

British Parachute Association

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The Council

Minutes of the meeting held on

Tuesday 14 August 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		
	Richard Head		
	Ian Marshall		
	Paul Moore		
	John Page		
	Craig Poxon	-	Vice Chair & Development Chair
	Steve Saunders	-	Competitions Chair
	James Swallow		
In attendance:	Liz Ashley	-	Editor, Skydive the Mag
	Tony Butler	-	Technical Officer
	Jon Gretton	-	Financial Administrator (to item 48)
	John Hitchen	-	NCSO & STC Chair (to item 49)
	John Smyth MVO	-	IPC & RAeC Delegate & BPA Vice President (to item 50)
	Martin Shuttleworth	-	Secretary-General
Apologies for absence:	Debbie Carter	-	Treasurer
	Mark Skarratts		
	Weed Stoodley		
Observers:	Tony Cowan MBE		to item 49.1.1
	Tony Knight		to item 49.1.1
	Ian Roseninge		to item 49.1.1
	Justin Wilmot		

Item Minute

46/12 Minutes

The minutes of the last meeting, held on Tuesday 19 June 2012, had already been ratified electronically by the Council. The ratified minutes had been published on the BPA website www.bpa.org.uk/minutes on 13 July 2012.

Ratified electronically

The Secretary apologised that Liz Ashley's name had been omitted in error from the list of those in attendance. Also, item 42.2 had referred to 'Derek Thomas' in error, and this was corrected to read 'Chris Thomas'. The Chairman signed the amended master copy as the official record.

47/12 Matters arising from the above minutes

There were no matters arising not covered on the agenda.

48/12 Membership & finance

48.1 Draft report and financial statement for the year ended 30 June 2012

This document, prepared by the auditors, had been circulated in advance. With the addition of the name of a director who had stepped down on 28 January, Adrian Bond proposed, and Paul Applegate seconded, a motion to publish the draft report to members.

Carried unanimously

[Note: The draft report would be distributed to members as an insert to the October issue of 'Skydive the Mag' for consideration at the General Meeting of Members to be held at the BPA Office at 1830 on Thursday 13 December 2012.]

48.2 Management accounts and membership statistics

Management accounts and membership statistics to 31 July 2012, month 1 of the financial year and month 4 of the membership year, had been circulated in advance by the Financial Administrator.

Noted

49/12 Minutes of Committees (Part 1, STC)

The minutes of STC had been circulated in draft in advance, for consideration for ratification tonight.

49.1 Safety and Training Committee meeting on Thursday 2 August 2012

49.1.1 STC minute 6: Pilot Age Working Group (PAWG)

STC had voted to accept the recommendations of its PAWG (STC minute 6). This had generated correspondence to Council (circulated in advance) by those petitioning Council not to ratify that minute because they believed STC's decision to be flawed on the basis of (i) alleged failure of due process; (ii) alleged error of judgment.

The Chair invited Ian Rosenvinge and Tony Cowan to speak on behalf of those who challenged STC's decision.

The Chair invited Tony Knight, a member of PAWG, to speak. Tony Knight defended PAWG's recommendations and said PAWG believed that it, and STC, had made no error of judgment in their recommendations or decision.

John Smyth, a BPA Vice President, asked why observers had not been allowed to speak at the STC meeting.

John Hitchen (Chair, STC), confirmed that he had followed due process by inviting written submissions on PAWG's report to be received at the BPA Office by 2 July, a month before the STC meeting. Because of this, he had also announced in advance that he would not be inviting oral contributions from observers at the STC meeting, and that any such representations should be made to CCIs who were members of STC. (Ian Rosenvinge, as a CCI, had addressed STC.) The Terms of Reference and Rules of Procedure of STC (BPA Form 160) stated 'BPA members may observe any STC meeting but may only address a meeting with the permission of the Chairman'.

In discussion about pilots whose ratings might be affected by STC's decision, and who may have wished to make oral representation to STC, John Hitchen said that a right to be heard at STC applied only in disciplinary matters. This was not such a matter.

