



## The Council

### Minutes

**Tuesday 30 April 2019 at 18:00**

at BPA HQ, Leicester LE2 9TF

<b>Present:</b>	Martin Soulsby	- Chair & RAeC Delegate
	Paul Applegate	
	Mark Bayada	
	Adrian Bond	
	Nick Bunting	
	Tash Higman	
	Sam Lee	
	Yassi Molazadeh	
	(by Skype, to item 27)	
	Craig Poxon	- Vice Chair, IPC & RAeC Alternate Delegate
	(by Skype)	
	Georgie Vacher	
	(by Skype)	
<b>In attendance:</b>	Liz Ashley	- Editor, BPA Skydive the Mag
	Martin Betts	- Creative Sponge
	(item 27 only)	
	Tony Butler	- Chief Operating Officer (COO)
	Debbie Carter	- Treasurer
	Angel Fernandez	- Communications Manager
	Patrick Hennings	- Creative Sponge
	(item 27 only)	
	John Hitchen	- Vice President
	Jeff Montgomery	- Safety & technical Officer and STC Chair
	Martin Shuttleworth	- Secretary-General (Secretary)
	John Smyth MVO	- Vice President & IPC Delegate
	(to item 26)	
<b>Apologies for absence:</b>	Jon Gretton	- Finance Manager & Company Secretary
	Sue Stanhope	
	Brian Vacher	
<b>Observers:</b>	4	

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Item	Minute
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20/19	<b><u>Welcome</u></b>
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The Chair welcomed Angel Fernandez, who had joined the staff on 15 April in the new post of Communications Manager.

21/19	<b><u>Declarations of interest</u></b>
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The Chair invited any declarations of interest, either now or at the relevant items.

22/19	<b><u>Minutes</u></b>
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**COUNCIL CONFIRMED ITS ELECTRONIC APPROVAL** of the minutes of the meeting on Tuesday 19 February, which had been published on the BPA website on 8 April.

23/19	<b><u>Matters arising</u></b>
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**23.1 Strategic Plan - addition of performance and participation metrics for the Competitions Committee (minute 12.3)**

Sam Lee reported that he was working on this as a member of the Competitions Committee. It was due to come to the next meeting of the Committee, and then to Council.

**Action: Carried forward to next meeting**

### **23.2 Draft whistleblowing procedure (minute 12.4)**

Yassi Molazadeh (Chair, Disciplinary, Grievance and Whistleblowing Procedures Working Party) reported that feedback from staff on the draft whistleblowing policy were with Sue Stanhope for review, as she was in charge of that paper.

**Action: Carried forward to next meeting**

### **23.4 Equality policy (minute 12.5)**

Yassi Molazadeh reported that she had sent a draft to the other members of the working party, Tash Higman and Sue Stanhope. She hoped the draft would be ready in time to circulate it to the June Council meeting.

**Action: Next meeting**

### **23.5 Sport England quality assurance pack (minute 12.6)**

This was due for a response in September, in time for the October meeting.

**Action: COO / Secretary / Finance Manager**

### **23.6 British Indoor Skydiving Association (BISA) (minute 13)**

The Secretary reported that he had been in touch with BISA who had advised him that they planned to respond by mid-to-late May, as they had been busy in delivering the British Indoor Nationals and co-ordinating the British Delegation to the recent World Cup in Indoor Skydiving in France.

**Action: Carried forward to next meeting**

### **23.7 The Queen's Cup 2019 (minute 15.3)**

The Secretary had referred the file to the Communications Manager.

**Action: Communications Manager**

### **23.8 Register of Directors at Companies House (minute 14.5)**

The COO reported that, to the best of his knowledge, the Company Secretary had removed occupation from the records of current BPA Directors at Companies House. [**Secretary's note:** Occupation now shows as 'not specified'.]

### **23.9 Open and female category funding (minute 16)**

See minute 26.

