



Council

Minutes

Tuesday 14 April 2015 at 15:15

at the BPA Office, 5 Wharf Way, Glen Parva, Leicester LE2 9TF

Present:	Martin Soulsby	- Chair
	Paul Applegate	- Riggers' Subcommittee Chair
	Gordon Blamire	
	Adrian Bond	- Communications Chair
	Jack Bradford	
	Brian Cumming	
	Jason Kelleher	
	Mike Lewis	
	Ian Marshall	
	Yassi Molazadeh (by Skype)	
	Adam Mattacola	
	Craig Poxon	- Vice Chair, Development Chair & RAeC Alternate Delegate
	Ian Roseninge	
Brian Vacher	- Competitions Chair	
In attendance:	Tony Butler	- Chief Operating Officer (COO)
	Simon Curley (item 27.3 only)	- Chartered Financial Planner, Chapman Associates
	John Hitchen	- Vice President, IPC Alternate Delegate & STC Chair
	Jon Gretton (to item 27)	- Company Secretary & Financial Administrator
	Tony Knight (for item 23)	- Adviser on European Aviation Legislation & CAA Liaison
	Jeff Montgomery	- Safety & Technical Officer (STO)
	Martin Shuttleworth	- Secretary-General (Secretary)
Apologies for absence:	Liz Ashley	- Editor, <i>BPA Skydive the Mag</i>
	Debbie Carter	- Treasurer
	Gavin McLeod	
	John Smyth MVO	- Vice President, IPC & RAeC Delegate

Item Minute

20/15 Minutes

The minutes of the meeting on Saturday 21 February 2015 had been approved electronically and published at bpa.org.uk/member/agendas-and-minutes/

Published

21/15 Register of members' interests

The Secretary had circulated a paper with the agenda. After discussion, Craig Poxon proposed, and Gordon Blamire seconded, a motion to keep a register of elected members' interests, this being consistent with good governance. This carried unanimously.

Action: Secretary

22/15 Matters arising

22.1 Harmonisation of Code of Conduct for Directors & Officers with that for staff (minute 7.2)

The Secretary reported he had included the code in a draft update of the BPA Staff Handbook which he had circulated to colleagues on the staff for any comments. None had been received.

22.2 Team 4mula Appeal to the Competitions Committee (minute 7.4)

Brian Vacher (Competitions Chair) would write to Team 4mula to advise them of the Committee's decision.

Action: Competitions Chair

22.3 Belbin team role questionnaire (minute 13.1.2)

The Secretary had obtained the relevant information from Karen Bain and would progress this with the new members of Council who had joined this year.

Ongoing

22.4 Invitation to the Patron to a BPA event (minute 16)

The Chair was in touch with the equerry to the Patron.

Ongoing

22.5 Publicity for funding of non-senior teams (minute 16)

The Competitions Chair and Jason Kelleher agreed to progress this.

Action: Competitions Chair & Jason Kelleher

22.6 Saturday Council meetings in winter (December & February) (minute 18)

Because of shortage of time, the Development Committee had deferred its consideration of this item until its June meeting.

Deferred to June meeting

23/15 Air Navigation Order Article 130

Tony Knight (Adviser on European Aviation Legislation & CAA Liaison) reported that, in the aftermath of the UK Government's Red Tape Challenge, the CAA was reviewing the Air Navigation Order (ANO). This was the statutory instrument whereby the CAA regulates aviation in the UK. Article 130, relating to parachuting, would be included in CAA's consultation, which was expected to begin shortly, leading to an outcome probably by autumn. Tony Knight said that if CAA were no longer to remain the government agency to regulate sport parachuting, our de facto regulators would be the Health & Safety Executive (HSE). Using historical examples he outlined why this would be a less than satisfactory situation for our sport. In any case, the chief impact of CAA on sport parachuting was through regulation of aircraft used for parachuting, for which CAA would remain the regulatory body. He would therefore respond to consultation on behalf of BPA requesting that the regulation of sport parachuting remain under CAA.

Noted

24/15 European update

Tony Knight (Adviser on European Aviation Legislation & CAA Liaison) reported that the European Aviation Safety Agency (EASA), was now set for a much lighter touch regime on general aviation having now come to realise that its initial over-tight approach was unsuitable for this sector. It might take a couple of years or so for the new approach to filter through. Meanwhile, he was continuing discussions on pilot licensing for sport parachuting sorties.

