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## Council

### Minutes of a special virtual meeting by Microsoft Teams

**Saturday 9 May 2020 at 13:00**

<b>Present on Teams:</b>	Craig Poxon	-	Chair
	Paul Applegate		
	Mary Barratt		
	Mark Bayada	-	MDC Chair
	Adrian Bond	-	Vice Chair
	Jack Davies		
	Natasha Higman	-	Treasurer
	Sam Lee	-	EPC Chair
	Kate Lindsley (from 6.3.1)		
	Simon Soper		
<b>In attendance on Teams:</b>	Liz Ashley	-	Editor, Skydive the Mag
	Tony Butler	-	Chief Operating Officer
	Angel Fernandez	-	Communications Manager
	Lise Moore	-	Finance Manager
	Martin Soulsby	-	Vice President
<b>Apologies for absence:</b>	Jeff Montgomery	-	Safety & Technical Officer & STC Chair (on furlough)
	Martin Shuttleworth	-	Secretary – General (sick)
<b>Observers:</b>	Gordon Blamire	-	Go Skydive
	Kieran Brady	-	Skydive Strathallan
	Alex Busby-Hicks	-	Skydive Tilstock
	Martin Harris	-	London Parachute School
	Pete Mather	-	Sky High (Peterlee)
	Grant Richards	-	UK Parachuting (Sibson Skydivers)
	Mally Richardson	-	Skydive Jersey
	James Swallow	-	Skydive Hibaldstow
	Paul Yeoman	-	Black Knights
	Dave Wood	-	Cornish Parachute Club

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#### Item Minute

##### **70/20 Eighth special meeting**

This eighth special virtual meeting had been convened to consider the effect on the sport of the national lockdown during the coronavirus pandemic. Chair stated that the meeting would be recorded for minute taking purposes only and the recording would be deleted once the minutes had been agreed.

##### **71/20 Declarations of interest**

These would be taken in the in-camera session.

##### **72/20 Minutes**

The draft minutes (circulated) of the special virtual meeting on Saturday 2 May 2020 were taken as read. The minutes, however, were in draft form only and were not accepted by Council. These will be re-circulated once they were able to be completed from the Secretary-General's notes.

## **73/20 Reports to Council**

### **73.1 Member resolution by Alex Busby-Hicks**

The Chair reported that Alex Busby-Hicks had contacted his petitioners for a member resolution and confirmed that they would agree to a binding member ballot through independent scrutineers Mi-Voice.

Alex Busby-Hicks had submitted his wording to be circulated for the members ballot.

The Chair said, and Council confirmed, that Council would prepare the wording to be circulated from Council ready for them to go to the independent scrutineers on Monday 11 May 2020.

***Action: Council***

Alex Busby-Hicks requested and Council agreed that, as agreed at the previous meeting, the petitioners have sight of the wording to be submitted to on behalf of the Council before it is sent and that the members are informed beforehand of the likely date they can expect to receive the ballot from the independent scrutineers.

Alex Busby-Hicks stated that he, on behalf of the 18 Affiliated PTOs were aware and agreed that the timelines previously stated may slip due to the absence of the Secretary-General.

### **73.2 From the COO**

#### **73.2.1/ 73.2.2 membership subscriptions as a result of Covid-19**

Tony Butler (COO) spoke to his papers on part-year renewal, the paper from Graham Spicer (PIMS Consultant) regarding the arrangements with Eudonet for the associated online renewals and the technical specification paper (circulated). The COO stated that the likely reduction in revenue would not be known until there was an agreed date for skydiving in the UK to restart following a relaxation of restrictions from the Government, but asked for approval by Council for the pro-rata subscription rates and for the likely costs (£1,125+VAT) for implementing the changes from Eudonet.

**COUNCIL AGREED** to approve the pro-rata rates for subscriptions as outlined in the previously circulated papers and the associated costs from Eudonet. Proposed by Natasha Higman (Treasurer), seconded by Adrian Bond (Vice Chair) and carried unanimously.

