

British Parachute Association

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The Council

Minutes of the meeting held on

Tuesday 17 April 2012 at 1830

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

Present:	Martin Soulsby	-	Chair
	Paul Applegate		
	Adrian Bond	-	Communications Chair
	Karen Bain		
	Kieran Brady		
	Marc Fletcher		
	Ian Marshall		
	Paul Moore		
	John Page		
	Craig Poxon	-	Vice Chair & Development Chair
	Steve Saunders	-	Competitions Chair
	Weed Stoodley	-	(to part-way through item 30)
In attendance:	Tony Butler	-	Technical Officer
	Debbie Carter	-	Treasurer (from item 24.3)
	Jon Gretton	-	Financial Administrator (to item 22)
	John Hitchen	-	NCSO & STC Chair
	Martin Shuttleworth	-	Secretary-General
Apologies for absence:	Liz Ashley	-	Editor, Skydive the Mag
	Richard Head		
	Mark Skarratts		
	John Smyth MVO	-	IPC & RAeC Delegate, & BPA Vice President
	James Swallow		

Item Minute

18/12 Apologies for absence

The Council was pleased to hear that John Smyth was continuing to recover well from a minor heart attack and sent him all good wishes.

19/12 Minutes

The minutes of the last meeting, held on Tuesday 21 February 2012, 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 28 March 2012. The Chairman signed the master copy as the official record.

Ratified electronically

20/12 In-camera sessions

The Chairman reminded the Council that for certain items of business which were of a sensitive or confidential nature, for example involving personal or financial information, the Council and its Committees sometimes discussed items in-camera. These were private sessions restricted to the relevant elected members and, usually, staff only. They enabled opinions to be freely expressed and were essential for the proper running of the Association. The Chairman stressed the importance of all participants in discussions in in-camera sessions respecting their confidentiality and, under the democratic process, for the Council or Committee taking collective responsibility for minuted decisions, including those arising from its in-camera sessions.

21/12 Matters arising from the above minutes

22.1 Reply from Royal Air Force regarding RAF Weston on the Green (minute 6.1)

The Chairman said the BPA was continuing to monitor the position at Weston on the Green.

22.2 Co-options to Council (minute 6.3)

Letters to advise of the end of organisational co-options to the BPA Council had now been sent to the three organisations concerned.

22/12 Management accounts and membership statistics

Management accounts and membership statistics to the end of month 9, March 2012, had been circulated. The Council noted these with thanks.

Noted

23/12 Minutes of Committees

The minutes of each of the following meetings, except those of the Competitions Committee and STC, had already been circulated, electronically ratified by the Council, and published on the BPA website. The minutes of the Competitions Committee and STC had been circulated in draft, for consideration for ratification tonight.

23.1 Development Committee meeting on Tuesday 21 February 2012

There were no questions.

23.2 Communications Committee meeting on Tuesday 21 February 2012

There were no questions.

23.3 Competitions Committee meeting on Tuesday 21 February 2012

There were no questions. Paul Moore proposed, and Ian Marshall seconded, a motion that the minutes of the meeting of the Competitions Committee held on Tuesday 21 February 2012 be ratified. This carried unanimously.

Ratified

23.4 Safety and Training Committee meeting on Thursday 5 April 2012

Weed Stoodley noted STC minute 7(iii) which stated that it had not, and never had been, a condition of Affiliation as a Centre that its facilities were available to civilian jumpers. John Hitchen responded to Weed Stoodley that sport parachuting was sport parachuting, irrespective of whether the jumper happened to be a civilian or a serving member of the military.

John Hitchen reported that John Curtis had decided not to renew his rigger examiner rating this year. He would remain as an advanced rigger. The Council joined STC in recognising John Curtis's long and distinguished service as a Rigger Examiner.

Steve Saunders proposed, and Paul Applegate seconded, a motion to ratify the minutes of the STC meeting held on Thursday 5 April 2012. This carried unanimously.

Ratified

24/12 Headline issues from Committee meetings held this afternoon

24.1 Communications Committee

Adrian Bond (Communications Chair) reported that the Committee had:

- Agreed plans to update the maps showing the location of BPA Affiliated Centres for display in the wind tunnels at Bedford, Manchester and Miton Keynes.
- Noted a meeting held earlier today between Archant Dialogue, BPA staff and Committee chairs concerning implementation of arrangements for an online renewal facility for members without ratings.
- Completed production of the Starter Mag for 2012. This had now been printed, and would be issued once the remaining stock of 15 boxes of last year's run had been used up.
- Through its AGM working party, (i) drawn up a shortlist of audio visual suppliers and invited two to attend the next meeting of the working party in June, (ii) begun to plan the seminars and entertainment for AGM Day 2013 to be held at the Leicester Marriott Hotel on Saturday 26 January 2013, and (iii) begun to consider possible venues along the M1 and M6 corridors north of Leicester for AGM Day 2014.