With reference to the European Parachute Union (EPU), the COO reported that two more member states had paid their membership subscriptions. However, there had been little recent EPU activity.

25/15 Report on FAI/IPC and RAeC

A report from John Smyth (IPC & RAeC Delegate) had been circulated by e-mail yesterday and was noted with thanks. He could not be with us as RAeC Council was meeting tonight.

The Chair said that IPC was looking to BPA to select a UK delegation to the FAI First World Championships in Indoor Skydiving in Prague in October 2015, for which competitors need a sporting licence from BPA. John Hitchen (UK Alternate Delegate to IPC) said that, despite our reservations that indoor skydiving was not in scope to BPA, IPC had embraced indoor skydiving. The Chair said that the Competitions Committee would select BPA full members with a sporting licence and currency stamp as a stopgap solution that, though far from ideal, was the only practical way forward for the time being. To find a long term solution there would be a meeting with wind tunnel operators.

Noted

26/15 Strategy

26.1 Governance

26.1.1 BPA Director training day

A director training course had been held yesterday which all but 3 of the elected directors, together with co-optees and senior staff, had attended. The tutor had been Amanda Bennett of Fair Play Enterprises Ltd. For those that had not been available to attend, a public course for directors of sports bodies was offered from time to time from the Sport & Recreation Alliance.

26.1.2 Vision and strategic goals

The Chair had circulated a paper in advance, following his attendance at a Sport & Recreation Alliance workshop on two of the seven principles of good governance, Principle 1: Integrity - acting as guardians of the sport, and Principle 7: Delivery of vision, mission and purpose. The BPA Stronger Future (Governance) Working Group (SFWG) had already begun to consider vision, mission and purpose and the Chair's paper was referred to SFWG with a view to it formulating recommendations to Council.

Refer SFWG

26.1.3 Possible changes to the size and structure of Council

The Chair had circulated a paper in advance, which summarised what he broadly understood to be the possible changes to the constitution and composition of Council that appeared to be likely to be most beneficial to the Association following (i) last year's BPA Governance Consultation Report, (ii) meetings to date of the Stronger Future (Governance) Working Party, and (iii) the Voluntary Code of Good Governance for Sport & Recreation, to which BPA had formally signed up in January 2015. He believed that was essential to consult the membership on the possible changes. Any variations to the arrangements to Council would require changes to BPA's Articles of Association by a special resolution passed by 2/3 of those voting at a general meeting of members.

The Chair had set out in his paper the principal variations under consideration:

1. Reduce the size of Council from the current 15 (18 including co-optees) to 10-12.
2. Change the period of tenure from 1 year to 3 or 4 years with a maximum of 8 or 9 years.
3. Include independent non-executive directors with relevant expertise from outside our sport.

The paper outlined possible transitional arrangements between the existing Council and any new composition and structure. It also identified that any variations to Council would need to be accompanied by changes to the composition of some of the Committees reporting to Council (such as more co-optees).

Presently, all elected Council members were non-executive directors, which was to say volunteers who were not BPA employees. Mike Lewis asked that the addition of executive directors also be included as a point of consultation. Executive directors were senior employees of a business, such as the Chief Executive or equivalent. The Secretary said that he had been surprised to note that the recommendations of the BPA Governance Consultation Report had not included consideration the possible benefits of including an executive director on the board.

The Chair suggested, and Council agreed, that SFWG develop a consultation plan in conjunction with the Communications Committee to include an article in *BPA Skydive the Mag*, possibly for the June issue, the BPA website, e-Newsletter and social media, etc. The consultation plan might involve SFWG sessions on Google Hangouts or similar. The Secretary said there was a need to seek to engage members in the consultation. If such engagement did not occur until the AGM at which any special resolution for changes to Council was put forward, the resolution would be likely to be lost because members had not been sufficiently engaged beforehand.

Action: SFWG & Communications Committee

26.2 Improve retention

The Chair reported that year-on-year retention rates to 31 March had increased by 7%, continuing the upward trend established in earlier years. This success had been built on a multi-pronged approach and there was a need to consider retention in everything we did. He therefore asked the Committee Chairs to identify the aspects of their Committee's Action Plans targets that would be likely to have a positive effect on retention, and was re-assured by the response. The Action Plan targets are set out in minute 29.

26.3 Premises

The Secretary reported that he had been expecting to have received sketches from the Brian Dearlove Partnership (Architects) ahead of this meeting, but none had been received. The Council was disappointed and asked the Secretary to brief two other architects in case it was necessary to look elsewhere.

