



The Council

Minutes

Tuesday 12 June 2018 at 18:02

at BPA HQ, Glen Parva, Leicester LE2 9TF

Present - voting: (quorum: 5)	Martin Soulsby Mark Bayada Adrian Bond Brian Cumming Tash Higman Yassi Molazadeh (by Skype from item 39.2, intermittent reception) Craig Poxon Brian Vacher Georgie Vacher	- Chair - Communications Chair - Vice Chair/Development Chair/ RAeC Delegate/ IPC Alternate Delegate - Competitions Chair
Present - co-opted, non-voting:	Debbie Carter Jeff Montgomery	- Treasurer - Safety & Technical Officer (STO) & STC Chair
In attendance:	Liz Ashley Tony Butler Jon Gretton (to item 39.2) John Hitchen Martin Shuttleworth	- Editor, BPA Skydive the Mag - Chief Operating Officer (COO) - Finance Manager & Company Secretary - Vice President - Secretary-General (Secretary)
Apologies for absence:	Paul Applegate Nick Bunting John Smyth MVO Sue Stanhope	- Vice President / IPC Delegate

Item Minute

36/18 Minutes

COUNCIL APPROVED the minutes of the meeting held on Tuesday 17 April 2018, after agreeing variations to the second draft (previously circulated) at the request of Georgie Vacher. Approval was proposed by Adrian Bond, seconded by Georgie Vacher.

37/18 Declarations of interest

Declarations of any conflicts of interest would be taken as they arose.

38/18 Matters arising

38.1 Elected members' interests (minute 29.1 & 29.2)

The Secretary had circulated the updated register of interests form, and had published a consolidated table on the BPA website.

Completed

38.2 Grievance and disciplinary working party (minute 29.3)

Yassi Molazadeh (Chair, Grievance and Disciplinary Procedures Working Party) had circulated an initial draft to the Chair and COO for comment. She planned to make available an updated draft for circulation with the agenda of the August Council meeting.

Ongoing

38.3 Designation of reserves (minute 29.4)

The Treasurer would liaise with Nick Bunting. She said a statement had been issued a few years ago.

Action: Treasurer

38.4 Patron's reception (minute 29.5)

A paper had been circulated with the agenda. The BPA party of 9 had enjoyed this special afternoon.

38.5 Duties and responsibilities of Council members (minute 29.6)

Yassi Molazadah, Nick Bunting and the Secretary had yet to consider whether Form 178 should be amended to include policy guidance on the wearing of sponsors' and/or employer's logos on items of clothing whilst representing the Association.

Action: Yassi Molazadah, Nick Bunting & Secretary

38.6 Complaints / whistleblowing procedure (minute 29.7)

The working party comprising Sue Stanhope (Chair), Adrian Bond and Tash Higman had met and Sue Stanhope had circulated a first draft to the Chair and COO for feedback. The plan was for the second draft to be available to be circulated with the agenda of the August Council meeting.

Action: Sue Stanhope

38.7 Cessation of software development contract by supplier (minute 29.8)

Adrian Bond (Communications Chair) reported that we had agreed the wording of the letter before action that our legal advisers were sending to our former software development supplier in relation to their breach of contract. The letter would be sent tomorrow.

Ongoing

39/18 Finance and compliance

39.1 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 11 of the financial year (July-June) and month 2 of the membership year (April-March).

Council considered whether the amount still owed to BPA by the European Parachute Union (EPU) should be written off. The COO said an EPU account managed by us had in credit an amount in prepaid subscriptions from a number of other EPU nations. The COO agreed to write to the nations concerned to seek their instructions what we should do with their prepayment.

Action: COO

39.2 Budget

The Finance Manager tabled an updated document. Georgie Vacher asked whether committees could come to Council with a budget request, to run in parallel with the existing system.

The Treasurer agreed that the current arrangements for budgeting needed to be changed. In discussion it was noted that the recurring costs of Competitions needed to be higher than the £10K set out in the budget.

The Treasurer said that the currently-proposed budget was a starting point: we needed something now as the new financial year would begin on 1 July.

Tash Higman suggested that each committee should put forward its budget request as soon as possible, on a zero-based budget. This should feed into the drafting of a new budgetary process for introduction next year. The Chair agreed.

