



The Council

Minutes

Tuesday 28 November 2017 at 18:03

at BPA HQ, Glen Parva, Leicester LE2 9TF

Present:	Martin Soulsby	- Chair & Alternate Delegate to RAeC
	Paul Applegate	- Chair, Riggers' Subcommittee of STC
	Mark Bayada	
	Adrian Bond	- Communications Chair
	Nick Bunting	
	Brian Cumming	
	Tash Higman	
	Yassi Molazadeh	
	Craig Poxon	- Vice Chair, Development Chair & Delegate to RAeC (by Skype)
	Brian Vacher	- Competitions Chair (by Skype from mid-item 91.2)
In attendance:	Liz Ashley	- Editor, BPA Skydive the Mag
	Tony Butler	- Chief Operating Officer (COO)
	Jon Gretton	- Finance Manager (to item 91.2)
	Jeff Montgomery	- Safety & Technical Officer (STO) & STC Chair
	Martin Shuttleworth	- Secretary-General (Secretary)
Apologies for absence:	Debbie Carter	- Treasurer
	John Hitchen	- Vice President
	John Smyth MVO	- Vice President and Delegate to IPC
	Sue Stanhope	
Observers:	Ian Marshall	- Council 2018 nominee
	Georgie Vacher	- Council 2018 nominee (by Skype)
	2 others	

Item Minute

88/17 Minutes of the meeting on Tuesday 3 October 2017

The minutes had been approved electronically and published at:
bpa.org.uk/member/agendas-and-minutes/

Council ratified the confirmation of the minutes as a true and accurate record of the meeting
and the Chair signed the master copy.

Approved

89/17 Declarations of interest

These would be taken as they arose.

90/17 Matters arising

90.1 Code of conduct for volunteers - minute 60.5

Council noted that questions about the new Code had been answered, and that there was no longer any need to prepare a list of FAQs

90.2 Consultation with Affiliated PTOs on safeguarding - minute 75.1

The Secretary reported that most Affiliated PTOs had now appointed a safeguarding lead.

90.3 Data protection compliance audit - minute 75.2

The Secretary reported that Tara Jay of ClearComm, part of the Kingston Smith Chartered Accountants Group, had yesterday begun to deliver their GDPR consultancy, training and audit service to staff at BPA HQ. This had comprised an introductory training session followed by

conducting information-gathering interviews on data mapping, for the first phase of the compliance journey.

90.4 Residency requirement to compete for GBR (Sporting Licence applicants) - minute 75.6

The Chair reported that a documented procedure had now been set out for processing sporting licence applications.

91/17 Finance

91.1 Management accounts and membership numbers

A report by the Finance Manager had been circulated with the agenda and was received by Council. The report was to month 4 of the financial year (July-June) and month 7 of the membership year (April-March).

The Chair noted a continued downward year-on-year trend in membership numbers: full conversion -18%; full renewal -4%; temporary -4% and student provisional -7%. Weather was always a factor, sometimes a significant one, in year-on-year variance.

Mark Bayada said he believed having a fixed annual renewal date of 1 April, rather than rolling renewal on the anniversary of a member's first joining, might be a disincentive to renewal, particularly from August onwards. The COO said that rolling renewal had been considered before, but that it had not been possible to progress it because of the annual insurance policy that ran concurrently with the membership year, 1 April to 31 March. However, the meeting agreed to refer further consideration of rolling membership, including whether there might be any way around the insurance issue, to the Strategy Group, of which Mark Bayada was himself a member.

Refer to the Strategy Group

91.2 Membership subscriptions 2018/9

A paper from the Chair had been circulated in advance. He had discussed this with the Treasurer. The paper included data on subscription levels and financial year outturns for the previous 5 years, which had recorded annual surpluses, not including investment income, averaging around £240K per annum. BPA reserves currently stood at £3m.

The insurance element of the membership subscription is the premium for third party public liability insurance that was set by the insurer. 2018 will be year two of a two-year deal on insurance.

The meeting noted that it was for Council to recommend to the AGM the BPA element of the subscription. The Chair reported that the Treasurer had suggested that there should be an increase within the range of 0 to 1% for 2018/9.

