



## The Council

### Minutes

### Tuesday 7 August 2018 at 18:05

at BPA HQ, Glen Parva, Leicester LE2 9TF

<b>Present - voting:</b> (quorum: 5)	Martin Soulsby	- Chair
	Paul Applegate	
	Mark Bayada	
	Adrian Bond	- Communications Chair
	Nick Bunting	
	Brian Cumming	
	Tash Higman	
	Yassi Molazadeh	
	Craig Poxon	- Vice Chair / Development Chair / RAeC Delegate / IPC Alternate Delegate
	Sue Stanhope	
<b>In attendance:</b>	Brian Vacher	- Competitions Chair
	Georgie Vacher	
	Liz Ashley	- Editor, BPA Skydive the Mag
	Amanda Bennett (to item 53)	- Governance Adviser
	Gordon Blamire (to item 52)	
	Tony Butler	- Chief Operating Officer (COO)
	Jon Gretton (to item 55)	- Finance Manager & Company Secretary
	John Smyth MVO (to item 55.1)	- Vice President / IPC Delegate
	Martin Shuttleworth	- Secretary-General (Secretary)
	Graham Spicer (to item 54)	- Chair, IT Strategy Group
<b>Apologies for absence:</b>	Debbie Carter	- Treasurer
	John Hitchen	- Vice President
	Jeff Montgomery	- Safety & Technical Officer (STO) & STC Chair

---

## Item Minute

### 48/18 Welcome

The Chair welcomed Gordon Blamire, Director of GoSkydive, who was attending for item 52; Amanda Bennett, independent governance adviser, who was attending for item 53; and Graham Spicer, Chair of the IT Strategy Group, who was attending for item 54.

### 49/18 Minutes

**COUNCIL APPROVED** the minutes of the meeting held on Tuesday 12 June 2018. Proposed by Tash Higman, seconded by Adrian Bond and carried unanimously.

The Chair asked all Council Members kindly to respond to electronic circulation of the draft minutes in order for them to be approved electronically.

### 50/18 Declarations of interest

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

## 51/18 Matters arising

### 51.1 Grievance and disciplinary working party (minute 38.2)

Yassi Molazadeh (Working Party Chair) reported that she was seeking to simplify and consolidate the procedures so far as possible, now also to include whistleblowing (minute 56). She supported the suggestion of establishing a new staff post of compliance officer (minute 53.2) as a first point of contact, to advise on the route that should be taken, and to progress cases. Yassi Molazadeh advised that she was consulting on the draft updated procedure and would prepare a consolidated draft for consideration by Council later this year.

*Ongoing*

### 51.2 Designation of reserves (minute 38.3)

Nick Bunting confirmed that the Treasurer had liaised with him as requested.

### 51.3 Duties and responsibilities of Council members (minute 38.5)

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*

### 51.4 European Parachuting Union (EPU) subscriptions (minute 39.2)

The COO confirmed that the EPU funds held by BPA had been paid as EPU's subscription to Europe Air Sports. EPU contributions held by BPA on behalf of other nations did not therefore need to be returned to them as the money had already been passed on.

*No further action*

### 51.5 Committee budgets (minute 39.2)

The Competitions Committee had drafted its proposed budget (minute 55.2); the process was ongoing for the Communications and Development Committees for approval by Council.

*Ongoing*

### 51.6 Paris 2024 Olympics: indoor skydiving (minute 41)

Council wished its thanks to the Royal Aero Club be noted for kindly actioning BPA's request to send a letter to the Fédération Française de Parachutisme in support of the inclusion of indoor skydiving in the Paris 2024 Olympics.

*Action completed*

### 51.7 Circulation of Council and Committee papers (minute 44)

The Secretary reported that Computerlink (Leicester) were researching how to set SharePoint permissions to restrict access to sensitive documents, in order that they could train the BPA secretariat on how to do this.

*Ongoing*

## 52/18 Applications for Affiliation and Re-Affiliation

Applications by GoSkydive had been circulated with the agenda, for Affiliation of its new Cambridgeshire site and Re-Affiliation of its existing Salisbury site.

The COO reported that he had inspected the proposed Cambridgeshire site and that it was suitable for the intended purpose. STC had accepted the new DZ/PLA (STC meeting, Thursday 26 July 2018, minute 1). The COO reported that there were no issues with Re-Affiliation of the Salisbury site.