- Sought to source some promotional leaflets about the BPA Credit Card from the card issuer, to supply to those Centres that had indicated they would be prepared to display them.
- Finalised the Communications Action Plan 2013-4 to recommend to the Council (minute 27.1).

24.2 Development Committee

Craig Poxon (Development Chair) reported that the Committee had:

- Agreed with the BPA Shop for production and sale of a small run of BPA lapel pins. The BPA Shop would cover the cost of producing the pins.
- Agreed to a proposal by Marc Fletcher, who had drafted a letter to be sent from the office with A licences, to congratulate new A licence holders on their achievement, and outline the next steps in the sport to encourage them to progress. The letter would be introduced as soon as the wording had been finalised.
- Monitored progress on the current Development Action Plan for 2012-3, and on the BPA Archive Project, all of which had been satisfactory.
- Finalised the Development Action Plan 2013-4 to recommend to the Council (minute 27.2).

24.3 Competitions Committee

Steve Saunders (Competitions Chair) reported that the Committee had:

- Still awaited the organisers' publication of Bulletin 1 for the WPC Mondial 2012 in Dubai (29 November - 10 December 2012) in order to finalise the arrangements for delegation officials.
- Received a report that the BPA Shop had been unable to confirm that it would be able to obtain further stocks of items for the National delegation uniform. The Committee was therefore seeking to secure these items from another source.
- Finalised as many rules as possible for the 2012 Nationals and UKSL/Grand Prix, with the rest to be finalised as soon as possible.
- Accepted a bid from UK Parachuting, Sibson, to host the Accuracy Nationals concurrently with the CF and Speed 8 Nationals on Sat 8 - Sun 9 Sept 2012.
- Further considered the Committee's position on wingsuiting, and re-iterated the same conclusion as at the last meeting - the need to await IPC's recognition of the discipline and selection of a judging system from the two alternatives that were available. Wingsuit flyers from all over the world were planning to attend a competition at Netheravon this year. Kate Charters (BPA Judges' Co-ordinator) would attend in a personal capacity to help to keep the Committee informed.
- Agreed the final drafts of (i) the BPA Judge Status & Progression document, which included the criteria to maintain currency of a judging rating; and (ii) the role description of the Judges' Co-ordinator.
- Decided to use the same judging system for the CP Nationals, the Wagner system, as now used by IPC, following early termination by IPC of their contract with Cametrix.
- Finalised the Competitions Action Plan 2013-4 to recommend to the Council (minute 27.3).

25/12 European update

Paul Moore reported that he and Tony Knight had attended the Europe Air Sports AGM in Cologne last month. Unfortunately two keynote speakers from the European Aviation Safety Agency had failed to attend. He also reported that European Parachuting Union memberships were now due, and that the UK, Netherlands and Norway had renewed so far. He said the next EPU meeting was likely to take place at the same time as the next IPC

plenary meeting, which was due to be held in Europe in 2013. He would liaise with John Smyth, UK Delegate to IPC, about this. As the date clashed with the BPA AGM, Tony Butler (UK Alternate Delegate to IPC) said he would suggest to John Smyth that Paul Moore might take his place as Alternate Delegate for the IPC meeting.

Kieran Brady then gave a short technical update on regulations affecting flying.

The Council noted that the BPA's insurers, Jelf Manson Insurance Brokers and Liberty International Underwriters, had agreed to meet 50% of the costs to date of the BPA's activities on European air safety regulation issues. The Council recorded their thanks for this support.

26/12 Strategy

26.1 Initiatives to improve retention

See the Development Action Plan 2012-03 (minute 27.2 refers).

26.2 Pursuit of excellence: Governance and the conduct of meetings

Council considered a paper that had been circulated in advance. It covered eight key points arising from the voluntary of good governance for National Governing Bodies of Sport to think about regarding the structure and operation of their board or council. The arrangements for the BPA Council met most of the criteria listed. A few, for example the use of a skills matrix to inform board recruitment, was difficult to implement with an annually-elected Council of Management. Debbie Carter said the issue with an elected board was to identify any skills gaps and to plug them in some way, for example by inviting contributions from others which could even sometimes go as far as co-option. Karen Bain offered to set out some of the desirable skills of a Council member.

Action: Karen Bain

One point was that it was good practice for board members should complete declaration of interest forms. Nominations to stand for election to the BPA Council required candidates to declare business activities that may involve sport parachuting and, per the BPA Articles, Council Members abstained from voting on any motion in which they had a personal business interest. Debbie Carter (Treasurer) offered to supply an example of a declaration of interest form used by other organisations.