There followed considerable discussion, in which reference was made to rising inflation, the development and implementation costs of the new BPA web hub and PIMS, increasing running costs especially with regard to compliance including GDPR (minute 90.3), and the fact that the new BPA five-year strategy had yet to be fully costed.

Adrian Bond then proposed, and Tash Higman seconded, a 1% increase. This carried with one vote against (Brian Cumming) and no abstentions.

COUNCIL AGREED to recommend to the AGM a 1% increase to the BPA element of membership subscriptions 2018/9

Nick Bunting asked the Finance Manager if he could kindly produce a medium-term (3 to 5-year) financial plan.

Action: Finance Manager

Mindful of the planned review of BPA's committee structure, the Secretary noted that typically in membership bodies, recommendations on future subscription rates would normally come to Council only after detailed consideration by a Finance Committee.

Refer to the Strategy Group

92/17 Strategic Plan

The 'British Skydiving Strategic Plan 2018-22' (version 6.1) had been circulated with the agenda. This was an update by the Strategy Group, chaired by Nick Bunting, of an earlier draft that had been considered at the August meeting of Council.

Nick Bunting drew the Council's attention to Appendix 2 of the Strategic Plan that comprised the notes from the Strategy Group's meeting on Friday 29 September. The Group had considered the next steps:

- year one priorities,
- core services,
- the Council's committee structure, and
- the role and function of committees (both in relation to that of the Council and also to that of the COO and his staff team, including the reporting lines for staff).

Four areas had emerged in relation to a committee structure to deliver the Council's strategic goals. These were:

- (i) safety;
- (ii) development of the sport (including talent identification and development);
- (iii) performance in the sport; and
- (iv) resourcing (including finance and human resources).

Other matters for consideration included:

- The number of meetings each year of Council and its Committees, and whether these should be held on the same or different days.
- Whether or not the BPA financial year should remain as 1 July to 30 June, or be changed, perhaps to 1 October to 30 September (given that there was no appetite to change the long-established date of the AGM in late January).
- The possibility of rolling membership (minute 91.1).

There would need to be consultation with members and other stakeholders on more detailed proposals, once they emerged.

COUNCIL AGREED to devote its strategy day early in 2018, which Nick Bunting kindly agreed to facilitate (subject to his availability), to working through the above and related issues.

The date of the Strategy Day would be arranged in due course.

Nick Bunting thanked members of the Strategy Group, and others on Council and the staff, for their input to the development of the strategy.

Council ratified the document and agreed that it should now be published, apart from Appendix 2, for consultation with the membership. The Chair thanked the Strategy Group for their hard work.

COUNCIL AGREED to include the Strategic Plan 2018-22 for consultation with members, as an Appendix to the BPA Review of the Skydiving Year 2017, which would be published online, as a pdf, about a week before the AGM on Saturday 27 January 2018.

93/17 Branding and visual identity

A paper comprising a number of shortlisted possible logo designs for our new trading name of British Skydiving had been circulated with the agenda. This had been compiled from a longlist that had been sent to the Communications Committee to pare down. Council's consensus was that the shortlisted designs were too similar to each other, more-or-less variations on a single concept, albeit that the concept appeared to fit in comfortably with the type of visual identities used by other British NGBs of Sport, which the Secretary confirmed had been part of the design brief. Different designs from the longlist were therefore tabled at the meeting's request.

There remained a feeling that all the designs had come from the same stable, or at least from the same briefing, and that it would be helpful to get a further input from other sources - particularly from designers who were also skydivers - that reflected the speed, excitement and exhilaration of our sport. None of the tabled designs included canopies or parachuting equipment, or graphical allusions thereto, and these should not be ruled out.

The Chair therefore referred back the item to the Communications Committee with a brief to commission a wider range of designs in order that a number of different logo concepts could be drawn up for consideration by Council by email. This was with a view to formulating a shortlist of say 3 to 5 options for consultation with the membership at and after the AGM.