At the request of the Vice Chair, the meeting went in camera. The Vice Chair then declared an interest as he worked as a subcontracted instructor at a neighbouring Drop Zone to the proposed new one in Cambridgeshire. He made a statement then left the room.

In response to a point made by Nick Bunting, the COO said he would recast BPA's application forms for Affiliation and Re-Affiliation in the light of GDPR.

*Action: COO*

**COUNCIL APPROVED** both applications. Proposed by Mark Bayada, seconded by Paul Applegate - carried with four abstentions (Nick Bunting, Brian Cumming, Craig Poxon, Sue Stanhope).

The meeting resumed in open session. The Chair advised Gordon Blamire of the outcome of his applications.

## 53/18 Strategy -Year 1 objectives and deliverables

### 53.1 The need for SMART outcomes

The Secretary had circulated a paper with the agenda. He spoke to this paper.

Nick Bunting and Sue Stanhope informed Council that the objectives and deliverables needed to be expressed in terms of SMART outcomes - Specific, Measurable, Attainable, Realistic and Time-bound. They confirmed that they would be able to assist the COO and his team in providing templates for SMART planning. Objectives and deliverables also needed to be prioritised.

**COUNCIL AGREED** that the six strategic objectives set out in the paper (from the Strategic Plan, minute 92/17) should be progressed to the next stage of developing and prioritising SMART outcomes. Proposed by Sue Stanhope, seconded by Tash Higman and carried with an abstention from Georgie Vacher.

Council accepted that strategic planning was the most important function of a board. Nick Bunting and Sue Stanhope offered their assistance to the senior employees.

**Action: Nick Bunting, Sue Stanhope, COO, Secretary**

### **53.2 Staffing**

**COUNCIL AGREED** in principle to the establishment of two new staff posts as recommended in the paper as being essential resources to deliver the strategy, a full-time communications manager and a part-time compliance manager.

Council recognised that there may be refinement of the role(s) required, especially of the specification of the new communications manager post, and invited any feedback from Council Members to them and the Communications Chair.

**Action: COO / Secretary**

Sue Stanhope kindly offered to liaise with the Treasurer, COO and Secretary on salary scales taking into account BPA's existing staff pay scale and any increments that may be appropriate for the recruitment of specialist skills.

**Action: Sue Stanhope**

## **54/18 IT software contract**

### **54.1 New Personal Information Management System (PIMS) and web hub**

On 19 July, the Secretary had circulated documents relating to the recommendation of the BPA tender team for the preferred bidder for the PIMS (new membership database) and web hub contract, being the conclusion of a competitive tendering process.

The tender team comprised Craig Poxon (Development Chair), Adrian Bond (Communications Chair) and Graham Spicer (Chair, IT Strategy Group). It had received 35 expressions of interest from potential vendors, to 21 of whom it had supplied the tender specification. This had resulted in 11 bids from which the tender team used an evaluation matrix to draw up a shortlist of three for interview at BPA HQ on Thursday 12 July. 3Si Limited was selected as the preferred bidder and recommended to Council.

Questions from some Council members had already been answered by email. There were no further questions at the meeting.

**COUNCIL AGREED** to appoint 3Si Limited as software contractor to develop the new Personal Information Management System (membership database) and web hub, subject to contract. Proposed by Adrian Bond, seconded by Craig Poxon, carried with an abstention from Georgie Vacher.

Contract negotiations would be conducted by Adrian Bond liaising with Yassi Molazadeh on legal matters.

**Action: Adrian Bond**

On behalf of Council, the Chair thanked the tender team for their hard work.

### **54.2 Breach of contract by previous software supplier**

A summary of the current position by BPA's legal advisers had been circulated with the agenda.

**COUNCIL AGREED** to Adrian Bond proceeding with our legal advisers as advised.

**Action: Adrian Bond**

## 55/18 Finance and compliance

### 55.1 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 for the full financial year (July-June) and month 3 of the membership year (April-March).

The draft audited accounts for the financial year 2017/8 would be presented to the next meeting of Council in September.

Nick Bunting noted that the surplus on the financial year ended 30 June, at £89.8K, was £105K less than the previous financial year. The main source of this variance was competitions expenditure, which had been £80,863 in the FY 2016/7 compared with £186,737 in the FY 2017/8. The narrative accounting for this variation read 'funding/timing of events'. Nick Bunting believed that such a significant variation warranted a fuller explanation in the accounts. Tash Higman said the apparent anomaly had arisen, as it had in previous years, because there was an ongoing mismatch between the timings of the BPA financial year and the competitions season.

