



Council

Minutes

Tuesday 6 October 2015 at 18:00

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

Present:	Martin Soulsby	- Chair
	Paul Applegate	- Riggers' Subcommittee Chair
	Gordon Blamire (from item 71.5)	
	Adrian Bond	- Communications Chair
	Jack Bradford	
	Jason Kelleher	
	Mike Lewis	
	Ian Marshall	
	Adam Mattacola	
	Gavin McLeod	
	Yassi Molazadeh	
	Craig Poxon	- Vice Chair, Development Chair & RAeC Alternate Delegate
	Ian Roseninge	
	Brian Vacher	- Competitions Chair
In attendance:	Liz Ashley	- Editor, <i>BPA Skydive the Mag</i>
	Tony Butler	- Chief Operating Officer (COO)
	Jon Gretton (to item 72)	- Company Secretary & Financial Administrator
	John Hitchen (from item 71.5)	- Vice President, IPC Alternate Delegate & STC Chair
	Martin Shuttleworth	- Secretary-General (Secretary)
Apologies for absence:	Debbie Carter	- Treasurer
	Jeff Montgomery	- Safety & Technical Officer (STO)
	John Smyth MVO	- Vice President, IPC & RAeC Delegate
Observers:	3	

Item Minute

66/15 Lofty Thomas

Council was sad to note that Lofty Thomas, a former BPA Chairman, stalwart and true gentleman of the skydiving community, had passed away. BPA would be represented at his funeral.

67/15 Congratulations on members' achievements

The Chair congratulated BPA members on their skydiving achievements, which included:

- Mikey Lovemore taking double silver at the World Cup and European Championships in Speed Skydiving. His average speed of 498.23kph over four jumps is faster than the previous UK record for a single jump. He broke 500kph for the first time, one of only five people to ever do so in competition, and is now the 4th fastest speeder ever.
- Team Euphoria (Dave Pacey, Paul Capsey and Sean Freeman) who won double bronze in Freefly at the World Cup and European Championships in Teuge, Netherlands.
- Wez Westley who took Silver in the European Championships in Canopy Piloting, held at the CP World Cup in Farnham, Canada;
- 37-way UK head down record (beating existing 30-way) 6 September 2015 at Skydive Hibaldstow. Record holders' names are listed at: bpa.org.uk/member/bpa-members-skydiving-records/

- 21-way European head-up Record- 21 way on 1 October 2015 at Skydive Empuriabrava, Spain (no previous record) BPA members Alexandra Dand, Jake Diliberto, Gary Crisp, Paul Cooper, Adam Mattacola, Emma Scrivener and Weed Stoodley.
- BPA members who took part in the 202-way Sequential FS World Record on 2 October 2015 at Skydive Perris, USA.

68/15 Composition

Brian Cumming had resigned from Council on 5 September, in a statement he had circulated. The Chair said that by custom and practice, casual vacancies were not filled.

69/15 Minutes

The minutes of the meeting on Tuesday 11 August 2015 had been approved electronically and published at bpa.org.uk/member/agendas-and-minutes/. The Chair signed the master copy as a true record.

Published

70/15 Declarations of interest

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

71/15 Matters arising

71.1 Register of elected members' interests (minute 53.5)

The Secretary reported that three elected members had yet to complete and return their form.

Action: Secretary

71.2 Potential deregulation (minute 55)

Tony Knight (BPA Liaison Officer with CAA) had circulated to Council a memo dated 22 September as an update. In this, he had reported that the issue of potential deregulation by CAA had been overshadowed by the Shoreham Air Display Disaster on 22 August. As a result of that, CAA had decided to delay any decision regarding deregulation of sport parachuting until the enquiry and recommendations regarding the Shoreham aircraft crash had been concluded. The Chair thanked Tony Knight for the update.

Noted

71.3 Review of BPA disciplinary procedures (minute 55)

Yassi Molazadeh reported that she had been in touch with Ian Rosenvinge and also with Chris Allen, a barrister and BPA Vice President and who had originally drafted the BPA disciplinary procedures, which had now been in place for some eight years.

Yassi Molazadeh and Ian Rosenvinge said they believed that the BPA grievance procedure should be reviewed alongside the BPA disciplinary procedure, as they were two sides of the same coin. Council agreed.

