

British Parachute Association

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The Council

Minutes of the meeting held on

Tuesday 9 October 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 | - | STC Vice Chair |
| | Craig Poxon | - | Vice Chair & Development Chair |
| | Steve Saunders | - | Competitions Chair |
| | Mark Skarratts | | |
| | Weed Stoodley | | |
| | James Swallow | | |
| In attendance: | Liz Ashley | - | Editor, Skydive the Mag |
| | Tony Butler | - | Technical Officer (TO) |
| | Debbie Carter | - | Treasurer |
| | Jon Gretton | - | Financial Administrator (to item 62) |
| | John Hitchen | - | NCSO & STC Chair |
| | John Smyth MVO | - | IPC & RAeC Delegate & BPA Vice President (to item 66) |
| | Martin Shuttleworth | - | Secretary-General |
| Observers: | Annette Williamson | | |

Item Minute

60/12 Minutes

The minutes of the last meeting, held on Tuesday 14 August 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 31 August 2012.

Ratified electronically

61/12 Matters arising from the above minutes

61.1 STC/Pilot Age Working Group (PAWG) (minute 49.1.1)

The Chairman reported that there had been some correspondence as a result of this decision, including a letter to Council (circulated) dated 19 August from Rick Boardman, which was noted. The Chair had circulated his letter of 24 August to Jim Crocker about his communications with Council and the Chair prior to the last meeting. Jim Crocker's reply of 3 September had also been circulated. The Chair reported that this correspondence had continued, and that Jim Crocker had now set out 'heads of claim' under which he said he feared the BPA might be vulnerable to legal action about the decision, about which he advocated negotiation. The Office was liaising with the BPA's insurance brokers to confirm our liability insurance cover was in place.

Noted

61.2 RAeC Open Day for airports (minute 50.2)

John Smyth MVO (BPA Delegate to RAeC) reported that he was awaiting a response from RAeC.

61.3 British Open Nationals (minute 53.3)

The Chair said there had been good coverage of the Nationals in the Mag, and asked for the Mag and the Competitions Committee, through the rules, both to promote online registration (as available) for next year's Nationals.

Action: Editor, Competitions Committee

62/12 Management accounts and membership statistics

Management accounts and membership statistics to 31 August 2012, month 3 of the financial year and month 5 of the membership year, had been circulated in advance by Jon Gretton (Financial Administrator).

The year-on-year membership statistics showed an 11% increase in provisional student memberships and a 24% increase in conversions to full membership. The Chair said this was a very good result given that we had had the wettest June and July for many a year.

The Chair noted that an investment had matured and asked for a report to be made to the next meeting of the Development Committee regarding re-investment, etc.

Action: Treasurer/Financial Administrator

The Chair thanked the Treasurer and Financial Administrator for the report.

63/12 Minutes of Committees

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

63.1 Development Committee meeting on Tuesday 14 August 2012

There were no questions.

63.2 Communications Committee meeting on Tuesday 14 August 2012

There were no questions.

63.3 Competitions Committee meeting on Tuesday 14 August 2012

There were no questions.

63.4 Safety and Training Committee meeting on Thursday 27 September 2012

John Page (Vice Chair, STC) had chaired this meeting and answered questions with the TO and NCSO about the arrangements for a Panel of Inquiry following the Board of Inquiry into a recent fatal accident involving canopy control. Paul Moore, as CP Rep, said he would contact the Chair of the Panel of Inquiry, Mike Rust, concerning training and experience requirements for competitors to take part in BPA CP competitions.

John Page then proposed, and Paul Applegate seconded, a motion that the minutes of the STC meeting held on Thursday 27 September 2012 should be ratified. This carried unanimously.

Ratified

64/12 Headline issues from Committee meetings held this afternoon

64.1 Communications Committee

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

- Had further discussion with Archant Dialogue regarding lack of progress with online renewals, registering our disappointment at the time this was taking. A schedule of completion had been requested urgently.
- Been pleased to have received confirmation that the BPA's insurers, Jelf Manson Insurance Brokers and Liberty Mutual Underwriters, had kindly agreed to sponsorship of £2000 for new BPA safety and information posters. Tony Butler (Technical Officer) already had plans for two A2-size posters to warn of the risks of low turns and of canopy entanglements.
- Agreed with Archant Dialogue to run an online survey on the Mag, probably in February 2013.
- Continued to progress the Communications Action Plan.