## **24/19 Standing order: meeting finish time of 21:00**

**COUNCIL AGREED TO ADOPT A STANDING ORDER** that meetings starting at 18:00 shall conclude by 21:00 unless a vote agrees to continue the meeting beyond that time. Any business not completed could normally be transacted ex-committee. Proposed by Nick Bunting, seconded by Adrian Bond, and carried unanimously.

## **25/19 Finance and compliance**

### **25.1 Management accounts & membership statistics**

A report by the Finance Manager had been circulated with the agenda and was received by Council. The report was for month 9 of the financial year (July-June) and month 12 of the membership year (end of full year, April-March). The year-end membership totals at 31 March 2019 (2018) were: Full 5,853 (6,010) -3%; Temporary (including JSAT) 2,629 (2,544) +3%; and Student Provisional 55,599 (55,124) +1%. The Treasurer noted that year-on-year income in the previous financial year (2017/8) had been increased by £64K of investment income from maturing investments, compared with none this year.

### **25.2 Budget 2019-20**

The Finance Manager had circulated a proposed budget for 2019-20. The Treasurer reported that Nick Bunting had suggested an alternative format which he believed would be clearer.

The Chair noted that the budget was in the 'old' format. Discussions at previous meetings and at the Strategy Day in February had reached consensus to move towards a zero-based budget based on need.

The Chair therefore invited Committees - Communications, Competitions, Development - through their Chairs, to come forward with zero-based budgets for the financial year 2019-20 to the June meeting of Council.

**Action: Committee Chairs / Next meeting**

Tash Higman kindly offered to draft the budgets for the Communications and Development Committees, for initial consideration by those Committees.

**Action: Tash Higman**

There followed a discussion about accrual budgeting, which was used because competitions sponsorship allocations were often drawn down by the sponsored athletes in the financial year following that in which the allocation had been made. The BPA financial year end being in June was a factor in this. The Treasurer said she would discuss these points with the Finance Manager and report back to the next meeting.

**Action: Treasurer & Finance Manager / Next meeting**

### **25.3 Investment policy**

The Treasurer said the Finance Manager had requested performance versus target figures from the investment adviser. She understood that the investment adviser would be looking to other types of investment that could be incorporated into performance guidelines and would report to the next meeting.

**Action: Treasurer & Finance Manager / Next meeting**

### **25.4 Business and financial risk register**

Tash Higman said she had asked that all members of the Communications and Development Committees come back to her within two weeks, even if they had no comments on the draft. Committees should be managing risks in their own areas, and Council should concern itself with risks about which it, and/or the Committee covering that business area, had concern (colour coded red). Nick Bunting noted that there were seven strategic risks at Council level, below that there were likely to be other risks the Committees should be reviewing and managing. Low ambers or greens were best monitored by the Committees that were closest to these operational areas.

Tash Higman kindly agreed to update the draft register in the light of feedback she received from Committee members and others. The Chair thanked her for this.

**Action: Tash Higman**

### **25.5 Data protection assurance report+**

A data protection assurance report by data protection specialists Bruce & Butler, had been circulated with the agenda. A draft Action Plan by Joy Ledger, Compliance Officer, had also been circulated, together with a draft template for a Record of Processing Activity (ROPA). A meeting of the auditor from Bruce & Butler to debrief BPA staff on his findings had been arranged for Wednesday 29 May.

Nick Bunting said the action plan needed to specify responsible persons and a time frame for actions.

**Action: Compliance Officer**

In response to a question from Nick Bunting, the COO and Secretary said there had been no statutory data breach or near miss during the current reporting period.

### **25.6 Return of sponsorship from a team that has since withdrawn (minute 6.6)**

The COO reported that all sponsorship monies had now been repaid.

## **26/19 Sponsorship of competitors**

### **26.1 Representations to Council to its decisions in February (minute 16)**

A letter of 'appeal' from team NFTO had been circulated in advance. A 'bundle' of representations to Council from members (including some lapsed or former members and some non-members), compiled by the Administration Secretary, had also been circulated. A letter from a Vice President had been received on the morning of the meeting, too late for circulation.

