero Club**

### **14.1 Update from recent RAeC Council meeting**

The Chair (as BPA Alternate Delegate to RAeC) reported that RAeC subscriptions would

therefore go up from £9,058 to £9,350. 61% of RAeC costs were the fees it paid to FAI and Europe Air Sports.

The Chair said that RAeC believed FAI appeared to have set itself an unrealistically optimistic

budget. After an input by the COO and the Treasurer, BPA Council confirmed its full support to RAeC in this action.

**Action: RAeC Delegation**

### **14.2 RAeC Medals & Awards ceremony 2018**

BPA nominee Dan Guest would be presented with his RAeC Bronze Medal at the Medals and Awards Ceremony to be held at the Royal Air Force Club, Piccadilly, on Thursday 17 May. Also, at this occasion, Jackie Smith would be presented with the BPA Jim Crocker Sword in recognition of her outstanding contribution to sport parachuting.

## **15/18 Patron's reception**

BPA had received an invitation for a party of 10 to attend a Garden Party Reception to be given by HRH The Prince of Wales, our Patron, to coincide with his 70<sup>th</sup> Birthday. The Reception was a special event for the Prince of Wales Patronages, Charities & Military affiliations. As such, this occasion was of a quite different nature to the established summer calendar of Royal Garden Parties.

The Secretary had consulted with Council by email over the availability of those whom Council might consider for a place. The Secretary had decided on whom to include on this basis.

**Action: Secretary**

**[Secretary's note:** Subsequent to the meeting, John Smyth MVO was able to provide Council with further insight to this event. In consequence, the Chair recommended to Council by email, a slight modification of the composition of the BPA party to seek to assure best fit with the nature of the event, in order to provide the strongest possible representation for British Skydiving in this particular context.]

## **16/18 Branding and visual identity**

A further tranche of alternative design concepts for a logo for our new trading name of British Skydiving had been commissioned by the Communications Committee at the request of Council. These designs had been circulated with the agenda. The four concepts that had previously been considered to have the most potential were also revisited.

After some discussion, Council settled on a shortlist of three concepts, one from the latest tranche and two from the concepts that had previously been considered. The Chair emphasised that we now had three concepts rather than finished designs, and that further work would be needed to hone each concept into a design that best captured its essence. The meeting identified aspects of two of the concepts on which further work needed to be done, and these would be referred back to the designer.

**Action: Secretary**

Once a shortlist of three designs had been put to a membership survey. The Communications Committee believed that market research about the new brand identity should also be conducted among the public, such as by a YouGov poll, particularly among our primary target demographic for new members of people aged 18-35.

Further work would then be done to work up the preferred logo into an appropriate branding and visual identity package in preparation for the launch of our British Skydiving trading name.

**17/18 Strategy day - Tuesday 6 March**

Nick Bunting (Chair, Strategy Group) had kindly agreed to facilitate this day for Council at BPA HQ on Tuesday 6 March at 10:30.

The COO, STO, Secretary-General and Finance Manager would provide input from staff.

Council decided also to invite John Smyth MVO as IPC Delegate to cover the international dimension; Tony Knight, Aviation Adviser, to cover airports regulation; Graham Spicer, Chair, IT Strategy Group; and the Magazine and Digital Editors.

The briefing paper for the day was the strategic plan 2018-22, which had been published to the membership as an appendix to the BPA Review of the Year 2017.

Nick Bunting asked those attending to think in advance about the following key areas:

- governance
- compliance
- reputation
- financial sustainability
- specific risks.

See also minute 92/17 of the Council meeting on 27 November 2017, which relates to the

**Action: All**

**18/18 BPA Form 178: Duties and responsibilities of BPA Council Members**

The

The discussion that followed cited circumstances where, au contraire, it would be appropriate to display a commercial logo on clothing. Such an example was a commercial sponsorship of a competitions team. Yassi Molazadeh said that any restriction should be based on a conflict of interest, whether real or perceived.

The Chair suggested, and Council agreed, to invite Yassi Molazadah, Nick Bunting and the Secretary to consider whether any form of words should be added to Form 178, and to make a recommendation to Council.

**Refer to Yassi Molazadah, Nick Bunting & Secretary**

**19/18 Competitions hosting**

A paper by the COO and the Secretary had been circulated in advance. It highlighted what the authors saw as the benefit of adopting standard operating procedures. This included procuring feedback from attendees at BPA events (be they competitors at a competition, participants in a meeting, or visitors to an event such as the Expo), then taking this into account through some sort of debrief, as appropriate with the event partner/organiser/venue.

BPA needed a complaints procedure in the event that a party affected by a BPA decision was not content with that decision. Council delegated authority to its committees and staff in

operational areas. There was a need for a mechanism to bring decisions back to Council where a decision had been contended by those it had affected.

