

# British Parachute Association

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## The Council

Minutes of the meeting held on

**Tuesday 19 June 2012 at 1835**

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

<b>Present:</b>	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
	Mark Skarratts		
	Weed Stoodley		
	James Swallow		
<b>In attendance:</b>	Tony Butler	-	Technical Officer
	Debbie Carter	-	Treasurer
	Jon Gretton	-	Financial Administrator (to item 36)
	John Hitchen	-	NCSO & STC Chair (to item 38)
	Martin Shuttleworth	-	Secretary-General
<b>Apologies for absence:</b>	John Smyth MVO	-	IPC & RAeC Delegate & BPA Vice President
<b>Observers:</b>	Christian Ivory	-	London Skydive Centre
	Gavin McLeod	-	"

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## Item Minute

### 32/12 Introduction

The Chairman congratulated Karen Bain and Richard Head on achieving their AFF ratings. He intended to send a letter on behalf of the Council to David and Angela Hickling to wish them well following the infection from which David Hickling was now recovering.

### 33/12 Minutes

The minutes of the last meeting, held on Tuesday 17 April 2012, had already been ratified electronically by the Council. The ratified minutes had been published on the BPA website [www.bpa.org.uk/minutes](http://www.bpa.org.uk/minutes) on 3 May 2012. The Chairman signed the master copy as the official record.

***Ratified electronically***

### 34/12 Matters arising from the above minutes

#### **34.1 Council role profile / skills matrix (minute 26.2)**

Karen Bain had prepared a paper which had been circulated. However, the paper was in two parts and the second part had been circulated direct and not through the Office, which did not have a copy. As not all around the table had had time to digest the second part, the Chairman invited Karen Bain to summarise the paper orally in order that it could further be considered at the next meeting. Karen Bain said she believed that the Belbin method of profiling team roles may be helpful in identifying the skills of each individual member of Council, and in identifying any gaps. The Chairman thanked her for suggesting this

interesting approach, and looked forward to discussion at the next meeting. In the meantime, he asked anyone with any questions or feedback about the paper to contact Karen Bain.

**Action: Next meeting**

**34.2 Governance (minute 26.2)**

Debbie Carter (Treasurer) had kindly supplied the Chair and Secretary with an example of a declaration of interest form used by other organisations.

**35/12 Membership & finance**

**35.1 Management accounts and membership statistics**

Management accounts and membership statistics to 31 May 2012, month 11 of the financial year and month 2 of the membership year, had been prepared circulated by the Financial Administrator.

**Noted**

**35.2 Action Plan 2012/3 budget**

The Action Plan budget for 2012/3 had been circulated. Safety and administration were budgeted in general running costs as part of the BPA's core activities. This left the Action Plan targets, to be funded from this budget, under the purview of the Communications, Competitions and Development Committees. It was therefore decided to review the layout of the budget paper so as better to reflect this. With the layout change, John Page proposed, and Richard Head seconded, a motion to approve the Action Plan 2012/3 budget.

**Carried unanimously**

**36/12 Skydive Weston in administration**

A copy of an e-mail had been circulated from a 20-year-old AFF student who said he had been part-way through his course at Skydive Weston (Level 3) when they had ceased to operate. He said he had paid for the course in full with jumps from level 4 to level 8 left still to do. After 9 months of investigating and chasing people he said he believed it to have become a lost cause that he would see his £600 again.

He had said that Jamiesons Insolvency, the administrators, had quoted 'insufficient funds' and therefore he had been unable to recover any part of his course fee. He was now asking the BPA whether he could complete his AFF course at another Drop Zone without charge or at a reduced cost.

Council noted that the student's BPA membership had now lapsed and that he would of course need to re-join in order to resume his training.

Council had every sympathy with the student, as it had with other BPA members who were creditors of Skydive Weston in administration. The BPA itself was owed £6,055.

Kieran Brady proposed, and Adrian Bond seconded, a motion that the BPA should circulate the content of the student's e-mail to Affiliated Clubs and Centres and ask for any response to the BPA Office. The vote was: For – 13, Against – 0, Abstain – 1 (John Page).

**Carried - Action: BPA Office**

**37/12 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.

**37.1 Development Committee meeting on Tuesday 17 April 2012**

There were no questions.

**37.2 Communications Committee meeting on Tuesday 17 April 2012**

There were no questions.

