

# British Parachute Association

5 Wharf Way  
Glen Parva  
Leicester  
LE2 9TF

Tel: 0116 278 5271  
Fax: 0116 247 7662  
e-mail: skydive@bpa.org.uk  
www.bpa.org.uk



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## The Council

Minutes of the meeting held on  
**Tuesday 22 April 2008 at 1845**  
at the BPA Office, Wharf Way, Glen Parva, Leicester

<b>Present:</b>	John Smyth MVO	-	Chairman
	Paul Applegate		
	Adrian Bond		
	John Horne		
	David Ibbotson		
	Ian Marshall		
	John Page		
	Craig Poxon		
	Andy Scott		
	Martin Soulsby		
	Weed Stoodley		
	Alex Wilson		
<b>In attendance:</b>	Kieran Brady	-	Pilots' Committee Chairman
	Tony Butler	-	Technical Officer
	Debbie Carter	-	Treasurer
	Lesley Gale	-	Editor, Skydive the Mag
	Martin Shuttleworth	-	Secretary-General
<b>Apologies for absence:</b>	John Hitchen	-	NCSO
	Paul Ledden		
	Paul Moore		
	Grant Richards		
<b>Observer:</b>	Holly Blake		

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## Item Minute

### 25/08 Welcome

The Chairman welcomed all present, including BPA Member Holly Blake who was studying committee structures and functions as part of her Duke of Edinburgh's Gold Award Scheme and was attending tonight's meeting to observe.

The Chairman read aloud a new standard notice (Development Committee minute 11/08 refers) requesting any electronic recording or transmitting devices in the room apart from the official tape machine to be switched off or declared, in fairness to others.

### 26/08 Minutes

The minutes of the meeting held on Tuesday 19 February 2008 had been ratified electronically. The ratified minutes had been published on the BPA website on 14 March 2008, six weeks ahead of the normal publication date of 25 April 2008. The Chairman thanked Council Members for their help with this, and John Horne for suggesting it as it allowed earlier reporting back to the Membership. The trial of electronic ratification of Council minutes would continue.

**Action: BPA Office**

## **27/08 Matters arising**

### **27.1 The late Darryl 'Daz' Gardiner (minute 11)**

The Chairman confirmed that he had written a letter of condolence to Daz Gardiner's family, and sent it to his regiment asking them kindly to pass it on.

### **27.2 Sport England: Significant areas for sports (SASPs) (minute 13.1)**

The Office reported that, after a reminder, still only four or five Affiliated Centres had provided or promised the information required by Sport England for the BPA Office to seek registration for them as SASPs. The Office would therefore proceed to seek recognition for those Centres that had responded. The Office understood that other Centres could seek registration at a later date.

**Action: BPA Office**

### **27.3 Safeguarding of Vulnerable Groups Act 2006 (minute 18.3)**

The Office had not put an item in the Magazine about the implications of the above for BPA coaches because it was too early to say anything definite. Tony Butler reported that the Independent Safeguarding Authority (ISA), which was a new body that was not yet fully operational, had still to publish more information to clarify the application process and the phased timetable for its introduction. It was possible to subscribe to updates from the ISA website at [www.isa.gov.org.uk](http://www.isa.gov.org.uk) which was a primary source of official information.

Interpretation of the term 'a relationship of trust' that triggered the need for an instructor or coach to register with the ISA had also to be clarified, although whether this would be from guidance issued by ISA or case law was not entirely clear.

Martin Soulsby said that he had enquired of the position in other sports, where the responsibility to ensure registration was clearly on the body that employed or engaged instructors, trainers or coaches - typically, the sports club or centre. Therefore, he believed that the BPA should let Clubs & Centres know that it was their responsibility to ensure that instructors and coaches dealing with people from vulnerable groups (young, old and physically or psychologically disabled) at their DZ had registered with the ISA. Tony Butler confirmed that the Office had already issued a briefing note to Drop Zones that had cited official websites as the primary source of information. A further written briefing would be provided to Drop Zones in due course when there was more to report.

Weed Stoodley asked that the same information that had been sent to Drop Zones should be provided to coaches, including those who coached BPA roadshows.

**Action: Competitions Committee / BPA Office**

### **27.4 Sponsorship template (minute 18.4)**

Andy Scott reported that Claire Scott would provide this template by mid-June.

