



The Council

Minutes

Tuesday August 201 at 1

at BPA HQ, Glen Parva, Leicester LE2 7TF

Present - voting (quorum)

- Martin Soulsby - Chair
- Paul Applegate
- Mark Bayada
- Adrian Bond - Communications Chair
- Nick Bunting
- Brian Cumming
- Tash Higman
- Yassi Molazadeh
- Craig Poxon - Vice Chair / Development Chair /
RAeC Delegate / IPC Alternate Delegate
- Sue Stanhope
- Brian Vacher - Competitions Chair
- Georgie Vacher

In attendance

- Liz Ashley - Editor, BPA Skydive the Mag
- Amanda Bennett - Governance Adviser
(to item)
- Gordon Blamire
(to item 2)
- Tony Butler - Chief Operating Officer (COO)
- Jon Gretton - Finance Manager & Company Secretary
(to item)
- John Smyth MVO - Vice President / IPC Delegate
(to item 7)
- Martin Shuttleworth - Secretary-General (Secretary)
- Graham Spicer - Chair, IT Strategy Group
(to item 4)

Apologies for absence

- Debbie Carter - Treasurer
- John Hitchen - Vice President
- Jeff Montgomery - Safety & Technical Officer (STO)
& STC Chair

Item Minute

1/1 Welcome

The Chair welcomed Gordon Blamire, Director of GoSkydive, who was attending for item 2
Amanda Bennett, independent governance adviser, who was attending for item 1 and
Graham Spicer, Chair of the IT Strategy Group, who was attending for item 4.

1/1 Minutes

COUNCIL APPROVED the minutes of the meeting held on Tuesday 7 2 June 2011 Proposed
by Tash Higman, seconded by Adrian Bond and carried unanimously.

The Chair asked all Council Members kindly to respond to electronic circulation of the draft
minutes in order for them to be approved electronically.

0/1 Declarations of interest

Declarations of any conflicts of interest would be taken as they arose.

✓ 1/1 – Matters arising

✓ 1.1 Grievance and disciplinary working party (minute 3.2)

Yassi Molazadeh (Working Party Chair) reported that she was seeking to simplify and consolidate the procedures so far as possible, now also to include whistleblowing (minute 3.2). She supported the suggestion of establishing a new staff post of compliance officer (minute 3.2) as a first point of contact, to advise on the route that should be taken, and to progress cases. Yassi Molazadeh advised that she was consulting on the draft updated procedure and would prepare a consolidated draft for consideration by Council later this year.

Ongoing

✓ 1.2 Designation of reserves (minute 3.3)

Nick Bunting confirmed that the Treasurer had liaised with him as requested.

✓ 1.3 Duties and responsibilities of Council members (minute 3.4)

Yassi Molazadeh, Nick Bunting and the Secretary had yet to consider whether Form 7 should be amended to include policy guidance on the wearing of sponsors' and/or employer's logos on items of clothing whilst representing the Association.

Action: Yassi Molazadeh, Nick Bunting & Secretary

✓ 1. European Parachuting Union (EPU) subscriptions (minute 3.2)

The COO confirmed that the EPU funds held by BPA had been paid as EPU's subscription to Europe Air Sports. EPU contributions held by BPA on behalf of other nations did not therefore need to be returned to them as the money had already been passed on.

No further action

✓ 1. Committee budgets (minute 3.2)

The Competitions Committee had drafted its proposed budget (minute 3.2) the process was ongoing for the Communications and Development Committees for approval by Council.

Ongoing

✓ 1. Paris 202 Olympics indoor skydiving (minute 1)

Council wished its thanks to the Royal Aero Club be noted for kindly actioning BPA's request to send a letter to the Fédération Française de Parachutisme in support of the inclusion of indoor skydiving in the Paris 2024 Olympics.

Action completed

✓ 1. Circulation of Council and Committee papers (minute 3.2)

The Secretary reported that Computerlink (Leicester) were researching how to set SharePoint permissions to restrict access to sensitive documents, in order that they could train the BPA secretariat on how to do this.

Ongoing

✓ 2/1 – Applications for Affiliation and Re-Affiliation

Applications by GoSkydive had been circulated with the agenda, for Affiliation of its new Cambridgeshire site and Re-Affiliation of its existing Salisbury site.

The COO reported that he had inspected the proposed Cambridgeshire site and that it was suitable for the intended purpose. STC had accepted the new DZ/PLA (STC meeting, Thursday 2 July 2023, minute 7). The COO reported that there were no issues with Re-Affiliation of the Salisbury site.

At the request of the Vice Chair, the meeting went in camera. The Vice Chair then declared an interest as he worked as a subcontracted instructor at a neighbouring Drop Zone to the proposed new one in Cambridgeshire. He made a statement then left the room.

In response to a point made by Nick Bunting, the COO said he would recast BPA's application forms for Affiliation and Re-Affiliation in the light of GDPR.

Action: COO

COUNCIL APPROVED both applications. Proposed by Mark Bayada, seconded by Paul Applegate - carried with four abstentions (Nick Bunting, Brian Cumming, Craig Poxon, Sue Stanhope).