Action: Secretary

Secretary's note: Sam Dearlove had tried to contact the Secretary during the meeting to apologise for the delay as he had been ill over Easter, but had now returned to work.]

27/15 Finance

27.1 Management accounts and membership numbers

A paper from the Financial Administrator had been circulated in advance. The Chair asked that the variations be incorporated to the format of presentation as sought at the last Council meeting (minute 9.1).

Action: Financial Administrator

The paper set out the management accounts for 9 months to 31 March and membership statistics for the full membership year ended on 31 March. The Chair was delighted to note that the number of full members had exceeded six thousand for the first time ever, with a 5% year-on-year increase to 6,269. Provisional student membership had increased by 14% to 59,863.

27.2 Financial reserves policy

Because the Treasurer had been delayed and so could not attend today's meeting, consideration of this item was held over until the June meeting.

Defer to June meeting

27.3 Financial investment policy

The Chair introduced Simon Curley, Chartered Financial Planner of Chapman Associates, who had been providing professional investment advice to BPA for around 15 years. Simon Curley gave a presentation on financial investment risk and strategies. The Treasurer would help to contextualise this for BPA at the next meeting.

Action: Treasurer at next meeting

27.4 Action Plan budget

The Action Plan budget for 2015/6 had been circulated and was noted. Gordon Blamire said that BPA budgets did not reflect that the greatest spend was on safety. The COO said this was a presentational issue as safety underpinned everything BPA did and the salaries of technical staff, for example, were not included under a 'safety' heading in the accounts.

Noted

28/15 Minutes of Committees

The minutes of each of the following meetings, except those of STC, had already been circulated, electronically ratified by the Council, and published on the BPA website. The minutes of STC had been circulated in draft, for consideration for ratification tonight.

28.1 Communications Committee meeting on Saturday 21 February 2015

There were no questions.

28.2 Development Committee meeting on Saturday 21 February 2015

There were no questions.

28.3 Competitions Committee meeting on Tuesday 17 February 2015

There were no questions.

28.4 Safety and Training Committee meeting on Thursday 2 April 2015

The STC minutes were discussed. With reference to STC item 5, Tandem Panel of Inquiry, Ian Rosenvinge proposed, and Paul Applegate seconded, a motion that a group to review BPA Disciplinary Procedures be formed from such as our own people of legal experience and perhaps someone from another sport, to assure our disciplinary procedures met the criteria of best practice, fairness and natural justice.

Carried unanimously

The COO explained that BPA disciplinary procedures (of which panels of Inquiry were a part) had been codified some years ago by Chris Allen, a BPA Vice President and a barrister, and Council agreed to seek his advice and, as appropriate, to consult with other legal professionals. Ian Rosenvinge had specific points, including rules of procedure in STC's consideration of Panel Reports that he would feed into the review.

Action: COO & Secretary

Ian Rosenvinge then proposed, and Gordon Blamire seconded, a motion that the minutes of the above meeting should be ratified. Craig Poxon abstained from the vote. The motion carried.

Ratified

29/15 Headline issues from Committee meetings held this afternoon

29.1 Communications Committee

Adrian Bond (Communications Chair) reported that the Committee, at its meeting earlier this afternoon, had:

1. noted a speculative approach from a freelance sports public relations consultant in relation to increasing our activities in the promotion of the sport and major skydiving competitions. The Committee had decided that, rather than bring in an outsider, BPA media partners Archant Dialogue would seek to increase the profile of the sport in non-traditional, digital media, noting the opportunity presented next month by the first FAI World Cup in Wingsuit Performance Flying at Netheravon from 25-29 May 2015;
2. referred for resolution by BPA's adviser on intellectual property the outstanding matter of legal title to the registered trade mark *Skydive the Mag*;
3. formulated the following Communications Action Plan targets for 2015/6:
 - 3.1 upgrade the BPA family of websites and make them available through a single portal;
 - 3.2 include a dynamic 'skydiving tree of opportunity' and e-mail alerts for new minutes in the upgraded BPA website;
 - 3.3 expand social media presence to more platforms;
 - 3.4 develop a new online calendar (such as Google Calendar) for BPA events and meetings;
 - 3.5 plan a consultation programme with members on possible changes to BPA's governance arrangements as a result of Council's consideration of recommendations from its Stronger Future (Governance) Working Group (minute 26.1.3).