**Action: Andy Scott**

### **27.5 Subscription to the Royal Aero Club (minute 22)**

The Chairman confirmed, in his capacity as BPA Delegate to RAeC, that the subscription payable by the RAeC to FAI had decreased slightly this year compared with last. However, costs at the RAeC had increased significantly as a consequence of work it was doing to fight over-burdensome European legislation of airports. As such, the overall increase in the subscription payable to RAeC by the BPA had been 2%, which was less than the prevailing rate of inflation.

## **28/08 February 2008 Skydive Mag and updated Skydive Starter Mag**

This two-part item had been placed on the agenda at the request of DZO Jason Thompson of UK Parachuting. A copy of his request, which explained the reasoning behind it, had been circulated with the agenda and the Chairman read aloud the first part. The Chairman said that the issues had caused a debate among the membership, and invited Adrian Bond (Communications Chairman) to outline them.

### **28.1 February 2008 issue of 'Skydive the Mag'**

Adrian Bond said that an Article in the February issue of 'Skydive the Mag' about the re-launch of the former Peterborough Parachute Centre as Skydive Airkix had generated comment and complaint from some other Drop Zones. This was because (i) it had not been apparent that this article had been intended as the first of a series of articles that would cover all Affiliated Drop Zones; (ii) the article had been attributed to the Editor personally (whereas the second article in the series, on Black Knights PC, had not); (iii) the article had included reported comments from Skydive Airkix that other Drop Zones had interpreted as less than complementary to them; and (iv) the content and presentation of the article had appeared to be quite commercial in nature, with prominent use of a branded logo, etc.

Adrian Bond said that three DZs had written to the BPA - one to him personally, the second requesting this agenda item for the matter to be considered by the full Council, and the third the letter from David Hickling of BPS Langar dated 25 March 2008. which had been circulated with the agenda, and from which the Chairman read aloud extracts. David Hickling had recorded his view in his letter that on both this and the other matter (minute 30.2) 'our Editor made a small error of judgment'.

The Chairman invited Lesley Gale, Editor of 'Skydive the Mag', to reply. Lesley Gale stated that she had no business, financial, personal or commercial interest in Airkix. She said she was the organiser of some 10 different events at 7 Drop Zones last year or this, none of which was or would be at what was now Skydive Airkix. She apologised for the article, which she said on reflection she recognised as poor journalism. She said she had signed off the article in a rush to meet a production deadline. She had written it herself because of geographical ease of access to those she had interviewed for the article - the next in the series, on Black Knights PC, had featured an interview by Adrian Bond because of his geographical proximity to that Centre. Lesley Gale said she had sent an e-mail of apology about her article on Skydive Airkix to the Operators of all Drop Zones on 7 March. The Chairman said that the Council gratefully accepted her apology.

Weed Stoodley said we needed to learn from this and put in place a mechanism whereby late articles such as this, which had not been included in the list of proposed content in the Editor's report to the Communications Committee, should be put forward for clearance by the Chairman of Communications. Weed Stoodley said that there had been items in other issues of the Magazine that had not been on the list presented to the Committee. Lesley Gale said that typically some 30% of content might not have been on the advance-planning schedule because the Magazine had to respond to events. Lesley Gale was now providing the Communications Committee with her planning spreadsheet rather than a list abstracted from it, and said that online technology offered the possibility of providing more real-time information to the Committee.

Adrian Bond said that it was not the function of the Communications Committee to micromanage the Magazine. Lesley Gale said that a Magazine produced by a Committee would lose its cutting edge. Craig Poxon said that any feature attributed to the Editor carried a certain authority and suggested that any such articles should be proof read by the Committee before publication.

### **28.2 Updated Starter Magazine**

The Chairman read aloud the second part of Jason Thompson's e-mail. This concerned the cover image of the updated Starter Magazine. The Chairman said that the matter that the Council was being asked to consider was the Airkix logo on the helmet of the jumper in the image. The Chairman then read aloud further extracts from DZO David Hickling's letter of 25 March 2008. Adrian Bond said that sample copies of the updated Starter Mag had been sent by the Office to all Drop Zones and had elicited no further response.

The Chairman said that the cover image may have gone without comment had certain Drop Zones not been sensitized as a result of the DZ article in the February issue of the main Magazine (minute 30.1 above). Those with concerns had seen those concerns re-enforced and magnified by what they may have perceived, however wrongly, as some sort of synergy,

concertedness or bias in favour of one particular parachute centre and a lack of control by the Council in failing to moderate what had been published in the BPA's name.

