



Council

Minutes

Tuesday 16 June 2015 at 18:05

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

Present:	Craig Poxon	- Vice Chair, Development Chair & RAeC Alternate Delegate (in the Chair)
	Paul Applegate	- Riggers' Subcommittee Chair
	Gordon Blamire	
	Adrian Bond	- Communications Chair
	Jack Bradford	
	Brian Cumming (by Skype, from item 39)	
	Jason Kelleher	
	Mike Lewis	
	Ian Marshall	
	Adam Mattacola	
	Gavin McLeod	
	Yassi Molazadeh	
	Ian Rosenvinge	
	Brian Vacher (by Skype, from item 39)	- Competitions Chair
In attendance:	Liz Ashley	- Editor, <i>BPA Skydive the Mag</i>
	Tony Butler	- Chief Operating Officer (COO)
	Debbie Carter	- Treasurer
	Jon Gretton (to item 43)	- Company Secretary & Financial Administrator
	Jeff Montgomery	- Safety & Technical Officer (STO)
	Martin Shuttleworth	- Secretary-General (Secretary)
	John Smyth MVO (to item 38)	- Vice President, IPC & RAeC Delegate
Apologies for absence:	John Hitchen	- Vice President, IPC Alternate Delegate & STC Chair
	Martin Soulsby	- Chair

Item Minute

34/15 Chair

In the absence of the Chair, who was outside the UK, the Vice Chair chaired the meeting.

35/15 Minutes

The minutes of the meeting on Tuesday 14 April 2015 had been approved electronically and published at bpa.org.uk/member/agendas-and-minutes/

Published

36/15 Declarations of interest

These would be declared at the item to which they relate.

37/15 Register of members' interests

The Secretary tabled the forms for elected members to complete and return.

38/15 Headline issues from the Competitions Committee meeting held this afternoon

This item was taken out of agenda order so that John Smyth, who was shortly to fly to the USA, could leave the meeting afterwards.

Ian Marshall (Competitions Vice Chair) had chaired the meeting of the Competitions Committee held this afternoon, in the absence of Brian Vacher (Competitions Chair) who was

away. Ian Marshall reported that the Competitions Committee had, in relation to the recent 1st FAI World Cup in Wingsuit Performance Flying (APA Netheravon, 25-29 May 2015):

- 1 the Committee had congratulated
 - Spike Harper for his superb performance in winning Silver for Great Britain;
 - Spike Harper and Jackie Harper for setting a slew of new World, European and British National records in Wingsuit flying - time, distance and speed,
 - Tony Uragallo in setting a new British National Record for Wingsuit flying - distance.

Council added its congratulations to those of the Committee.

- 2 Agreed to send an e-mail to members of the British delegation at the above, to ask why all but two had not worn the National Uniform.

John Smyth (UK Delegate to IPC and BPA Delegate to RAeC) said that he was due to report to the next meeting of RAeC Council on 17 July. The competition had been excellent and well-run by APA. However there had perceptibly been an underlying political tension between APA and BPA which had played out on the international stage at this meet. The Competitions Committee had therefore agreed that the Committee would ask the BPA Chair of Council to seek a meeting with the APA Chair to find a way forward.

Ian Marshall then reported on other key points from the meeting of the Competitions Committee, which had:

- 3 agreed to purchase two laptops for the judges;
- 4 continued to plan for the British Delegation to the World Air Games, in Dubai (1-12 December 2015), and after a discussion (which was summarised at Council by Jason Kelleher) agreed, subject to Council approval, that teams Microclim8 and NFTO would be our representatives in 8- and 4-way FS respectively.

Ian Marshall proposed, and Paul Applegate seconded, Council approval of the above.

Carried unanimously

- 5 subject to Council approval, appointed Kate Charters as Head of the British Delegation (which was likely to be around 25-strong) of BPA Members to the 1st FAI World Indoor Skydiving Championships, 21-24 October 2015, in Prague, Czech Republic.

Ian Marshall proposed to Council, and Mike Lewis seconded, a motion to confirm the appointment of Kate Charters as Head of Delegation.

Carried unanimously

There followed discussion about payment of the Head of Delegation's costs and expenses. Paul Applegate proposed that, because this was indoor skydiving, there should be time to reflect and a vote taken by e-mail. This failed to find a seconder. Ian Marshall proposed, and Jason Kelleher seconded, a mention to cover the Head of Delegation's costs from the competitions budget. The vote was: For - 9, Against - 1, Abstention - 1 (Paul Applegate).

