



**Agenda for a meeting of
Council
on Tuesday 30 April 2019 at 18:00
at BPA HQ, 5 Wharf Way, Glen Parva
Leicester LE2 9TF**

Item nr	Business	Lead	Pre-read paper
1	Welcome to Angel Fernandez, BPA Communications Manager, who joined the staff team on 15 April.	Chair	News release of 15 March
2	Apologies for absence Jon Gretton, Craig Poxon, Sue Stanhope	-	-
3	Declaration of any conflicts of interest	Chair	-
4	Minutes To re-confirm electronic approval of the already-published minutes of the meeting on 19 February 2019	Chair	Minutes
5	Matters arising from the minutes not covered elsewhere on the agenda 5.1 Min 12.3, Strategic Plan - addition of performance and participation metrics for the Competitions Committee 5.2 Min 12.4, Grievance and whistleblowing procedures 5.3 Min 12.5, Equality policy - Yassi Molazadeh, Tash Higman and Sue Stanhope 5.4 Min 13, British Indoor Skydiving Association 5.5 Min 15.3, The Queen's Cup 2019 - the Communications Manager is now in post (agenda item 1) for referral 5.6 Min 16, Open and female category funding - The Chair asked the Competitions Committee to codify to Council the BPA sponsorship allocations (by providing a list together with the criteria applied to determine the allocation) in the light of the above decisions taken by Council [in minute 16] 5.7 Any other matters arising not listed above.	Chair	Minutes

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6	<p>Finance & compliance</p> <p>6.1 Management accounts & membership statistics</p> <p>6.2 Proposed budget 2019-20</p> <p>6.3 Investment policy - Treasurer</p> <p>6.4 Business and financial risk register - Tash Higman</p> <p>6.5 Data protection assurance report - Secretary</p> <p>6.6 <i>In camera</i> Return of sponsorship to a team that has since withdrawn - COO (Min 85.2.3.9/18)</p> <p>6.7 Any other finance and compliance matters.</p>	Chair	<p>6.1 - Mgt accounts and m'ship stats</p> <p>6.2 -Proposed budget 2019/20</p> <p>6.3 - Business & financial risk register</p> <p>6.4 - Data protection assurance report</p> <p>6.4 - [2nd tranche] Action Plan on data protection</p> <p>6.4 - [2nd tranche] Draft format for Record of Processing Activity (ROPA)</p>
7	<p>at 19:00 Rebranding to British Skydiving</p> <p>The branding panel of the Communications Committee has selected a preferred contractor from the 25 bids received in response to our 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. The preferred contractor will give a short presentation.</p> <p>To confirm the preferred contractor and authorise the Communications Committee to negotiate the contract for the required deliverables within the agreed budget and timescale.</p>	Chair	<p>Preferred bid</p> <p>Link to presentation (to BPA branding panel) by preferred bidder</p>
A	<p><i>A = Late addition to agenda on day of issue</i></p> <p>BPA sponsorship of competitors</p> <p>The Chair advises that this should be carried over until the June meeting to allow enough time to consider the representations made and take advice.</p>	Chair	<p>Letter of appeal by 4-way FS team NFTO</p> <p>Representations from members (to follow on 26 April in 2nd tranche papers)</p> <p>[2nd tranche] Feedback from Amanda Bennett, Sports Governance Adviser</p>
8	<p>Output from the Strategy Day on Wednesday 20 February</p> <p>Paper by Sue Stanhope</p>	Chair	<p>Strategy Day output paper</p> <p>2019 strategic deliverables (update to follow in 2nd tranche)</p>
9	<p>Draft template for Council and Committee papers</p> <p>Tash Higman has put forward a draft template</p>	Chair	<p>Draft template for papers</p>

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10	Report on Royal Aero Club Chair, as BPA Delegate to RAeC	Chair	-
11	Reports from Committees of Council 11.1 To approve the decisions in minutes (previously circulated) of the Communications, Development, and Competitions Committee meetings held on Tuesdays 27 November 2018 and 19 February 2019; and the Communications Committee minutes of Tuesday 25 September 2018 (3 rd draft, approved by the Committee). 11.2 To approve the decisions in minutes (to follow) of the STC meeting held on Thursday 4 April 2019 11.3 To receive an oral report by the Committee Chairs on this afternoon's meetings of the (i) Communications, (ii) Development and (iii) Competitions Committees.	Comms/ Dvt/ Comps Chairs STC Chair	11.1 Comms/Dvt/ Comps mins - Nov 2018 and Feb 2019, and Comms of Sep 2018 11.2 - STC minutes - April 2019
12	Application for Affiliation Royal Air Force Sport Parachute Association (RAFSPA)	Chair	RAFSPA Application for Affiliation
13	Any other business to be notified to the Secretary by no later than noon on Friday 26 April.	Chair	-
14	Date of next and future meetings Tuesday 11 June at 18:00 at BPA HQ. Suggested meeting dates yet to be confirmed: Tuesdays at 18:00 at BPA HQ: 6 August, 1 October & 26 November.	-	-