Lesley Gale said that the cover image had been selected on the undoubted merits of its subject, a happy skydiver, and that the logo on the helmet - with part of it worn off through natural use - had been printed without any retouching. The helmet with the logo was the one that the skydiver in the image normally wore at that time. Nothing had been staged or manipulated. The image had merely been optimised for use, nothing had been added to the image, and nothing taken out. It was an honest image. Skydiving-related logos often appeared in images of the sport, a glance through photographs inside the Starter Mag, or in any issue of the main Mag, would clearly demonstrate this.

John Page said that, although only two DZOs had written to the BPA, he had spoken to others who had expressed concern. He asked to see the costs of measures that might be taken to remove the logo from the cover of the Starter Mag, and Lesley Gale tabled the cost of seven options together with an example of how some of the solutions would look. The costs ranged from £6464 for a reprinting the cover and putting this new cover on the 30,000 copies of the Starter Mag that had been printed. The cheapest option, at £1050, was to print stickers. However, the stickers looked inelegant as the logo they were intended to cover was at near the centre of the image.

Alex Wilson, David Ibbotson, Martin Soulsby and John Horne all said that the updated Starter Mag should be distributed as normal. David Ibbotson asked Lesley Gale to take on board the sensitivities of Clubs & Centres at the perception of any bias, and to ensure that, through liaison with the Communications Committee, publications were adequately proof read in future to prevent any further embarrassment. In discussion it emerged that in this case, a proof of the cover of the Starter Mag had neither been requested by the Communications Committee, nor been circulated to the Committee by the Editor.

Andy Scott then proposed, and Alex Wilson seconded, a motion that the updated Starter Mag should be distributed in its current form to all DZs that wanted them.

Weed Stoodley made a counter-proposal that, in addition to Andy Scott's proposal, the BPA should supply a cover sticker to any Centre that may decline to issue the Starter Mag to first time jumpers because of the logo on the cover image. This counter-proposal failed to find a seconder.

Andy Scott then repeated the motion he had originally proposed, seconded by Alex Wilson, that the updated Starter Mag should be distributed in its current form to all DZs that wanted them.

**Carried unanimously**

There followed discussion about how to put in place a more robust system for the future. The outcome was that Adrian Bond proposed, and David Ibbotson seconded, a motion that the Communications Committee would ask routinely to see full proofs of all BPA publications with longevity, such as the Starter Mag, the calendar, the 'Freedom of the Skies' brochure, the A4 gatefold publicity flyer and any other publications that the Council or Communications Committee may commission.

**Carried unanimously - Action: Editor & Communications Committee**

## **29/08 The Airkix Fund**

The Chairman said that the context of the previous item was against a background of the Airkix brand having been extended, at the turn of the year, from a wind tunnel to a BPA Affiliated Centre as well. Concerns had been expressed by some DZOs and other BPA Members that the agreement that the BPA had entered into early in 2007 with the Airkix wind tunnel in Milton Keynes had, by the actions of Airkix alone, given rise to a situation whereby the Airkix Fund might in the general consciousness of Members and others, be linked with the wider Airkix brand that now included a Drop Zone at Peterborough. The nub of the concern was that this was not fair to other BPA Affiliated Centres.

The Chairman said it was this reasoning that had led to the proposal that Paul Ledden had made by proxy (circulated) that the Council should sever direct financial ties between Airkix and the BPA at the earliest opportunity.

Weed Stoodley said she empathised with Paul Ledden's proposal but in fact there was no need to vote on it because the BPA's agreement with the Airkix wind tunnel about the Airkix Fund was a one-year commitment that had now run its course and come to a natural end. There was, at present, no current agreement in place between the BPA and Airkix. Therefore, publicity for the agreement should be taken down from the BPA website.

**Action: BPA Office**

Martin Soulsby announced that he had met Simon Ward of Airkix and that Simon Ward was in the process of formulating a new proposal to continue to build up the Airkix Fund for the benefit of skydiving in the UK. The new proposal, the offer of which would be contingent on approval by the local authority of planning applications lodged by Airkix Milton Keynes in respect of its wind tunnel, was likely to involve a new offer exclusive to BPA Members. Martin Soulsby said he had outlined the prospective new proposal from Simon Ward to the Development Committee, which had voted by a majority that the BPA should continue its discussions with Airkix on this matter.