**37.3 Competitions Committee meeting on Tuesday 17 April 2012**

There were no questions.

### **37.4 Safety and Training Committee meeting on Thursday 7 June 2012**

Council discussed a number of items in the STC minutes with John Hitchen, STC Chair. Kieran Brady proposed, and Paul Applegate seconded, a motion to ratify these minutes. This carried unanimously.

**Ratified**

## **38/12 Headline issues from Committee meetings held this afternoon**

### **38.1 Communications Committee**

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

- Met Archant Dialogue's new Production Editor for Skydive the Mag, Aisha Mason.
- Completed the Communications Action Plan the year ending 30 June 2012, and started work on the new Action Plan targets for the year beginning 1 July.
- Agreed in principle to seek to consolidate the BPA's web presence through a single hub to seek to maximise traffic and advertising revenue.
- Refreshed the Mag website with a design makeover.
- Agreed, thanks to arrangements kindly made with Archant Dialogue, to offer Drop Zones the opportunity to trial a feature of a human interest skydiver story in an Archant Life magazine covering their region. This was part of the Committee's media and PR activity to help to increase public awareness of the sport.
- Arranged for subscriptions to Skydive the Mag to be available from Archant's Subscription Save website, [www.subscriptionsave.co.uk](http://www.subscriptionsave.co.uk) This was instead of new subscriptions for the Magazine being administered by the BPA Office.
- Through its AGM working party, (i) interviewed two potential providers of audio visual services (both new to the BPA) with a view awarding new three-year contract to provide av services at BPA AGMs; (ii) continued to plan for AGM Day 2013 to be held at the Leicester Marriott Hotel on Saturday 26 January 2013; and (iii) planned to arrange facilities visits to evaluate the suitability of possible venues in Chester and Wakefield for AGM Day in January 2014.

### **38.2 Development Committee**

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

- Completed the Development Action Plan the year ending 30 June 2012, and started work in preparation for the new Action Plan for the year beginning 1 July.
- In relation to the Action Plan target of trialling (this year) and then rolling-out (next Action Plan year) a first-aid course for Drop Zone staff, a trial course had taken place at the BPA Office on Tuesday 29 May. The course had been run by EMC Medical Services of Blewbury, Oxfordshire. Course members had included the TO, NCSO, John Page, Weed Stoodley, a representative from Jelf Manson Insurance Brokers (which had kindly sponsored the course) and two skydivers with first-aid and paramedic expertise (the Medical Adviser had not been free to attend). Feedback from this had enabled the course content to be fine-tuned, and it was now ready for roll-out to Affiliated Clubs & Centres.

The Office would finalise with Kieran Brady, who had led on this target, arrangements for the roll-out which was a target for the new Action Plan year. The Office would also confirm its understanding that Jelf Manson would continue to sponsor a further run or runs of the course on roll-out.

- Noted that Phil Sumner, Archant Dialogue's web developer, had arranged with BPA staff in membership services to come to the BPA Office on Friday 3 August to install the new bridging program to link the online renewal facility to the BPA membership database. This would then enable the first trials of online renewals to begin.
- Received a report from Andrew Hilton and Graham Spicer, the BPA Archivists, on the progress of the BPA Archive Project. The Archivists were arranging for scanning/

digitization of back copies of the BPA Magazine, and had already arranged for the first issue, from summer 1964, to be available on the Mag website. The quotations the Archivists had obtained to publish the full archive project on the web (this was its key outlet) had exceeded the budget for the entire Archive Project, and they were therefore obtaining alternative quotations. The Communications Committee had this afternoon decided to seek to consolidate the BPA's web presence around a single hub (minute 38.1, above) and Adrian Bond, Communications Chair, planned to discuss with the Archivists whether this might offer any opportunity for an economy of scale by consolidating the BPA's contractual arrangements across its entire web presence. The Archivists had also asked for caution in including commercially sensitive budgets such as that for the Archive Project in published BPA minutes as the information might be accessed from the Internet by commercial suppliers who were quoting us for services.

A paper on scanning the archive of back minutes for Council, Committees and Subcommittees, held in hard copy at the BPA Office, had been circulated but not discussed at the Development Committee. The matter was therefore now considered by the Council. The estimated cost was approximately £1K, and would depend on the precise number of pages to be scanned. Kieran Brady proposed, and John Page seconded, a motion to approve this, with the funding from the administration budget and not to the Archive Project budget.

