

# British Parachute Association

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## The Council

Minutes of the meeting held on

**Tuesday 11 October 2011 at 1830**

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		
	Alex Busby		
	Richard Head		
	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>Observer:</b>	Marc Fletcher		
<b>Apologies for absence:</b>	John Smyth MVO	-	Vice President & IPC Delegate

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### Item Minute

#### 64/11 Minutes

The minutes of the last meeting, held on Tuesday 16 August 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 20 July. The Chairman had signed the master copy as the official record.

#### 65/11 Matters arising

##### 65.1 Replacement of old garage at the BPA Office (minute 50.1)

The Office tabled a quote from David Soles for demolition of the old garage to the rear of the BPA Office and its replacement by a secure container for storage. The quote comprised five different items which together totalled approximately £7K + VAT. Project management, including application for the relevant building regulations and planning permissions, was included, but not the fees payable to the planning authority. Kieran Brady proposed, and Alex Busby seconded, that the quotation be accepted, choosing a less costly second hand container in preference to a new one. This carried unanimously.

**Action: BPA Office**

##### 65.2 Behaviour of certain UK delegation members at the World Cup 2011 (minute 53.3.2)

Steve Saunders (Competitions Chairman) reported he had investigated as far as possible but the only person who had been privy to all incidents had been Ash Kemp, the Head of Delegation, who had spoken to those concerned and had said in his report that he believed no further action to be necessary. Steve Saunders had since written to those involved, who had admitted to a lapse in

their standard of behaviour, reminding them of their responsibilities as a member of the national delegation and stating that any future misbehaviour may result in disciplinary action and exclusion from the national delegation.

**Noted**

### **65.3 Venue and date for EPU meeting 2012 (minute 56)**

Paul Moore (President, EPU and host of the meeting) would liaise with Adrian Bond and the Office reference a meeting room at De Vere Whites Hotel, Reebok Stadium, Bolton, on the evening of Friday 27 January 2012, the day before the AGM.

**Action: Paul Moore**

### **65.4 Aviation update (minute 57)**

Kieran Brady confirmed he had contacted the CAA about the issued mentioned.

**Actioned**

### **65.5 Patronship (minute 58.1)**

A reply from Clarence House was expected before the next meeting.

**Awaiting reply**

### **65.6 Skydive Weston (minute 59)**

Skydive Weston was a limited company that had gone into voluntary liquidation owing the BPA £6056 after it had returned its unused provisional student membership numbers.

Weed Stoodley proposed, and Adrian Bond seconded, that the management accounts prepared for each Council meeting should in future show debtors over 60 days rather than over 90 days at present. The vote was For – 10, Against - 0, Abstain – 1 (Kieran Brady)

**Carried**

Wing Commander Mark Smith of the Royal Air Force had telephoned yesterday to say he had only just received the Chairman's letter of 8 September enquiring of the future of the DZ at RAF Weston-on-the-Green.

**Awaiting reply**

## **66/11 Finance and membership**

### **66.1 Management accounts and membership statistics**

A summary of management accounts and membership statistics to 30 September 2011 had been circulated with the agenda by Jon Gretton (Financial Administrator). The membership statistics, which covered the first six months of the membership year, 1 April to 30 September 2011, were:

<i>6 months</i>	<i>2011/2</i>	<i>2010/11</i>	<i>Variance</i>	<i>% variance</i>
Full renewal	4,291	4,258	33	1
Full conversion	466	510	-44	- 9
Temporary (inc Jsat)	2,616	2,352	264	11
Student Provisional	35,228	34,191	1,037	3

In the management accounts, timing issues on Magazine income and expenditure were believed to have masked a like-for-like the comparison of this and last year's figures. The Council also sought confirmation that advertising income for the BPA calendar had been included in last year's and this year's advertising income. Adrian Bond (Communications Chairman) would clarify these points with Jon Gretton.

**Action: Adrian Bond**

### **66.2 Investments**

The Chairman reported that the BPA had funds to invest from matured investments and a current surplus of income over expenditure. Investment policy had been discussed at this afternoon's meeting of the Development Committee. A further discussion took place now, on investment instruments and their levels of risk in the current financial environment at which interest rates remained at a record low. After discussion, Alex Busby proposed, and Ian Marshall seconded, a motion that the BPA should investigate, with its Professional Financial Advisers, ways to invest funds with a view to securing a higher return that may involve some element of investment risk. The vote was For - 6, Against - 3, Abstain - 2.

**Carried**

The Council decided that this action should be progressed by a 'financial group' comprising the Chairman, Treasurer, Financial Administrator and Weed Stoodley.

**Action: Financial Group**

## **67/11 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 tonight be considered for ratification.

### **67.1 Communications Committee meeting on Tuesday 16 August 2011**

There were no questions.

