



## Council

### Minutes

### Tuesday 11 August 2015 at 18:00

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

<b>Present:</b>	Martin Soulsby	- Chair
	Paul Applegate	- Riggers' Subcommittee Chair
	Gordon Blamire	
	Jack Bradford (by Skype, from item 56.3)	
	Brian Cumming (from item 57)	
	Jason Kelleher	
	Ian Marshall	
	Gavin McLeod	
	Yassi Molazadeh (by Skype)	
	Craig Poxon	- Vice Chair, Development Chair & RAeC Alternate Delegate
	Brian Vacher	- Competitions Chair
<b>In attendance:</b>	Tony Butler	- Chief Operating Officer (COO)
	Debbie Carter (to item 57)	- Treasurer
	Richard Coppock (for item 54)-	Corporate Architecture Ltd
	Jon Gretton (to item 57)	- Company Secretary & Financial Administrator
	John Hitchen	- Vice President, IPC Alternate Delegate & STC Chair
	Tony Knight (to item 55)	- BPA Liaison Officer with CAA
	Martin Shuttleworth	- Secretary-General (Secretary)
<b>Apologies for absence:</b>	Liz Ashley	- Editor, <i>BPA Skydive the Mag</i>
	Adrian Bond	- Communications Chair
	Mike Lewis	
	Adam Mattacola	
	Jeff Montgomery	- Safety & Technical Officer (STO)
	Ian Roseninge	
	John Smyth MVO	- Vice President, IPC & RAeC Delegate
<b>Observers:</b>	2	

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## Item Minute

### 49/15 Chris Jones

The Chair reported the sad news of the fatal skydiving incident involving Christopher Jones, Chair of the Drop Zone Defence Fund, at Dunkeswell on Friday 31 July. Council expressed its condolences to his widow Liz, and the rest of his family and friends.

### 50/15 Congratulations on members' achievements

The Chair congratulated BPA members who took part in the 11-way women's head-down British Record at UK Parachuting, Sibson, on 18 July 2015; and the nine current or former BPA members who took part in the 164-way Head-down World Record at Skydive Chicago, USA, on 31 July 2015. Record holders' names are listed at:

<http://www.bpa.org.uk/member/bpa-members-skydiving-records/>

### 51/15 Minutes

The draft minutes of the meeting on Tuesday 16 June 2015 were considered in the light of a request for a variation previously circulated by Mike Lewis. After discussion, Jason Kelleher proposed, and Gavin McLeod seconded, a motion to agree a shortened version of the original draft of minute 38 2. The motion carried, with an abstention from Craig Poxon who had

counter-proposed leaving the original draft as it was, which failed to find a seconder. The approved minutes would now be published at [bpa.org.uk/member/agendas-and-minutes/](http://bpa.org.uk/member/agendas-and-minutes/)

**Approved**

Matters arising from the minutes are at item 56.

**52/15 Declarations of interest**

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

**53/15 Register of members' interests**

The Chair asked the four elected members who had yet to complete and return their form kindly to do so. The Secretary would follow this up.

**Action: Secretary**

**54/15 Premises**

The Chair introduced Richard Coppock of Corporate Architecture Ltd who spoke to his paper (circulated) which included drawings of plans based on previous discussions at Council that had also been discussed with BPA staff and had had an input from the Chair. Richard Coppock would be the Project Manager. The staged quotation from Corporate Architecture had been circulated with the papers for the June meeting of Council (minute 41.3).

The plans were for a large ground-floor meeting room, taking up about a quarter of the total floor area of the building, divisible by an acoustic partition to allow two concurrent smaller meetings. Reception, toilets, stores and despatch would also be on the ground floor. All offices would be on the first floor. The Chair said this was inspired thinking that would optimise the use of space, provide excellent flexible meeting facilities for Council, Committees and potentially for a range of other uses, together with a contemporary workspace for staff that would provide a more effective and efficient working environment with significantly improved facilities. The refurbishment would deliver a building fit for purpose for the next 25 years or beyond.