Council therefore convened a working group to be chaired by Sue Stanhope, comprising Adrian Bond and Tash Higman (who was also a member of the Disciplinary and Grievance working party - minute 12.2), to consider this, including its relationship to the BPA grievance procedure which was currently under review (minute 12.2). In particular, whether or not the grievance procedure was adequate for a potential dispute or disagreement over commercial or contractual matters.

In addition, Nick Bunting suggested that BPA should put in place a whistleblowing procedure. The working party would also consider this. The Secretary suggested the Sport & Recreation Alliance as a potential source of advice.

**Action: Sue Stanhope, Adrian Bond, Tash Higman**

Brian Vacher said he had passed relevant documentation on competitor feedback from the 2017 Nationals held at Skydive Hibaldstow to the Development Committee. This was in relation to one of \_\_\_\_\_ action plan targets on grass roots talent identification and development. Discussion clarified that the material had been passed to a member (now former member) of the Development Committee. The Secretary said that this reinforced a point covered by the supporting paper for this item, that copies of documentation should be held centrally on file at HQ by the secretariat.

**20/18 Reports from Committees**

**20.1 Minutes of Committees**

The minutes of each of the following meetings, except those of STC, had already been circulated and approved electronically by the Committee concerned, and ratified electronically by Council. The minutes of STC had been circulated in draft, pending approval by STC at its next meeting.

**20.1.1 Communications Committee meeting on Tuesday 28 November 2017**

There were no questions. **COUNCIL CONFIRMED RATIFICATION** of the minutes.

**20.1.2 Development Committee meeting on Tuesday 28 November 2017**

There were no questions. **COUNCIL CONFIRMED RATIFICATION** of the minutes.

**20.1.3 Competitions Committee meeting on Tuesday 28 November 2017**

There were no questions. **COUNCIL CONFIRMED RATIFICATION** of the minutes.

**20.1.4 Safety and Training Committee meeting on Thursday 1 February 2018**

Jeff Montgomery (STC Chair) reported on a typographical correction to the circulated draft.

**COUNCIL RATIFIED** the decisions in the above STC minutes.  
Proposed by Tash Higman, seconded by Adrian Bond, carried unanimously.

**20.2 Oral reports on Committee meetings held this afternoon**

Adrian Bond (Communications Chair and in the chair as Development Vice Chair for this \_\_\_\_\_ and Brian Vacher (Competitions Chair) reported on the meetings of their Committee/s held this afternoon.

The respective chairs reported to Council on the volunteer members of their committees that had been voted on by the Council Members on each of the committees, as recorded in the minutes (to be circulated) of their meetings.

**COUNCIL RATIFIED** these appointments.

The business of each meeting is recorded in the minutes of that meeting and only policy matters of relevance to Council are covered here.

**20.2.1 Communications & Development Committees - Tangent**

Adrian Bond reported that he had been telephoned by Oliver Green, Managing Partner of Tangent, on 24 January - two days before the AGM - to say that with great regret, Tangent was not able to complete the BPA PIMS database and website project. This was because \_\_\_\_\_ red from a number of people leaving

Tangent had offered BPA its money back. The telephone call had been followed by a confirmatory email. Adrian Bond informed Council that BPA had made only the first stage payment to date.

Council was gravely disappointed at this unexpected outcome and decided to seek legal advice.

**Action: Communications Chair / Secretary**

The Chair had announced at the AGM, and the Communications Chair confirmed, that BPA would again put the project out to open tender once the specification had been updated by Graham Spicer, Chair of the IT Strategy Group. It was likely that costs would have risen since the time of the original tender process in autumn 2016.

**Action: Communications and Development Chairs, Chair IT Strategy Group, Secretary**

Adrian Bond said he hoped BPA would be able to identify a suitable new contractor by August.

### **20.2.2 Competitions Committee**

Brian Vacher (Competitions Chair) reported that:

#### **20.2.2.1 Indoor skydiving and the Paris 2024 Olympics**

John Smyth MVO, BPA Delegate to the International Parachuting Commission (IPC) of FAI, on the recent IPC plenary meeting in Bulgaria (circulated to both the Competitions Committee and Council).

In his report, John Smyth said that the Fédération Française de Parachutisme (the NGB for sport parachuting in France) was very confident that indoor skydiving would be included in the Paris 2024 Olympics. The Chair of Council passed around the table a copy of the FFP #OlympicFlyIn2024 brochure about the

The relationship between BPA and tunnel flying was one of the strategic issues to be considered on the strategy day (minute 17).

**Refer to Strategy day**

#### **20.2.2.2 Judging expenses at BPA Nationals**

The Competitions Committee was considering a change in policy that the Nationals should be run at no cost to the BPA. This was why Drop Zones may be reluctant to bid to host Nationals, especially in judge-intensive disciplines such as canopy piloting.

#### **20.2.2.3 Competitions budget**

The Competitions Committee was also planning to ask Council to agree a new mechanism for the allocation of budget areas such as competitions, based on justified need rather than an arbitrary percentage of the annual financial surplus.