Action: Treasurer

On the question of the conduct of meetings, there were many more good points than bad. BPA meetings enjoyed good attendance and strong participation by elected members. The acid test was the quality of decisions taken and over the years there was a track record of taking decisions that had stood the test of time. There was little doubt that issues were usually thoroughly considered from all perspectives, which led to a view that sometimes meetings may tend to go on for too long. Whereas one way to seek to shorten meetings would be to run them more formally, this was not necessarily appropriate for a Council and Committee of volunteers whose shared passion for the sport sometimes led to lengthy discussions and debates. However, the Chairman said that more use of invited guest speakers might be worth considering on occasion when the topic justified it.

There was a discussion on the suggestion that all agenda items should include a paper regardless of how short, and all the relevant papers should be included with the agenda.

Karen Bain asked for clarification of the 'pursuit of excellence' strategy. The Chairman replied that the term had originated in preparing for world-class performance at international competitions. Last year the Council, in setting out a strategy for the BPA, had adopted this term for all of the BPA's activities and endeavours. The focus today on governance was because this topic had been highlighted by publication of the voluntary code of good governance in sport.

26.3 Succession planning for key staff

The Chairman reported that a succession plan for key staff had now been drafted. The TO/NCSO operated interdependently, and should a vacancy arise, the opportunity would be taken to review the job descriptions before the vacancy was advertised. The Chairman was consulting with the TO and NCSO on the nature of these variations, in order that the draft of the succession plan could take account of them. Once all parties involved in formulating the draft were content with it, the agreed draft would in due course be circulated to the Council.

Action: Chairman, TO/NCSO

26.4 Premises

A paper from the premises working party had been circulated in advance. Three refurbishment consultants had visited the BPA Office. The first had proposed a chargeable feasibility study, the second a chargeable structural survey, and the third had offered to draw up a ground plan free of charge but had not yet done so. Advice received was that about 30% more space could be freed up in the BPA Office by refurbishment, subject to which non-structural walls could cost-effectively be demolished. The Council agreed that the working party should pursue the free-of-charge options.

The working party had also been planning to put out an approximate specification to commercial estate agents to seek to identify any other local premises that might be more suitable than the existing Office. The Council agreed that the working party should do this. Karen Bain said it should be straightforward for the working party to make a broad specification of the main requirements such as a main meeting room, second meeting room, enough office space for 9 staff, and storage. Kieran Brady said that adequate car parking should also feature.

Action: Premises working party

27/12 Action Plan: 1 July 2012 to 30 June 2013

27.1 Communications Committee

27.2 Development Committee

The Communications and Development Action Plans were introduced by the respective committee chairs, tabled, discussed, and approved by Council. See Appendix.

27.3 Competitions Committee

Steve Saunders (Competitions Chair) reported that the Competitions Committee's Action Plan for 2012-3 comprised a continuation and extension of its Action Plan for the current year, viz:

- Supporting world-class performance
- Promoting and encouraging skills coaching roadshows coached by teams who had benefited from BPA funding
- Judging - pursuit of excellence
- Equipment that may need to be purchased by the BPA, including that for Canopy Piloting competitions
- Off-year funding for coaching for qualifying non-senior teams
- UK Delegation uniform.

The Council approved the Competitions Action Plan 2012-3 as above.

Steve Saunders reported on a discussion at the Competitions Committee about teams promoting their own commercial coaching services together with BPA coaching roadshows, for example by listing 'their' BPA coaching roadshows on their team websites. The Chairman said there was no problem with this, as long as BPA skills coaching roadshows were clearly identified as such so that there could be no confusion in members' minds about which events were BPA roadshows, and which were commercial/paid-for coaching offered by the team.

28/12 Report on the Royal Aero Club

The Chairman referred to an e-mail from John Smyth (circulated), BPA Delegate to RAeC, which had noted that the RAeC Council was meeting tonight.

29/12 Raffle prize for BCPA Nationals

A letter from last year from BCPA requesting a prize for the raffle at the BCPA Nationals had been re-circulated, together with the BPA reply saying it had unfortunately been received too late for consideration and would be brought forward again to this meeting, ahead of the BCPA 2012 Nationals (minute 58.2/11).

The letter asked for a free BPA membership as a prize. Paul Moore said that a key purpose of a National Governing Body was to encourage progression in its sport. The Council agreed, and noted that a day's free coaching in a discipline of the winner's choice had been offered to

BCPA as a raffle prize at their 2010 Nationals. Weed Stoodley proposed, and Ian Marshall seconded, a motion that this should be offered to BCPA for a raffle prize at their 2012 Nationals. Marc Fletcher abstained from the vote because of his association with BCPA. All votes were in favour.

Carried

BCPA should notify the winner to BPA, and s/he should then contact the Competitions Committee in good time in advance for the coaching to be arranged. For the avoidance of doubt, the coaching would be free-of-charge but the jumps would need to be paid for. The Office would write to BCPA.