Richard Coppock outlined the process and timescale, which would include a further meeting with the staff team to settle office layouts in detail, and normally an 8-week period for planning approval from the local authority. He considered it possible, but could not guarantee, that the building could continue as a working office during the refurbishment works by the relocation of staff onto one floor, whilst giving the contractors possession of the other. Otherwise, temporary relocation of BPA Office would be necessary. The Chair said it would be important to avoid any disruption during the membership renewal period which peaked each April.

The Chair thanked Richard Coppock, who then left the meeting.

The Treasurer said that the BPA Office building was dated and that, over the years, reserves had been built up on the expectation that significant expenditure on premises would, in due course, be necessary.

The Chair said this had been on the agenda since 2011 and the plans now in front of Council represented the culmination of much effort by elected members, BPA staff and a number of different designers/architects to reach this point. The plans now on the table appeared at last to be the inspired solution we had long been looking for.

After further discussion, Gordon Blamire proposed, and Ian Marshall seconded, a motion to proceed with Corporate Architects on refurbishment of the BPA Office building with a budget of £0.25m. The vote was For - 8, Abstain - 1 (Jason Kelleher, who declared an interest as he did not have sufficient professional indemnity insurance, per the Secretary's note in item 41.3 of the minutes of the previous meeting.)

**Carried**

The Chair said he would ask the Editor to keep members fully informed of the project through *BPA Skydive the Mag*.

**Action: Secretary & Editor**

**55/15 Potential deregulation**

The Chair introduced Tony Knight (BPA Liaison Officer with CAA) to report on a meeting that he and the COO had had at Gatwick yesterday with the Head of General Aviation at CAA together with the Air Navigation Order (ANO) Review team. The meeting had been convened to discuss BPA's response to CAA's consultation on its review of the Air Navigation Order (ANO) (minute 23). Parachuting was currently regulated by CAA under ANO Article 130 and BPA had responded to consultation by requesting that regulation of sport parachuting remain under CAA. This was in contrast to the views of other airports which, in general, he understood to be broadly supportive of deregulation.

It had emerged at the meeting that the future regulation of sport parachuting had been discussed by the CAA Board. The outcome had been that CAA was likely to continue to plan to dispense with ANO Article 130. No firm decision had yet been taken, but the second round of consultation over the coming weeks would proceed on the basis of this assumption. The target date for implementing any changes was 2017.

Tony Knight said that he and the COO had raised serious concerns for the safety of sport parachuting if ANO 130 were to be struck out. However, the prime mover of the tidal wave of deregulation was the political force of government policy following from the Red Tape Challenge of the previous government. If CAA were no longer to be the regulator of our sport, it could possibly come under the Health and Safety Executive's arrangements for adventure activities. CAA would continue to implement European Aviation Safety Authority regulations in the UK, covering flying and pilot licensing and the aircraft used for parachuting.

Tony Knight and the COO had real concern that if Article 130 were to be struck out, a vacuum in regulation had the potential to reduce the safety of sport parachuting in the UK, resulting in an increase in the injury rate including the fatal accident rate. IPC figures showed that the safety record of the sport in the UK to be significantly better than that in countries with weaker regulation. Deregulation in the UK could mean that those without relevant sport parachuting qualifications could undertake sport parachuting operations almost anywhere, with an obvious increase in risk to participants and others.

Council unanimously agreed that ANO Article 130 provided the regulatory underpinning of the sport's safety regime and that it was important to campaign for the regulation of our sport to remain with CAA.

After further discussion, Paul Applegate proposed, and Ian Marshall seconded, a motion that BPA should engage in a parliamentary campaign for the regulation of sport parachuting to remain with CAA.

***Carried unanimously***

Tony Knight outlined the form which he envisaged the parliamentary campaign would take, in the form of writing letters to state our case to individuals and bodies of potential influence. He would draft a template once we had received from CAA the notes they were preparing on yesterday's meeting.

