



**Agenda for a meeting of the  
Council  
on Saturday 21 February 2015 at 15:00  
at the BPA Office, 5 Wharf Way, Glen Parva, Leicester LE2 9TF**

- 1 Apologies for absence** Paul Applegate, Liz Ashley (provisionally), Debbie Carter, Yassi Molazadeh, Craig Poxon, John Smyth MVO, Brian Vacher
- 2 Declarations of interest**
- 3 Minutes**

To note that the minutes (circulated) of the following meeting have already been approved and ratified electronically by the Council, and published on the BPA website [bpa.org.uk/member/agendas-and-minutes/](http://bpa.org.uk/member/agendas-and-minutes/)

  - 3.1 The Council meeting held on Saturday 6 December 2014.  
To consider for ratification the draft minutes of the following meeting (to be circulated)
  - 3.2 The inaugural meeting of Council 2014 held on Saturday 25 January 2015.  
To note the draft minutes of the following meetings, which will be considered for approval at their next respective meetings
  - 3.3 The General Meeting held on Saturday 6 December 2014 (circulated)
  - 3.4 The AGM held on Saturday 24 January 2015 (to be circulated)
- 4 Matters arising from the December and January (inaugural 2015) minutes not covered elsewhere on the agenda, including**
  - 4.1 December, page 2, minute 91.2 - Update on Allan Hewitt's case at Sport Resolutions
  - 4.2 December, page 2, minute 93.3 - Harmonisation of BPA code of conduct - directors & officers / staff
  - 4.3 December, page 5, minute 100.4 - Guidelines on tracking - STO
  - 4.4 December, page 5, minute 101.2 - Purchase of embroidered polo shirts for Council Members - STO
  - 4.5 December, page 6, minute 104, Team 4mula appeal - Competitions Committee (agenda item 12.5 (iii) below).
  - 4.6 Any other matters arising not listed above.
- 5 Meetings protocol**

Secretary to outline meetings protocol in relation to the new video facilities in the BPA Board Room, and to report legal advice on possible future streaming of meetings.
- 6 Finance**
  - 6.1 Management accounts and membership numbers update (to follow).
  - 6.2 Financial reserves policy - deferred to the next meeting because today's meeting was arranged for a day on which the Treasurer is unavailable
  - 6.3 Financial investment policy: review of attitude to investment risk - deferred to the next meeting because today's meeting was arranged for a day on which the Treasurer is unavailable
  - 6.4 Action Plan budget 2015/6 - see item 11
  - 6.5 Any other finance matters.
- 7 Report on the 65<sup>th</sup> IPC Plenary Meeting: Bulgaria, 31 January - 1 February 2015**

John Smyth MVO (UK Delegate) and John Hitchen (UK Alternate Delegate). Paper to follow as available.

.../continued

**8 European update**

COO to update, including a report on a meeting of the European Parachute Union (EPU) held in Bulgaria just before the IPC meeting (agenda item 7).

**9 Report on the Royal Aero Club**

John Smyth MVO (Delegate) and Craig Poxon (Alternate Delegate)

**10 Strategy - Pursue excellence; improve retention; refurbish premises**

10.1 Pursue excellence: Governance - to consider the recommendations of the Stronger Future (Governance) Working Group which met by Skype on Friday 19 December and Thursday 15 January 2015 (notes circulated) with particular reference to:

- 10.1.1 Council skills audit
- 10.1.2 Induction of Directors
- 10.1.3 Training of Directors

10.2 Improve retention

10.3 Refurbish premises - to discuss how to take this forward. Supporting papers (circulated) (i) sets out the background to date; (ii) from refurbisher of Blaby Civic Centre; (ii) e-paper only (circulated as a pdf) from Jason Kelleher.

**11 Annual Committee Action Plans - 2015/6**

Chair to remind the meeting that the aim is to finalise the Action Plan (Communications, Competitions and Development) at the next meeting of Council on 14 April.

**12 Reports from the Committees, etc, of the Council**

12.1 To discuss points arising from the minutes (previously circulated) of the Communications Committee meeting held on Saturday 6 December 2014. These minutes have already been approved, ratified and published electronically.

12.2 To discuss points arising from the minutes (previously circulated) of the Development Committee meeting held on Saturday 6 December 2014. These minutes have already been approved, ratified and published electronically.

12.3 To note that the Competitions Committee did not meet in December 2014.

12.4 To discuss and ratify the draft minutes (to follow) of the STC meeting held on Thursday 5 February 2015.

12.5 Oral report by the Committee Chairs on the February 2015 meetings of Committees: (i) Communications (date?), (ii) Development (date?), and (iii) Competitions (on Tuesday 17 February).

**13 Application for Affiliation**

Application (circulated) from Herefordshire Parachute Centre

**14 Any other business - to be notified to the Secretary by no later than noon on Wednesday 18 February.**

**15 Dates of future meetings in 2015**

Tuesdays 14 April, 16 June, 11 August and 6 October at 1800, and Saturday 5 December after a General Meeting at 1500, at the BPA Office, Glen Parva, Leicester LE2 9TF

**Supporting papers to this agenda** (as known at the date of issue of the agenda: additional late papers may follow) - E&OE

<u>Agenda item</u>	<u>Supporting paper</u>	<u>Distribution status as at agenda prep date of 29 Jan</u>
3.1	Minutes of the Council meeting on 6 Dec	Recirculated with agenda
3.2	Minutes of the Council meeting on 24 Jan	Circulated with agenda
3.3	Minutes of the General Meeting on 6 Dec	Recirculated with agenda
3.4	Minutes of the AGM on 24 Jan	Circulated with agenda
6.1	Management accounts	To follow
7	Report on IPC 2015	To follow
10.1	Notes on meetings of SFWG (Governance)	Circulated with agenda
10.1.1	Council skills audit	To follow
10.3	Background on premises refurbishment	Recirculated with agenda (paper from December mtg)
"	From refurbisher of Blaby Civic Centre	Circulated with agenda
"	Premises paper by Jason Kelleher	Recirculated electronically as a pdf, not on paper (from Dec mtg)
11.1-3	Comms/Dvt mins, 6 December mtgs	Circulated with agenda
11.4	STC minutes, 5 February meeting	To follow
13	Application for Affiliation	Circulated with agenda

Please kindly ensure you have read all the papers before the meeting - please contact the Secretary if you are missing any.

Supporting papers may contain confidential personal, commercial or other sensitive data and are therefore not published on the BPA website.