The meeting resumed in open session. The Chair advised Gordon Blamire of the outcome of his applications.

✓ 3/1 – Strategy -Year 1 objectives and deliverables

✓ 3.1 The need for SMART outcomes

The Secretary had circulated a paper with the agenda. He spoke to this paper.

Nick Bunting and Sue Stanhope informed Council that the objectives and deliverables needed to be expressed in terms of SMART outcomes - Specific, Measurable, Attainable, Realistic and Time-bound. They confirmed that they would be able to assist the COO and his team in providing templates for SMART planning. Objectives and deliverables also needed to be prioritised.

COUNCIL AGREED that the six strategic objectives set out in the paper (from the Strategic Plan, minute 27/7) should be progressed to the next stage of developing and prioritising SMART outcomes. Proposed by Sue Stanhope, seconded by Tash Higman and carried with an abstention from Georgie Vacher.

Council accepted that strategic planning was the most important function of a board. Nick Bunting and Sue Stanhope offered their assistance to the senior employees.

Action: Nick Bunting, Sue Stanhope, COO, Secretary

✓ **3.2 Staffing**

COUNCIL AGREED in principle to the establishment of two new staff posts as recommended in the paper as being essential resources to deliver the strategy, a full-time communications manager and a part-time compliance manager.

Council recognised that there may be refinement of the role(s) required, especially of the specification of the new communications manager post, and invited any feedback from Council Members to them and the Communications Chair.

Action: COO / Secretary

Sue Stanhope kindly offered to liaise with the Treasurer, COO and Secretary on salary scales taking into account BPA's existing staff pay scale and any increments that may be appropriate for the recruitment of specialist skills.

Action: Sue Stanhope

✓ **1. IT software contract**

✓ **1.1 New Personal Information Management System (PIMS) and web hub**

On 7 July, the Secretary had circulated documents relating to the recommendation of the BPA tender team for the preferred bidder for the PIMS (new membership database) and web hub contract, being the conclusion of a competitive tendering process.

The tender team comprised Craig Poxon (Development Chair), Adrian Bond (Communications Chair) and Graham Spicer (Chair, IT Strategy Group). It had received expressions of interest from potential vendors, to 27 of whom it had supplied the tender specification. This had resulted in 77 bids from which the tender team used an evaluation matrix to draw up a shortlist of three for interview at BPA HQ on Thursday 7 2 July. Si Limited was selected as the preferred bidder and recommended to Council.

Questions from some Council members had already been answered by email. There were no further questions at the meeting.

COUNCIL AGREED to appoint Si Limited as software contractor to develop the new Personal Information Management System (membership database) and web hub, subject to contract. Proposed by Adrian Bond, seconded by Craig Poxon, carried with an abstention from Georgie Vacher.

Contract negotiations would be conducted by Adrian Bond liaising with Yassi Molazadeh on legal matters.

Action: Adrian Bond

On behalf of Council, the Chair thanked the tender team for their hard work.

✓ **1.2 Breach of contract by previous software supplier**

A summary of the current position by BPA's legal advisers had been circulated with the agenda.

COUNCIL AGREED to Adrian Bond proceeding with our legal advisers as advised.

Action: Adrian Bond

1.1 Finance and compliance

1.1.1 Management accounts and membership numbers

A report by the Finance Manager had been circulated with the agenda and was received by

✓ /1 Whistleblowing policy

A paper by Sue Stanhope, who chaired the whistleblowing working party (also comprising Adrian Bond and Tash Higman), had been circulated with the agenda. See minute 77 regarding consolidation of policies and procedures to include disciplinary, grievance and whistleblowing. Yassi Molazadeh (Chair, Disciplinary and Grievance Procedure Working Party) would liaise with Sue Stanhope on this.

Action: Yassi Molazadeh

✓ /1 Royal Aero Club

The Chair (BPA Alternate Delegate to RAeC) gave an oral report on the recent RAeC Council meeting on behalf of the Vice Chair (BPA Delegate to RAeC).

The Secretary reported that Jim Crocker of the Royal Aero Club Trust had contacted him to enquire of the promised BPA donation to the Trust (per minute 4777 of the meeting on 2 November 2017, and minute 2 of the meeting on 7 April 2017). The Vice Chair said he would remind the Finance Manager that this donation remained due for payment and should now be paid over.

Action: Vice Chair

✓ /1 Indoor skydiving

The Chair declared an interest as an FS competitor and stood down for this item, inviting the Vice Chair to take the chair for it. The Chair presented a personal view in his paper, which had been circulated with the agenda. The paper was entitled 'Should British Skydiving be responsible for the selection and support of the British Indoor Skydiving delegation to IPC events?'.

A paper from the staff, expressing a complementary view, had also been circulated with the agenda.

The Chair spoke to his paper with reasons in favour, and the COO spoke to the staff paper, with reasons against. Extensive discussion followed, with different contributors highlighting issues on both sides of the debate. Georgie Vacher reported on research she had carried out on the position in other countries.