***Action: Tony Knight***

## **56/15 Matters arising from the minutes (item 51)**

### **56.1 Review of BPA disciplinary procedures (minute 28.4)**

Chris Allen, the BPA Vice President who had originally drafted the BPA disciplinary procedures, had spoken by telephone with Ian Rosenvinge to clarify the points that had led to the call for a review. Yassi Molazadeh said she had identified which parts she believed needed to be amended, with reasons. The Chair asked her kindly to send this information to Chris Allen, with a copy to the Secretary for information.

***Action: Yassi Molazadeh***

### **56.2 Discussion with Chair of the Army Parachute Association (minute 38)**

The Chair reported that he had had two telephone conversations with Paul Cain, Chair of the Army Parachute Association (APA), who had been about to go away on holiday. They had therefore decided that a meeting was not necessary. The discussion had concerned the two organisations moving forward after some issues arose in connection with the 1<sup>st</sup> FAI World Cup in Wingsuit Performance Flying (APA Netheravon, 25-20 May 2015).

Following a paper by the COO and Secretary (circulated to Council in advance), our Chair had suggested that BPA could commission an independent review of the internal BPA procedures in connection with the arrangements for the event, with a focus on outcomes of any lessons that could be learned for the future. He said it would be helpful if APA were willing to take part in any such review.

The Council meeting then went in camera for further discussion, with observers leaving the room. The further discussion, which included an extensive contribution by the Competitions Chair, centred on (i) the nature of the brief, (ii) the potential usefulness or otherwise of such a review, and (iii) the need for the outcome of any review to be treated as confidential by the parties.

Craig Poxon then proposed, and Jason Kelleher seconded, a motion to commission an independent review of internal BPA procedures surrounding arrangements for the 1st FAI World Cup in Wingsuit Performance Flying.

**Carried unanimously**

The Chair would liaise further with the Chair of APA on this basis, to ask whether or not APA may wish to contribute to the planned review.

The Secretary had already obtained contacts for independent consultants through Sport & Recreation Alliance and had obtained cost estimates for a review of this kind. He had also asked for a cost estimate from the two consultants who were new to us and had quoted for a possible project for the Development Committee on development of the sport (minute 62.2.4).

The meeting then resumed in open session.

### **56.3 1<sup>st</sup> FAI Indoor Skydiving Championships, Prague, Czech Republic, 21-24 October 2015 (minute 38)**

The Chair emphasised the importance of the Competitions Committee, through the Competitions Secretary, re-emphasising to indoor skydiving competitors that they must obtain the insurance cover as specified in the Bulletin for the event, this is their own responsibility.

**Action: Competitions Committee**

Council agreed, exceptionally, for BPA to cover the travel and medical insurance of the Head of Delegation who was not taking part in any tunnel flying. [**Secretary's note:** This has now been arranged with the insurers.]

See minute 59 for discussion of longer-term arrangements for future FAI First Category Events in Indoor Skydiving.

### **56.4 Update on Allan Hewitt's case at Sport Resolutions (minute 39.1)**

The Chair outlined the background to the case and summarised the present position. The recent correspondence from Allan Hewitt (circulated) had been superseded by an e-mail yesterday from Sport Resolutions to say they understood that BPA and Allan Hewitt would entertain mediation to determine the scope of arbitration, and giving some dates when Allan Hewitt would be available. Council was pleased to note this progress.

**Action: Chair, COO & Secretary**

### **56.5 Belbin team role assessment (minute 39.2)**

All but one Council Member had now completed their team role assessment, based on self-perception and four observer assessments. The individual whose team role assessment was still outstanding, appeared not yet to have nominated any observers. The Chair asked the Secretary to have one more try to encourage this last Council Member to complete, or failing that to proceed to the team report without them.

**Action: Secretary**

### **56.6 Invitation to the Patron (minute 39.3)**

The Chair said he was exploring the possibility that the Patron might graciously host an event for BPA at some time in the future.