The Chairman said that, for the avoidance of doubt, the BPA's agreement with the Airkix wind tunnel about the Airkix Fund had now run its natural course and finished. The Airkix Fund was now understood to stand at a little over £1400 although only one payment to the Fund, of £620, had to date been received from Airkix, although he was sure that the remainder would be received soon. [Note: A cheque for a further £800 contribution to the Airkix Fund has since been received from the Airkix wind tunnel, bringing the total to £1420].

Weed Stoodley said she agreed with Paul Ledden that it would be inappropriate to enter into any further commercial arrangement with Airkix, albeit to build a fund for the benefit of the sport, because of the ethical consideration that Airkix was now a Drop Zone Operator as well as a wind tunnel. David Ibbotson was concerned at a change in focus from the agreement that had now ended, which was to encourage new jumpers, to any new offer that might be exclusively for BPA Members, which was to say experienced jumpers. Andy Scott said it would be foolhardy to turn down any new offer from Airkix without even considering it. John Page said that it was open to other commercial organisations including Drop Zones themselves to make offers of this kind, and he reminded the Council that the Airkix Fund had come about because Airkix had taken the initiative to approach the BPA, and not the other way round.

The Chairman said there was clear polarisation of opinion on the Council and it was now time to establish the majority view. He said he would admit Paul Ledden's proposal by proxy because it was absolutely relevant and pertinent to the discussion, and believed that had Paul Ledden been present now he would have moved his proposal that the Council severs direct financial links between Airkix and the BPA at the earliest opportunity. The Chairman said this proposal was clearly intended to mean that the BPA should not consider any new offer that Airkix may make. Weed Stoodley seconded Paul Ledden's proposal.

Andy Scott made a counter proposal (i) to thank the Airkix wind tunnel for their co-operation with the BPA over the agreement over the Airkix Fund, that agreement now having finished having run its natural course; and (ii) for the Development Committee to consider any new initiatives that might be suggested. Martin Soulsby seconded this. The vote was: For - 8, Against - 2, Abstention – 1 (John Page).

**Carried**

**30/08 Update on bad debtors**

This item was held in camera, with those other than Council Members or staff leaving the room.

The Council had for consideration a memorandum dated 16 April from Jon Gretton, BPA Financial Administrator, about debt A (minute 14.1 refers) and an undated letter received

recently by fax from the debtor. The debtor asked the Council to allow him to pay off in instalments the debt [of £7968.47 for the purchase of provisional student memberships by his Drop Zone]. The Council therefore re-confirmed the decision at its previous meeting that the Member in debt's BPA Membership would remain suspended until the debt was paid in full.

The Office reported that debt B (minute 14.2) remained outstanding.

The Council asked the Treasurer to consider a formal mechanism whereby the Council would routinely be notified of any outstanding debts. The Treasurer said she would be pleased to do this.

**Action: Treasurer / BPA Office (Jon Gretton)**

The in camera session ended and the open meeting resumed.

### **31/08 Ratification of minutes of Committees**

The minutes of each of the following meetings had been circulated in advance.

#### **31.1 Development Committee meeting on Tuesday 19 February 2008**

Craig Poxon (Development Chairman) proposed, and John Horne seconded, a motion that the minutes of the Development Committee meeting held on 19 February 2008 should be ratified. This carried unanimously.

**Ratified**

#### **31.2 Communications Committee meeting on Tuesday 19 February 2008**

Adrian Bond (Communications Chairman) proposed, and Martin Soulsby seconded, a motion that the minutes of the Communications Committee meeting held on 19 February 2008 should be ratified. This carried unanimously.

**Ratified**

#### **31.3 Safety and Training Committee meeting on Thursday 10 April 2008**

In the absence of John Hitchen (STC Chairman), John Page (STC Vice Chairman) took questions on the minutes. Weed Stoodley then asked Paul Applegate (Riggers' Subcommittee Chairman) a question about the minutes of the Riggers' Committee meeting on 7 February 2008 that had been approved by STC. John Page reported that Kieran Brady (Chairman, Pilots Committee) had briefed STC on developments including the CAA's intention to amend CAP660 soon.

John Page then proposed, and Paul Applegate seconded, a motion that the minutes of the STC meeting held on 10 April 2008 should be ratified. This carried unanimously

**Ratified**

#### **31.4 Competitions Committee meeting held on Wednesday 5 March 2008**

Andy Scott proposed, and Weed Stoodley seconded, a motion that the minutes of the Competitions Committee meeting held on 5 March 2008, including variations to the draft requested by Weed Stoodley (circulated), should be ratified. This carried unanimously.