As indoor skydiving was emerging as a new discipline or sport, BPA currently had responsibility but there were issues that lay outwith BPA's current purview. Therefore, BPA could assist indoor skydivers in establishing their own organisation and delegate to it, by way of a licensing agreement, the power to carry out the selection, administration and organisation of British Indoor skydiving delegations. Such an arrangement would be for a fixed period of five years from 2017, with a break clause at (say) three years. Under the terms this arrangement, BPA would delegate to the new organisation the issue of FAI sporting licences to indoor skydivers.

COUNCIL AGREED to the above arrangement for British delegations to FAI indoor skydiving competitions. Proposed by Nick Bunting, seconded by Brian Vacher, carried with 7 vote against.

Action: COO & Secretary

The Vice Chair handed the chair back to the Chair.

✓ /1 Reports from Committees

✓ .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.

✓ .1.1 Communications Committee meeting on Tuesday 12 June 2017

There were no questions.

COUNCIL RATIFIED the minutes.

✓ .1.2 Development Committee meeting on Tuesday 12 June 2017

There were no questions.

COUNCIL RATIFIED the minutes.

✓ .1.3 Competitions Committee meeting on Tuesday 11 April 2017

There were no questions.

COUNCIL RATIFIED the minutes.

✓ **.1. Safety and Training Committee meeting on Thursday 2 July 201**

Brian Vacher questioned the COO on the outcome of a Panel of Inquiry on a tandem incident as reported in minute of the STC meeting. Yassi Molazadeh (Chair, Grievance and Disciplinary Procedures Working Party) reminded Council that disciplinary decisions were not for the Council as they operated at arm's length from the Committee structure. Neither the respondent nor STC had appealed the Panel's decision, which would have involved a tribunal at the next stage.

Brian Vacher declared an interest as a canopy piloting coach. He then noted what he believed to be a trend in accidents on landing including three serious accidents, two of which had been fatal. The COO confirmed that he and the STO were establishing an STC Working Group further to investigate landing accidents under high performance canopies. Brian Vacher asked that the report of the Working Group, once available, should be circulated to Council.

In response to a request by Tash Higman, the COO said that accident statistics were circulated to Council every year and were available on the 'how safe?' page in the 'Stay safe' section of the BPA website.

COUNCIL RATIFIED the decisions in the above STC minutes (in which a typographical error in the numbering of a section of the BPA Operations Manual in the draft minutes was noted for correction). Proposed by Tash Higman, seconded by Paul Applegate, carried unanimously. There were no variations to the Operations Manual.

✓ **.2 Oral reports on Committee meetings held this afternoon**

Adrian Bond (Communications Chair), Craig Poxon (Development Chair), and Brian Vacher (Competitions Chair) reported on the meetings of each of their Committees held this afternoon. All meetings had been quorate. The minutes of the meetings will record the business discussed, the record here is only of business that involves the Council.

✓ **.2.1 Communications Committee**

✓ **.2.1.1 Branding and identity**

The result of the membership survey of Council's three shortlisted visual identity concepts for British Skydiving had been circulated with the agenda. The canopy and flag logo concept had come out as the winner.

COUNCIL AGREED to accept the concept of a visual identity for British Skydiving based on the membership's preference of the concept of a canopy and flag, and to refer this back to the Communications Committee to refine it. Proposed by Sue Stanhope, seconded by Georgie Vacher and carried by in favour, 2 against. This followed the failure of a counter-proposal by Tash Higman, seconded by Brian Cumming, that we should hold a competition for members to submit their own designs, which was lost on a vote of 4 in favour, 7 against.

✓ **.2.2 Development Committee**

✓ **.2.2.1 Third party insurance - provision for experienced EU jumpers**

COUNCIL AGREED to a recommendation by the Development Committee that the following exception, in *italics* below, in the Operations Manual should be withdrawn from the start of the new membership year on 7 April 2017. Proposed by Craig Poxon (Development Chair), seconded by Mark Bayada, carried with in favour, 4 against (including Craig Poxon) and 2 abstentions (Tash Higman and Sue Stanhope).

BPA Operations Manual, Section 7.2 Documentation

Paragraph 7 Personal Documents

7.7 All parachutists, riggers, packers, judges and DZ controllers must be current members of the British Parachute Association. *Except in the case of other European Union (EU) parachutists, who are current members of their own country's parachuting governing organisation, have proof that they are not classified as student parachutists, have a minimum of 100 descents and hold current third party liability insurance to cover of a minimum of 1,500,000 Euro.*

✓ **2.3 Competitions Committee**

✓ **2.3.1 Discipline Reps**

The Competitions Chair reported that Mary-Lou Barratt had been appointed by the Committee as the new CF Rep. Michael Wilson-Roberts was standing down as VFS Rep.

✓ **2.3.2 Sponsorship of a team that has since withdrawn**

The Competitions Chair reported that the refund of BPA sponsorship funding due from the team was still owing.

0/1 ✓ **Message to a senior member**

The Chair informed Council of a health issue facing a senior member. Council asked that the Chair should send them a message of support, appreciation and good wishes on behalf of everyone on Council.

Action: Chair

1/1 ✓ **Dates of future meetings**

Tuesdays at 7:00 at BPA HQ, LE2 TF 2 September and 27 November.

The meeting closed at 22:44 (4 hr 44 min).