Membership statistics for the first three months of the current membership year showed a year-on-year decrease (-4%) in full renewals, a decrease (-1%) in full conversions; and zero variance in student provisional membership.

The Vice Chair believed that trends were easier to communicate graphically. He had therefore asked the Finance Manager kindly to update for each Council meeting, a graph of trends in the number of full members compared with previous years that he had prepared and included in the SharePoint papers for this meeting.

**Action: Finance Manager**

### 55.2 Budget

Tash Higman (Competitions Vice Chair) reported that, in accordance with Council's new policy on budgeting (minute 39.2), the Competitions Committee had developed a zero-based budget to replace an arbitrary budget allocation as a percentage of forecast annual profit.

The Competitions Committee was asking Council to provide additional funding of £72,070 for 2018-9 to better support our members in competitions.

Nick Bunting advised that a request for additional funding should be made by a written paper. Tash Higman agreed to provide a written paper in time for circulation with the agenda for the September meeting [**Secretary's note:** Supporting papers are due for receipt at HQ by Thursday 13 September.]

**Action: Tash Higman**

### 55.3 GDPR

#### 55.3.1 External consultant

A quotation for continuing GDPR consultancy services from our existing supplier had been circulated with the agenda. The Secretary reported that he had sought alternative quotations for expert assistance with our continuing GDPR journey, including from a firm to which he had been referred by the Royal Aero Club. This was a delegated matter for the COO and Secretary.

**Action: COO and Secretary**

#### 55.3.2 Personal data breach

The Vice Chair reported on a compliance matter involving misuse of the BPA online member check facility.

Council decided to restrict access to the online member check facility. The Vice Chair and Adrian Bond would arrange this with our media partner Archant Dialogue and website host Bigfork.

**Action: Vice Chair and Adrian Bond**

Council confirmed that this matter must be reported to the ICO. Yassi Molazadeh kindly agreed to review the draft report form before it was submitted, which had to be within 72 hours of the breach.

**Action: Secretary**

### 55.4 Business and financial risk register

An updated draft, following the Secretary's consultation with risk holders, had been circulated with the agenda. Nick Bunting kindly offered to recast this document to focus on the strategic risks, for which the Chair thanked him.

**Action: Nick Bunting**

**56/18 Whistleblowing policy**

A paper by Sue Stanhope, who chaired the whistleblowing working party (also comprising Adrian Bond and Tash Higman), had been circulated with the agenda. See minute 51.1 regarding consolidation of policies and procedures to include disciplinary, grievance and whistleblowing. Yassi Molazadeh (Chair, Disciplinary and Grievance Procedure Working Party) would liaise with Sue Stanhope on this.

**Action: Yassi Molazadeh**

**57/18 Royal Aero Club**

The Chair (BPA Alternate Delegate to RAeC) gave an oral report on the recent RAeC Council meeting on behalf of the Vice Chair (BPA Delegate to RAeC).

The Secretary reported that Jim Crocker of the Royal Aero Club Trust had contacted him to enquire of the promised BPA donation to the Trust (per minute 94.1/17 of the meeting on 28 November 2017, and minute 32.3 of the meeting on 17 April 2018). The Vice Chair said he would remind the Finance Manager that this donation remained due for payment and should now be paid over.

**Action: Vice Chair**

**58/18 Indoor skydiving**

The Chair declared an interest as an FS competitor and stood down for this item, inviting the Vice Chair to take the chair for it. The Chair presented a personal view in his paper, which had been circulated with the agenda. The paper was entitled 'Should British Skydiving be responsible for the selection and support of the British Indoor Skydiving delegation to IPC events?'.  
  
A paper from the staff, expressing a complementary view, had also been circulated with the agenda.

The Chair spoke to his paper with reasons in favour, and the COO spoke to the staff paper, with reasons against. Extensive discussion followed, with different contributors highlighting issues on both sides of the debate. Georgie Vacher reported on research she had carried out on the position in other countries.

As indoor skydiving was emerging as a new discipline or sport, BPA currently had responsibility but there were issues that lay outwith BPA's current purview. Therefore, BPA could assist indoor skydivers in establishing their own organisation and delegate to it, by way of a licensing agreement, the power to carry out the selection, administration and organisation of British Indoor skydiving delegations. Such an arrangement would be for a fixed period of five years from 2019, with a break clause at (say) three years. Under the terms this arrangement, BPA would delegate to the new organisation the issue of FAI sporting licences to indoor skydivers.