Carried

Insurance cover would require clarification as BPA insurance did not cover indoor skydiving or indoor skydiving delegations.

Action: Competitions Committee

Council noted that the above was a 'one-off interim arrangement' (see minute 25 of the meeting on 14 April) pending discussion between BPA and the UK wind tunnels on arrangements for British delegations to FAI indoor skydiving competitions.

John Smyth left the meeting and Brian Cumming joined via Skype.

39/15 Matters arising

39.1 Update on Allan Hewitt's case at Sport Resolutions (minute 7.1, 21 February meeting)

The Vice Chair updated Council.

39.2 Belbin Team Role questionnaire (minute 22.3) The Secretary reported on progress on the self and observer assessments for new members of Council who had joined in 2015 (those who had been on Council in 2014 had completed this process last year). He asked those who had not yet completed kindly to do so, reminding their observers again where necessary.

Action: Those concerned

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

The Vice Chair reported that the Chair was exploring this possibility.

Ongoing

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

The funding criteria were being clarified by the Competitions Committee.

Actioned

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

At Brian Cumming's request, the Development Committee had deferred consideration of this until its August meeting.

Deferred to August meeting

40/15 Finance

40.1 Management accounts and membership numbers

A paper from the Financial Administrator had been circulated in advance and was discussed. The Treasurer tabled a suggested revised format for the report on investments. Council agreed to adopt this new format in future reports.

Action: Financial Administrator

40.2 Financial reserves policy

The Treasurer tabled a paper on financial reserves and gave an oral report on the background to the current position, covering the last two decades. BPA had needed to plan to become self-funding as Sports Council exchequer funding, once of £120K/year, had been progressively reduced and then cut completely - in common with public funding of many other non-Olympic sports. The investment income on reserves of £2m would, in the days of higher interest rates, have made good the loss of exchequer funding for the sport. The capital reserves themselves would make the BPA and its sport more financially secure, as befitted an organisation with significant powers over sport parachuting operations delegated by CAA. Strong reserves made BPA better able to cope with foreseeable business risks such as if ever the sport had to become self-insuring.

The Treasurer explained how the present reserves of £2.16m had been built up over the years as a result of this budgeting policy. She said that the target level of reserves was a matter for Council to decide, so that future budgeting could be tailored accordingly. It was also a matter for Council to decide how to apply the reserves, bearing in mind the need always to retain adequate reserves for reasons such as those already stated, and for which in her view as a Chartered Accountant, a level of around £2m appeared to be appropriate for BPA in the light of its particular circumstances.

Mike Lewis said that he expected self-insurance might need to provide £5m of cover (the present BPA insurance limit was £5m per incident), so the current level of BPA financial reserves appeared not to be commensurate with this.

Reserves would be called on to progress the longstanding intention of Council to refurbish the BPA building (minute 41.3).

After further discussion, Council agreed to invite the investment group (Chair of Council, Treasurer and Financial Administrator) with Ian Marshall, Adrian Bond and Mike Lewis to project forward to identify the level of reserves BPA would need for the next 10-20 years, and report back to Council. The COO noted that the last 20 years had been a period of growth, but that it would not be prudent to assume that membership numbers would continue to grow or, if they did, to grow at the same rate. Already there were signs from here in the UK from our sister skydiving bodies in some other nations that future growth in membership may be slower.

Action: Chair / Treasurer / Financial Administrator / Ian Marshall / Adrian Bond

40.3 Financial investment policy

The Treasurer outlined the background to BPA's current financial investment policy for reserves, noting that it had changed, as a result of the world financial crises a few years ago, from 'no risk' to 'low risk' as there was now no such thing as what some, before the banking crisis of 2008, might have termed a 'no risk' investment. BPA's current policy was to set a minimal appetite for risk - which offered as much security as possible for the capital, together with the prospect of a better return through a combination of income and growth than if the

funds had been left on deposit. Further, independent professional advice was taken on all investments, such advice being tailored to match BPA's appetite for investment risk.

The Treasurer said that her professional occupation involved contact with a range of not-for-profit and charitable bodies. Some of the charities she worked with had lost up to a quarter of their financial reserves in the financial crisis. BPA had not lost a penny. Ian Marshall said we should be proud of that.