After considerable further discussion, with members of Council debating the issue, Kieran Brady proposed, and James Swallow seconded, a motion that STC minute 6 be ratified. The vote was:

For - 9, Against - 3 (Marc Fletcher, Ian Marshall, Paul Moore).

Ratified

The Chairman thanked the Council, STC, and members of PAWG. He said it was inherent to the nature of this matter that not everyone would be happy with the outcome. Ian Rosenvinge thanked the Council for giving him and Tony Cowan the opportunity to be heard.

The Chairman said he had been disappointed by the tone adopted by some of the correspondents on this matter, in particular by a few senior members to whom he would reply in due course.

There remained one further issue to consider. This was the allegation that Tony Knight had made inappropriate remarks about Aviation Medical Examiners (AMEs) in his presentation to STC. Tony Knight said he believed his remarks to have been taken out of context, especially one particular comment, which he had said tongue-in-cheek but which he regretted with hindsight. He said his other remarks had been factual and not defamatory, and had not been applied to any named individual. The Council had no further questions to Tony Knight on this.

49.1.2 Rest of STC minutes

John Hitchen (STC Chair) called Council's attention to STC minute 4 concerning the fatality at Cockerham on Saturday 7 July. The Board of Inquiry had already reported and, in accordance with normal procedure, STC had established a Panel of Inquiry.

After questions and a brief discussion on other items in the STC minutes, Kieran Brady proposed, and Steve Saunders seconded, a motion to ratify the rest of the minutes of the STC meeting held on Thursday 2 August. This carried unanimously.

Ratified

50/12 Report on IPC and the Royal Aero Club

50.1 International Parachuting Commission (IPC)

John Smyth, UK Delegate to IPC, apologised for any misunderstanding over registration of IPC's Parachuting Events & Tours Association (IPETA) company at the BPA's address. The line 'BPA Office' had now been removed from IPETA's registered address, which now read '5 Wharf Way, Glen Parva, Leicester LE2 9TF'. This arrangement was at no cost to the BPA, and was convenient for forwarding IPETA correspondence to John Smyth. Paul Applegate proposed, and Kieran Brady seconded, a motion and that Council was content with the arrangement.

Carried unanimously

John Smyth reported that IPC would remain in control of IPETA, but had agreed with FAI that its ownership would for legal reasons be transferred to the FAI events company FAME.

John Smyth further reported that IPC had come close to leaving FAI, because IPC saw FAI as existing to support airports not to control them. However, the IPC Bureau had had a constructive meeting with FAI last month that had satisfactorily resolved the issues.

50.2 Royal Aero Club

Council discussed the British Aerobatic Association's (BAA) invitation for the BPA to take part in a proposed RAeC Open Day at Duxford in summer 2013. John Smyth (BPA Delegate to RAeC) would reply to Alan Cassidy, Chairman of BAA, to confirm our interest in principle and to suggest a sport parachuting demonstration rather than competition. He would also point out that participation may be affected by height restrictions, if any, at the site.

Action: John Smyth

51/12 European update

Tony Knight was pleased to re-confirm the successful outcome to date of our responses to consultation on draft legislation by the European Aviation Safety Agency. Our responses had called attention to specific requirements for sport parachuting which might otherwise have been legislated-out by default. The draft legislation, including the variations we had proposed, would now go on to the next stage towards coming into force which was called comitology - the system of committees, composed of representatives of the member states, used to oversee European Commission implementing acts made under European Union legislation. However, for reasons that were nothing to do with sport parachuting, the UK Civil Aviation Authority had lodged a move to seek to get the draft legislation thrown out in the comitology process. Kieran Brady said if this happened, it would put us back to where we were four years ago, which would not necessarily be a bad thing, because we had now learned how the process worked.

Noted

Paul Moore gave a brief report on membership of the European Parachuting Union.