Refer to the Communications Committee

94/17 Royal Aero Club

94.1 In memory of Fred Marsh

Craig Poxon reported that the Chair of BPA Council and he had recently represented the BPA at the service of thanksgiving for the life of Fred Marsh, who had died in October aged 92. Fred Marsh had been a longstanding individual member, former Chairman and latterly a Vice President of RAeC, and he had founded the Royal Aero Club Trust. The Trust had been generous in granting its 'Flying for Youth' bursaries to eligible young BPA members who had applied over the years.

COUNCIL AGREED to make a donation of two thousand pounds to the Royal Aero Club Trust, in memory of Fred Marsh.
Proposed by Mark Bayada, seconded by Nick Bunting and carried unanimously.

Council sat in camera for items 94.2 to 97 inclusive

94.2 BPA nomination/s for RAeC Awards 2017

One nominee had been suggested.

COUNCIL AGREED to put forward the nomination to RAeC.

95/17 BPA Jim Crocker Sword Award for an Outstanding Contribution to Sport Parachuting

A paper from the COO had been circulated with the agenda, nominating Jackie Smith for this award.

COUNCIL AGREED to award the BPA Jim Crocker Sword for an Outstanding Contribution to the Sport to Jackie Smith.

96/17 BPA Taz Causer Experienced Skydiver of the Year Award 2017

Two nominations, both of Dan Guest, had been circulated with the agenda.

COUNCIL AGREED to award the BPA Taz Causer Experienced Skydiver of the Year Award 2017 to Dan Guest.

97/17 Competitions judges' expenses

The Chair sought clarification about an issue that had been raised by a member of the Competitions Committee relating to expenses claims made some time ago by a few overseas judges through a third party. Nick Bunting said this was an operational matter that should be referred to the COO and his team.

Refer to the COO

The meeting resumed in open session

98/17 Duties and responsibilities of volunteers

The Secretary apologised that he had only recently completed a first draft, which he had sent to the Chair and Yassi Molazadeh for their initial feedback. Council asked that the final draft should be circulated to Council electronically for consideration for approval ahead of the AGM.

Action: Secretary

Tash Higman said that when the call for volunteers was being put out on social media, it would be helpful to include a reference to BPA Form 219, Role description for discipline representatives.

Action: Secretary

99/17 Recommendations of the Panel of Inquiry (Kate Charters)

The Chair invited oral reports on consideration of the Panel's recommendations (as set out in the Appendix to the minutes of the meeting on Tuesday 3 October) by the Competitions Committee (recommendations 1 & 3), the Disciplinary and Grievance Procedures Working Party (recommendation 2), and BPA HQ (recommendation 4).

99.1 Competitions Committee

Tash Higman (Competitions Vice Chair and Acting Judges' Co-ordinator) reported that:

- the arrangements for judges' training and qualification were being reviewed by a group of judges;
- it was long-established that a judges' training seminar was held in each March;
- the judges' qualification process had been changed earlier this year, before publication of the Panel's Report, so that the award of a qualification was no longer in the gift of any one individual;

- a role description of the Judges' Co-ordinator had been in existence since 2002, and had most recently been updated in 2012;
- the Committee was planning to discuss with the COO, once the [staff] Competitions Co-ordinator was back in post, whether a member of staff could fulfil the role of Judges' Co-ordinator, with the COO as their line manager.

99.2 Grievance and disciplinary procedures working party

Yassi Molazadeh (Chair, Grievance and Disciplinary Procedures Working Party) reported that an updated disciplinary procedure had been introduced in July 2017, before the Panel had reported. The grievance procedure was now being reviewed by the working party, which planned to make its recommendation to Council early in 2018. The working party was considering a suggestion that the grievance and disciplinary procedure might be combined. The COO said the statement he had issued on resolution of the grievance by a member against the BPA at Sport Resolutions in autumn 2016 had included reference to shortcomings that had been identified at that time in our existing grievance procedure. He asked that the working party should please take these points into account. Yassi Molazadeh asked that she be provided with a further copy of the COO's statement.