Council noted that 'appeal' was the wrong word in team NFTO's letter to Council. The Secretary had already advised the team of the grievance procedure should they choose to pursue a formal grievance against a decision of Council.

The Chair said that Council's decisions at its February meeting had evoked a reaction from some members, who sought assurance that Council had considered all relevant information and perspectives.

The Chair advised that this item should be carried over until the June meeting to allow enough time to consider the representations and to take advice.

Nick Bunting questioned the Chair in some detail as to the precise nature of what was being proposed to carry over to the June meeting. After significant debate by Council, COUNCIL AGREED that the following items shall be reported to the next (June) meeting of Council. Supported by papers from the relevant Committees (The Committee Chairs were reminded of the requirement to provide the papers for Council 10 days prior to the meeting.)

- 1 Sponsorship criteria as currently used by the Competitions Committee should be fully documented and explained; and that any proposed future variations should be documented along with the intended consequences of the proposals for approval by Council before implementation.

**Action: Competitions Committee**

- 2 Recommendations to address the issue of whether BPA should be funding female 4-way FS in the context of an inclusivity policy as per minute 16/19 (4).

**Action: Development Committee**

- 3 A specific communications plan to support the recommendations and agreed actions of the Council.

**Action: Communications Manager**

Proposed by Nick Bunting, seconded by Tash Higman and carried unanimously.

### **26.2 Representation to FAI/IPC on equality and event categories**

John Smyth then spoke on his action in respect of a decision in minute 16 from the February Council meeting, where Council agreed to initiate a dialogue with FAI/IPC to make them aware of the issues of gender as a protected characteristic under the Equality Act being discussed at BPA Council. He said he had made informal preparatory enquiries at FAI/IPC ahead of a formal meeting and would set out some issues in writing.

Georgie Vacher reminded Council of the Council decision (16/19 (2)) that She and the FAI/IPC would work together on this matter.

### **27/19 Rebranding BPA to British Skydiving**

The branding panel of the Communications Committee had selected a preferred contractor from the 25 bids received in response to an open invitation to tender. This was for the development of a brand personality, and from that a visual identity, for BPA's new trading name of British Skydiving. Martin Betts and Patrick Hennings of the branding agency Creative Sponge joined the meeting to give a short presentation followed by questions and discussion.

The Chair thanked the representatives of Creative Sponge for attending, and they left the meeting.

**COUNCIL AGREED** to award the rebranding contract to Creative Sponge and authorised the Communications Committee to negotiate the contract for the required deliverables within the agreed budget and timescale. Proposed by Adrian Bond, seconded by Tash Higman and carried unanimously.

### **28/19 Strategy day - Wednesday 20 February 2019**

A paper compiled by Sue Stanhope and Nick Bunting had been circulated with the agenda, The Chair thanked them both for planning and delivering the day, and for compiling the paper as the documented output.

Nick Bunting highlighted parts of the paper. The Chair called attention to the action points on:

- a) The scheduling of meetings.
- b) The composition/terms of reference of committees.
- c) The possibility of convergence of the membership year and financial year.

**COUNCIL AGREED** to establish a working group to consider the above, comprising the current Committee Chairs, Treasurer and COO, with the independents as advisers. Proposed by Nick Bunting, seconded by Sam Lee and carried unanimously.

Nick Bunting said that, given what Council had referred to the Development Committee for report back to the June Council meeting (minute 16), the report back from this working group should be included on the agenda for the August meeting.

**Action: Chairs / COO / Treasurer / Secretary**

**29/19 Draft template for Council and Committee papers**

A draft template kindly supplied by Tash Higman with input from Sue Stanhope and Sam Lee had been circulated with the agenda. The Chair thanked them for this. Nick Bunting suggested additions to the template and Tash Higman said she would take these in and arrange or an updated template to be circulated.