**Ratified**

A draft bid form for circulation to all Affiliated Clubs & Centres to invite bids to host the FS and Artistic Nationals for the 3 year period, 2009 to 2011 inclusive, was circulated. The bid specification was identical to that which had been used for annual bids, except there was provision for a year-on-year increase in jump and other prices in 2010 and 2011 based on increase in the Retail Prices Index (RPI) and an aircraft fuel surcharge, if applicable, compared with 2009 prices. The call back date for bids was 30 June 2008. The Competitions Committee recommended that the Council formally approve this form for issue (minute 18.4 sets out the rationale of a 3 year hosting arrangement for the Nationals in FS & Artistics only). Andy Scott proposed, and Martin Soulsby seconded. a motion that the form should be issued.

**Carried unanimously**

### **32/08 Reports on Committee meetings held earlier today**

#### **32.1 Communications Committee**

Adrian Bond (Communications Chairman) reported that, at the meeting held earlier today, the Communications Committee had:

- held a special additional meeting during the morning to consider the design and navigability of the new BPA website, and its relationship to an updated web presence for the Magazine;
- reduced the cost of complimentary mailings of the Magazine from approximately £6300 to £2300 a year, subject to re-checking of the complimentary mailing list for foreign non-Affiliated Drop Zones;
- received a report from Lesley Gale about a possible change of Magazine printer, but heard that Warners, the current printers who had done an excellent job over the years, had been able to offer a competitive price that made it difficult to justify the likely upheaval and possible risk of changing printers;
- agreed the Communications Committee Action Plan to be recommended to the Council (minute 33.2);
- received the results of the BPA's first online membership survey, which had been conducted during March 2008. Adrian Bond proposed, and Martin Soulsby seconded, a motion that the results of the survey, including free text, should be published.

**Carried unanimously**

### **32.2 Development Committee**

Craig Poxon (Development Chairman) reported that, at the meeting held earlier today, the Development Committee had:

- considered expressions of interest from two Members, Rebecca Armstrong and Rich Rust, to become BPA volunteer Media Co-ordinator. The Committee had decided to explore with them the possibility of sharing the role;
- received a report on the plan of work in seeking to update the BPA's governing instrument, its Memorandum & Articles of Association. All Members of Council would be invited to become involved farther down the line once the first draft of the new document was available;
- noted that the Bingo Lotto trial period, through CCPR, had come to an end early but that there would be some funds from it (amount not yet known) to be distributed through CCPR and the BPA would be a beneficiary. Bingo Lotto was likely to resume in September 2008 and the BPA's involvement would be re-visited by the Development Committee ahead of that;
- considered a paper on income streams prepared by John Horne, Vice Chairman of Council. A number of ideas for the BPA to generate additional income to make up for the loss of UK sport exchequer funding had been considered. These had now been whittled down to a shorter and more manageable list. One major proposal was for the BPA to establish a skydiving bookings agency, selling skydiving courses to the public via the web. Craig Poxon said that in his spare time he was developing a program for a bookings agency website for the BPA and he would liaise closely with John Horne as this work progressed. The Office had advised that it would be appropriate to consider, among other things, the legal and operational relationship between any bookings agency and the BPA Office, with an arm's length relationship to maintain a clear distinction between commercial functions and the BPA's duties and responsibilities as the National Governing Body of the sport;
- agreed the Development Committee Action Plan to be recommended to the Council (minute 33.2);
- recommended Hayes Computing Solutions Ltd (HCOMS, report from interview panel on 8 April 2008 circulated) as the contractor to develop the new BPA website (see minute 33.3).

Craig Poxon then proposed, and Adrian Bond seconded, a motion to accept the quotation by Hayes Computer Solutions Ltd for £4750 for a new BPA website, plus £95 + VAT per year for secure certificates. (This did not include a new Mag website, for which a separate quote had more recently been requested from HCOMS.)

**Carried unanimously**

### **33/08 Action Plan 2008/9**

#### **33.1 Budgeting policy**

Weed Stoodley questioned the basis on which the budget for the 2008/9 Action Plan had been calculated. During a long discussion, it appeared that a substantial amount of investment income from maturing long-term bonds had been included in the budget calculation. The Chairman reported on the original specification for calculation of the Action Plan budget from 2004 (reference Council minutes 60/04 and 71/04 from the meetings on 19 October 2004 and 7 December 2004 respectively). These did not specify how to treat income from long-term investments, possibly because there may have been few if any long-term investments maturing during that year. The Chairman confirmed it was his understanding that investment income should, as a matter of course, be re-invested to maximise the value of the reserves and at least to protect them from erosion by inflation.