**Carried unanimously**

- In pursuance of the Council's strategy of improving retention, and at the initiative of Marc Fletcher, prepared a letter about progression routes, 'What next after A licence?'. This was being sent out with all new A licences, and had also been used to construct a new page in the training and progression section of the BPA website [www.bpa.org.uk](http://www.bpa.org.uk)
- In pursuance of the Council's strategy of improving retention, established an informal system of 'meeters and greeters' at a number of Drop Zones, to help to welcome new members and help them feel at home. Marc Fletcher was co-ordinating this through an informal arrangement through the message board facility of UKS [www.ukskydiver.co.uk](http://www.ukskydiver.co.uk)
- In pursuance of the Council's strategy of improving retention, and at the initiative of the Chair of Council, planned the launch of the BPA Customer Service Awards.
- In pursuance of the Council's strategy of improving retention, and at the initiative of John Page, planned a progression roadshow (initially as a single run of the event).
- In accordance with the Council's strategy of the pursuit of excellence, agreed in principle for the BPA to sign up to the voluntary code of good governance for the sport and recreation sector. This would be subject to the Office ensuring that we would meet, or be likely to be able to meet, the duties and obligations arising therefrom.
- Considered a request for funding for a wingsuit competition, which had previously been declined by the Competitions Committee on the grounds that wingsuiting was not at the present time a recognised IPC discipline. The Development Committee had also turned down the application for largely the same reason.
- Agreed the date of the next annual BPA meeting for Drop Zone Owners & Operators, to be held at a Central England venue (to be arranged), as Tuesday 6 November 2012.
- Noted that the BPA Office had recently arranged for a fire risk assessment to be carried out by a competent external assessor, and agreed that a data protection audit should be arranged by the Office using a competent external assessor.
- Agreed that the Office should make arrangements with external election administrators should there be more nominees for Council 2013 than the 15 seats available for elected members, so triggering an election.

### **38.3 Competitions Committee**

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

- Considered arrangements for renewal of the BPA's contract with Texair for accuracy equipment (tuffet, etc) as we were now in the third and final year of the current contract.

- Allocated the Competitions Action Plan budget for 2012-3, agreed by Council (Council minute 35.2) across the targets in the Competitions Action Plan that had already been approved by Council (Council minute 27.3).
- Approved documents that had been drafted by Weed Stoodley on the criteria for the appointment of (i) Heads of Delegations to international meets; (ii) new judges, including the criteria to achieve and retain currency of judges' ratings.

The Chair asked for the Head of Delegation document to be circulated to Council for information.

**Action: BPA Office (Helen Lucas)**

- Asked whether the insurance for members of the National Delegation would continue to be offered by Jelf Manson Insurance Brokers, and raised a specific question about coverage of the policy.

The Secretary-General confirmed that renewal of the policy had been promised by Jelf Manson, and that the Committee should take up any questions of the detail of policy cover direct with them. The Chair asked that all National Delegation members should be supplied with a copy of the policy.

**Action: BPA Office (Helen Lucas)**

- Recommended that Kate Charters be appointed Head of Delegation for the 5 team, 24-strong, British Delegation to the World Cup FS & Artistic Skydiving Championships at Prostějov in the Czech Republic from 26 August to 2 September 2012.

**Ratified**

- Based on reports of the spread of the multiple landing areas and site logistics from Doug Peacock in Dubai, recommended that three Team Managers should be appointed for our National Delegation (which was likely to comprise more than 60 members) for the WPC Mondial in Dubai from 28 November to 9 December 2012, in addition to the already-appointed Head of Delegation.

Steve Saunders proposed, and Richard Head seconded, this motion. John Page made a counter-proposal that two Team Managers should be appointed. The counter-proposal failed to find a seconder, so a vote was taken on the original proposal of three Team Managers. The vote was: For – 7, Against – 1 (John Page), Abstain – 6 (Steve Saunders, Kieran Brady, Paul Moore, Ian Marshall, Weed Stoodley & Adrian Bond).

**Carried**

Appointees as Team Managers had already been agreed (minute 12.3).

- Recommended that daily subsistence allowance for coaches running BPA skills coaching roadshows and judges should be increased from the current £40 to £75.

