

# British Parachute Association

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## The Council

Minutes of the meeting held on

**Tuesday 19 April 2011 at 1815**

at the BPA Office, 5 Wharf Way, Glen Parva, Leicester LE2 9TF

<b>Present:</b>	Martin Soulsby	-	Chairman
	Paul Applegate		
	Adrian Bond	-	Communications Chair
	Kieran Brady		
	Ian Marshall		
	Paul Moore		
	John Page		
	Craig Poxon	-	Development Chair
	Steve Saunders	-	Competitions Chair
	Weed Stoodley		
<b>In attendance:</b>	Liz Ashley	-	Editor, Skydive the Mag
	Tony Butler	-	Technical Officer
	Debbie Carter	-	Treasurer
	John Hitchen	-	NCSO
	Martin Shuttleworth	-	Secretary-General
<b>Apologies for absence:</b>	Alex Busby		
	Richard Head		
	John Smyth MVO	-	Vice President

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### Item Minute

#### 18/11 Minutes

The minutes of the last meeting, held on Tuesday 22 February 2011, had already been ratified electronically by the Council. The ratified minutes had been published on the BPA website <http://www.bpa.org.uk/minutes> on 11 March. The Chairman had signed the master copy as correct for the official record.

**Ratified**

#### 19/11 Matters arising

##### 19.1 ParaSki competitor (minute 12.3)

Steve Saunders (Competitions Chair) summarised the arrangements that had been made for the competitor, now BPA member, who had been the only British entrant to the World ParaSki Championships in Austria (28 February - 5 March 2011). The competitor had satisfactorily undertaken qualifying jumps to ensure he was competent to take part, and had paid his own fees and insurance. The Committee had not provided him with any item of BPA delegation uniform.

##### 19.2 Cyprus Parachute Centre (minute 16)

The Chairman confirmed that BPA members who wished to jump at Cyprus Parachute Centre should always telephone the Centre beforehand for the latest information on availability.

#### 20/11 Finance and membership

A summary of management accounts and membership statistics to 31 March 2011 had been circulated with the agenda by Jon Gretton (Financial Administrator). The membership statistics, which covered the full membership year 2010/1, were:

	2010/11	2009/10	Variance	% variance
Full renewal	4,710	4,718	-8	0
Full conversion	698	707	-9	-1
Temporary (inc Jsat)	2,593	2,763	-170	-6
Student Provisional	43,485	43,416	69	0

**Noted**

Debbie Carter (Treasurer) said that in view of the income being received at renewal time, it was appropriate to put more funds that were not needed in the short term into a low-risk capital investment to achieve higher interest than the bank deposit rate of 0.25%, with guaranteed capital protection. The Council agreed.

**Action: Treasurer, Financial Administrator**

The Chairman said that, in considering budgets for the next financial year, he would like to see each Committee take clear responsibility for monitoring costs against budget for the areas under its control. Budget would therefore become a standing item on each Committee agenda, as was already the case for Competitions. This would enhance transparency and accountability. The Council agreed.

**Action: Financial Administrator & Committees**

The Treasurer asked Council members kindly to ensure that all expenses incurred before the financial year-end on 30 June were claimed before that date.

**Action: Council**

#### **21/11 European update**

Kieran Brady and Tony Knight had attended a meeting of Europe Air Sports (EAS) in Frankfurt, which Paul Moore had been unable to attend because of the delivery of a new aircraft to his Club. Kieran Brady's written report had been circulated with the agenda. Kieran Brady said the meeting had provided very beneficial networking opportunities. He had also taken the advantage of submitting the DVD shown at the AGM to EAS to show at their stand at the recent opening of the European Parliament. The Chairman thanked Kieran Brady, Paul Moore and Tony Knight for their continuing work on Europe.

**Noted**

#### **22/11 Minutes of Committees**

The minutes of each of the following meetings, except STC, had already been circulated, electronically ratified by the Council, and published on the BPA website. Minutes of the STC meeting had been circulated and would here be considered for ratification.