**Ongoing**

## **57/15 Finance**

### **57.1 Draft audited accounts for the year 1 July 2014 to 30 June 2015**

Draft audited accounts for the year 1 July 2014 to 30 June 2015 had been circulated with the agenda. Subject to minor layout changes and the inclusion of a financial reserves policy (minute 57.2), Jason Kelleher proposed, and Paul Applegate seconded, a motion that the draft be published to members for consideration for approval at the General Meeting of Members to be held in December (minute 65).

**Carried unanimously**

### **57.2 Financial reserves policy**

The Treasurer read aloud a short and long version of a draft financial reserves policy. The Chair asked her kindly to arrange for the draft wording to be e-mailed to Council members for any feedback before inclusion in the draft accounts (minute 57.1).

**Action: Treasurer & Secretary**

### **57.3 Management accounts and membership numbers**

A paper from the Financial Administrator to the end of June 2015, month 12 of the financial year and month 3 of the membership year, had been circulated in advance. The Chair noted that full renewals were up 5% year-on-year, whereas provisional student membership was

down by 4%, temporary membership down by 3%, and full conversions down by 18% year-on-year, the vagaries of the weather probably being a factor.

The Treasurer tabled a suggested revised format for the management report on investments. Council agreed to adopt this new format in future reports.

**Action: Financial Administrator**

#### **57.4 Financial investment policy**

The Treasurer outlined BPA's low risk financial investment policy for reserves, and that independent professional advice was taken on investments. Council supported the continuation of this policy.

### **58/15 Strategy**

#### **58.1 Governance**

##### **58.1.1 BPA Director training day**

Two Council members had yet to attend a sports NGB director training course. Sport & Recreation Alliance had indicated that they would run this course again in October, and we were awaiting advice of the date.

**Action: Secretary**

##### **58.1.2 Vision and strategic goals**

Due to the pressure of other business, the Chair suggested, and the meeting agreed, to defer consideration of this item to the next meeting in October.

**Defer to October meeting**

##### **58.1.3 Possible changes to the size and structure of Council**

The Chair had circulated a paper with the agenda summarising the outcome of the consultation period with the membership, which had run from 10 June until yesterday, and the recommendations to Council from the Stronger Future Working Group (SFWG) as a result.

The recommendations involved changes to the composition and period of tenure on Council that would require approval by special resolution (requiring a three quarters majority to carry) at an AGM.

Ian Marshall proposed, and Gordon Blamire seconded, a motion to formulate a recommendation to the membership for special resolutions at the AGM 2016 to vary the BPA Articles of Association to give effect to the constitutional changes 1-4 below.

1. Reduce the size of Council from 15 to 12 to make it more efficient and focus on vision, mission and strategic outcomes.
2. Increase the term of office on Council from one year to three years, with a limit of three terms and a minimum break of 1 term before standing again.
3. Ensure that only approximately one third of the seats on Council come up for election each year, so improving continuity and reducing business risk.
4. Appoint to Council, to complement the skills profile of Council as a whole, two volunteer independent non-Executive Directors from outside our sport with specific skills and experience to help progress BPA's mission and vision. This will ensure that Council has individuals who are truly independent and focused on what is best for all the membership. Maximum period of service 3 terms, after which independence would have been lost.

A fifth option that had been put to the membership for consultation, of appointing the COO ex officio to Council as an Executive Director, had not found support in the membership consultation process and was not therefore being progressed by SFWG. The COO had not himself requested this, it had been added by Council for consultation.

The Chair's paper also covered casual vacancies, period of tenure of the Chair, and transitional arrangements between the present and new structures and periods of tenure. These were discussed but it was not necessary to take a firm decision at this stage.

Transitional arrangements would be contingent on approval of the changes 1-4 above by special resolution at the AGM. The next step was therefore to refer the recommendations to a legal adviser to draft the special resolutions in the form of variations to the Articles of Association. In 2012, BPA's Articles had been brought up-to-date in format by Co-operatives

UK Legal Services, who had provided a good service, and so they would be engaged again to draft the variations this time.

**Action: Secretary**

Meanwhile arrangements for casual vacancies, the period of tenure of the Chair, and sundry other matters would be further considered by SFWG, chaired by independent governance consultant Amanda Bennett, with a view to formulating firm recommendations to Council.