The Chair said that whilst we did not yet have the new process fully worked out, it would be helpful if each Committee Chair could please provide a budget for their committee. He said that committees other than Competitions would be relatively straightforward to budget.

Action: Committee Chairs

COUNCIL AGREED the proposed budget with the above caveats, and with an increase of £3K (from £10K to £13K) in recurring expenditure for Competitions. The budget approval was proposed by Tash Higman, seconded by Adrian Bond, and carried unanimously.

39.3 GDPR training and audit

The Secretary read aloud a short oral report from ClearComm, who we had engaged as consultants to provide staff training and audit on GDPR.

Staff had indicated that they would value a retained consultancy for a year initially. Council agreed in principle, and there followed discussion over the title that should attach to a retained consultant. ClearComm had recommended Data Protection Officer (DPO). Both the

Chair and Treasurer were mindful of advice from other sources that a DPO should not be appointed unless it was mandatory. The COO and Secretary would continue negotiation with ClearComm, who had agreed in principle to call the retained consultant by a title other than DPO.

Action: COO and Secretary

39.4 Business and finance risk register

The Secretary reported that he had liaised with nominated risk owners but regretted he had not yet had time to carry out further development of the draft.

Ongoing

40/18 Strategic plan

40.1 Year 1 objectives and deliverables

The output paper from a meeting between the COO, STO and Secretary had been circulated with the agenda. The Secretary summarised the priorities that they had identified.

These included the establishment of a new staff post along the lines of a compliance officer. In discussion, it was suggested by Tash Higman that the role might be combined with that of a project manager, suitable for a postholder with experience of the management of change. The Chair asked for a job description and weekly hours in order for Council to give full consideration to the idea. The Secretary said the staff were seeking the advice of Amanda Bennett, independent adviser on governance, on this and other matters within the development of a Year 1 plan. The Chair noted that it might be an opportune time for Council to consider an HR review of the staff establishment.

Among the other aspects of the Year 1 plan included establishment of a Finance Committee, about which the Secretary was in discussion with the Treasurer; and a review of other committees. This would be except for STC and its Riggers' Subcommittee which the COO, STO and Secretary suggested should be ring-fenced from any change in Year 1 (2019) to avoid the risk of making too many changes at once.

The COO, STO and Secretary had already consulted Amanda Bennett for her advice on competitions funding strategy (see minute 40.2 below).

40.2 Funding strategy on elite performance

The Chair declared an interest as a currently sponsored athlete. The meeting was content for him to remain in the chair for this item.

A paper by Georgie Vacher had been circulated with the agenda. This discussed a point arising from the strategy day - 16.1 Metrics of international success: More medals? More elite competitors (bigger international delegations)?

The staff, to whom the same question had also been referred (minute 31.3), had commissioned a paper (circulated) from governance consultant Amanda Bennett who was familiar with BPA from working with us over a number of years.

Georgie Vacher spoke to her paper, which outlined the current sponsorship policy of the Competitions Committee and the rationale on which it was based, including references to academic underpinning of this approach. She emphasised that to discuss the merits of the Competitions Committee's new scheme for which there was not yet an appropriate period of results, over more than one season, would be foolhardy.

Discussion followed. In the discussion, George Vacher said that the current sponsorship system would improve several metrics, viz: giving back to the membership through more skills coaching roadshows and better Nationals, and improved results at international competitions.

COUNCIL AGREED that the current strategy of the Competitions Committee to support our elite athletes was the correct strategy for BPA to have. This was on a proposal from Georgie Vacher, seconded by Adrian Bond, that carried unanimously.

41/18 Royal Aero Club

John Smyth MVO, UK delegate to the International Parachuting Commission of the Fédération Aéronautique Internationale, had referred to Council a letter from the President of the Fédération Française de Parachutisme seeking a letter of support for the inclusion of indoor skydiving in the Paris 2024 Olympics.

The Secretary had circulated a draft response to Council some weeks ago. Brian Vacher (Competitions Chair) had asked that the item be discussed around the table as the deadline for reply was not until 15 June. He said he was concerned that a letter from BPA might be

wrongly taken to assume that BPA had formal responsibility for indoor skydiving. In discussion it was noted that John Smyth had suggested that the Royal Aero Club might also be asked to provide a letter of support.

