



The Council

Minutes

Tuesday 27 November 2018 at 18:05

at BPA HQ, Glen Parva, Leicester LE2 9TF

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| Present - voting: (quorum: 5) | Martin Soulsby Paul Applegate Mark Bayada Adrian Bond Nick Bunting (to item 84) Brian Cumming Tash Higman Yassi Molazadeh Craig Poxon Georgie Vacher | - Chair - Communications Chair - Vice Chair / Development Chair / RAeC Delegate / IPC Alternate Delegate |
| In attendance: | Liz Ashley (from item 73.4) Tony Butler Debbie Carter John Hitchen Jeff Montgomery Martin Shuttleworth John Smyth MVO (to item 80) | - Editor, BPA Skydive the Mag - Chief Operating Officer (COO) - Treasurer - Vice President - Safety & Technical Officer (STO) & STC Chair - Secretary-General (Secretary) - Vice President & IPC Delegate |
| Observers: (to item 80) | Mary-Lou Barratt Anna Hicks Vana Parker Siân Stokes Mike Williams | |
| Apologies for absence: | Jon Gretton Sue Stanhope Brian Vacher | - Finance Manager & Company Secretary - Competitions Chair |

Item Minute

71/18 Declarations of interest

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

72/18 Minutes

COUNCIL CONFIRMED ITS ELECTRONIC RATIFICATION, prior to this meeting, of the minutes of its meeting held on Tuesday 25 September 2018. The minutes had been published on the BPA website bpa.org.uk/member/agendas-and-minutes

73/18 Matters arising

73.1 Software development contract (minute 64.3)

The Communications Chair reported that the software development contract had been signed with 3Si Ltd in October. Following amalgamation with a French company, they were now known as Eudonet (UK) Ltd.

73.2 Breach of contract by previous software supplier (minute 64.4)

The Communications Chair reported that correspondence between the parties' legal representatives was continuing.

73.3 GBR representation at FAI/IPC indoor skydiving competitions (minute 64.9)

The COO reported that he and the Secretary had had a constructive meeting with representatives of the British Indoor Skydiving Association (BISA). The Secretary said BISA had sent papers, including a letter which he offered to read aloud, that had arrived too late for inclusion in the pack for this meeting. The Chair asked that the item to be included on the agenda for the February meeting. Tash Higman, in her capacity as Competitions Judges' Co-ordinator, asked about arrangements for indoor skydiving judges. The COO said he would discuss this with her outside the meeting.

Action: February meeting

73.4 Message to a senior member (minute 64.10)

The Editor reported that an item had been included in the December magazine. It was, at their own request, a message from, rather than to, the senior member.

73.5 GDPR (minute 65.4)

The Chair reported that ICO had written to say it would be taking no further action with regard to the data breach (minute 64.7) as the breach had involved only one member and we had tightened our procedures as a result. The Secretary reported that a bespoke GDPR-related document drafted by a new-to-us legal firm was being reviewed internally.

73.6 Strategic plan - 2019 objectives and deliverables (minute 66)

73.6.1 Performance metrics - Competitions Committee

Tash Higman (Competitions Vice Chair) reported that the Competitions Committee was in the process of developing strategic performance metrics for consideration at its next meeting, which it would then propose to Council.

73.6.2 Scheduling of meetings

Council asked the Secretary to prepare a paper for the January meeting on the pros and cons of holding Council and Committee meetings on different days.

Action: Secretary / January meeting

73.7 Minutes of the Communications Committee (minute 68.1.1)

This would be taken in item 85.1.

73.8 SharePoint (minute 68.2.2)

In response to a question from the Chair, the Secretary said that facilitating selective access to occasional sensitive papers within the permissions of a Council or Committee meetings folder on SharePoint had been referred to Computerlink. He would check with them whether a solution had yet been identified.

Action: Secretary

73.9 Council 2019 election (minute 69.1)

The Secretary reported that there had been three nominees for three elected seats on Council becoming vacant at the AGM. As the seats been uncontested, no election had been triggered. Nick Bunting sought reassurance, which was given by the the Chair, that this was in accordance with the Articles.

Mark Bayada and Tash Higman had been re-elected, and Sam Lee had been elected for the first time. Seats were of three years' tenure.

74/18 Finance and compliance

74.1 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 month 4 of the financial year (July-June) and month 7 of the membership year (April-March).

The Treasurer reported that the downward year-on-year trend in membership numbers had eased and was now slight. Last year's income had been boosted by £64K from maturing investments. Year-on-year variations in expenditure were principally due to differences in timings of spend on competitions sponsorship.

74.2 Membership subscriptions from 1 April 2019

Papers by the Finance Manager had been circulated with the agenda. The papers included projections based on a range of variations to the BPA element of the annual membership subscription ranging from -1 to 5% inclusive. An increase of 3% was approximately break-even.