52/12 Minutes of Committees (Part 2 – Development, Communications & Competitions)

The minutes of each of the following meetings had already been circulated, electronically ratified by the Council, and published on the BPA website.

52.1 Development Committee meeting on Tuesday 19 June 2012

There were no questions.

52.2 Communications Committee meeting on Tuesday 19 June 2012

There were no questions.

52.3 Competitions Committee meeting on Tuesday 19 June 2012

There were no questions.

53/12 Headline issues from Committee meetings held this afternoon

53.1 Communications Committee

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

- Noted that Phil Sumner, Archant Dialogue's web developer, had been unable to come to the BPA Office on Friday 3 August as planned to install the bridging program between the online renewals facility on the BPA website and the membership database at the BPA Office. This was for personal reasons and because of difficulty in replicating the database in a test environment, on which Archant Dialogue was consulting Computerlink, the BPA's IT system consultants.
- Noted that advertising income in the August Mag had increased by £858 year-on-year.
- Heard that eight subscriptions (6 UK, 2 rest of Europe) to Skydive the Mag had been taken out to date through Archant's Subscription Save website, www.subscriptionsave.co.uk
- Decided to hold, with the help of Archant Dialogue (the BPA's publishing partners who were part of the larger Archant group), an invitational seminar on 'Skydiving and the media' to help better to understand the media that we seek to engage.
- Established a small working party to formulate recommendations on consolidation of the BPA's web presence round a single hub. This would be likely to involve some changes to the present Mag website. The Editor would be one of the members of the working party. It would also consider, in consultation with the BPA Archivists, how best to assimilate the online output of the BPA Archive Project as part of the BPA's overall web presence.
- Through its AGM day working party, (i) continued to plan for AGM Day 2013 at the Leicester Marriott Hotel on Saturday 26 January 2013, and (ii) had carried out two facilities visits to possible venues for AGM Day 2014, first to a venue in Wakefield that had not proven fully to meet our needs, and this morning to what appeared to be a splendid venue in Nottingham, about which we were negotiating on price.
- Agreed, subject to agreement by full Council, a BPA position statement (already circulated to Council) on commercial activities in sport parachuting for publication on the BPA website. This was aimed at the general public, charities and others that organised sponsored skydives, and new jumpers. The statement outlined the commercial areas of the sport of which BPA, being principally a safety, training and competitions body, exercised no oversight or control.

The Council agreed to publication of the position statement on the BPA website.

Action: BPA Office

53.2 Development Committee

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

- Following the success of the London 2012 Olympics and Paralympics, resolved to pursue all avenues to explore possible funding for our sport from agencies including UK Sport and the home country sports councils, etc. Close contact would be maintained with the RAeC through John Smyth, BPA Delegate to RAeC, because RAeC was lobbying on behalf of airports as a whole.

- Noted that the Office had met with the insurers regarding their sponsorship of BPA risk management activities, etc, during the current membership year to 31 March 2013. The insurers had indicated informally that they would be willing to sponsor the roll-out of the first-aid course for DZ staff, for which the Committee was most grateful. Written confirmation from the insurers of the amount was awaited, after which the roll-out would be able to proceed.
- Received a report from Andrew Hilton and Graham Spicer, the BPA Archivists, on the progress of the BPA Archive Project. The Project was progressing well and the Archivists were continuing to get new contacts and new leads to archive information and material.
- In pursuance of Council's strategy of improving retention:
 - considered a bid form drafted by John Page for issue to invite Affiliated Clubs & Centres to bid to host a BPA progression skills coaching roadshow. The intention was to issue the finalised form with a call back date for bids such that they could be considered at the next meeting in October 2012;
 - been delighted to note that, to date, two nominations had already been received for the new BPA customer service award, which had been named the BPA Star award. There had been extensive discussion of how best to recognise awardees and their nominators. The consensus had been that the honour of recognition - by a Certificate that could be presented on AGM Day - was the key, together with BPA Star branded promotional trinkets to publicise the awards and what they stood for;
 - considered a discussion paper (circulated to full Council) from the Chair of Council on possible discounted 2 year membership for new members. Input from the wider Council would be welcome. The Committee planned to put forward the idea for consultation with the annual meeting of Drop Zone Owners & Operators to be held on Tuesday 6 November 2012.
- In following Council's strategy of the pursuit of excellence, noted that a data protection review had recently been carried out at the BPA Office by an independent external reviewer (report awaited).