Brian Vacher proposed, and Tash Higman seconded, a motion to ask RAeC to send the letter of support on behalf of the UK.

Yassi Molazadah made a counter-proposal, which Brian Cumming seconded, that we should send the letter of support drafted by the Secretary. The vote on the counter-proposal was Against - 4, For - 3. Motion failed.

COUNCIL AGREED on the original proposal to ask RAeC if they would be willing to send the reply on behalf of the UK, along the lines of the draft the Secretary had already prepared. For - 6, Against - 1 (Yassi Molazadeh). Motion carried.

Action: Secretary

Secretary's note: RAeC kindly signed and emailed the letter to FFP on 14 June.]

42/18 **Reports from Committees**

42.1 Minutes of Committees

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

42.1.1 Communications Committee meeting on Tuesday 17 April 2018

There were no questions. **COUNCIL CONFIRMED RATIFICATION** of the minutes.

42.1.2 Development Committee meeting on Tuesday 17 April 2018

There were no questions. **COUNCIL CONFIRMED RATIFICATION** of the minutes.

42.1.3 Competitions Committee meeting on Tuesday 17 April 2018

There were no questions. **COUNCIL CONFIRMED RATIFICATION** of the minutes.

42.1.4 Safety and Training Committee meeting on Thursday 31 May 2018

The STO reported that there had unfortunately been a fatality and, separately, a serious accident from which the parachutist had sustained life-threatening injuries and remained critically ill.

COUNCIL RATIFIED the decisions in the above STC minutes. Proposed by Mark Bayada, seconded by Tash Higman, carried unanimously.

42.2 Oral reports on Committee meetings held this afternoon

Adrian Bond (Communications Chair), Craig Poxon (Development Chair), and Brian Vacher (Competitions Chair) reported on the meetings of each of their Committees held this afternoon. All meetings had been quorate. The minutes of the meetings will record the business discussed, the record here is only of business that involves the Council.

42.2.1 Communications Committee

42.2.1.1 Branding and identity

A membership survey was shortly to be conducted of the three visual identities for British Skydiving that had been shortlisted by Council. An article appeared on page 13 of BPA Skydive the Mag for June 2018.

COUNCIL AGREED to add a fourth option to the survey, of liking none of the three design concepts; and that members should be asked to rank the three design concepts and 'none of these' on a scale of preference from 1 to 4. Proposed by Georgie Vacher, seconded by Mark Bayada. Carried with an abstention from Craig Poxon who supported the inclusion of 'none of these', but did not believe it was amenable to ranking.

Secretary's note: In including a 'none of these' option in the survey, Craig Poxon's reservations proved to be valid as the advice of Mi-Voice was to have an either/or option, with voters asked *either* to rank the three design concepts *or* to vote for none of them. Georgie Vacher, as proposer, was content to take this advice.]

Craig Poxon registered his concern that UK Sport had asked us not to use one of our shortlisted design concepts as they considered it to be too close to their 'Victor' logo concept for Olympic and Paralympic sports. However, the Communications Committee, with the support of Council, believed our design to be sufficiently different: and the concept could be further differentiated should it emerge from the membership survey as the most popular.

42.2.2 Development Committee

42.2.2.1 Third party insurance - provision for experienced EU jumpers

At the previous Council meeting, this item had been referred back to the Development Committee for further consideration (minute 33.2.2.1). This was ongoing, and the Committee would report back to the August meeting of Council.

Action: Report back to next meeting

42.2.2.2 Tenders for new database and web hub

The Development Chair reported that 35 companies had registered an interest, of which the tender panel (comprising the Chairs of Development, Communications and the IT Strategy Group) had selected 21 to whom we had issued the full tender specification. Of these, 10 had submitted a tender by the closing date of last Friday. The tender panel would evaluate the bids to draw up a shortlist of three for interview with a view to issuing a recommendation to Council by the 'seek to appoint a supplier' date of Friday 20 July.

COUNCIL CONFIRMED it was content to appoint the winning bidder by e-vote. Council asked the tender panel that their recommendation should set out the pricing, rationale and a summary of the business benefits.

42.2.3 Competitions Committee

42.2.3.1 Sponsorship allocation - grievance by a team

The Competitions Committee had responded to the team's grievance (minute 33.2.3.1). The team had not appealed to Council.