Tony Butler stated that the agreement with the insurance companies was that as soon as one drop zone in the United Kingdom restarts skydiving, then that is the point at which the insurance policy restarts. Other countries may restart skydiving sooner than the UK and in order for members of British Skydiving to be covered by the £100k insurance policy for overseas jumping (available in all countries except USA) they would need to inform British Skydiving 14 days prior to their trip. It was agreed that a form should be put on the website for members to complete and that the Chair should inform the members of this in his next letter, as well as through the usual social media channels.

***Action: Chair, Communications Manager***

#### **73.2.3 - Update on permissions from previously circulated paper to Chief Instructors**

Tony Butler informed Council that the paper on updated permissions as a result of Covid-19 had been circulated to all Chief Instructors. The closing date for voting on the paper was Friday 15 May 2020 and to date, he had received votes from 12 instructors almost all in favour of the proposals. Tony Butler stated that he would update the Council at the next virtual meeting.

### **73.2.4 – Update on considerations and preparations for the resumption of the Sport**

Tony Butler stated that he was expecting a paper from Dr John Carter (Medical Officer) He said that Dr Carter had prepared a paper for consideration, however he would not submit it until after the Governments update on the possible relaxation of restrictions expected on 10 May 2020.

#### **73.3.1 From EPC**

The Chair thanked Helen Lucas for acting as Secretary for MDC in addition to EPC for their meetings due to the absence of the Secretary-General

Sam Lee (Chair) gave an oral report on the meeting from 5 May 2020. The EPC meeting had agreed to cancel all UKSLs and Grand Prix events for the remainder of the year due to Covid-19.

**COUNCIL AGREED** to approve the cancellation of all UKSLs and Grand Prix meetings for 2020. Proposed by Mary-Lou Barrett, seconded by Paul Applegate and carried unanimously.

EPC had agreed to consult with all PTOs before a decision would be made on the National competitions. In line with some other countries, there would not be any changes to the team selection for Mondial 2020 which had now been postponed until 2021. Teams not able to make the amended date would be able to withdraw, and if any national competitions were held this year, they would not be selection events.

Sponsorship of athletes had now been placed on hold and British Skydiving would not be paying out for any training sessions completed after 4<sup>th</sup> April 2020 until further notice, as previously notified. As there is no specific termination clause in the sponsored athletes' contracts, EPC would be looking at all options including asking these athletes to defer payments or reduce sponsorship values, but for now have submitted a budget request to the Finance Committee to cover the outstanding balance of the sponsorship.

#### **73.3.2 From MDC**

Mark Bayada (Chair) gave an oral report on the meeting from 5 May 2020. He stated that all working groups continued to be managing without additional assistance from HQ and staff (many of whom were on furlough). The Chair of MDC would be writing to all PTOs who were due to hold roadshows as they were now on-hold to ascertain if they would be willing to host them once restrictions were relaxed and skydiving is able to resume.

**Action: Chair MDC**

No decisions were made on budgets for the forthcoming year, however Mark Bayada stated that he thought that there may be some 'double requests' for budgets following the separation of EPC and MDC committees. The treasurer stated that all budgets for the forthcoming year would be considered in the scheduled meeting in June.

### **73.4 From the Communications Manager - digital communications**

Angel Fernandez (Communications Manager) gave an oral report on level of digital communications from the previous week. He stated that online activity was down by about 30% and social media was particularly quiet. He went on to say that his main focus for the week would be to continue to secure member engagement on the various digital platforms.

## **74/20 Request from Affiliated PTOs for financial support**

### **74.1 First open session**

There was nothing to report on requests in general terms, but the overall situation of grants and loans was addressed after the Treasurer spoke on the short and longer-term cash flow situation

#### **74.1.1 Short term cash flow**

The Treasurer (Tash Higman) spoke to the immediate short-term cash flow situation. She stated that British Skydiving had this week received its second tranche of disinvestment money which had made only a minimal loss since its previous valuation in March. This disinvestment money meant that the organisation would have sufficient cash flow to

meet its obligations until mid-June. Longer term investments would incur significant penalties if they were disinvested before maturity.

#### **74.1.2 Investment and long-term revenue considerations**

Tash Higman spoke to her paper on cash flow forecast (circulated) on the longer term requirement to be able to demonstrate to the auditors at the year-end that British Skydiving remained a going concern should there be no income until March 2021. The definition of a going concern would be that British Skydiving would have sufficient cash (not investments as they do not qualify as cash) to be able to meet its liabilities as they fall due for the following 12 months. She believed that the quarterly cash flow forecast demonstrates this and would satisfy the auditors that British Skydiving would remain a going concern at the year end.