53.3 Competitions Committee

Steve Saunders (Competitions Chair) recorded the Council's thanks to Skydive Hibaldstow for hosting a superb first weekend, attracting a record turnout, of the Nationals events they were hosting over the previous and next weekends.

He reported that the Competitions Committee had:

- Congratulated the BPA members who had taken part in the head-down formation record in the USA on 2 & 3 August - see Council minute 58 (page 7).
 - Been delighted to note that the increase from last year's 55 to this year's 72 x 4-way teams in the FS 4-way Nationals held last weekend at Skydive Hibaldstow meant that, at least between now and the USPA Nationals this autumn, ours was the largest 4-way FS Nationals in the world.
 - Liaised with Liz Ashley, Editor of 'Skydive the Mag', about coverage of the British Open Nationals events at Hibaldstow. Coverage would emphasise that it was important for teams to arrive with their own camera flyer to avoid disappointment. The Committee had suggested that a derivative of the article, about how our Nationals are run, could be sent to USPA.
- Action: Editor**
- Considered that now, after the London 2012 Olympics, was the time to re-apply for public funding through exchequer and/or lottery funding.

The Chair of Council said this chimed with the first point of the Development Committee's report (minute 53.2) and asked the Office kindly to facilitate liaison between the Competitions Committee, Development Committee, and our RAeC Delegate on this.

Action: BPA Office

- Had agreed that the coach to team 'Brit Chicks' could be allocated one of the coaches' places in the British delegation to the World Parachuting Championships (WPC) Mondial 2012 in Dubai.
- Had been sorry to have had to decline a request from a competitor for a member of their family to be included as an accompanying person in the British delegation to the WPC Mondial 2012 in Dubai because such places had been strictly limited by the organisers and most if not all of the few available places would be for accompanying persons with designated portfolios.

54/12 Council role profile / skills matrix

A paper by Karen Bain had been circulated in advance. It comprised three sections:

- 1 Draft role profile for a BPA Council Member
- 2 Skills matrix for specialist knowledge required by Council
- 3 Belbin Team Skills Matrix to highlight the team dynamics, strengths and weaknesses of BPA Council.

The paper was discussed. There was a consensus that it would be a good idea to provide more information to members on the role of a Council member. The Secretary-General had separately prepared a short paper (circulated with the agenda) on core competences of an elected director of a third sector organisation.

The Office expressed its concern at anything that might be construed (or misconstrued) by the membership as seeking centrally to plan the composition of Council, especially in the light of the controversies following elections some years ago, which had in one case resulted in a Vice President's Inquiry. The Chair noted such concerns but said they would not apply to the preparation of a generic Council role profile. He invited Karen Bain and the Secretary-General to liaise to consolidate a profile for consideration at the next meeting. Further discussion of the skills matrix and Belbin methodology would be appropriate once Council had agreed the role profile.

Action: Karen Bain / BPA Office / Next meeting

James Swallow asked for more information for prospective, nominee and newly-elected Council members. He said that he and other new Council members had been bemused by being plunged into the inaugural Council meeting after the AGM. He asked for a pre-briefing so that the first actions of new Council members did not have to be voting others they did not yet know into offices they did not fully understand. The Chair said the point was well-made, and the Council asked that the notes for guidance of council members, currently issued on election, should be issued to all nominees and made available to all members so that any member considering standing for Council could have them.

Action: BPA Office

The Vice Chair said that prospective new Council members/nominees were always invited to attend the December meeting of the previous year's Council, which was a good way to get a feel for the way Council operated. Paul Applegate said that experienced Council members were happy to act as mentors to their newly-elected colleagues.