COUNCIL AGREED TO PUT TO THE AGM a 3% increase in the BPA element of the membership subscription, based on a recommendation by the Treasurer, proposed by Tash Higman, seconded by Craig Poxon and carried unanimously.

The insurers had pegged the insurance premium element for the membership year 2019-2020 but had quoted a higher premium for an increase in indemnity limit from £5M to £10M per incident or occurrence. The Development Committee, at its meeting earlier in the day, had considered that the indemnity limit should remain at £5M as it had only a few years ago been raised from £2M.

COUNCIL AGREED that Drop Zone operators should be consulted, at their meeting the day before the AGM, on the insurance indemnity limit. This was per the recommendation of the Development Committee.

Refer for consultation with DZO meeting

74.3 Business and financial risk register

A revised draft had been circulated with the agenda.

COUNCIL AGREED that this would benefit from the addition of a column identifying to whom the risk was assigned, and input by the committees.

Action: Refer to the Committees

One of the Committees to input would be a Finance Committee, that did not yet exist but whose constitution was included in the strategic deliverables (minute 75).

75/18 Strategic Plan - 2019 objectives and deliverables

A paper setting out deliverables for 2019 had been circulated with the agenda. The paper had emerged from internal consultation with officers and staff. Nick Bunting welcomed it as a significant step forward, which provided a framework for a series of objectives to be allocated to committees and individuals.

Performance and participation metrics for the Competitions Committee's areas of activity needed to be added (minute 73.6.1).

76/18 Strategy day

With the strategic plan now in place, form followed function.

COUNCIL AGREED to use its annual strategy day to consider the committee structure required to deliver the strategic plan. The provisional date was Wednesday 20 February 2019, the day after the proposed date for the February Council meeting, with the option to stay over for those from a distance. The date was subject to consultation with the three Council 2019 members not present.

77/18 Grievance and whistleblowing procedure

Updated grievance and whistleblowing procedures had been circulated with the agenda. The Chair thanked Yassi Molazadeh (Chair, Disciplinary and Grievance Procedures Working Party) and the members of the working party for co-ordinating these.

COUNCIL APPROVED the new procedures to become effective from January 2019. Proposed by Nick Bunting, seconded by Adrian Bond, carried unanimously.

78/18 Equality policy

A paper by the Secretary had been circulated with the agenda. It contained an equality policy template kindly provided by Sport England.

The Chair suggested customisation of the policy for our sport. Yassi Molazadeh and Tash Higman kindly offered to prepare a draft for Council to consider.

Action: Yassi Molazadeh & Tash Higman

79/18 Sport England assurance pack

Nick Bunting recommended that BPA should consult the Sport England assurance pack. It included a full suite of policies and could be used to identify any that BPA did not currently have in place.

Action: COO and Secretary

80/18 Open and female category funding

This item was held in camera. The item was confidential, subject to legal advice.

The meeting resumed in open session and Council's decision was explained to those present.

81/18 Directors' dress code

A paper had been circulated with the agenda containing a policy that had been drafted by Yassi Molazadeh at the request of Council; and a shorter, simpler provision suggested by Nick Bunting. A response from the Competitions Chair in absentia was read aloud by the Secretary. Discussion followed.

COUNCIL AGREED to adopt a shorter provision along the lines suggested by Nick Bunting.

Action: Secretary

82/18 Royal Aero Club

82.1 Report

The next meeting of RAeC Council was due to be held in January. See also minute 85.2.3.1, The Royal Aero Club Queen's Cup.

82.2 BPA nominations for RAeC Awards

This item was held in camera as by convention the identity of nominees remains confidential unless and until they receive an award.

A paper comprising draft nominations had been circulated with the agenda. A further nomination was suggested for which no draft citation had yet been circulated.

COUNCIL AGREED to put forward five nominations.

Action: Secretary

Winners of RAeC awards 2018 would be announced in January. They would be presented at the RAeC Medals & Awards Ceremony at the Royal Air Force Club in Piccadilly on Thursday 16 May 2019.

83/18 BPA awards

83.1 The BPA Jim Crocker Award for Outstanding Contribution to Sport Parachuting

COUNCIL AWARDED the Jim Crocker Award to Rob Colpus to recognise his significant and sustained contribution to our sport.

83.2 The BPA Taz Causer Experienced Skydiver of the Year Award 2018

A paper had been issued with the agenda comprising the four nominations received in response to a call to the membership. A vote took place. The winner was Jamie Arnold, whom Council congratulated.

84/18 Staff Christmas bonus

Staff left the meeting for this item.