### **67.2 Development Committee meeting on Tuesday 16 August 2011**

There were no questions.

### **67.3 Competitions Committee meeting on Tuesday 16 August 2011**

There were no questions.

### **67.4 Safety and Training Committee meeting on Thursday 27 September 2011**

Craig Poxon referred to an item about the rules for signing off Advanced Packer ratings and asked whether there might be any knock-on effects for signing off Instructor ratings. John Page said that the two were entirely different. Weed Stoodley asked a question about a vote taken after the minutes recorded STC had said it would have liked to have had more detailed information. John Page answered and Kieran Brady offered to provide the background to this outside the meeting.

John Hitchen reported that he and Tony Butler (Technical Officer) had asked all Clubs & Centres to check all student equipment following Vigil's service bulletin on 4 October 2011 about the discovery of a missing knife blade in the cutter of one of its AADs.

Paul Applegate then proposed, and Alex Busby seconded, a motion to ratify the minutes of the STC meeting held on Thursday 27 September 2011. This carried unanimously.

**Ratified**

## **68/11 Headline issues from Committee meetings today**

### **68.1 Communications Committee**

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

- 1 Welcomed Adam Browning of Archant Dialogue who was succeeding Kirsty Kelly as Assistant Editor of *Skydive the Mag*.
- 2 Reviewed and further slimmed down, to contain costs, the complimentary mailing list for *Skydive the Mag*.
- 3 Requested of Phil Sumner, Archant Dialogue's web developer, a timetable for the planned migration of data to the new BPA membership database that he had constructed. When complete, this would enable trialling of online membership renewal. He would visit the BPA Office on Wednesday 2 November to begin arrangements for the transfer.
- 4 Been sorry to hear that the entertainer booked for the evening entertainment on AGM Day, Saturday 28 January 2012 at the Reebok Stadium in Bolton, had double-booked himself and was therefore letting us down. Adrian Bond was seeking an alternative.
- 5 Noted that contract negotiations were ongoing with the Marriott Hotel, Leicester, for the AGM Day on Saturday 26 January 2013.

### **68.2 Development Committee**

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

- 1 Progressed the Development Action Plan 2011-2 targets, including:
  - (a) First-aid courses for DZ staff. A different facilitator was now under consideration because the original one had not provided full or timely information on the planned course.
  - (b) Research establishing and maintaining a BPA archive. Proposals (circulated to the full Council) from two members who had kindly offered to act as BPA Honorary Archivist had been discussed. No decision had yet been taken pending further discussion with the two members concerned.

- (c) New database and online membership. See 68.1.3 above.
  - (e) Possible development of online application for student membership. To be discussed at the DZO meeting on Tuesday 1 November 2011.
- 2 Received the countersigned letter of agreement (circulated to the full Council) from UK Parachute Services Ltd, franchisees of the BPA Shop.

Craig Poxon said that the BPA Shop should now be invited to take over the management of providing national delegation and judges' uniforms to the BPA.

**Action: Competitions Chairman / BPA Office**

- 3 Recommended that, having obtained quotations from three different suppliers that had been considered by John Page, who had expertise in this area, a new computer system be purchased for the BPA Office, whose existing system was now out-of-date and beginning to fail, from Leicester-based supplier Computerlink for a cost of approximately £9K (subject to final agreement with the supplier of the required specification) for eight terminals.

This was proposed at Council by John Page, and seconded by Paul Moore.

**Carried unanimously**

**68.3 Competitions Committee**

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

- 1 Progressed the Competitions Action Plan by considering teams and individuals who were eligible for BPA funding. Not all of the requests from those who may be eligible for consideration for funding had yet been received. Therefore, the Committee could at this stage only commit to funding the entry fee and reasonable flight costs for the 14 members who to date were known to be eligible to be considered, with consideration being given to possible further funding at a later meeting.
- 2 Considered bids for UK domestic competitions in 2012 and, in the case of some Nationals, for three years. Arrangements for the Classics and CP Nationals 2012 had yet to be finalised. The UKSL/Grand Prix dates would be published once re-confirmation of dates from the host centres had been received. The dates so far confirmed were:

British Open Nationals 2012

*Target Skysports, Hibaldstow*

FS 4-way & VFS: 11-13 August 2012 (reserve 18-20 August 2012)

FS 8-way, Speed, Artistics: 18-20 August 2012 (reserve 25-27 August 2012)

*UK Parachuting, Sibson*

CF and 8-way Speed: 8-9 September 2012

The meeting then went in camera with only elected members of Council and staff remaining.