64.2 Development Committee

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

- Received, and were progressing, the first nomination for the new BPA 50 Years Award.
- Noted that replies were awaited to our letters to the Chairs of UK Sport, Sport England and the Sport+Recreation Alliance, enquiring about post-Olympics funding arrangements for non-Olympic sports such as skydiving.
- Received an update from the staff on insurance negotiations for next year and agreed the timetable for consideration by the Committee and full Council before being put to general meetings of the membership.
- Been disappointed that there had not been sufficient substantive items put forward by DZs, or already known to us, to fill an agenda for a Drop Zone Operators' meeting on the earmarked date of Tuesday 6 November 2012. The meeting would therefore be replaced, as near to the planned date as possible (determined principally by the availability of tutors) by the inaugural run of the BPA one-day certificated First-aid for DZ Staff course kindly sponsored by the BPA's insurers, Jelf Manson Insurance Brokers and Liberty Mutual Underwriters.

Karen Bain believed it would be unfortunate if the meeting for DZOs did not go ahead. Craig Poxon said that the Development Committee had concluded that none of the relatively few items raised by DZOs had themselves been substantial enough to sustain a meeting, and that the BPA would be able to feed back to DZOs on matters arising from last year's meeting by a written report. In discussion it was noted that a room could be set aside DZOs to have a short meeting on AGM Day. There was also the possibility that the insurers may wish to make a presentation to DZOs on that occasion.

See minute 66.12, European update, for subsequent discussion about a DZO meeting.

- Been pleased to note that the BPA Archive Project was progressing well through the good offices of the BPA Archivists, Andrew Hilton and Graham Spicer. The Archivists had arranged for issues of the BPA Mag, all the way back to the first issue in 1964, to be digitized as searchable pdfs. This work had been completed. The plan was to upload these to the Mag website using the Page Suite program already licensed for use on that site. Negotiations with Archant Dialogue continued on the cost of uploading.
- Considered the report of an independent review of data protection within the BPA, which had concluded that there was generally a low risk but had highlighted a number of points for consideration, which were being progressed as appropriate by the Office. The Committee had further agreed that the independent reviewer should be engaged for one day to advise on how to commission a membership database system that would meet the BPA's medium and longer-term needs, after current developments had been implemented.
- In pursuance of Council's strategy of improving retention:
 - Received twelve nominations, to date, for the new BPA Star customer service award. Nominations for this year's BPA Star awards remained open until Monday 3 December. The Vice Presidents would be invited to form the judging panel. Both winners and nominees of winners would be invited to be recognised on AGM Day.
 - Received one bid, from BPS Langar, to host a BPA safety and canopy skills coaching roadshow. The Committee had accepted the bid, and John Page would make arrangements direct with Langar for a date next April.

In reply to a question from Steve Saunders (Competitions Chair), John Page said this roadshow was a one-off trial being funded as a target in the Development Action Plan.

64.3 Competitions Committee

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

- Discussed renewal of BPA's contract with Texair for accuracy landing competition equipment.
- Received reports on national and international competitions held since the last meeting.

- Continued to plan for our delegation at the WPC Mondial in Dubai from 28 November - 9 December 2012.

65/12 Report on IPC and the Royal Aero Club

65.1 International Parachuting Commission (IPC)

65.1.1 IPC relationship with FAI

John Smyth, UK Delegate to IPC, reported that tensions between IPC and FAI would be discussed and, he hoped, resolved at next week's FAI General Conference. RAeC, as the UK's National Aero Club (NAC), had helpfully organised a consolidated response from the UK to the FAI General Conference. This was that the role of FAI was to support, not control, airports. Graeme Windsor, IPC President, was seeking support from the NACs of other influential countries within FAI to press this case. Were it to fail, there was a real possibility that IPC would form an international governing body for sport parachuting outside FAI. But John Smyth emphasised that this was certainly not the preferred option.

The Chair confirmed that this Council's vote of confidence in IPC last year still stood, and thanked the RAeC for its support of skydiving, which was taking a lead in negotiations with FAI.

65.1.2 WPC Mondial 2012

John Smyth reported that Bulletin 2 would be issued soon.

65.1.3 UK delegate to IPC

Tony Butler, UK Alternate Delegate to IPC, had circulated a memorandum to Council with the agenda. In it, he explained why he believed it would be appropriate for him to step down from this role and for it to revert to John Hitchen, who was willing to take it on again.