**COUNCIL AGREED** to the above arrangement for British delegations to FAI indoor skydiving competitions. Proposed by Nick Bunting, seconded by Brian Vacher, carried with 1 vote against.

**Action: COO & Secretary**

The Vice Chair handed the chair back to the Chair.

**59/18 Reports from Committees**

**59.1 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.

**59.1.1 Communications Committee meeting on Tuesday 12 June 2018**

There were no questions.

**COUNCIL RATIFIED** the minutes.

**59.1.2 Development Committee meeting on Tuesday 12 June 2018**

There were no questions.

**COUNCIL RATIFIED** the minutes.

**59.1.3 Competitions Committee meeting on Tuesday 17 April 2018**

There were no questions.

**COUNCIL RATIFIED** the minutes.

#### **59.1.4 Safety and Training Committee meeting on Thursday 26 July 2018**

Brian Vacher questioned the COO on the outcome of a Panel of Inquiry on a tandem incident as reported in minute 6 of the STC meeting. Yassi Molazadeh (Chair, Grievance and Disciplinary Procedures Working Party) reminded Council that disciplinary decisions were not for the Council as they operated at arm's length from the Committee structure. Neither the respondent nor STC had appealed the Panel's decision, which would have involved a tribunal at the next stage.

Brian Vacher declared an interest as a canopy piloting coach. He then noted what he believed to be a trend in accidents on landing including three serious accidents, two of which had been fatal. The COO confirmed that he and the STO were establishing an STC Working Group further to investigate landing accidents under high performance canopies. Brian Vacher asked that the report of the Working Group, once available, should be circulated to Council.

In response to a request by Tash Higman, the COO said that accident statistics were circulated to Council every year and were available on the 'how safe?' page in the 'Stay safe' section of the BPA website.

**COUNCIL RATIFIED** the decisions in the above STC minutes (in which a typographical error in the numbering of a section of the BPA Operations Manual in the draft minutes was noted for correction). Proposed by Tash Higman, seconded by Paul Applegate, carried unanimously. There were no variations to the Operations Manual.

#### **59.2 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.

##### **59.2.1 Communications Committee**

###### **59.2.1.1 Branding and identity**

The result of the membership survey of Council's three shortlisted visual identity concepts for British Skydiving had been circulated with the agenda. The canopy and flag logo concept had come out as the winner.

**COUNCIL AGREED** to accept the concept of a visual identity for British Skydiving based on the membership's preference of the concept of a canopy and flag, and to refer this back to the Communications Committee to refine it. Proposed by Sue Stanhope, seconded by Georgie Vacher and carried by 9 in favour, 2 against. This followed the failure of a counter-proposal by Tash Higman, seconded by Brian Cumming, that we should hold a competition for members to submit their own designs, which was lost on a vote of 4 in favour, 7 against.

##### **59.2.2 Development Committee**

###### **59.2.2.1 Third party insurance - provision for experienced EU jumpers**

**COUNCIL AGREED** to a recommendation by the Development Committee that the following exception, in *italics* below, in the Operations Manual should be withdrawn from the start of the new membership year on 1 April 2019. Proposed by Craig Poxon (Development Chair), seconded by Mark Bayada, carried with 5 in favour, 4 against (including Craig Poxon) and 2 abstentions (Tash Higman and Sue Stanhope).

BPA Operations Manual, Section 12 Documentation

Paragraph 1 Personal Documents

- 1.1 All parachutists, riggers, packers, judges and DZ controllers must be current members of the British Parachute Association. *Except in the case of other European Union (EU) parachutists, who are current members of their own country's parachuting governing organisation, have proof that they are not classified as student parachutists, have a minimum of 100 descents and hold current third party liability insurance to cover of a minimum of 1,500,000 Euro.*

### **59.2.3 Competitions Committee**

#### **59.2.3.1 Discipline Reps**

The Competitions Chair reported that Mary-Lou Barratt had been appointed by the Committee as the new CF Rep. Michael Wilson-Roberts was standing down as VFS Rep.

#### **59.2.3.2 Sponsorship of a team that has since withdrawn**

The Competitions Chair reported that the refund of BPA sponsorship funding due from the team was still owing.

#### **60/18 Message to a senior member**

The Chair informed Council of a health issue facing a senior member. Council asked that the Chair should send them a message of support, appreciation and good wishes on behalf of everyone on Council.

**Action: Chair**

#### **61/18 Dates of future meetings**

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

The meeting closed at 22:45 (4 hr 40 min).