##### **22.1 Communications Committee meeting on Tuesday 22 February 2011**

There were no questions.

##### **22.2 Development Committee meeting on Tuesday 22 February 2011**

There were no questions.

##### **22.3 Competitions Committee meeting on Tuesday 22 February 2011**

There were no questions.

##### **22.4 Safety and Training Committee meeting on Thursday 7 April 2011**

Craig Poxon expressed concern about the report of a canopy collision between two students in Cyprus, and noted that the report had not contained much detail. The NCSO and TO confirmed that incidents of this nature were rare and, as with all incidents, carefully monitored.

John Hitchen (Technical Officer) reported that some CCIs were sending candidates on BPA courses without the correct paperwork. In one recent case, a booked student was ineligible for the course and had to be turned away on arrival because he was short by one and a half hours of the required freefall time. Although the course deposits were retained when course members did not hold the necessary requirements to be eligible to take part in the course, this did not adequately compensate the BPA for the inconvenience and costs incurred. The Council fully supported the NCSO and TO in reminding CCIs of their responsibilities to ensure that all those they recommended for instructor or examiner courses met all the required eligibility criteria, and that their paperwork was up-to-date to join the course. The Council agreed with the TO and NCSO that the full course fee should now be charged in advance for all courses, including AFF and Tandem, on a non-refundable basis except for genuine cases such as illness or military postings overseas.

Apart from the use of wrist-mounted video cameras for tandem instructors, which would be discussed at the next item, there were no further points for discussion on the minutes of the STC meeting held on Thursday 7 April. The Chairman asked if the Council was content with these minutes, and there was no dissent. Ratification of the minutes was subsequently confirmed by an e-vote after the meeting.

**Ratified**

### **22.5 Use of wrist-mounted video by tandem instructors**

The Council noted item 2 of the minutes of the STC meeting held on Thursday 7 April. Letters from Jason Thompson of UK Parachuting dated 6 April, and David Hickling of BPS Langar, dated 14 April, had also been circulated. These all related to item 7 of the minutes of the STC meeting on Thursday 10 February, in which STC had, by a small majority, approved the use of wrist-mounted video by tandem instructors who met certain specified criteria; but which the Council, at its meeting on Tuesday 22 February, had not ratified but referred back to STC for further discussion. This had the effect of suspending the Operations Manual amendment for the use of wrist-mounted video by any tandem instructors pending further consideration at the STC Meeting on Thursday 7 April (minute 2 of that STC meeting refers).

The Council noted that no new motion could have been considered at the STC meeting on 7 April because no proposal had been circulated with the agenda, this being a requirement for any variation to the Operations Manual. However, John Hitchen (STC Chairman), had taken a show of hands by STC after the matter had been discussed and the outcome, also taking into account the intention of absent members who had sent proxy votes had there been a formal motion, had been 9 CCIs in favour and 12 against (minute 2 of the STC meeting on Thursday 7 April). This was a reversal of the outcome of the vote at the previous STC meeting (minute 7 of the STC meeting on Thursday 7 February). In conclusion, STC had referred the matter back to Council.

In discussion at this Council meeting, the following points were recorded.

- The Council, as Directors of the BPA, owed a duty of care to the membership and the wider public. Council was a committee mainly of generalists in the sport whereas STC was a committee of specialists – CCIs who held advanced instructor ratings. However, ultimate responsibility for all decisions by the BPA rested with the Council as Directors.
- Council recognised that the use of wrist-mounted video by tandem instructors was seen by some (as set out in David Hickling's letter) as little or nothing to do with improving safety. Council believed that there was a commercial dimension to this issue such that Council, rather than STC alone, was an appropriate body to consider these wider implications.
- Jason Thompson's letter sought clarification of the relationship between STC and Council. The Council agreed that the Chairman's reply to Jason Thompson, with which he would send BPA Form 160, STC Terms of Reference, should be circulated to STC for information.