There was much discussion around the Council table. Concern was expressed about the potential knock-on effect of any such increase in other areas of the BPA's work, such as Examiners on instructor courses and the large number of members who gave their time to the Association free of charge or at a cost to themselves.

Steve Saunders proposed a motion that the Competitions Committee's recommendation that the daily subsistence allowance for coaches and judges should be increased by £35 from £40 to £75. Paul Moore seconded the motion.

Weed Stoodley made a counter-proposal that the daily subsistence allowance for judges and coaches should be increased by £10 from £40 to £50. Ian Marshall seconded the motion. The vote was: For – 6, Against – 7, Abstain – 1 (Steve Saunders).

**Not carried**

A vote was then taken on the original proposal for an increase from £40 to £75. The vote was: For – 4, Against – 8, Abstain – 2 (Steve Saunders & Ian Marshall).

**Not carried**

The status quo, of a daily subsistence allowance of £40 for coaches and judges, was therefore maintained.

### **39/12 European update**

Kieran Brady was pleased to report that the European Aviation Safety Agency had accepted all eleven of the Notification of Proposed Amendments that Tony Knight and he had submitted in response to the draft legislation it had put out for consultation. The Technical Officer said this justified the work of BPA's group on European legislation, about which Tony Knight planned to provide an update report to the next Council meeting.

### **40/12 BPA Audits of Clubs & Centres**

The Technical Officer (TO) outlined the audit arrangements within the sport, whereby the BPA audited Affiliated Clubs & Centres, and was itself audited by the CAA, including by being accompanied on BPA audits of Clubs & Centres. The TO & National Coach & Safety Officer (NCSO) reported that occasionally some Clubs & Centres were objecting to certain individuals being part of the BPA audit team. In cases where such an objection was justified in the reasonable opinion of the TO & NCSO, the arrangements for the BPA audit team would be changed, which usually involved making new arrangements for the audit to be carried out on a different date. However, in their view, it was generally unreasonable for Clubs & Centres to seek to influence the composition of their BPA audit team in this way. The TO & NCSO had advised Clubs that if an audit could not take place, or be completed on time, because of a Club's in their view unreasonable objection to a member of the audit team, BPA would charge the Club for the re-arranged audit. The Council fully endorsed the position taken by the TO & NCSO.

### **41/12 BPA Strategy**

#### **41.1 Improving retention rates**

The Chair reported that the Development Committee's Action Plan for 2012-3, effective from 1 July, was progressing various targets to seek to improve retention rates, with a particular focus on A licence holders. The A to B licence progression chart developed by Marc Fletcher was now being sent out with new A licences, and had been used to develop a new page in the training and progression section of the BPA website (minute 38.2). The Communications Committee was also pursuing initiatives, for example the 'progression zone' in the Mag.

Karen Bain asked for hard data on retention rates. The Chair said this was difficult to obtain from the current database. However, the figures on A licences issued and total membership pointed to a turnstile of about 750 members in, balanced by 750 out, each year. This had resulted in little year-on-year change in the number of full members. The aim was to increase the number of full members by improving retention. The Council had decided not to attach a target number to such growth because it was open to influence by factors outwith the Council's control, such as general economic conditions.

#### **41.2 Pursuit of excellence**

The Chair said this was a continuing target in all BPA's endeavours. Apropos of governance, discussed at the last meeting (minute 26.2), the BPA was preparing to sign up to the Code of Good Governance for Sports National Governing Bodies as a public declaration of its pursuit of excellence in governance.

#### **41.3 Staff succession planning**

The technical staff had prepared a slightly updated draft which the Chair was considering. His intention was to arrange to circulate the agreed draft to Council, if possible in time for the next meeting.

**Action: Chair**

#### **41.4 Premises**

A report by the Secretary-General on behalf of the Premises Working Group, chaired by Adrian Bond, had been circulated with the agenda. It covered three options: (i) relocate locally; (ii) refurbish; (iii) relocate locally with other airsports associations, two of whom had held out this possibility. With regard to option (iii), most BPA staff had recently visited the offices of the British Gliding Association (BGA) and the British Hang Gliding and Paragliding Association (BHPA), which were both located in offices they co-owned at 8 Merus Court, Meridian Business Park, Leicester, about 3.5 miles from the BPA Office.