Steve Saunders reported on an issue in relation to ensuring the correct listing of a BPA international judge that had arisen at the meeting of the Competitions Committee. Kieran Brady offered to try to mediate to see if the matter could be resolved informally. If not, the Council voted unanimously on action to be taken which would be start with a letter from the Chairman that would require the matter to be put right within ten days, otherwise the Council would itself take remedial action.

The meeting then resumed in open session.

Steve Saunders said that he had let his personal feelings get the better of him and had been rude to a member in attendance at this afternoon's meeting of the Competitions Committee. He apologised unequivocally to Council and said he was writing direct to the member concerned to apologise.

**69/11 BPA 50<sup>th</sup> Anniversary Boogie at Langar, 9-11 September 2011**

A paper comprising a collation of feedback from members had been circulated with the agenda. The Chairman thanked all involved - BPA and DZ organisers, sponsors, coaches and members who had taken part - and said it had been an excellent event, with about 400 members attending

over the course of the weekend. Jumping had been possible only on the Friday, because of high winds. However, the social side and various talks and briefings had all been well received, and a reunion of some previous Chairmen, etc, had been very enjoyable. John Page said he would like to see BPA roadshows on CH1/CH2 coaching, bid for by the Centres, as the coaching briefs had been so successful at this Boogie.

**70/11 Updated BPA Articles of Association**

The paper that had been circulated in advance, which included the working draft, was discussed. Weed Stoodley proposed, and Kieran Brady seconded, a motion to finalise the few remaining items in the draft and publish it as an insert to the December 2012 issue of 'Skydive the Mag' and on the BPA website. This carried unanimously.

**Action: BPA Office**

Consideration of the updated Articles for adoption was an item of special business on the agenda of the AGM.

**71/11 Council election 2012**

Weed Stoodley proposed, and John Page seconded, a motion to use an independent election administrator to conduct the election should there be more nominees than the 15 available seats by election on Council 2012. This carried unanimously.

**Action: BPA Office**

The Chairman reminded those present that completed nomination forms for Council 2012 were due for receipt at the BPA Office by noon on Thursday 20 October 2011.

**72/11 Strategy working group**

The Chairman reported that the strategy working group (minute 37) had meet this morning. He said the group sought ratification by the Council of the key elements of a BPA strategic plan. The keystone of the strategy was the pursuit of excellence in all that the BPA does. Already a mantra for BPA competitions, the philosophy would be rolled out to cover all BPA activities. The retention of members was another strategic aim, along with succession planning for key staff and a review of the facilities etc required of the BPA Office. The strategy would not divert the BPA from the need to continue to be able to react quickly and effectively to external threats to our sport.

The Council endorsed the above strategy.

**Agreed**

The Chairman said that notes from the strategy working group meeting would be circulated in due course. He asked that the strategy should always be considered when each committee was preparing and pursuing its annual action plan, and in all other projects.

**Action: All Committees**

**73/11 European update**

See minute 65.3.

**74/11 Aviation update**

Kieran Brady reported that all UK pilots' licences would need to be upgraded to European ones from June 2012.

**75/11 Report on the Royal Aero Club**

A paper from John Smyth MVO, BPA delegate to RAeC, was tabled. The Chairman called attention to applications now being open for RAeC Trust Bursaries - there was a link on the BPA website.

**76/11 Staff Christmas lunch**

The Council agreed to provide a Christmas lunch for BPA staff to thank them for their contribution during the year. The budget would be the same as for last year. Tony Butler thanked the Council.

**77/11 New records**

The Council congratulated members who took part in two new records:

- (i) British head-down record, 28-way at Hibaldstow on 28 August 2011

Matt O'Riordan, Jim Harris, Sean Freeman, Rob Silver, Dave Pacey, Matt Elliott, Alberto Mazzucalto, Ady Wild, Tiziana Rossetti, Duncan Aspinall, Darren Glover, Carl Baines, Charlotte Kemp, Gary Crisp, Steve Howes, Paul Cooper, Andy Newell, Ally Milne,

Ted Foster, David Geffin, Ben Cornick, James Davies, Dan Parker, Mike Carpenter, Frazer Smith, Glenn Phillips, Jay Southall & Will Blackie. Video: Olly Burgin & Andrew Lovemore.

- (ii) British participants in the Euro Freestyle 80-way record at Empuriabrava on 23 September 2011

Cat Adam, Will Blackie, Mike Carpenter, Gary Crisp, James Davies, Richard Frame, Jim Harris, Anna Howerski, Kurmit Jaadla, Claudio Lettieri, Adam Mattacola, Ally Milne, Matt O'Riordan, Fabian Raidel, Martin Reynolds, Frazer Smith & Ady Wild.  
Video: Tim Porter.

**78/11 Date of next meeting**

At the BPA Office, Glen Parva, Leicester, on Tuesday 6 December, after a General Meeting at 1830.

The meeting closed at 2135.