Action: Secretary

99.3 BPA HQ

The COO reported that BPA expenses policy had already been tightened by a rule that expenses would only be paid to the individual who had incurred them. The policy on, and procedure for, repayment of expenses would be included in the 'Duties and responsibilities of volunteers' document that was currently in preparation (minute 98).

100/17 Reports from Committees

100.1 Minutes of Committees

The minutes of each of the following meetings, except those of STC, had already been circulated and approved by the Committee concerned at its meeting this afternoon, but had yet to be ratified by Council. The minutes of STC had been circulated in draft, pending approval by STC at its next meeting.

100.1.1 Communications Committee meeting on Tuesday 3 October 2017

COUNCIL RATIFIED the minutes.

100.1.2 Development Committee meeting on Tuesday 3 October 2017

COUNCIL RATIFIED the minutes.

100.1.3 Competitions Committee meeting on Tuesday 3 October 2017

COUNCIL RATIFIED the minutes.

100.1.4 Safety and Training Committee meeting on Thursday 16 November 2017

Nick Bunting asked questions about the knowledge and behaviours required of coaches, and the relationship of the provisions set out in the Operations Manual to the training of coaches. It was agreed that Nick Bunting should continue this discussion with the COO, STO and Mark Bayada outside the meeting.

COUNCIL RATIFIED the decisions in the above STC minutes.

Proposed by Mark Bayada, seconded by Tash Higman, carried unanimously.

100.2 Oral reports on Committee meetings held this afternoon

Adrian Bond (Communications Chair), Craig Poxon (Development Chair) and Tash Higman (Competitions Vice Chair) each reported on the meeting of their Committee held this afternoon.

The business of each meeting is recorded in the minutes of that meeting and only policy matters of relevance to Council are covered here.

100.2.1 Communications - Digital Editor

There would be more work for a digital editor with both digital media skills and skydiving skills in content management of the new BPA web hub, both pre-launch and in steady state.

100.2.2 Development - Insurance for parachutists from other EU member states with equivalent third party cover to BPA's through their own national association

The Development Committee recommended leaving this provision as it was for the time being, subject to updating the indemnity limit to the equivalent in Euros of BPA's £5m. We would try to

find out about the cover provided by Sport Parachuting National Governing Bodies in other member states and conduct a review to see if such cover appeared to be equivalent. For the avoidance of doubt, the current dispensation applied, per the wording in the BPA Operations Manual (Section 12, para 1.1), to eligible parachutists, NOT classified as student parachutists, from other EU member states only.

100.2.3 Competitions - Sponsorship

The Competitions Committee had agreed in principle a new process for awarding sponsorship (formerly BPA funding). Sponsorship contracts would require recipients to give something back to the Association in coaching or coaching support.

The Committee had agreed to replace the judges' laptops and had asked that a process should be developed whereby competitions and judging equipment owned by the BPA would be controlled by HQ staff.

Refer to COO

A competitions accounting issue raised by Tash Higman, concerning the roll-over of any unallocated/clawed-back sponsorship, was referred by Council to the COO and Finance Manager as Nick Bunting sought assurance that it would be compliant with FRS 102 in respect of accrual accounting.

Refer to COO and Finance Manager

Council sat in camera for items 101 to 104

101/17 Staff Christmas bonus

COUNCIL AGREED to give staff a £200 Christmas bonus each, net of tax and non pension-contributable. Pro-rata for part-time staff.

102/17 Council election

The Chair confirmed that there were four candidates for the three elected seats on Council that would become vacant at the AGM.

One of the candidates had submitted their nomination only about three minutes before the cut-off time. The Secretary had to do some investigatory work to see whether the nomination was eligible, in terms of evidence written support from the nominee's seconder. The Secretary said he, the COO and the external scrutineer were all satisfied that the nomination was valid. The Secretary would ask Mi-Voice to update its online nominations site to assure that all nominations were fully compliant with evidence of support from a proposer and seconder before the nomination site would allow the nomination to be submitted.

Council noted that it may be possible, according to whatever the results of the election turned out to be, that two Council members next year may be partners. In terms of declaration of interest, Nick Bunting said they would be, as directors, what company law referred to as 'connected persons' (sections 252 and 253 of the Companies Act 2006).

