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## Council

### Minutes of a special virtual meeting by Microsoft Teams

**Saturday 16 May 2020 at 13:00**

<b>Present on Teams:</b>	Craig Poxon	-	Chair
	Paul Applegate		
	Mary Barratt		
	Mark Bayada	-	MDC Chair
	Adrian Bond	-	Vice Chair
	Jack Davies		
	Natasha Higman	-	Treasurer
	Kate Lindsley		
	Sue Stanhope		
Simon Soper			
<b>In attendance on Teams:</b>	Liz Ashley	-	Editor, Skydive the Mag
	Tony Butler	-	Chief Operating Officer
	Angel Fernandez	-	Communications Manager
	Lise Moore	-	Finance Manager
	Martin Soulsby	-	Vice President
<b>Apologies for absence:</b>	Sam Lee	-	EPC Chair
	Jeff Montgomery	-	Safety & Technical Officer & STC Chair (on furlough)
	Martin Shuttleworth	-	Secretary-General (sick)
<b>Observers:</b>	Gordon Blamire	-	Go Skydive
	Kieran Brady	-	Skydive Strathallan
	Alex Busby-Hicks	-	Skydive Tilstock
	Mike Carruthers	-	Skydive North West
	Bryn Chaffe	-	Sky High
	Ian Davis	-	Skydive GB
	Jane Hopkins	-	Skydive Headcorn
	Grant Richards	-	UK Parachuting (Sibson Skydivers)
	Mally Richardson	-	Skydive Jersey
	Pete Sizer	-	Skydive Headcorn
	James Swallow	-	Skydive Hibaldstow
	Gareth Thomas	-	Skydive Langar
	Paul Yeoman	-	Black Knights
	Ben Wood	-	Cornish Parachute Club
	Dave Wood	-	Cornish Parachute Club

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#### Item Minute

##### **79/20 Ninth special meeting**

This ninth special virtual meeting had been convened to consider the effect on the sport of the national lockdown during the coronavirus pandemic. Chair stated that the meeting would be recorded for minute taking purposes only and the recording would be deleted once the minutes had been agreed.

##### **80/20 Declarations of interest**

These would be taken in the in-camera session as they arose

## **81/20 Apologies for absence**

Martin Shuttleworth (sick), Sam Lee, Jeff Montgomery (furloughed)

## **82/20 Minutes**

**COUNCIL APPROVED** the draft minutes (circulated) of the special virtual meeting on Saturday 9 May 2020 which were taken as read as a correct record of the meeting.

## **83/20 Matters Arising**

As stated in the meeting 9 May 2020, (item 73.2.4) following on from the Government's announcement on 10 May, British Skydiving released the paper written by Dr Carter. The Chair stated that he had received several emails expressing concern that Dr Carter's paper had been made public before the PTOs had had an opportunity to comment on it but said that it was not the intention for PTOs to comment and apologised for any misunderstanding. The Chair had put a document in SharePoint with the emails received and his response to them. There had been a request for a DZO SIG meeting – discussed later in agenda item 5.3

## **84/20 Reports to Council**

### **84.1 Member resolution by Alex Busby-Hicks**

The Chair reported that Alex Busby-Hicks had agreed to amend the wording for the members ballot.

The wording from the Council had also been agreed and both documents would be sent to Mi-Voice, the independent scrutineers on Monday 18 May.

***Action: Chair***

### **84.2 From the COO**

#### **84.2.1 – Update on permissions from previously circulated paper to Chief Instructors**

Tony Butler informed Council that the closing date for voting on the paper was Friday 15 May 2020. 20 Chief Instructors had voted in favour of the proposals

**COUNCIL AGREED** the change in permissions. Proposed by Adrian Bond, seconded by Paul Applegate and carried unanimously.

#### **84.2.2 – Update on considerations and preparations for the resumption of the Sport**

Tony Butler stated there was nothing further to report on this.

#### **84.3.1 From MDC**

Mark Bayada (Chair) stated that there has been a request made to convene a meeting of the Dropzone Owners and Operators Special Interest Group (SIG). This would need to be held by virtual Teams meeting given the current circumstances. . Given that virtual meetings are more suited to a formal structure rather than a free for all discussion, and in line with Good Governance practices, the meeting would need to have a structured agenda with supporting papers. The Chair laid out the timeline necessary for papers to be considered in a timely manner both for the SIG meeting and reports from there to the subsequent Council. This suggested that a virtual meeting could take place around the 1/2 June and working back from that would mean that agenda items and accompanying substantive papers would need to be submitted by 22 May. The suggested meeting date was provisional since the Chair felt that once the agenda formed it might become apparent that external advice might be required. Should this occur and push the SIG meeting back so that there was not enough time for the next ordinary Council meeting to consider the outcome, there was the possibility of an additional meeting so that there wouldn't be undue delay before the next ordinary meeting in September.