#### **20.2.2.4 Competitions and GDPR**

The Competitions Committee was seeking to assure compliance with BPA competitions operations with the forthcoming General Data Protection Regulation, and was likely to have questions for our GDPR consultant through the Competitions Secretary and/or the COO.

#### **20.2.2.5 Grievance**

Under AOB at the Competitions Committee, a team had raised a grievance about its BPA sponsorship (formerly known as funding) allocation. The team believed that it had been

Committee had explained its process for determining the allocation of BPA sponsorship. The Committee planned to respond to the grievance at its next meeting as it had been received

### **21/18 Application for Affiliation: Skydive Shobdon**

Skydiv form 147, Application by a Parachute Training Organisation for Affiliation to BPA, had been circulated in advance of the meeting. The COO reported that STC had no issues with the application, nor did BPA technical staff.

**COUNCIL APPROVED** the Affiliation of Skydive Shobdon on a proposal by Brian Cumming, seconded by Adrian Bond, and carried unanimously.

### **22/18 Use of BPA domain email addresses by Council Members and committee volunteers**

The Chair had circulated a note with the agenda calling on all Council Members to use their BPA domain email account when emailing on BPA business. This was for reasons of compliance, accountability and to promote and maintain an appropriate business-like image. It would also be important as we migrated to SharePoint on Office 365 (see minute 24). The Chair asked Council Members and staff to seek to assure that committee volunteers did the

same. If anyone was experiencing any technical issues in using their BPA email account on their devices, support was available on request (Leicester).

**23/18 Supporting papers to meeting agendas**

Further to minute 12.6, the Chair suggested, and Council agreed, that we should aim to circulate supporting papers with the agenda, with a clear week, including two weekends, between the date of issue of the agenda and papers and the day of the meeting, This would help to assure that Council and committee members had adequate time to read and reflect upon the papers. Council and staff alike looked forward to the day when all meeting papers would be accessible through SharePoint on Office 365. The Secretary confirmed that staff were undertaking training by Computerlink (Leicester), who were also developing the appropriate configuration on SharePoint for Council and Committee papers.

**24/18 Clash of dates: AGM and Expo with annual IPC meeting**

Craig Poxon (UK Alternate Delegate to IPC) reported that he and some other members of our delegation to IPC had been unable to attend the BPA AGM and Expo on Saturday 27 January because of a clash of dates. There would be a similar clash next year. He therefore asked whether any such clash could be avoided in future.

The contract with our venue EMCC for the AGM and Expo in 2019 had been signed many months ago. After discussion, Council referred the matter to the Communications Committee.

**Refer to the Communications Committee**

**25/18 Competitions & Awards Co-ordinator**

In response to a question from the Competitions Chair, the Secretary updated Council on the situation regarding this currently vacant staff role. The Secretary outlined measures he was taking to seek to fill the position as soon as possible.

**26/18 Dates of future meetings**

Tuesdays at 18:00 at BPA HQ, LE2 9TF: 17 April, 12 June, 7 August, 25 September and 27 November. Also strategy day on Tuesday 6 March, 10:30-16:00.

The meeting closed at 21:30.

**Appendices:**

Appendix 1: Provisional meeting dates, 2019 & 2020

Appendix 2: Amendments to BPA Operations Manual, February 2018.

## **Appendix 1**

Provisional meeting dates, 2019 & 2020 (but see minute 24 - this assumes that the AGM and Expo continue to be held on the last weekend in January in 2020 - any change would impact on at least the February meeting dates - see minute 12.6).

### **AGM 2019**

Saturday 26 January

### **STC 2019**

Thursday 7 February  
Thursday 4 April  
Thursday 30 May  
Thursday 25 July  
Thursday 19 September  
Thursday 14 November

### **Council 2019**

Tuesday 19 February  
Tuesday 16 April  
Tuesday 11 June  
Tuesday 6 August  
Tuesday 1 October  
Tuesday 26 November

### **AGM 2020**

Saturday 25 January

### **STC 2020**

Thursday 6 February  
Thursday 2 April  
Thursday 28 May  
Thursday 23 July  
Thursday 25 September  
Thursday 19 November

### **Council 2020**

Tuesday 18 February  
Tuesday 14 April  
Tuesday 9 June  
Tuesday 4 August  
Tuesday 6 October  
Tuesday 1 December

## **Appendix 2**

# **AMENDMENTS TO BPA OPERATIONS MANUAL**

At the STC meeting of the 1 February 2018 the following amendment was made to the BPA Operations Manual:

### **SECTION 1 (CONDUCT AND CONTROL OF SPORT PARACHUTING), Paragraph 4 (Ground Control Organisation), sub-para 4.3.2. change to read:**

4.3.2. The DZ Controller must be a nominated BPA 'B' Licence parachutist or above who has been fully briefed on his/her responsibilities and duties, including incident and fatality procedures, for the specific activities of the day and must be in place whilst parachuting is in progress.