103/17 Date of next meeting

Saturday 27 January 2018 at approx 12:30, immediately following the AGM and presentation ceremony at EMCC, in the Worcester Room at the De Vere Orchard Hotel, University Park, Nottingham NG7 2RJ. The meeting would be to elect committee chairs, etc, for 2018.

104/17 Proposed dates of other meetings in 2018 (subject to confirmation at the January meeting, minute 103)

Tuesdays at 18:00 at BPA HQ: 13 February, 17 April, 12 June, 7 August, 25 September* and 27 November 2018.

* this date was earlier than usual because a number of Council Members will be part of the British delegation to the World Parachuting Championships in Queensland, Australia, from 4-12 October 2018.

The meeting ended at 21:36 (duration: 3h:33)

Annex: Amendments to the Operations Manual from the STC meeting on Thursday 16 November 2017

AMENDMENTS TO BPA OPERATIONS MANUAL

At the STC meeting of 16 November 2017 the following amendments were made to the BPA Operations Manual:

SECTION 2 (DESIGNATION AND CLASSIFICATION OF PARACHUTISTS), Paragraph 6 (The Grading System), Sub-para 6.12 (Coach Rating Renewals). Change to read:

6.12. COACH RATING RENEWAL

Coaching ratings expire on the 31st March each year, but may be renewed up to six months after that date. To renew a coaching rating the coach must satisfy his/her CI that he/she is current in all aspects of parachuting coaching relevant to his/her status and has completed the following.

6.12.1. Completed a minimum of five lessons / briefs during the preceding year.

6.12.2. For all disciplines that require in-air coaching, the coach must have completed a minimum of 30 descents in the previous year, of which 5 must be coaching descents.

N.B.(1) Where coaches hold more than one rating, the 5 coaching descents are a total of all their coaching descents and not per discipline.

N.B.(2) A CI will require his/her coaching rating(s) countersigned for renewal by another CI other than him/herself.

SECTION 4 (INSTRUCTORS). Paragraph 12 (Instructor Rating Renewals). Change to read:

12. INSTRUCTOR RATING RENEWALS

12.1. Instructor ratings expire on the 31st March each year, but may be renewed up to six months after that date. To renew an instructor rating the instructor must satisfy his/her CI that he/she is current in all aspects of parachuting instruction relevant to his/her status. CIs should pay particular attention to the following:

12.1.1. The number of lessons from the Basic Training Syllabus taught.

12.1.2. The number of progression briefs taught.

12.1.3. The number of students talked down.

12.1.4. In the case of CSIs; the number of Static Line and Free Fall students despatched.

12.1.5. In the case of AFFIs, the number of AFF instructional descents.

12.2. During the preceding 2-year period the instructor must have completed a minimum of 60 parachute descents. However, if an instructor was unable to complete the 60-jump minimum in the previous 2-year period, the following may apply:

12.2.1. CSIs that have held a CSI rating for a minimum of 3 years and hold a BPA 'D' Licence are required to have completed a minimum of 40 descents during the preceding 2-year period.

12.2.2. CSIs that have held a CSI rating for a minimum of 10 years are required to have completed a minimum of 40 descents during the preceding 2-year period.

12.2.3. AIs and IEs are not required to have completed a minimum number of descents in the previous two years, including coaching and instructional jumps, to renew their ratings provided they have held their rating for a minimum of 3 years. In the case of IEs, they are only permitted to carry out in-air evaluations on a BPA Instructor Course provided they are current and only at the discretion of the course director.

N.B.(1) A CI may not countersign the renewal application for him/herself. A CI will require his/her instructor rating(s) countersigned for renewal by another CI other than him/herself.

N.B.(2) Once an instructor rating has expired the instructor may not exercise the privileges of that rating until the rating is renewed.

N.B.(3) Tandem Instructor rating renewals, also refer to para 5.7. above.

N.B.(4) The above (12.2.1. – 12.2.3.) does not apply to AFF Instructor ratings.

N.B.(5) All instructors (excluding TBIs or TIs) are required to hold a current Parachuting Radio Operator's Certificate of Competence.