COUNCIL AWARDED staff a Christmas bonus of £200 each, after tax, and non-pension-contributable. Pro-rata for staff working under 25 hours a week.

The meeting returned to open session. The COO thanked Council on behalf of the staff for the Christmas bonus.

85/18 Reports from Committees

85.1 Minutes of Committees

The minutes of each of the following meetings, except those of the Communications Committee's September meeting and 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.

85.1.1 Communications Committee meeting on Tuesday 7 August 2018

COUNCIL RATIFIED these minutes, which had been approved by the Communications Committee at its meeting earlier today. There were no questions.

85.1.2 Communications Committee meeting on Tuesday 25 September 2018

These minutes were approved with a minor variation, yet to be taken in, at today's meeting of the Communications Committee. They would be put to Council for ratification once updated.

85.1.3 Development Committee meeting on Tuesday 25 September 2018

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

85.1.4 Competitions Committee meeting on Tuesday 7 August 2018

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

85.1.5 Safety and Training Committee meeting on Thursday 15 November 2018

There were no questions.

COUNCIL RATIFIED the decisions in the above STC minutes. Proposed by Mark Bayada, seconded by Tash Higman, carried unanimously. There were no variations to the Operations Manual.

85.2 Oral reports on Committee meetings held this afternoon

Adrian Bond (Communications Chair), Craig Poxon (Development Chair), and Tash Higman (Competitions Vice Chair) reported on the meetings of each of their Committees held this afternoon. The minutes of the meetings will record the business discussed, the record here is only of matters that involve Council.

85.2.1 Communications Committee

85.2.1 1 British Skydiving branding

A paper from the Communications Committee had been circulated with the agenda. It recommended to Council that BPA should issue an open invitation to tender for development of the British Skydiving brand. This was an acknowledgement that we had, albeit with the best of intentions, started too late in the process by commissioning and consulting on possible logo designs. Brand strategists had since advised us that a brand needed to grow organically from an organisation's mission, vision, values and strategy. The Chair asked whether this meant giving whichever branding agency won the tender free rein to recommend alternative logo concepts; the Communications Chair said it did, and that he had covered this in the Communications Committee's section of the BPA Review of the Year to be published online shortly before the AGM.

COUNCIL AGREED to the issue of an open invitation to tender for the development of the British Skydiving brand as our new trading name.

Action: Communications Committee

85.2.1 2 New web hub

The Communications Chair displayed a storyboard visual of the new web hub on screen. He reported that the Communications Committee had been pleased with the way contractor Eudonet (UK) had produced this response to the brief. The brief had been to bring together BPA's family of five websites in the hub (the five sites being BPA, Mag, Expo, Archive, and Tandem Modifications). He said the new site would run ab initio under the URL britishskydiving.org with redirects from bpa.org.uk.

COUNCIL AGREED that work on the new web hub should continue based on the storyboard template.

Action: Communications Committee

85.2.1 3 Communications Manager

The advertisement for the new staff post of Communications Manager had been circulated with the agenda of today's meeting of the Communications Committee. It was on the BPA website and the text was in the December Mag. It was also on the Sport & Recreation Alliance jobs website. Council considered that it might be helpful to state an indicative salary or salary range. The Treasurer offered to discuss this with Sue Stanhope.

Action: Treasurer

85.2.1 4 Media partner

The current three-year contract for BPA media partner finished on 30 September 2018. The current partner was Archant Dialogue. The Committee had held an in-camera session and recommended to Council that Archant Dialogue should be asked to quote for continuing as media partner for a further three-year contract, to a revised specification.

COUNCIL AGREED the Communications Committee's recommendation on its planned approach to the three-year BPA media contract from October 2019.

85.2.1 5 BPA Skydive the Expo

The Communications Chair reported that he had completed long contract negotiation with De Vere Venues and that contracts to hold BPA Skydive the Expo at De Vere East Midlands Conference Centre and Orchard Hotel, Nottingham, had now been signed for the following dates (including the Friday 'industry day'):

Fridays 24 & Saturdays:
24 & 25 January 2020, 29 & 30 January 2021, 28 & 29 January 2022.

Council thanked the Communications Chair for completing these negotiations and securing a good deal for our biggest members' event.

85.2.1 6 Liz Ashley - 50 issues as Editor of BPA Skydive the Mag

Council joined the Communications Chair in congratulating Liz Ashley who was celebrating her 50th issue as Editor of BPA Skydive the Mag.

85.2.1 7 Committee volunteers 2019

In addition to the call in the December issue of the Mag, the Committee planned to put a call on social media for members with particular skills, for example in video, to volunteer for service in one of the limited number of seats on the Committee.