42.2.3.2 Composition of the Competitions Committee

COUNCIL AGREED to the appointment by the Committee of a temporary CF Rep for the time being to replace the CF Rep who had stood down.

42.2.3.3 Official communications

The Committee had confirmed that social media channels were inappropriate as the primary channel for official communications from BPA to and from athletes/delegation members, etc.

42.2.3.4 Team Manager

Following an invitation for applications, the Committee had invited Craig Poxon to be Team Manager for our Delegation to the World Parachuting Championship 2018 in FS, Artistics, Speed and CF to be held in Australia from 4-13 October.

42.2.3.5 Sponsorship of a team that has since withdrawn

The Competitions Chair reported on a team that the Committee had sponsored to attend WPC Australia 2018 as part of the British Delegation. The team had since withdrawn, having spent the sponsorship money, citing insufficient funding by BPA as the reason for their withdrawal.

Yassi Molazadeh advised the Competitions Chair that if the sponsorship had not been repaid within 30 days of the written request being made, it may be appropriate to consider issuing a statutory demand.

42.2.3.6 Indoor skydiving

The Competitions Chair reported on a recommendation from the Competitions Committee arising from a selection issue for the Indoor Skydiving World Championships in 2019.

One of the members of the team that had won the selection event (the Bodyflight World Challenge) was not a BPA member, and was therefore ineligible to apply to BPA for a sporting licence (which was required to compete in an FAI/IPC international event).

The Competitions Committee was acutely aware that, in following Council policy to restrict selection of indoor athletes to BPA members, it would be disadvantaging the UK by not being able to send the best indoor team to compete at indoor international meets.

The Competitions Committee therefore recommended, for ratification by Council, that:

'The Competitions Committee will not be making any further selection for FAI indoor skydiving competitions from December 2018 as, due to FAI competition regulations, it is not always possible to select the best team and fulfil the BPA membership requirements.'

The Chair suggested that consideration of the Competitions Committee's recommendation should be deferred until the October meeting and he called for relevant supporting papers to be circulated with the agenda of that meeting.

[Secretary's note: The Chair has since decided that that this item should be brought forward to the August meeting.]

43/18 Staff salary review

COUNCIL AGREED to the recommendation of its Employment Committee to award a 3% annual salary increase to staff who had been in post since 2017, effective from the start of the new financial year on 1 July. Proposed by Brian Cumming, seconded by Adrian Bond, carried unanimously.

The COO, on behalf of the staff, thanked the Council.

44/18 Circulation of Council papers

The Secretary reported that, by custom and practice, the 5 Vice Presidents and the Editor had been on the circulation list for Council papers. This included supporting papers to the agendas. Certain of these papers may at times contain personal or commercially sensitive information. When such papers had been identified in the past, the Secretary had restricted their circulation to Council Members and relevant staff only. However, as we had migrated 'Council post' to SharePoint, this was not currently possible. He therefore asked for Council instruction on how to proceed, whether Council was content for non-Council members to continue to receive 'Council post'. There were similar considerations for other committees.

Council wished for the arrangement on SharePoint to continue with the established policy that the Council or Committee Secretary could restrict circulation of sensitive documents on a document-by-document basis. This would be referred to BPA's IT partner Computerlink (Leicester) for technical advice as the allocation of permissions on SharePoint was not something that the secretariat was presently equipped to do.

Action: Secretary to refer to Computerlink (Leicester)

45/18 Phishing email

The Chair reported that the Secretary-General had unfortunately fallen victim to a phishing email that had compromised his email account. The membership database had not been involved and there had been no breach of data. Multi Factor Authentication (MFA) was being introduced to all email accounts on the BPA domain to reduce the risk of a recurrence. The Chair asked Council Members and volunteers to adopt MFA: Craig Poxon had circulated details of how to install MFA and both he and Computerlink (Leicester) were available to help if required. A report on the phishing attack had been prepared for the Development Committee by Graham Spicer, Chair, IT Strategy Group, and was in the SharePoint file for today's meeting of that Committee (Development agenda item 9).

46/18 Expenses

The Chair asked Council members to submit expenses claims to date by the end of the financial year on 30 June.

Action: All

47/18 Dates of future meetings

Tuesdays at 18:00 at BPA HQ, LE2 9TF: 7 August, 25 September and 27 November.

The meeting closed at 22:20.