**COUNCIL AGREED** to adopt the template for Council and Committee papers. Proposed by Tash Higman, seconded by Adrian Bond, and carried unanimously.

**30/19 Report on the Royal Aero Club**

The Chair (BPA Delegate to RAeC) said there was nothing to report. He reminded Council about the RAeC Medals and Awards ceremony in London on the evening of Thursday 16 May, at which several BPA members were due to be presented with awards. Tickets were available from RAeC and he hoped as many Council members as possible would attend.

**31/19 Reports from Committees**

**31.1 Minutes of Committees**

The minutes of each of the following meetings, except those STC, had already been circulated and approved by the Committee concerned; and had also been circulated to Council.

The minutes of STC had been circulated in draft, pending approval by STC at its next meeting.

**31.1.1 Minutes of the Communications Committee meetings on Tuesdays 25 September 2018, 27 November 2018 and 19 February 2019**

These minutes were taken as read. There were no recommendations from these meetings to Council.

**31.1.2 Minutes of the Development Committee meetings on Tuesdays 27 November 2018 and 19 February 2019**

These minutes were taken as read. There were no recommendations from these meetings to Council.

**31.1.3 Minutes of the Competitions Committee meetings on Tuesdays 27 November 2018 and 19 February 2019**

These minutes were taken as read.

There was an unflagged recommendation to Council in minutes 12.2 and 12.4 to 12.6 inclusive of the February minutes. The Chair explained that the appointment of Heads of Delegation was reserved as a matter for Council on the recommendation of the Competitions Committee. This was to ensure proper scrutiny of such appointments.

**COUNCIL APPROVED** appointment of the following Heads of Delegation. Nick Bunting and Tash Higman, as a Team Manager, abstained from the vote.

- 1 14th FAI World Cup of Freefall Style & Accuracy Landing, 19-25 May 2019, Cordoba - Ian Marshall.
- 2 3rd FAI World Cup in WS, 23-30 August 2019, Ravenna, Italy - John Smyth MVO.
- 3 13th FAI World Cup of Artistics events, and 22nd FAI World Cup of FS, 7-12 October 2019, Eloy, Arizona, USA - John Smyth MVO.
- 4 10th FAI World Cup of CP, 20-24 November 2019, Pretoria, Republic of South Africa - John Smyth MVO.

Council noted that in Competitions minute 6.19, a team had been named that had not been named in Council minutes (Council minute 25.6 refers), so asked that the Competitions minutes be amended accordingly.

**Action: Competitions Chair & Secretary**

#### **31.1.4 Safety and Training Committee meeting on Thursday 4 April 2019**

Craig Poxon noted that the injury reports resumé was not circulated in advance of the STC meeting as was good practice for information presented to committees. Mark Bayada said advance circulation could lead to misunderstandings and potentially generate much correspondence, both of which could be avoided by explanation and discussion at the meeting. Nick Bunting said this was a case of comply or explain. Council referred the matter to STC on this basis.

**Refer to STC**

**COUNCIL RATIFIED** the update to the BPA Operations Manual in the above STC minutes, which are set out as an appendix to these Council minutes. Proposed by Mark Bayada, seconded by Tash Higman, and carried unanimously.

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

Adrian Bond (Communications Chair, who had also chaired the meeting of the Development Committee as vice for Craig Poxon (Development Chair), and Mark Bayada (Competitions Vice Chair) reported on the meetings of each of their Committees held this afternoon. The minutes of the meetings will record the business discussed; the record here is only of matters that involve Council.

##### **31.2.1 Communications Committee**

###### **31.2.1.1 Rainbow logo for Pride - social media**

**COUNCIL AGREED** the recommendation of the Communications Committee that a rainbow logo or device of some kind should again be used on BPA social media to support Pride this year. Council specified that this should be subject to taking advice from a branding agency on whether a BPA rainbow logo, or some other visual device, such as for example a rainbow flag, might be the most appropriate form of visual representation. Proposed by Adrian Bond, seconded by Tash Higman. Nick Bunting abstained from the vote.