Agreed

The Chair noted that an independent input to the updating process would also be appropriate. The Secretary reported that the Sport & Recreation Alliance Legal Panel firm he was using to draft updates to the BPA Articles (minute 74.1.2) had a specialist in grievance and disciplinary procedures. At the Chair's suggestion, he had asked them to quote for updating the BPA grievance procedure - which they had confirmed would benefit from such a review - and they had indicated that the cost was likely to be around £500-£800 plus VAT.

Council agreed that it would be appropriate to commission a firm with experience of drafting grievance and disciplinary procedures for other National Governing Bodies of Sport to review and update both the BPA disciplinary and grievance procedures as necessary. The Secretary would obtain comparative cost estimates from Legal Panel firms in order to progress this.

Agreed

71.4 Independent review of BPA procedures in relation to the World Cup in Wingsuiting at Skydive Netheravon, 25-29 May 2015 (minute 56.2)

Brian Vacher (Competitions Chair) believed that matters arising from this successful meet had already been adequately debriefed by the Competitions Committee and that it was time to move on and save the cost of an independent review. Mike Lewis and Ian Marshall believed that the review could have been avoided if the BPA Chair had met with the APA Chair as Council had requested, rather than conversed by telephone. Brian Vacher said the APA Chair had wanted to move on from the matter.

After further discussion, Brian Vacher proposed, and Mike Lewis seconded, a motion to discontinue the independent review. The COO noted Netheravon was Mike Lewis's home DZ and asked whether this was a potential conflict of interest. Mike Lewis said he did not believe it was and the Chair allowed his involvement in the proposal. The Secretary said the

consultant had already been engaged per Council's decision in minute 56.2 and had started work, and would be within his rights to the agreed fee even if BPA now decommissioned him. The vote was: For - 3, Against - 8, Abstain - 1 (Gavin McLeod).

Not carried

71.5 Insurance for delegation members to the World Cup in Indoor Skydiving, Prague, 21-24 October 2015 (minute 56.3)

Brian Vacher (Competitions Chair) confirmed that the Competitions Committee had confirmed to competitors that they needed to arrange their own insurance as specified in the Bulletin for the event.

71.6 Update on Allan Hewitt's case at Sport Resolutions (minute 56.4)

The Chair reported that the case had been referred to Sport Resolutions in 2014 and that Sport Resolutions were seeking a mutually convenient date for a mediation meeting for the parties to seek to agree the terms of referral of the case to arbitration. Allan Hewitt, who was present as an observer, said he believed mediation was outside the BPA grievance procedure and he wanted to go straight to arbitration on his terms of referral. The Chair read aloud from the BPA grievance procedure (Form 282) which referred, in connection with progressing a grievance through Sport Resolutions, to 'a hierarchy of resolution including mediation, informal advisory arbitration, and formal binding arbitration'. Allan Hewitt said he intended to seek to claim back his costs from BPA if his grievance was upheld.

71.7 Belbin team role assessment (minute 56.5)

The Secretary reported that all was now complete, save for a single observer assessment.

[Secretary's note: The remaining observer assessment was completed on the day of the meeting, and the Belbin team report was circulated to Council by e-mail on Wednesday 7 October.]

Assessment completed

71.8 Invitation to the Patron (minute 56.6)

The Chair had nothing to report for the time being and would raise the matter again as and when appropriate, so it could be taken off 'matters arising'.

Noted

71.9 Financial reserves policy (minute 56.7)

The summary financial reserves policy - being the first paragraph only of the draft wording of the reserves policy from the Treasurer, circulated by e-mail after the last meeting - had been included in the audited draft BPA accounts to be issued to members this month. This had been at the suggestion of Vice President Chris Allen, with whom the Secretary had consulted about the draft reserves policy. The Treasurer was content.

Noted

71.10 Revised format for management report on investments (minute 57.3)

The Chair thanked Jon Gretton, Financial Administrator, for applying the new format to the report circulated for this meeting (minute 72.1).

71.11 Legal advice on proposed variations to the Articles (minute 58.1.3)

The Secretary reported that our previous contact at Co-operatives UK Legal Services had moved on. After consultation with the Chair and Treasurer, and advice from Amanda Bennett, External Consultant on Governance, he had therefore obtained quotations from firms on the Sport & Recreation Alliance Legal Panel, which offered a discount to Alliance Members such as BPA. After further consultation with the Chair, he had engaged Wright Hassall LLP, a firm based in Warwickshire, who had provided similar services to other NGBs of sport.

Noted

71.12 Member retention: Referral to the Development Committee of her idea about mentoring (minute 58.2)

Yassi Molazadeh was formulating the presentation of her idea to the Development Committee.