The budget had also included a roll on from a competitions budget that had not been fully allocated in an earlier year.

#### **33.2 Action Plan targets**

The draft Action Plan targets for each area of the BPA's activities had been circulated. There were separate Action Plan matrices for (i) Safety and Training; (ii) Competitions; (iii) Development; (iv) Communications; and (v) Administration. The matrices are set out in the Appendix to these minutes. A narrative would be added to each of the targets once they had been ratified by the Council, to complete the Action Plan document. The Competitions Committee had already drafted and circulated the narrative to accompany its Action Plan targets.

John Page proposed, and Alex Wilson seconded, a motion that the Action Plan should be accepted in principle based on the funding formula agreed by the Council in 2004 (ie, with no reference to investment income, which would be treated separately).

**Carried unanimously**

#### **33.3 Action Plan budget**

The Council asked John Gretton, BPA Financial Administrator, kindly to re-circulate the Action Plan budget on the above basis. Draft budgets for individual targets could then be calculated, subject to ratification at the next meeting of the Council.

**Action: BPA Office (Jon Gretton)**

Weed Stoodley said that the budgets for Communications and Development, at 5% each of the overall Action Plan budget were likely to be too small to cover the cost of the new BPA website that these committees were jointly overseeing in 2008/9. The Council had already accepted a quotation from an outside contractor (minute 32.2) for this work. The Chairman said that the new BPA website was an accepted Action Plan target, and that its inclusion was guaranteed. It was an exceptional item, insofar as it would not necessarily have to come, at least in full, from the Action Plan budget for these Committees because additional funding, if necessary with a contribution from reserves, would be made available for this specific project. The position would be reviewed when the revised Action Plan budget was available. Meanwhile, the new BPA website should be progressed as soon as possible.

**Action: Communications & Development Committees & BPA Office**

### **34/08 Europe Air Sports**

The Council thanked Paul Moore in absentia for attending, and submitting a report (circulated) on the General Meeting of Europe Air Sports held in Cologne, Germany, on 15-16 March 2008. Paul Moore had been the only representative of sport parachuting who had attended. The Council was pleased to note that the European Parachuting Union (EPU) bid for membership of Europe Air Sports had been unanimously accepted. It also noted that Paul Moore was now Vice Chairman and Secretary of EPU until volunteers could be found from



other nations. Dr Rainer 'Exi' Hoenle (Germany - DFV) was EPU Chairman. Paul Moore had highlighted that there was a great deal for EPU to do. It needed to establish a charter or statutes, form a committee or board, establish its membership across the 27 EU nations and establish payment of its first year of membership fees to EAS. The Chairman and Council thanked Paul Moore for the important contribution he was making to EAS and EPU.

**35/08 Report from Club Representatives**

Adrian Bond (Northern Club Rep) reported that he had visited NWPC Cark. No issues had arisen that needed to be brought to the Council table. The Chairman thanked him for making the visit.

**36/08 Report on Royal Aero Club**

The Chairman reported in his capacity as BPA delegate to the Royal Aero Club. At the recent AGM, David Roberts of the British Gliding Association had been elected as the new RAeC Chairman. Jim Crocker had been elected as Chairman of the RAeC Parliamentary Committee and Chairman of the Trustees of the Royal Aero Club Trust.

RAeC had received a request from a Scottish member of one of its associations that Scotland (and presumably, by extension, the other home countries) should be eligible enter its own team in world championships. This had not been found favour at the RAeC Council, which would continue to represent UK-wide airports through its membership of UK-wide National Governing Bodies.

**37/08 Anti-Doping Policy and Rules**

An updated version of BPA Form 220: Anti-Doping Policy and Rules had been circulated with the agenda. This was based on an updated template supplied by UK Sport. A further update to the UK Sport template was expected later this year in readiness for the updated World Anti-Doping Code to be introduced on 1 January 2009. Weed Stoodley said the wording of the currently proposed update indicated that the BPA ran its own testing programme, whereas this was not the case - any random testing would be initiated by UK Sport and carried out by them or their agents. The Office would clarify this with UK Sport and report back to the next meeting.