In order to meet our ongoing liabilities, British Skydiving would need to disinvest the remaining £350k of short term and £550k of long-term investments after valuation losses and penalties were considered. She stated that she felt confident that this would be possible but told Council that £420k could not be disinvested as restrictions had been placed on British Skydiving's property portfolio. Following these disinvestments, the organisation would have approximately £1 million remaining in investments assuming valuations do not change during that time period.

This money would be required for the financial year 21/22 as per the revenue position graph shown in her circulated paper. Student numbers could be expected to be reduced by upwards of 50% of previous year's numbers and full members' discounts from being unable to jump this year could be expected at around £125k. Taken with the expectation of not being able to mitigate through new members the natural attrition rate for the year, British Skydiving could see its income for 21/22 reduced by approximately £375k

The Treasurer stated that budgets and costs for the forthcoming year and beyond would be considered in the second phase of preparing British Skydiving's long-term sustainability and requests for budgetary funding would be considered in the scheduled meeting in June.

The Treasurer stated that there were no decisions to be made on recommendation papers this week but that she had now heard from all the PTOS and the overall position was as follows:

8 PTOs had stated that they would not be requiring any financial assistance from British Skydiving.

3 PTOs had responded to the email from British Skydiving but had not asked for financial assistance.

6 PTOs had been awarded grants and it was felt that these could now mothball their activities until such time as jumping could be resumed.

The Treasurer went on to address Alex Busby-Hicks' question raised the previous week about the criteria used to assess grant and loan applications. She stated that due to the individual needs of each PTO, there wasn't one set of tick boxes for applications, rather it was a question of balancing the desire for the survival of each PTO against a risk of being accused of lending / giving members money to PTOs which may not survive the Covid-19 pandemic no matter how much money was disbursed.

#### **74.2 In-camera session**

##### **74.2.1 Applications by Affiliated PTOs for grants and loans**

This is a confidential minute book minute, not for publication.

After the awarding of grants and loans, the balance of the Drop Zone Defence Fund stands at £40k and the balance for available loans stands at £252.8k. A further four PTOs had applied for grants and three PTOs had applied for loans.

#### **75/20 British Skydiving staff**

The COO reported that the second three-week period of furloughing was due for re-assessment on Friday 15 May 2020.

The Chair asked whether the COO needed to consider un-furloughing a member of staff to assist with the additional workload required due to the absence of the Secretary-General.

Jack Davies also asked if it was possible to rotate some of the furloughed staff with those working staff.

The COO said he would take these suggestions to the next regular daily staff meeting and seek the opinion of the staff, however he felt that the current working staff resources had the right mix of skills needed to cover the requirements of the organisation at present. The government's furloughing scheme was currently due to run until the end of June.

**Action: COO**

The COO updated Council on the health of the Secretary-General and Karey Goodwin (Membership Services). Council asked the COO to send their regards to them both.

#### **75.1 Second open session**

The meeting resumed in open session with PTOs present as observers.

#### **76/20 Council report back to Affiliated PTOs from its in-camera session**

The Chair updated the observers that a number of loans and grants were being processed and considered but as there were no confidential papers this week, there was nothing to approve.

#### **77/20 AOB**

None

#### **78/20 Dates of future meetings**

The Chair suggested that as the tempo of the Covid-19 pandemic had changed, British Skydiving may want to consider holding its virtual teams meetings less frequently once the volume of applications for grants and loans had reduced, advice from the Government and the Medical Adviser had been received next week and the member ballot had taken place as the weekly meetings are placing undue burden on staff and Council.

The next virtual special meeting was agreed for one week's time, Saturday 16 May 2020 at 13:00 by Microsoft Teams.

Previously scheduled meetings were for Tuesdays at British Skydiving HQ, Leicester LE2 9TF: 16 June, 15 September and 24 November. However, physical meetings were suspended whilst government restrictions on social distancing remained, so these dates were now reserved for virtual meetings by Microsoft Teams.

The meeting closed at 14:21 (duration 1:21)