**Action: SFWG**

### **58.2 Improve retention**

The Chair said that all of his ideas on improving retention had been put into effect [and year-on-year retention was still increasing, per minute 57.3] and now we needed more ideas from other Council members, whom he urged to channel suggestions to the appropriate Committees.

**Action: All Council**

Yassi Molazadeh put forward an idea about mentoring in the sport, and the Chair thanked her and invited her kindly to refer it for consideration by the Development Committee.

**Action: Yassi Molazadeh**

### **58.3 Premises**

This item had been taken earlier in the meeting. See minute 54.

## **59/15 Discussion with UK indoor skydiving operators about FAI Indoor skydiving first category events**

See minute 55.3 in relation to one-off interim arrangements for the 1st FAI Indoor Skydiving Championships, Prague, Czech Republic, 21-24 October 2015.

The Secretary had circulated a paper with the agenda summarising a meeting by Skype held between the two UK wind tunnel operators and the BPA Competitions Chair, COO and himself on 1 July. The COO said he believed that, in principle, the wind tunnel operators would be prepared to oversee arrangements for selection and co-ordination of UK delegations to FAI First Category Events (such as World Championships and World Cups) in Indoor Skydiving, although we were not yet aware of the detail. Subject to this being satisfactory to BPA, he saw no reason why Council could not delegate the issue of FAI sporting licence stamps to any competent body that the tunnel operators might establish for such a purpose. The COO and Secretary had already had an informal discussion with the General Secretary of the Royal Aero Club along these lines, who had further indicated that it might be possible for a body of this kind itself to apply for Associate Membership of RAeC.

The Council was pleased to note that this appeared to map a way forward.

**Ongoing**

## **60/15 Report on FAI/IPC and RAeC**

A report from John Smyth (UK Delegate to IPC and BPA Delegate to RAeC) had been circulated by e-mail yesterday. It confirmed the date of the 2016 RAeC Medals & Awards Ceremony as Wednesday 18 May at the RAF Club in Piccadilly. The report also covered issues concerning air sports regulatory matters, FAI international competitions including the World Air Games 2015 - to which he had been invited, and had agreed, to head the UK delegation covering all participating air sports - and the formation by RAeC of an FAI subcommittee. The report was noted with thanks.

**Noted**

## **61/15 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.

### **61.1 Communications Committee meeting on Tuesday 16 June 2015**

There were no questions.

### **61.2 Development Committee meeting on Tuesday 16 June 2015**

There were no questions.

### **61.3 Competitions Committee meeting on Tuesday 16 June 2015**

There were no questions.

### **61.4 Safety and Training Committee meeting on Thursday 30 July 2015**

There were no questions.

Paul Applegate proposed, and Brian Vacher seconded, a motion that the minutes of the above meeting should be ratified.

**Carried unanimously**

**62/15 Headline issues from Committee meetings held this afternoon**

**62.1 Communications Committee**

Craig Poxon (Development Chair) on behalf of Adrian Bond (Communications Chair) in absentia, reported that the Committee, at its meeting earlier this afternoon, had:

1. received presentations from bidders for the BPA web development project and agreed in principle on an outcome to take the project forward;
2. suggested further contributors to the 'From the...' feature in *BPA Skydive the Mag*
3. noted that the Mag reader survey was open until September with a draw for a Headcam camera as a prize to one lucky respondent;
4. retrieved, and was now seeking trade mark registration of the name *Skydive the Mag*;
5. confirmed established policy on the acceptance of commercial advertisements on the BPA website for products and services related to the sport (for its safe enjoyment in the UK);
6. recommended to Council a budget of £13.5k, the same as last year, which was not fully used, for *BPA Skydive the Expo 2016*.

Council ratified the budget of £13.5K for *BPA Skydive the Expo 2016*.