**Action: Chairman**

After considerable discussion, John Page proposed, and Paul Moore seconded, a motion that Council should NOT ratify minute 7 of the STC minutes of Thursday 7 February. The effect of this was to cancel the proposed amendment to the Operations Manual to allow, under certain specified conditions, the use of wrist-mounted video by tandem instructors. The vote was: For – 8, Against – 2 (inc 1 by proxy).

**Carried**

## **23/11 Headline issues from Committee meetings today**

### **23.1 Communications Committee**

Adrian Bond (Communications Chair) reported that at its meeting this afternoon, the Communications Committee had:

- Received a report from Archant Dialogue that the new BPA website was nearing completion. A link would be forwarded to members of Council within the next week or so in order that Council might appraise the site before it went live.
- Published 30,000 copies of the new Starter Mag for 2011 at the end of March.

- Progressed planning by a further facilities visit to the Reebok Stadium in Bolton, venue of the AGM 2012. A formal dinner was planned. Venues in Central England for the AGM in 2013 were being considered by the AGM working party.

### **23.2 Development Committee**

Craig Poxon (Development Chair) reported that at its meeting this afternoon, the Development Committee had:

- Noted that final negotiations on the wording of the letter of agreement with UK Parachute Services Ltd, franchisees of the BPA Shop, were still in progress.
- Referred for consideration by the full Council an issue about arrangements for secure storage of documents.

A data protection audit being conducted by the Committee had identified the need to replace the old garage at the rear of the BPA Office, by a secure container for document storage. The Office had obtained three quotes for demolition and the Council believed the lowest to be reasonable. Prices obtained by the Office for a container were considered too high and Kieran Brady suggested a better deal might be obtained on e-bay. Paul Applegate proposed, and John Page seconded, a motion to proceed.

**Carried unanimously**

The Council asked the Office to manage the project.

**Action: BPA Office**

### **23.3 Competitions Committee**

Steve Saunders (Competitions Chair), reported that at its meeting this afternoon, the Competitions Committee had:

- Awaited analysis of responses to the 2011 Membership Survey before deciding whether or not Skills Coaching Roadshows for non-seniors should continue in their present format.
- Decided to survey the costs to host Centres of running the Nationals. Not enough Centres were applying to host domestic competitions. There had been a request from Centres for the BPA to reconsider its policy that the Nationals were run 'at no cost to the BPA'. Before considering this, the Committee first needed to know how much it cost Centres to host the Nationals in terms of, for example, judges, equipment hire, etc. Such costs for UKSL / Grand Prix competitions were met by the BPA to encourage grass-roots participation. However, Centres had to meet these costs for the Nationals, a key purpose of which was to select our National Team at World Meets.
- Sought approval from the full Council of the list of invitees as Head of Delegation to the World Cups in FS & Artistics (Germany) and CP (Czech Republic) 2011. Council approved the list of names and added one more at the suggestion of John Hitchen.

**World Cup Heads of Delegation invitees approved**

### **24/11 BPA 50**

The Treasurer noted that the 50 golden tickets for free membership had cost approximately £3K, leaving approximately £7K remaining of the £10K budget to celebrate the BPA's 50<sup>th</sup> anniversary 1961-2011.

### **24.1 Communications**

Adrian Bond (Communications Chair) reported that the Communications Committee had agreed, subject to approval by Council, to:

- Issue a BPA 50 1961-2011 car window sticker as an insert to the June 2011 issue of Skydive the Mag. The cost of producing the sticker would be approximately £700.
- Publish a series of five articles over the next five editions of Skydive the Mag, each focusing on one of the last five decades.
- Consider theming the dinner planned for the AGM 2012 as a BPA 50 celebration.

**Approved**

## **24.2 Development**

Craig Poxon (Development Chair) reported that the Development Committee had agreed, subject to ratification by Council, to:

- Investigate arrangements for establishing and maintaining a BPA archive.

**Approved**

The Treasurer asked if there was any way the Patron could be invited to some kind of 50<sup>th</sup> anniversary celebration. The Council asked the Office to make informal enquiries to ascertain whether or not there might still be time to do this.