Adrian Bond outlined some of the many considerations in thinking about future premises. Karen Bain said she hoped the Premises Working Party would have made a

recommendation. However, the wide range of factors raised in the subsequent discussion suggested that it was too early to do this as we were still at the exploratory stage.

Council considered the implications of sharing office premises or facilities with other local airports associations. Whilst there were possible economic benefits, there could also be a loss of independence and self-sufficiency. Moreover, the BPA's requirements were in a number of ways different from those of BGA/BHPA just as the work carried out at their offices had some significant differences from that carried out at the BPA Office. Consultations with BPA staff had confirmed that they agreed with this analysis. Taking into account all factors, the Council took the view that the BPA Office arrangements should continue as a self-contained, self-sufficient administration. Purchase of the BPA's current freehold office premises had without doubt been a wise decision some 20 years ago, and Council believed that that going forward the BPA's Office should remain in BPA-owned premises, be those at the existing location or elsewhere locally.

Therefore, the Council thanked BGA/BHPA for their kind offer of considering possible relocation of the BPA to join them in shared premises, and to outline the above reasons why we had decided not to pursue this for the foreseeable future.

**Action: BPA Office**

The Council agreed that the next step would be to invite one of the interiors specialists who had visited the BPA Office to come to give a short presentation at the October Council meeting (he would not be available on the evening of the August meeting). Christian Ivory (observer) offered to give a short presentation on the costs of office relocation, a field in which he had expertise, and Council agreed to invite both presentations in a special session for an hour or so after the afternoon Committee meetings and before the normal Council start time in October, subject of course to re-confirmation of speakers' availability.

**Action: Special early session at October meeting**

#### **42/12 Report on IPC and the Royal Aero Club**

A copy of a report received by e-mail from John Smyth, UK Delegate to IPC and BPA Delegate to RAeC, had been circulated.

##### **42.1 International Parachuting Commission (IPC)**

The report noted that IPC had established a subsidiary company called the International Parachuting Events & Tours Association (IPETA). IPC wanted IPETA to be registered in the UK. John Smyth had discussed informally with the Chair and BPA staff arrangements for this, including use of the BPA's office address as its registered address, subject to Council approval. Adrian Bond made a live online check with Companies House and found that IPETA had in fact already registered the BPA's name and address as its registered office. The Chair said it looked as if the registration of this company at the BPA's address had assumed Council approval and was sorry for any misunderstanding, about which he would liaise with John Smyth to invite him to explain.

**Action: Chair / Next meeting**

**[Note:** John Smyth, who was overseas, sent an e-mail of explanation to the Council dated 21 June.]

John Smyth's report went on to say that FAI had established FAI Air Sports Marketing and Event (FAME) to cover much the same ground as IPETA. This reflected continuing tensions over financial arrangements between FAI and some of its airport commissions. John Smyth was part of the IPC team due to meet the FAI Executive Board in July to seek to resolve these tensions on pain of IPC considering leaving FAI to become the World Parachuting Association.

##### **42.2 Royal Aero Club**

The Chair reported that he, the Vice Chair and others had attended the RAeC Awards Ceremony at the Royal Air Force Club in London's Piccadilly on 17 May. The Duke of York had presented both Andy Pook and Derek Thomas with RAeC Bronze Medals, and Helmut Cloth with the BPA Jim Crocker Award for an Outstanding Contribution to Sport Parachuting.

RAeC had invoiced us for £8505 as the BPA's membership subscription for the calendar year 2012, an increase of 1.5% on last year.

**Noted**

**43/12 Staff**

The Employment Committee had met immediately before the Council meeting. Weed Stoodley (Staff Liaison Officer and Chair of the Employment Committee) reported on the recommendation of the Employment Committee on the annual review of staff pay. After discussion, Weed Stoodley proposed, and Craig Poxon seconded, a motion to ratify the Committee's recommendation, which was to increase staff pay by three per cent with effect from 1 July 2012.

***Carried unanimously***

**44/12 Application for Affiliation – London Skydive Centre**

A completed Form 147 had been circulated for this new Drop Zone at Barton Stacey near Winchester, Hampshire. John Page proposed, and Paul Applegate seconded, a motion that the application should be accepted and the London Skydive Centre should be Affiliated to the BPA.

***Carried unanimously***

**45/12 Dates of next meetings**

Tuesdays 14 August & 9 October & 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 2148.