The Chair asked the Secretary-General to consider what additional information could be provided to new Council members, particularly as a briefing on the inaugural meeting of the new Council after the AGM.

Action: BPA Office

55/12 BPA Strategy

55.1 Improving retention rates

The Chair reported that this was continuing to be progressed through a number of initiatives in the Development Committee's Action Plan for 2012-3 (see minute 53.2), and through 'Progression Zone' in the Mag.

55.2 Pursuit of excellence

A paper on good committee protocols had been circulated in advance by the Secretary-General. These were not specific to the BPA but widely recognised protocols to support the efficient functioning of any committee. After discussion, Kieran Brady proposed, and Marc

Fletcher seconded, a motion that such protocols should be followed at BPA meetings wherever possible.

Carried unanimously

55.3 Staff succession planning

The Chair reported that he had liaised with Weed Stoodley (Chair, BPA Employment Committee) and the BPA technical staff on certain detailed variations to the working draft. He was awaiting any input from the Treasurer on her return from holiday. He would then arrange for the draft to be circulated with the agenda for the next meeting.

Action: Next meeting

55.4 Premises

Per minute 41.4 of the meeting on Tuesday 19 June, one of the interiors specialists who had previously visited the BPA Office, together with BPA member Christian Ivory who had information on business relocation costs, would both come to give short presentations at a special meeting of the Council to be held at 1700 on Tuesday 9 October, before the normal Council meeting began at 1830.

Action: Special early session at October meeting

56/12 Application for Re-Affiliation - Black Knights Parachute Centre

A completed Form 135 had been circulated for Re-Affiliation of Black Knights Parachute Centre consequent on a change of operator and key personnel. The BPA technical staff did not wish to call any issues to the attention of Council. Kieran Brady proposed, and Adrian Bond seconded, a motion that the application should be accepted.

Carried unanimously

57/12 Correspondence

57.1 re UK Skydiving Ltd, Cirencester

Correspondence (circulated) dated 6 July from David Hickling of BPS Langar, together with the Secretary-General's reply, had been circulated and was noted. The Council had nothing further to add to the reply. The problem related to the apparent cessation of trading of a bookings agency, UK Skydiving Ltd, Cirencester, to which BPS Langar was a creditor. Earlier in this meeting (minute 53.1), the Council had approved publication of a statement that the BPA did not regulate or oversee commercial contracts within the sport. This was a case in point.

57.2 ex-Skydive Weston AFF student

Correspondence between the student concerned and the BPA Office (previously circulated) confirmed that the student had been able to repeat his ground training at another Centre and would then continue from where he had left off, all at re-jump prices. He had thanked Paul Applegate for assistance in retrieving his log book, and also the Council and Office for their assistance. The Council wished him well in his skydiving career.

Noted

58/12 Congratulations

Weed Stoodley had called Council's attention in a paper (previously circulated) to the fantastic achievement by BPA members James Davies, Frazer Smith, Matt O'Riordan, Kurmet Jaadla, Martin Reynolds, Jim Harris, Paul Cooper, Mikey Carpenter and Claudio Lettieri - who had all taken part in the unofficial world record (USA state record) of 142-way [due to paperwork error!] and official 138-way head-down formation record, from 6 planes over Skydive Chicago, on 2 & 3 August 2012. This achievement had been even more special as it had been from 18500 ft with first break offs wave at 7000 ft.

Council congratulated the BPA members involved in setting this impressive record and awarded a certificate of merit to each of them.

Action: BPA Office

59/12 Dates of next meetings

Tuesday 9 October, special meeting at 1700 with guest speakers on the subject of premises, followed by normal meeting at 1830; & Thursday 13 December (after the General Meeting), at 1830. All meetings at the BPA Office, 5 Wharf Way, Glen Parva, Leicester LE2 9TF.

The meeting closed at 2202.

Ratified electronically by the Council and published on 31 August 2012.