**Action: BPA Office**

## **24.3 Competitions**

Weed Stoodley reported that Skydive Hibaldstow, as hosts of several of the Nationals 2011, were in discussion with a television company over making a programme about them. She thought it possible that this might be extended also to cover the BPA's 50<sup>th</sup> anniversary. However, there was likely to be a cost. No further details were available.

## **24.4 Sword trophy**

Matty Holford, CCI of Silver Stars, had kindly given Tony Butler a ceremonial sword he was donating to the BPA. Tony Butler had suggested, in a paper circulated with the agenda, that the sword might be awarded to the 'skydiver of the decade' starting retrospectively in the decade of the BPA's formation, the 1960s. This would enable 5 awards to be made at the AGM in 2012, which might be presented at the BPA 50 celebratory dinner. Steve Saunders suggested, and the Council agreed, to defer a decision until the next meeting so that Council members could consider options for use of the sword.

**Action: Next meeting**

## **25/11 Action Plan 2011-2**

The Committees put forward their Action Plans for the year 1 July 2011 to 30 June 2012 inclusive (tabled for Communications and Development) for approval by the full Council. They were:

### **25.1 Communications**

Target	From	To	By	How	Budget
1. Enhance media and public relations	Existing arrangements	Improved arrangements	June 2012	Work with Archant Dialogue, Skydive the Mag, the BPA Media Co-ordinator and BPA staff	No additional budget required
2. Celebrate the BPA 50 <sup>th</sup> Anniversary 1961-2011	'Ordinary' year	BPA's 50 <sup>th</sup> Anniversary	March 2012	1 Series of special articles, one for each of the 5 decades over 5 issues of Skydive the Mag, June 2011 to Feb 2012 (no additional cost) 2 Issue members with a BPA 50 <sup>th</sup> Anniversary car window sticker 3 Commission an honours board for the BPA Board Room of Chairmen of Council since 1961	2 - £800 3 - £850
3 Run an online BPA Membership Survey in spring 2012	2011 survey	2012 survey	June 2012	Prepare a survey on a specific theme or themes and post link on BPA website	£75
4. Research costs and issues in building a digital archive of the BPA Mag and, possibly, BPA minutes	Mag digital archive to 2005, minutes digital archive to 2000	More complete archive	June 2012	Research costs, logistics and other issues	No additional budget required

**Approved**

## **25.2 Development**

Target	From	To	By	How	Budget
1. Go live with the new BPA website and database	Existing website	New site with facility for online renewal	June 2012	Complete project started last year	Contract already in place
2. Develop a resource package for safety events at DZs	No package	Safety resource package	June 2012	Review and adapt material, with permission, from existing authoritative sources	May be able to secure sponsorship from insurers
3. Offer Drop Zones a course for first-aiders	DZs receive no direct BPA support on this	Support by a ready-made course for DZs that wish to use it	June 2012	Develop course with an appropriately qualified trainer	May be able to secure sponsorship from insurers
4. Update Articles of Association to reflect the BPA in the 21st century	Essential update - 2011	Comprehensive update of Articles in new format (compliant to Companies Act 2006)	June 2012	Once draft fully approved by Council, put updated Articles to the membership at the AGM 2012	Updated draft already paid for and delivered
5. Research establishing and maintaining a BPA archive	No formal archive	Structured archive	June 2012	Use the BPA's 50th Anniversary 1961-2011 as a springboard to seek to put in place more formal archive arrangements	No budget required
6 Investigate means of video conferencing for use between meetings	No video conferencing	Video conferencing	June 2012	Investigate free-to-use services available by telecom/ web providers	No budget required
7 Consult with Clubs & Centres about the possible development of an online system for Provisional Student Memberships	Paper-based system	Review of online possibilities	June 2012	Discuss with DZOs, possibly at BPA annual meeting for DZOs	No budget required

**Approved**

## **25.3 Competitions**

Weed Stoodley (Competitions Committee) reported that the Competitions Action Plan 2011-2 would continue with many of the targets of the current year's Action Plan. It would include:

- (1) Support for training costs to help eligible national champions to achieve world-class performance.
- (2) Skills coaching roadshow events (subject to further discussion once the results of the 2011 membership survey were available to the Committee).
- (3) Support for judges' training to keep the judging team up to strength.
- (4) Improving equipment for competitions; delegation uniform.
- (5) A survey of costs in running the 2011 Nationals from the competitions perspective (not involving DZ operational costs).