The Chair referred to minute 50.2.2/2011 of the Council meeting held on Tuesday 21 June 2011, at which the Council had discussed whether to continue with the policy that at least one of our two-person IPC delegation should be a member of BPA staff. Views around the table at that meeting had differed as to how much weight should be given to such a policy today.

After discussion, John Page proposed, and Ian Marshall seconded, a motion to elect John Hitchen as UK Alternate Delegate to IPC.

Carried unanimously

65.2 Royal Aero Club

John Smyth reported that he had arranged with RAeC for the BPA to submit its nominations after our December Council meeting in order to be able to consider any potential nominees as a result of meritorious performance at the WPC Mondial 2012 earlier that month. The Chair thanked RAeC for its understanding, and deferred this item for consideration at the next meeting.

Action: Next meeting

66/12 European update

Kieran Brady (Chair, Pilots' Subcommittee) reported that half a dozen Centres had remained closed last weekend because of a flight crew licensing rule which had come into effect two weeks ago impacting on parachute pilots flying foreign registered aircraft with foreign licences.

CCIs and DZ Operators had been notified immediately the information came to the BPA, though the CAA had been notifying pilots about European licensing issues for some time now. It had also been reported to the STC meeting on 4 April 2012.

Tony Knight had circulated a paper to Council and Clubs last Friday, 5 October, which had contained a summary of the new rule. Full detail was set out in CAP 804. The new rule, which arose from European legislation, was now being enforced by the CAA.

The situation, which Kieran Brady summarised, was complex. An urgent meeting to seek to resolve the difficulties the new rule had caused to flying at several Affiliated Centres had been arranged with high-level representatives of the Civil Aviation Authority to take place this Thursday, 11 October, for a BPA team comprising Tony Butler (Technical Officer), Tony Knight and himself as Chair of the Pilots' Subcommittee.

The Council confirmed its full confidence in the BPA team to negotiate on behalf of Council to achieve the best possible outcome for our Affiliated Centres and our members.

The Council decided to postpone notification to Centres about cancellation of the planned meeting for Drop Zone Owners & Operators which had been due to take place on Tuesday 6 November, until the outcome of this issue was known.

67/12 BPA strategy

67.1 Improving retention rates

The Chair reported that this was ongoing.

67.2 Pursuit of excellence

This was also ongoing.

67.3 Staff succession planning

A paper had been circulated with the agenda. This was discussed. Ian Marshall proposed, and Adrian Bond seconded, that the staff succession planning document should be agreed with the addition of provision for a competence assessment procedure in the selection process, at the suggestion of the Treasurer.

Carried unanimously

68/12 Council role profile / skills matrix

Karen Bain had updated her paper after a discussion with the Secretary-General and re-circulated it with the agenda. It comprised three sections:

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

Karen Bain proposed, and Adrian Bond seconded, a motion that the role profile for a BPA Council Member should be confirmed and approved for publication on the BPA website.

Carried unanimously

As time was pressing, Council decided to defer consideration of parts 2 and 3 of the paper until the next meeting.

Defer to next meeting

69/12 Council 2013

The Chair reminded Council Members that completed nomination forms for election to Council 2013 needed to be returned to the BPA Office by no later than noon on Tuesday 30 October. If there were more nominees than the 15 available seats, an election would be held. In such an event, the Office would brief the independent election administrators.

Noted

70/12 Application for Re-Affiliation – Go Skydive! (formerly Skydive Southcoast)

A completed Form 135 had been circulated for Re-Affiliation of Go Skydive! being the new name of Skydive Southcoast. Richard Head proposed, and Kieran Bond seconded, a motion that the application should be accepted.

Carried unanimously

71/12 Staff

The Council agreed to provide a staff Christmas lunch and a small Christmas bonus (of the same amount as last year) as a token of gratitude for the BPA's employed staff for their work during the year. Tony Butler thanked the Council for this.

Agreed

72/12 Dates of next meeting

Thursday 13 December 2012: special meeting at 1700 with guest speakers on the subject of premises, followed by ordinary meeting of the Council after the General Meeting at 1830, all at the BPA Office, 5 Wharf Way, Glen Parva, Leicester LE2 9TF.

The meeting closed at 2120.