**62.2 Development Committee**

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

1. noted developments in arrangements for UK delegations to FAI Indoor Skydiving First Category Events (Council minutes 55.3 and 58);
2. discussed 'BPA Stay safe' teardrop flags, the latest design of which was on display in the room;
3. agreed to appoint the company Mi-Voice to administer the nomination process for Council 2016, and to administer the ensuing election should there be more candidates than the 15 elected seats available. There had been considerable discussion about the election timetable with a general wish to shorten the voting period balanced with concerns about potentially inconveniencing voters if it were too short. Further consultation would be held with Mi-Voice before a final decision was taken at the next meeting in October, but current consensus, so far as there was one, appeared to be that voting should open early in the New Year, compared with 11 December last year;
4. completed the Development Action Plan item of commissioning a trial run of BPA Buffs (an example was tabled) and received two invited written proposals for an external project on options for development of the sport, which are being followed up by inviting their authors each to make a short presentation to the next meeting in October;
5. received a routine update on the BPA Archive Project from the BPA Archivists Andrew Hilton and Graham Spicer;
6. noted that Graham Spicer, who was drafting the tender for the new BPA membership database, had visited the BPA Office to liaise with staff about the draft, a meeting that all concerned had found useful;
7. discussed the day of the week for Council meetings outside British Summer Time - on a weekend (Saturday) or a Tuesday. Brian Cumming had not been present this afternoon, so the Committee had referred the item to Council tonight at which he, and more voting members, were present.

Council therefore further discussed the day of the week for Council meetings in December and February. The Chair asked for a show of hands and it was a tie (5-5). The Chair therefore used his casting vote for Tuesdays. The December and February Council meetings would therefore revert to Tuesdays, as per the April, June, August and October meetings.

**Action: Secretary**

### **62.3 Competitions Committee**

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

1. reviewed competitor contracts;
2. decided not to provide token national gifts for exchange at international meets;
3. aimed to agree the updated funding and selection criteria document in time for this year's 4-way Nationals;
4. received reports on Grand Prix meets that had taken place, including one in VFS that had suffered from bad weather, and considered the future provision of Grand Prix in terms of disciplines and locations;
5. continued planning for the UK delegations to a number of international competitions including the World Cup in Canopy Piloting in Canada next week, the Indoor Skydiving World Championships in Prague in October and the World Air Games 2016 in Dubai; however, there were no UK competitors in the Junior World Cup in Freefall Style & Accuracy Landing to be held in Bulgaria from 21-28 August 2015;
6. sought clarification through the Judges' Co-ordinator of whether an individual may hold national judges' ratings of more than one nation concurrently;
7. noted that the workload of competitions on the office was now becoming such that additional human resources were required, and asked the COO to review the position and make a recommendation to Council;
8. decided to write to members of the UK delegation at the 1<sup>st</sup> FAI World Cup in Wingsuit Performance Flying (APA Netheravon, 25-20 May 2015) to remind them of the requirement to wear the National Delegation uniform at the opening and closing ceremonies;
9. sought Council approval to carry forward an underspend of £69,250 on the Competitions Action Plan for 2014/5 to the current year, in accordance with established practice for off-years/on-years.

Brian Vacher proposed to Council, and Jason Kelleher seconded, a motion to carry forward the underspend of £69,250 from the Competition Action Plan 2014/5 to the current Competitions Action Plan 2015/6.

***Carried unanimously***

#### **63/15 Application for Re-Affiliation**

Jason Kelleher proposed, and Ian Marshall seconded, a proposal for Council to approve the BPA Re-Affiliation of Skydive UK Ltd in its new name of Skydive Buzz Ltd.

***Carried unanimously***

#### **64/15 Late item**

The Secretary tabled a late item of business that had come in yesterday. The Chair said that unfortunately it had been received too late for the issue it raised to be researched in time for a decision today. It was from an Affiliated PTO and related to a matter regarding Affiliation. The COO said he would need to consider and consult on the request before he could respond. Council was keen to assist with the enquiry so as far as we reasonably could. The COO would liaise with the PTO.

***Action: COO***

#### **65/15 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: 6 October and (revised date) 1 December, following a General Meeting of Members.

The meeting closed at 21:17 (duration: 3h 17m).