Council agreed to consider financial investment policy once the group (established in minute 40.2 above) to identify BPA's future target level of reserves, had reported back.

Action: Future meeting

Gordon Blamire queried the representation of provisional members, whom he considered may be under-represented; and the value they received from their membership. The Secretary said that representation was vested in full (= fully subscribed) members who, through general meetings, etc, had a vote in the governance of BPA. The COO said that BPA's World Class Safety Management System was a significant benefit to all members. Mike Lewis added that provisional members received a good deal on their BPA insurance because of BPA's leverage, from which everyone in BPA benefited from the economy of scale that arose from coming together as an association. There were many other benefits of BPA provisional membership, including the free-of-charge *BPA Skydive Starter Mag*.

41/15 Strategy

41.1 Governance

41.1.1 BPA Director training day

Two Council members had yet to attend a sports NGB director training course. The Secretary would advise them of dates of future courses once he had ascertained these from the Sport & Recreation Alliance.

Action: Secretary

41.1.2 Vision and strategic goals

The Chair had recirculated a paper in advance. This covered, inter alia, Good Governance Principle 7: Delivery of vision, mission and purpose. The recirculated paper had been augmented with relevant extracts from sport parachuting NGBs in other nations. The Chair had asked in the paper that Council be ready to discuss it at the August meeting.

Action: August meeting

[Secretary's note: At the April meeting, Council had referred the original paper to the BPA Stronger Future (Governance) Working Group (minute 26.1.2). However, the Group had not met since that meeting.]

41.1.3 Possible changes to the size and structure of Council

The Vice Chair reported on an initial two-month period of consultation with the membership (to 10 August) on possible changes to the size and structure of Council (minute 26.1.3). This had started with publication of an article and COO opinion piece in the June 2015 issue of *BPA Skydive the Mag*. The governance page on the BPA website carried additional background information, and the BPA Facebook page, twitter account and UKS had all carried threads about the consultation. A question-and-answer session on Google Hangouts, hosted by the Stronger Future (Governance) Working Group, was planned.

Ongoing

41.2 Improve retention

Liz Ashley (Editor, *BPA Skydive the Mag*) said this heading was normally 'retention and recruitment'. She highlighted the article on skydiving that the BPA Mag had provided to *Skywings*, the Magazine of the British Hang Gliding and Paragliding Association, as part of a reciprocal arrangement to carry articles on each other's sport.

Noted

41.3 Premises

The Secretary reported that Brian Dearlove Partnership (Architects) had unfortunately not responded in a timely fashion. Therefore, as requested at the last meeting (minute 26.3), he had been in contact with other architects.

Quotations had been obtained from three other architects of whom two had been invited to meet the BPA staff for a briefing and to sketch outline designs. One of the outline designs had been well received and this, together with the accompanying quote, had been circulated in advance to Council. The refurbishment cost was likely to be around £0.25m.

Council considered that the outline plan appeared to be a good response to the brief. It provided excellent meeting facilities for elected members and others as well as improved office space for staff and visitors.

Mike Lewis proposed, and Adrian Bond seconded, a motion to spend approximately £10K on the architect preparing a detailed set of plans.

Carried unanimously

Jason Kelleher, who was a Chartered Quantity Surveyor, made some suggestions of our response to the architect. The Secretary asked him kindly to e-mail a draft response to him so that he could use it as the basis of the reply.

Action: Jason Kelleher / Secretary

[Secretary's note: Subsequent to the meeting, Jason Kelleher stated he would require RICS Compliant Professional Indemnity Insurance to provide professional support to the BPA Premises Refurbishment Project. Following discussion between the Secretary, Chair and COO it was decided this was not in the best interests of the Organisation, and that the offer of further support would be declined.]

The question of whether the cost of premises refurbishment should be referred to a vote at the AGM was considered. The Treasurer said that Council had been elected to direct the strategy of the Association. Therefore, premises refurbishment was a matter for the directors rather than a general meeting. The Vice Chair said that it would be important to keep the membership fully informed of the costs and benefits as the project progressed.

Noted

42/15 Report on FAI/IPC and RAeC

John Smyth (UK Delegate to IPC and BPA Delegate to RAeC) had included his report in minute 38.5. The Vice Chair reported that he, together with Paul Applegate and the COO, had been delighted to attend the RAeC Awards Presentation Ceremony on Tuesday 12 May in London, at which four BPA members had been recognised by Awards - Dave Pacey (who could not be present), Dilys Price OBE, Mike Westwood OBE and Kate Charters.