Action: Yassi Molazadeh

71.13 Matter from an Affiliated PTO relating to Affiliation (minute 64)

The COO reported that the PTO had not pursued this.

No further action

72/15 Finance

72.1 Management accounts and membership numbers

A paper from the Financial Administrator to the end of September 2015, month 3 of the financial year and month 6 of the membership year, had been circulated in advance. The

Chair noted that full renewals were up 4% year-on-year, despite the vagaries of this year's weather, and that provisional student membership numbers were similar to last year, temporary membership down by 3%, and full conversions down by 2% year-on-year.

72.2 Financial investment policy

The Financial Administrator outlined the investments on which the investment group (comprising the Treasurer, Chair of Council and himself) had agreed after taking advice from an Independent Chartered Financial Adviser who used St James's Place. The investment vehicle that had been selected was a long-term low-risk unit-trust-based investment fund, itself spread across a number of different component funds. It was designed as a 'defensive builder' fund. It did not provide a guarantee of return of capital, as insurance to do this would have cost around 1.5% of the investment. Previous performance, which was not of course a guide to the future, had been a return of around 6% pa.

Council confirmed that it was content that this investment strategy reflected its prudent, low-risk approach to the investment of BPA reserves.

73/15 FAI/IPC and RAeC

73.1 Report on FAI/IPC and RAeC

A report from John Smyth (UK Delegate to IPC and BPA Delegate to RAeC) was tabled. The Competitions Committee had received the same report at its meeting earlier today in relation to matters relevant to the business of that committee. Council noted the report and thanked John Smyth for it. Craig Poxon reported orally on the RAeC Council meeting he had attended as BPA Alternate Delegate to RAeC.

Noted

73.2 BPA nominations for FAI and/or RAeC Awards 2015

The Chair asked that this item be held in camera, but with staff and Editor remaining, and asked others together with certain Council members to leave the room for consideration of who should be this year's BPA nominees.

The Chair had a list from the Secretary of potential nominees whose names had been suggested by Council Members, staff or others over the last twelve months. Each of the names on the list was discussed, and the Chair also called for any potential nominations from around the table.

At the end of the discussion, Council had agreed to nominate seven nominees for RAeC Awards 2015. The Secretary would draft the citations and refer them to BPA Vice President and Delegate to RAeC John Smyth MVO, for advice on the most appropriate award to make each nomination, following which the wording of the nomination would be worked up to a final draft for consideration for approval by the Chair, COO and John Smyth.

The Chair reminded those present that nominations should remain confidential as not all nominations were successful. RAeC had a limited number of awards in its gift and the strength of nominations from other RAeC member organisations across the range of air sports significantly influenced outcomes. It had been noted at the previous meeting that the 2016 RAeC Medals & Awards Ceremony would take place on Wednesday 18 May at the RAF Club in Piccadilly.

Noted

The meeting then resumed in open session.

74/15 Strategy

74.1 Governance

74.1.1 BPA Director training day

Two Council members had yet to attend a sports NGB director training course, and both were keen to do so. Sport & Recreation Alliance had indicated that they would run the course again this month, and we had been awaiting advice of the date. The Secretary reported the latest news that the Alliance had not been able to confirm a date because they were looking for a new supplier of this training, and their member of staff who arranged it was off work because of a sporting injury.

Ongoing

74.1.2 Special resolution to AGM 2016 for variations to the Articles

The Stronger Future Working Group (SFWG) had held a meeting by Skype on Monday 14 September to help the Secretary brief our constitutional legal advisers Wright Hassall (minute 71.11) on the intent, so they could draft updated Articles in a form to present to the AGM as a special resolution.

A draft letter of explanation from the Secretary had been circulated with the agenda, together with the first draft by Wright Hassall of updated Articles and transitional arrangements to phase in the new provisions over a few years. Council discussed the drafts, and raised a number of points which the Secretary would refer back to Wright Hassall for clarification. Weed Stoodley, who was an observer at the meeting and had been involved in the 2012 update to the format of the BPA Articles, also kindly offered to review the drafts, for which the Secretary thanked her.

The Secretary said that he planned to circulate an update to Council by e-mail, and to seek approval by that means, because the final version needed to be issued to members in early December as a supporting paper to the agenda for the AGM to be held on Saturday 30 January 2016. This would be published online (with an e-mail alert) and in hard copy in the December issue of *BPA Skydive the Mag*.