Action: BPA Office

30/12 Correspondence

An e-mail dated 5 March from Ash Kemp addressed to Steve Saunders, Competitions Chair, which Ash Kemp had also circulated to the Council, was noted. The e-mail criticised the appointment of officials for the UK Delegation to the WPC Mondial Dubai 2012. Steve Saunders said that the Competitions Committee was satisfied with the process of selecting and the appointees it had recommended to the last Council meeting, which the Council had accepted (minute 12.3).

Ian Marshall proposed, and Kieran Brady seconded, a motion that the Office should send a short reply to Ash Kemp on this basis.

Paul Moore counter-proposed, seconded by Steve Saunders, a motion not to send a reply to Ash Kemp. The vote was: For - 2, Against - 8.

Not carried

A vote was therefore taken on the original proposal, to send a short reply. The vote was For - 8, Against - 2.

Carried - Action: BPA Office

Steve Saunders said that the Competitions Committee was always striving to improve its procedures for the future and to make them more transparent. It was endeavouring to do so on the matter of formulating recommendations to Council on delegation officials - Weed Stoodley was working on a paper on this for the Committee.

31/12 Dates of next meetings

Tuesdays 19 June, 14 August, 9 October and Thursday 13 December (after the General Meeting), all at 1830 at the BPA Office, 5 Wharf Way, Glen Parva, Leicester LE2 9TF.

The meeting closed at 2117.

Minute 27: Action Plans 2012-3

Communications

<i>Target</i>	<i>From</i>	<i>To</i>	<i>By</i>	<i>How</i>	<i>Budget</i>
1. Enhance media and public relations	Existing arrangements	Improved arrangements	June 2013	Progress work planned and agreed in last Action Plan with Archant Dialogue, Skydive the Mag, the BPA Media Co-ordinator and BPA staff	No additional budget required
2. Improve communication with members	Existing arrangements	Electronic communication as default	June 2013	Investigate cost and practicability of (i) arrangements for e-communications with members of BPA company documents (subject to new database capability and issue of printed notification to all members to enable individuals to opt out to continue to receive hard copies); (ii) e-mailing minutes as attachments rather than links.	tba
3. Improve communication with non-members	Existing arrangements	Improved arrangements	June 2013	(i) add free-of-charge subscription facility for the BPA e-Newsletter to the BPA website so non-members can sign up to receive it (ii) explore the cost/benefit of putting the BPA Mag on the Archant website http://www.subscriptionsave.co.uk	tba
4. Review the role, function and future of the Mag website and the relationship between all of the BPA family of websites	Low traffic to Mag website because of online social media	More integrated BPA online presence to give maximum profile and cross-traffic?	June 2013	Consider online trends and seek to present an online product to give added value to members and the wider public, and to help to raise the profile of the sport	tba

Development

<i>Target</i>	<i>From</i>	<i>To</i>	<i>By</i>	<i>How</i>	<i>Budget</i>
1. Develop an online system for Provisional Student Memberships.	No online system for Provisional Student Memberships	Online system for Provisional Student Memberships	June 2013	Plan, research and commission	£2000-£3000
2. Trial one safety and progression coaching roadshow (covering CH2, JM1, etc) designed particularly for those between their A and B certificates	Successful Safe canopy handling coaching at BPA 50th Anniversary Boogie in 2011	Trial one safety and progression coaching roadshow	June 2013	Liaise with coaches and Drop Zones	£1500
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 2013	Continuation of previous year's Action Plan target, based on evaluation of a trial evaluation course due to be held before the start of the Action Plan year	May be able to secure sponsorship from insurers. If not may need a budget and/or to charge DZs
4. Establish an online BPA Archive of the history of the sport	Celebration in 2011 of 50 Years of the BPA	Online archive	June 2013 and ongoing	BPA Archive Project already established in 2011 and honorary archivists already appointed and have developed an agreed plan. Project all set to go!	Special budget of £10K agreed by Council in Feb 2012 for whole project (not Action Plan year)
5. Inaugurate BPA customer service award/s	No customer initiatives to incentivize customer service at Drop Zones	BPA Customer Service Awards to promote customer service at Drop Zones	June 2013	Develop criteria for BPA Customer Service award/s including how to make and judge nominations	£500+ Sponsorship promised from insurance brokers who are accredited by Investors in Customers
6. Investigate catalysing an informal system of meet & greeters at DZs to welcome new members	Need to improve retention of new /low experience jumpers	A friendly face to meet and greet new jumpers	June 2013	Investigate, and if appropriate catalyse, a scheme for a meet and greeter to be the first point of contact to help make new members feel welcome	no budget needed

Competitions

See narrative at minute 27.3

- end of appendix -