29.2 Development Committee

Craig Poxon (Development Chair) reported that the Committee, at its meeting earlier this afternoon, had:

1. decided to suspend work on online provisional student memberships through a third party supplier of web systems in order to assure BPA ownership and control of the system;
2. noted that the specification for a new BPA database by Graham Spicer had now been received by staff for consultation ahead of it coming for consideration by the Development Committee, with the intention then to put it out for tender;
3. received reports from the BPA Information Technology Strategy Group, the Sport & the Law Conference 2015 and a routine update on the BPA Archive Project;
4. referred to the Employment Committee a suggestion from BPA's independent financial advisers that the introduction of a death in service benefit might be considered as part of the benefits package for BPA staff;
5. following discussion of a paper by Ian Rosenvinge, agreed to consult with Affiliated DZs about allowing individuals an unlimited number of temporary memberships;
6. because of a shortage of time, deferred consideration of the principle of weekend Council meetings in winter until the next meeting in June;
7. received no expressions of interest in bidding for the BPA Shop franchise, such that the BPA Shop would now cease, at least for the time being, although the Committee remained open to approaches;
8. formulated the following Development Action Plan targets for 2015/6:
 - 8.1 produce a trial run of snoods featuring the BPA logo;
 - 8.2 review the different kinds of membership cards on the market;
 - 8.3 engage an independent expert in sports development expert to help us explore development options for our sport;
 - 8.4 research whether or not seeking accreditation to the Investors in People standard may be of benefit to BPA.

29.3 Competitions Committee

Brian Vacher (Competitions Chair) reported that the Committee, at its meeting earlier this afternoon, had:

1. completed the schedule of Grand Prix for 2015 and agreed the rules for Grand Prix and UKSL 2015;
2. agreed the rules for the Nationals 2015, removing reference to funding criteria;
3. sought a meeting of representatives of the Committee with competitions equipment supplier Texiar;
4. arranged, through Craig Poxon (BPA Alternate Delegate to RAeC) to invite the Chair of RAeC to high-profile skydiving competitions in the UK;
5. agreed to support a wingsuit record attempt later this year at Hibaldstow;
6. clarified administration arrangements for entry to the Dubai International Parachuting Championships;
7. agreed selection criteria for a UK Delegation (excluding juniors) of BPA members to the FAI Indoor Skydiving World Championship in Prague in October 2015 (see minute 25);
8. formulated the Competitions Action Plan targets for 2015/6, which would be a continuation of the rolling plan but including the new target of bringing world-class coaches from outside the UK to the BPA competitions skills coaching roadshow circuit;
9. recommended to Council the appointment of Heads of Delegation as follows:
 - 9.1 Wingsuit World Cup, Netheravon - John Hitchen
 - 9.2 Euro Style & Accuracy Champs, Bulgaria - Ian Marshall
 - 9.3 CP World Cup, Canada - Kate Charters
 - 9.4 FS & Artistics World Cup & Euro Champs, & Speed Skydiving World Cup, Netherlands - John Smyth
 - 9.5 World Air Games, Dubai - John Smyth
Ian Marshall - Team Manager

Jason Kelleher proposed, and Mike Lewis seconded, a motion that Council approve the above. Ian Marshall declared an interest and abstained from the vote.

Carried

30/15 Application for re-Affiliation

A copy of Form 135 completed by Skydive Langar had been circulated with the agenda, notifying that Ian Hodgkinson was no longer a director. Any change of director triggered the need to apply for re-Affiliation. Adrian Bond proposed, and Paul Applegate seconded, a motion to Re-Affiliate Skydive Langar.

Carried unanimously

31/15 Life Member

Ian Marshall proposed, and Brian Cumming seconded, a motion to elect BPA member Joshua Leakey, who had been awarded the Victoria Cross earlier this year, as a Life Member.

Carried unanimously

32/15 First FAI World Cup in Wingsuit Performance Flying: APA Netheravon, 25-29 May 2015

The Chair asked all Council members to try to attend this first FAI/IPC First Category Event to be held in the UK.

33/15 Dates of Council meetings for the remainder of 2015

At the BPA Office, 5 Wharf Way, Glen Parva, Leicester LE2 9TF:

- Tuesdays at 18:00: 16 June, 11 August and 6 October;
- Saturday 5 December, immediately after a General Meeting of Members at 15:00.

The Chair said he would be away at the time of the June meeting, which he asked the Vice Chair to chair.

The meeting closed at 18:30 (duration: 3h 15m)

Approved electronically by Council and published on 28 April 2015