Action: Secretary

74.1.3 Mission, vision and strategic goals

A recirculated paper had been issued with the agenda, outlining the need for an organisational mission, vision and strategic goals, and including examples from the Australian Parachute Federation and USPA. We had our own material in various documents, forms and on the BPA website. The Chair believed that what needed to be added was reference to friendship, fun and enjoyment. The Chair suggested, and Council agreed, that this item of business should be referred to the Communications Committee to progress.

Refer to the Communications Committee

74.2 Improve retention

See minute 71.12. The Development Action Plan 'development of the sport' consultancy project (minute 77.2.4) would also be likely to consider, *inter alia*, retention.

74.3 Premises

An update paper from Richard Coppock of Corporate Architecture Ltd had been circulated with the agenda. A report by a quantity surveyor was tabled. The Chair apologised for tabling a document as it was best practice to circulate supporting papers with the agenda or certainly in advance of the meeting, but this had been received only yesterday. He paused the meeting for reading time. The Chair asked that if any Council Member had any questions about the report on reflecting on it after the meeting, please kindly send these to the Secretary.

The estimated cost in the quantity surveyor's report came somewhat higher than £0.25m but now included elements, such as external works, that the original budget had not. The next stage, of tendering, would enable the budget to be further refined.

The Chair said that once quotes from contractors were available, it would be time for the big decision. Mike Lewis proposed, and Gordon Blamire seconded, a motion to proceed to the tendering stage. The vote carried with an abstention by Jason Kelleher for the reasons set out in the Secretary's note to minute 41.3.

Proceed to tender stage

The Secretary confirmed that he had drafted an article about the premises refurbishment plans for the October issue of *BPA Skydive the Mag*.

75/15 Discussion with UK indoor skydiving operators about FAI Indoor skydiving first category events

The COO reported that, subsequent to his and the Secretary's Skype meeting with Simon Ward of Airkix and Paul Mayer of Bodyflight, Wayne Loxton, Development Director of the International Bodyflight Association, had arranged a further meeting. However, he had had to re-schedule it for a time yet to be arranged.

Ongoing

76/15 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.

76.1 Communications Committee meeting on Tuesday 11 August 2015

There were no questions.

76.2 Development Committee meeting on Tuesday 11 August 2015

There were no questions.

76.3 Competitions Committee meeting on Tuesday 11 August 2015

There were no questions.

76.4 Safety and Training Committee meeting on Thursday 24 September 2015

There were no questions.

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

Carried unanimously

77/15 Headline issues from Committee meetings held this afternoon

77.1 Communications Committee

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

1. received an update from Archant Dialogue on BPA media, including an apparent take up of the Mag app by around 1,000 non-members, presumably most outside the UK - the Committee had asked Dialogue whether information on location might be available;
2. considered a new format for the BPA e-Newsletter in non-Mag months, which would be contingent on the planned new website plus enhanced arrangements for web content generation;
3. selected a developer of the new BPA website/web portal, who had agreed to our request to work with a subcontractor whom we believed had complementary skills, and they were engaged in discussion with Archant Dialogue and Graham Spicer (Chair, BPA IT Strategy Group) about the interface between the new website and the online services of the BPA membership database, for which Graham Spicer was drafting a technical specification for a significant upgrade. The Development Committee was planning to put this out to tender, and the web development contractor may wish to bid;
4. received a paper from the Secretary with a draft update of Form 252, Policy on Use of the BPA logo, which the Committee approved; together with guidelines on the use of consistent BPA branding for competitions, which would be passed to the Competitions Committee;
5. noted that all the space in the initial plan of the exhibition for *BPA Skydive the Expo 2016* had been sold, although a few payments had yet to be received, and that there was now the not unwelcome task of seeking to arrange additional space. New exhibitors and speakers were being sought from other sports in which, from the *BPA Skydive the Mag* reader survey, BPA members participated. The event was being promoted through a number of channels including BPA social media and through its own website skydivetheexpo.co.uk. A 90-second promotional video would be available soon.