Grant Richards stated that he would act as the spokesperson for (currently 19) PTOs who expressed an interest in attending the SIG meeting and would submit items for the agenda in due course.

***Action: Council***

### **84.3.2 From EPC**

In the absence of Sam Lee, Mark Bayada gave an oral report on EPC Covid-19 related matters. Sam would be looking to call an emergency EPC meeting to decide on the National competition meetings for the remainder of this year and next year.

***Action: Chair EPC***

### **84.4 From the Communications Manager**

Angel Fernandez (Communications Manager) gave an oral report on level of digital communications from the previous week. He stated that online activity had been much higher since the announcement of the cancellation of UKSLs and GPs. It appears that some of the DZOs had not received the email communication sent on 6 May 2020 from the Chair of EPC. An email had also been sent on the cancellation of coaching Roadshows and these would be cancelled on the website and other social media platforms early next week.

The key worker heroes had also restarted, however confirmation of permission from the workers' press offices would need to be confirmed prior to publication.

Liz Ashley (Editor) stated that the next magazine would be going to press next week.

## **85/20 Financial Matters**

### **85.1. Short term cash flow**

The Treasurer (Tash Higman) spoke to the immediate short-term cash flow situation. There had been no income received other than the rebate from HMRC for furloughed staff. She stated that British Skydiving should be able to meet its immediate financial obligations until the end of June and that there are funds that can be disinvested should this be necessary.

### **85.2 In-camera session**

Before the treasurer spoke on the applications for financial assistance from affiliated PTOs, Mark Bayada (Chair MDC) stated that he thought the statement made by PTOs on the member resolution was misleading. Council agreed that they would prepare statements to be sent by email and on social media to refute those made by the PTOs shortly after the members ballot was released by Mi-Voice. The COO had written a paper in support of the Council position for the members ballot and asked for Council to support this.

#### **85.2.1 Applications by Affiliated PTOs for grants and loans**

This is a confidential minute book minute, not for publication.

After the awarding of grants and loans, the balance of the Drop Zone Defence Fund stands at £30k and the balance for available loans stands at £132k. There remained a number of grants and loan application which had yet to be agreed.

## **86/20 British Skydiving staff**

The COO reported that the second three-week period of furloughing finished on Friday 15 May 2020. He recommended to Council that he would like to continue with a third period of furlough for those staff on the same conditions as previously and that he would re-assess the position every three weeks as required.

The government's furloughing scheme has been extended to end of October with more flexibility from the start of August.

***Action: COO***

The COO updated Council on the health of the Secretary-General who was now at home recuperating after his spell in hospital and who would be off sick until 8 June at the earliest.

## **87/20 Second open session**

The meeting resumed in open session with PTOs present as observers.

## **88/20 Council report back to Affiliated PTOs from its in-camera session**

### **88.1 Loans and grant request from Affiliated PTOs**

The Chair updated the observers that a number of loans and grants had been approved and that there remained £30k available for grants and £132k available for loans.

### **88.2 Staff Matters**

The COO updated the observers that those staff already on furlough had been extended for a further three weeks.

## **89/20 AOB**

None

## **90/20 Dates of future meetings**

The Chair suggested once the members ballot was underway, the Council would attempt to approve any grant and loan requests by e-vote to reduce the requirement for these weekly virtual meetings since they were generating excess stress and workload.

However, he said that if discussions were needed then there would be a virtual meeting as usual next Saturday 23 May 2020. The Treasurer stated she would put her recommendation papers in SharePoint as soon as they were written to enable council members to read so a view could be taken on whether the next virtual meeting would be necessary.

The next virtual special meeting was tentatively agreed for one week's time, Saturday 23 May 2020 at 13:00 by Microsoft Teams.

Previously scheduled meetings were for Tuesdays at British Skydiving HQ, Leicester LE2 9TF: 16 June, 15 September and 24 November. However, physical meetings were suspended whilst government restrictions on social distancing remained, so these dates were now reserved for virtual meetings by Microsoft Teams.

The meeting closed at 15:06 (duration 2:06).