**Approved**

## **26/11 Longer-term planning**

The Chairman reported that he was in the process of consulting with a range of different stakeholders over the longer-term strategy of the BPA, which would feed into future Action Plans. He would summarise issues raised by the stakeholders to whom he had spoken in a paper for the

strategy working group. As already agreed (minute 14), the group would comprise the chairs of the main committees and TO, NCSO and Sec-Gen. He planned that the strategy working group should meet before the next meeting of Council, to which it would report.

**Action: Chairman**

**27/11 Report on the Royal Aero Club**

John Smyth (BPA Delegate to RAeC) reported in absentia that the presentations at this year's Royal Aero Club Awards Ceremony, to take place at the RAF Club, 128 Piccadilly, London W1 on Wednesday 11 May, would be made by Commander Bob Foster DFC, who flew a Hurricane at the Battle of Britain.

John Smyth also reported that IPC had a potential disagreement over financial arrangements with FAI. Discussions were continuing and he hoped that a mutually satisfactory conclusion could be reached.

The Council congratulated seven young BPA members aged 16-21 at the time of application, in receiving bursaries towards the cost of further training in the sport from the Royal Aero Club Trust. Bursaries totalling £3,400 had been awarded, shared between Jakob Aungiers (19, APC), Holly Heathfield (18, Skydive Hibaldstow), Christopher Horrobin (20, RAF Weston-on-the-Green), Alexandra Lane (21, Skydive Weston), Martin Roberson (20, Skydive Weston), Chris Courtney (21, Skydive Weston) and Liz Telford (21, Langar).

**28/11 Applications for Re-Affiliation**

**36.1 Skydive London**

Paul Applegate proposed, and Paul Moore seconded, a motion that following the submission by Skydive London of BPA Form 135, Application for Re-Affiliation, advising of a new Director, their Re-Affiliation should be approved. John Page (CCI, Skydive London) abstained from the vote.

**Carried**

**36.2 Skydive Headcorn**

Steve Saunders proposed, and Adrian Bond seconded, a motion that following the submission by Skydive Headcorn of BPA Form 135, Application for Re-Affiliation, advising of two new Directors and a change of name from Headcorn Parachute Club, their Re-Affiliation should be approved.

**Carried unanimously**

**29/11 Application for Affiliation**

RAF 22 Group had completed and submitted BPA Form 147, Application for Affiliation, to be effective at RAF Weston-on-the-Green from 14 June 2011, on which date their covering letter stated that the lease agreement between the MoD and the current operator, Skydive Weston, would have terminated. Tony Butler (Technical Officer) advised that Affiliation should be conditional on receipt by the BPA of a written statement from the landowner confirming this. Ian Marshall proposed, and Kieran Brady seconded, a motion that Affiliation should be granted conditional on written confirmation by the landowner of the start date relative to the end of the lease for Skydive Weston. Paul Applegate, who was based at this Drop Zone, abstained from the vote.

**Carried**

**30/11 Car mileage rate**

John Page proposed, and Kieran Brady seconded, a motion that, in the light of increasing fuel prices, the rate payable for the use of private cars on BPA business should be increased by eight pence a mile.

**Carried unanimously**

**[Note:** In common with usual practice, this increase would take effect after this meeting, for journeys made from Wednesday 20 April 2011.]

**31/11 Dates of future meetings**

At 1830 at the BPA Office, Glen Parva, Leicester, on Tuesdays 21 June, 16 August, 11 October & 6 December (after a General Meeting).

The meeting closed at 2030.

Ratified electronically by the Council and published on 4 May 2011.