Yassi Molazadeh had kindly offered to assist in securing speakers for the afternoon seminar programme. The Communications Chair was arranging the evening entertainment programme, and tickets for the BPA Annual Gala Dinner would go on sale in November. The Chair, who with the Vice Chair administered the BPA Facebook page and BPA Twitter account, asked that the De Vere Orchard Hotel, Nottingham, should provide us with regular updates of bedroom availability so we could keep members up-to-date through BPA social media;

6. congratulated the Editor on her fifth anniversary in post;
7. noted that BPA's successful media partner contract with Archant Dialogue was due to expire in October 2016 and had indicated to Dialogue, who had supported the decision, that the Committee would now, after a renewal without re-tender three years ago, be putting out the contract to tender as a benchmark in accordance with normal commercial business practice;

77.2 Development Committee

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

1. noted that 'BPA Stay safe' green teardrop flags were now available to all BPA Affiliated PTOs and already on display at some;
2. considered that plans to put development of the new BPA database out to competitive tender should continue irrespective of whether the company contracted to develop the new BPA website and web portal (minute 71.1.3 above) had the competence to do it or not;
3. reviewed the new online nominations site for the election of BPA Council 2016 (minute 79) and agreed the timetable of the election that would be triggered in the event that there were more nominees than the 15 seats available;

4. noted good progress on the Development Action Plan 2015. BPA Buffs were now available and the Development Chair had promoted them on the BPA Facebook page, through which they could be ordered at £12 each. Proposals had been received from two independent external consultants for a project to identify options for development of our sport. One of the consultants, Simon Kirkland of Sport Structures Ltd, had been engaged by the Committee to carry out this work;
5. received the notes from a meeting of the BPA IT Strategy Group, chaired by Graham Spicer, that had taken place on Thursday 24 September;
6. received a routine update on the BPA Archive Project from the BPA Archivists Andrew Hilton and Graham Spicer.

77.3 Competitions Committee

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

1. considered John Smyth's report (tabled to full Council, minute 73.1) on FAI/IPC.

Here at the Council meeting, after discussion, Brian Vacher proposed, and Jason Kelleher seconded, a motion to agree to Liam McNulty from the Republic of Ireland, to be an observer with the UK Delegation to the annual IPC meeting in 2016 providing he joined the BPA and that it was at no cost to BPA;

Carried unanimously

2. received reports on a full season of domestic meets, and resolved the issue of a 'missing' judge at the recent Speed 8 Nationals;
3. received reports on a busy and successful (see minute 66) season of international meets. This had included a report from Kate Charters, Head of Delegation at the Canopy Piloting World Cup and European Championships in Canada. It had also included a report from John Smyth, Head of Delegation at the FS, Artistics and Speed Skydiving World Cup and European Championships at Teuge, Netherlands.
4. discussed arrangements for the remaining international meets this year, viz the Indoor Skydiving World Championships in Prague later this month, and the World Air Games (WAG) in December. The Committee had noted that FAI had selected Tim Porter to compete in Speed Skydiving at WAG, but it had not been clear to the Committee on what basis this selection had been made - the Committee was investigating, but selection for WAG was a matter for FAI.
5. agreed the dates and venues of most of next year's BPA British Open National Championships, BPA Grand Prix and UKSL meets across the range of disciplines, and would re-issue bid forms for any meets that had not yet been allocated;
6. further discussed the Committee's draft document on competitions funding arrangements for 2016 with a view to publishing this by the end of the week and inviting applications for consideration at the Committee's next meeting, which had been brought forward to the afternoon of Tuesday 24 November because about half of the members of the Committee would be at the World Air Games in Dubai on the originally-planned date of Tuesday 1 December. The availability of the funding criteria document would be promoted by the Committee online and in the BPA e-Newsletter for November.
7. started to plan for our delegations to next year's international meets including the 2016 World Championships in Canopy Piloting in Farnham, Canada, and the Mondial 2016 in Chicago, USA;
8. discussed various issues in connection with present and potential future BPA judging equipment, including a contract with a supplier and an inventory list;
9. discontinued the annual award for up-and-coming cameraperson award as it appeared to have no clear, objective award criteria;
10. confirmed that it was possible for an individual concurrently to hold national judging ratings awarded by more than one national body;
11. noted that the Judges Co-ordinator had some paperwork on national records to be filed at the BPA Office.

Carried unanimously

78/15 Staff Christmas lunch

Adrian Bond proposed, and Yassi Molazadeh seconded, allocation of a budget of up to £300 (as last year) for a Christmas lunch for BPA staff.

Carried unanimously

The COO thanked Council, on behalf of the staff, for this kind gesture.

79/15 Nominations for Council 2016

The online nominations site for Council 2016 was:

mi-nomination.com/bpa

The closing date for nominations was noon on Monday 30 November 2015.

80/15 Date of next meeting

Tuesday 1 December 2015, following a General Meeting of Members at 18:00 at the BPA Office, 5 Wharf Way, Glen Parva, Leicester LE2 9TF.

The meeting closed at 20:40 (duration: 2h 40m).