**Action: Communications Manager**

###### **31.2.1.2 Print contract for BPA Skydive the Mag and associated publications**

This commercially confidential item was held in camera, except for staff and the Editor.

**COUNCIL AGREED** in principle to a recommendation from the Communications Committee on award of the production contract for BPA Skydive the Mag and associated print publications for the next three-year contract period from 1 October 2019. This was subject to final negotiation and agreement of the contract by the Communications Chair before it was formally announced. Proposed by Adrian Bond, seconded by Tash Higman and carried unanimously.

##### **31.2.2 Development Committee**

There were no recommendations to Council arising from this afternoon's meeting.

##### **31.2.2 Competitions Committee**

###### **31.2.2.1 Head of Delegation**

**COUNCIL AGREED** to recommendations from the Competitions Committee that

- a) Sam Bemment should be appointed as Head of Delegation to the 10<sup>th</sup> FAI World Cup and 8<sup>th</sup> European Championships in CF in Strjnic, Romania, from 17-20 August 2019; and
- b) John Hitchen should be appointed as Head of Delegation to the 3<sup>rd</sup> World Cup and European Championship in Speed Skydiving at Skydive Buzz, Dunkeswell, from 12-15 August 2019.

Proposed by Mark Bayada, seconded by Paul Applegate. Sam Lee and Nick Bunting abstained from the vote.

The Chair of Council raised the issue of certain competitors who had scored poorly or sometimes not at all, being invited to go to a World Cup. The Chair of Council said BPA was under a duty of care for all its competitors, and Council referred the issue to the Competitions Committee to formulate a recommendation in association with the STO.

**Refer to the Competitions Committee**

**32/19 Application for Affiliation - Royal Air Force Sport Parachute Association (RAFSPA)**

**COUNCIL CONDITIONALLY APPROVED** an application (previously circulated) for Affiliation by the Royal Air Force Sport Parachute Association (RAFSPA). The COO reported two operations were involved and before unconditional approval could be given, the STO and he needed to be satisfied by the applicant that the arrangements for crossover between the operations were free from potential conflict. Proposed by Tash Higman, seconded by Adrian Bond. Nick Bunting declared a possible conflict of interest and therefore abstained from the vote.

**33/19 Governance and procedural points**

Nick Bunting questioned whether Vice Presidents had the right of audience at Council and said they should not receive papers marked as confidential. He said the law may regard them as shadow directors. The Secretary referred to a previous decision of Council (minute 44.18 Circulation of Council papers, from the meeting on 12 June 2018).

There was brief discussion on the distinction between observer at, and contributor to, a meeting. The Chair said that members had a right to speak at BPA meetings, following a member resolution passed at an AGM some years ago [**Secretary's note:** The reference is to minute 3.1 of the AGM on Saturday 26 January 2013, available on request.]

**34/19 Dates of future meetings**

Tuesday 11 June at 18:00 at BPA HQ, Leicester LE2 9TF.

**COUNCIL AGREED** the following dates for later in the year: Tuesdays at 18:00 at BPA HQ: 6 August, 1 October and 26 November 2019.

The meeting closed at 20:53 (duration: 2h 53 min)

**Appendix**

**AMENDMENTS TO BPA OPERATIONS MANUAL**

At the STC meeting of the 4<sup>th</sup> April 2019 the following amendment were made to the BPA Operations Manual:

**SECTION 4 (INSTRUCTORS), Paragraph 5 (Tandem Instructor), Sub-para 5.7. (Tandem Instructor Currency), 5.7.3. Change to read:**

- 5.7.3. All current TIs must have practised Tandem Reserve Drills in a suspended harness within the previous one calendar month. The harness handle configuration must be as per the equipment to be used. It is the responsibility of the TIs to ensure that the reserve drills are observed and signed for in their log book by a CI, or CI nominated TI.