43/15 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.

43.1 Communications Committee meeting on Tuesday 14 April 2015

There were no questions.

43.2 Development Committee meeting on Tuesday 14 April 2015

There were no questions.

43.3 Competitions Committee meeting on Tuesday 14 April 2015

There were no questions.

43.4 Safety and Training Committee meeting on Thursday 4 June 2015

The STC minutes were discussed. Ian Marshall commended the Board of Inquiry (STC minute 4) on the clarity of their report.

Jason Kelleher then proposed, and Paul Applegate seconded, a motion that the minutes of the above meeting should be ratified.

Carried unanimously

44/15 Headline issues from Committee meetings held this afternoon

44.1 Communications Committee

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

1. welcomed Mel Wilcockson from Archant Dialogue as their new BPA Account Manager;
2. noted progress by our lawyer in restoring to BPA legal title to the registered trade mark *Skydive the Mag*;
3. received progress reports on the Communications Action Plan targets for 2015/6:
 - 3.1 a tender specification had been issued, and the Committee were expecting to receive two bids for the web development project to upgrade the BPA family of websites and make them available through a single portal;
 - 3.2 develop 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;
- 4 in response to requests from members, clarified policy on use of the BPA logo;
- 5 received a report on the first meeting of the *BPA Skydive the Expo 2016* working party.

44.2 Development Committee

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

1. agreed to roll online student provisional membership into the specification for the BPA membership database;
2. noted that the Information Technology Strategy Group was drafting an IT budget, ratified the notes of its meeting on 26 May and noted that it now planned to meet at 4-monthly rather than 2-monthly intervals;
3. held over until the next meeting consideration of continuing to hold the December and February Council meetings on Saturdays;
4. been pleased to note that, following closure of the BPA Shop, the former franchisees had now decommissioned the BPA Shop website;
5. proposed, subject to consultation with Drop Zone Operators, to hold the next meeting of the DZ Operators' Specialised Interest Group in Nottingham on Friday 29 January 2016, the day before the BPA AGM and *BPA Skydive the Expo*, to include a session on safety and also one on DZ marketing with the invited speaker James La Barrie, a US-based international expert on this subject;
6. considered helpful feedback from DZs on the Committee's consultation with them on the possibility of allowing unlimited temporary memberships, and decided to add this as an item on the agenda for the DZO SIG meeting (5 above);
7. considered quotations from two providers of independent election administration services and received an online demonstration of one of these, called Mi-Voice, which had impressed the Committee;
8. noted that the Competitions Chair and COO hoped shortly to discuss BPA's relationship with FAI indoor skydiving competitions with UK indoor skydiving operators;
9. received a routine update on the BPA Archive Project from the BPA Archivists Andrew Hilton and Graham Spicer;
10. discussed progress on the 2014-5 Development Action Plan;
11. progressed the following Development Action Plan targets for 2015/6:
 - 11.1 produce a trial run of Buffs featuring the BPA logo;
 - 11.2 review the different kinds of membership cards on the market;
 - 11.3 engage an independent expert in sports development to help us explore development options for our sport;
 - 11.4 research whether or not seeking accreditation to the Investors in People standard may be of benefit to BPA.

44.3 Competitions Committee

See minute 38.

45/15 Staff

This item was held in camera and BPA staff etc left the room. After discussion, Council decided to (i) increase staff pay by one per cent with effect from 1 July 2015, (ii) provide death in service benefit for staff aged under 70.

The meeting then returned to open session. The COO, on being advised of the decision, thanked the Council on behalf of all of the staff.

46/15 'BPA Stay safe' teardrop flag

Council provided feedback on the design of a prototype 'BPA Stay safe' teardrop flag (displayed) which the COO said he planned to provide to each Drop Zone, funded by the BPA risk management fund kindly provided by the insurers.

Ongoing

47/15 BPA financial year end - 30 June

The Vice Chair asked Council members to submit their expenses claims before BPA's financial year end. The Treasurer asked that the related party transactions form should also be completed as appropriate.

Action: Council

48/15 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: 11 August and 6 October;
 - Saturday 5 December, immediately after a General Meeting of Members at 15:00.
- Mike Lewis tendered his apologies for absence at the August meeting.

The meeting closed at 21:15 (duration: 3h 10m).