85.2.1 8 Annual review of committee terms of reference

The Communications Chair said that the Committee had carried out the routine annual review of its terms of reference and had made no recommendations to Council for any variation.

Part of the quoracy requirement was the presence of 51% of voting members, which needed to be calculated at the beginning of each meeting. To make this easier to determine, from next year, the number of voting members, and the number of 51% thereof, would both be shown under a quoracy item at the start of the agenda.

85.2.2 Development Committee

85.2.1 1 Insurance

See minute 74.2.

85.2.1 2 Committee volunteers 2019

The Development Committee would also be augmenting the call for volunteers in the December issue of the Mag with calls on social media.

85.2.1 3 Annual review of committee terms of reference

The Development Chair reported the same from his committee as from Communications (minute 85.2.1.7).

85.2.3 Competitions Committee

85.2.3.1 The Queen's Air Race Challenge Cup of the Royal Aero Club

The Competitions Vice Chair reported that the Committee would be putting to a bid to the Royal Aero Club, with host centre Skydive Hibaldstow, for the 4-way FS Nationals to be the Queen's Cup event for 2019.

85.2.3.2 Unapproved change in team line-up

The Committee had imposed a penalty on a team for an unapproved change in a team's line-up. The penalty was no further change to the line-up of that team in 2019.

85.2.3.3 Sponsorship

The Committee had agreed the basis of BPA sponsorship allocation to our athletes for 2019. Council's decision at minute 80 in relation to events that had both an open and female category would now require this to be re-calibrated for the events concerned.

The rest of this item was confidential, subject to legal advice.

85.2.3.4 Definition of 'British Record'

There was no consistent definition of a 'British record' in our sport. The Committee was seeking to define it.

85.2.3.5 British delegation to International Parachuting Commission (IPC) Plenary 2018

In addition to John Smyth, our Delegate, and Craig Poxon, our Alternate Delegate, the Committee had agreed to fund four other delegation members, including the Competitions Vice Chair. In addition, a non-funded observer had been authorised to go.

85.2.3.6 Cost of judges at BPA Nationals

The Chair of Council asked whether the Competitions Committee had asked host centres of BPA British Open Nationals 2019 to review their entry fees in the light of the change of policy in relation to coverage of judges' travel and subsistence expenses, which had formerly been met by the host centre but would, from 2019, be covered by BPA. The Competitions Vice

Chair said host centres would be asked this question. The Competitions Committee had decided that the change was no reason to re-run the bidding process.

85.2.3.7 Committee volunteers 2019

The Competitions Vice Chair said that the Competitions Secretary had advised that the call for committee volunteers had already been issued. The Secretary said an item had been included in the December Mag, and there was the opportunity to augment this with further calls, to include more specific requirements as appropriate, on social media.

85.2.3.8 Committee terms of reference

The Competitions Committee had made no recommendation to Council for any variation to its terms of reference, following the routine annual review.

85.2.3.9 Return of sponsorship of a team that has since withdrawn

This item was held in camera. The Competitions Vice Chair reported that one of the three members of the team concerned had returned in full their personal allocation of funding. The other two had not yet done so. Correspondence to one had been returned undelivered. The COO offered to contact the member concerned. Failure to agree and keep to a payment plan to repay the sponsorship money would result in the member/s concerned no longer being in good standing, and therefore ineligible for renewal of their membership until they had repaid.

Action: COO

The meeting resumed in open session.

86/18 Application for Affiliation

COUNCIL APPROVED an application (tabled) for Affiliation by Welsh Air Adventures to operate at Haverfordwest Airport. The COO reported this had been cleared by STC and there were no issues to call to Council's attention.

87/18 BPA Review of the Year 2018

The Chair reminded the Treasurer, Independents and Committee Chairs that their contributions to the BPA Review of the Year were due by Thursday 29 November, and he thanked those who had already submitted their copy to the Secretary.

88/18 Chair's thanks

The Chair thanked members of Council for their hard work and contributions over the year. He thanked Brian Cumming, who was standing down at the AGM, for his service on Council and the Communications and Development Committees. He looked forward to seeing Council members again at the January meeting. He wished Council members and staff compliments of the season.

89/18 Dates of next meetings

Saturday 26 January 2019 at 12:30 in the Discovery Suite, Ground Floor, De Vere Orchard Hotel, University Park, Nottingham NG7 2RJ.

Provisional meeting dates 2019, Tuesdays at 18:00 at BPA HQ: 19 February, 16 April*, 11 June, 6 August, 1 October & 26 November (dates to be confirmed at the January meeting).

* Yassi Molazadah asked for an alternative to 16 April to be put forward for consideration when the dates for the year were confirmed at the January meeting, as it fell during the week before Easter.

Action: Secretary

The meeting closed at 22:34 (4hr 34)