**Action: BPA Office**

**38/08 Women's Vertical World Record**

The Council congratulated BPA Member Laura Kenyon who was the only Briton on the 20-strong Women's Vertical (head-down) World Record Formation over Eloy, Arizona, USA, on 21 March 2008. Weed Stoodley proposed, and John Page seconded, a motion that Laura Kenyon be awarded a Certificate of Merit, to be sent by post and offering the option of a formal presentation at the next AGM.

**Carried unanimously**

**39/08 Correspondence**

**39.1 Commemorative plaque**

A letter dated 31 March from the Secretary of Cheltenham Civic Society had been circulated with the agenda. The letter invited the BPA to contribute £250, being half the cost of a plaque to commemorate the first successful descent by an Englishman, John Hampton, using a rigid parachute that took place in Cheltenham in 1838. The plaque would be unveiled on 3 October 2008 in Montpellier Gardens, at the site and on the occasion of the 170<sup>th</sup> anniversary of the event. The Civic Society had invited the BPA to the unveiling. Some Members of the Council had searched the Internet about the event and found it to have been properly documented. The request for assistance with a commemorative plaque was therefore appropriate for consideration.

Ian Marshall proposed, and Paul Applegate seconded, a motion that the BPA should pay half of the cost of the plaque up to a maximum of £250, and that the Chairman or his nominee should attend the unveiling. Further, the BPA should ask for the BPA logo to be included somewhere on the plaque.

**Carried unanimously**

### **39.2 Request for support of a UK Nationality application**

An e-mail of 26 March had been circulated with the agenda. It was from the spouse of a BPA Member who was a competitor and who was pursuing an application for UK nationality, and asked the BPA to support the application.

The Council's response, for the Office's reply, was regret that it was not possible for the BPA to make a representation on this matter as it came outside the BPA's remit as a sports governing body.

**Action: BPA Office**

### **39.3 Request for support of an overseas non-affiliated Drop Zone against nearby wind turbine development**

The Chairman had today received a letter (not yet circulated) from a Drop Zone in North America seeking support against a wind turbine development that had been proposed nearby. The Chairman said he would need to research the matter before replying. In particular, it was important to know the position of the home National Governing Body in Sport Parachuting.

**Action: Chairman / BPA Office**

### **39.4 Bodyflight World Challenge**

Andy Scott reported on e-mails to the Competitions Committee from Maddy Moore and Tarnya Hollis enthusing about the Bodyflight World Challenge and seeking more support for it. The Chairman said that the development of an IPC position on competitions in wind tunnels was on the back burner. This followed a proposal from France to this year's IPC plenary meeting that IPC should officially recognise such competitions. However, IPC had decided the matter needed careful consideration because of the possible long-term effects on the sport. The Council agreed that the BPA should not attempt to pre-empt the IPC position.

**No further action**

### **40/08 Dates of next meetings**

Tuesdays at 1830 at the BPA Office, Glen Parva, Leicester: 17 June, 19 August, 7 October and 2 December (after the EGM).

The meeting closed at 2255.

**Appendix:** Action Plan 2008/9 matrices

**Appendix to the minutes of the meeting of the BPA Council held on Tuesday 22 April 2008**

**BPA Action Plan Targets: 1 July 2008 to 30 June 2009**

Budgets for each target are to be re-calculated pro rata based on overall budget available

**Safety & Training**

<b>Target</b>	<b>From</b>	<b>To</b>	<b>By</b>	<b>How</b>	<b>Budget</b>
1. Influence legislation within the European Union with regard parachute flying activities	Poor representation within the European Safety Agency (EASA)	Increase representation via the European Parachute Union (EPU)	March 2009	Lead other European parachuting nations in coordinating the effectiveness of the EPU	
2. Increase the number of Instructors in all disciplines	448	465	December 2008	Conduct at least 6 Instructor courses during 2008	
3. Train Club & Team personnel in the conduct of Risk Assessments	Some Club & Team personnel trained	Trained persons from majority of BPA Clubs & Display Teams	December 2008	Prepare and deliver updated course to train remaining Club & Team personnel in the conduct of Risk Assessments	

**Competitions**

<b>Target</b>	<b>From</b>	<b>To</b>	<b>By</b>	<b>How</b>	<b>Budget</b>
Support development of established BPA competition coaching personnel - in order to strengthen the skill base of the current competition coaching team, provide access to world-class competition coaches who can work on specific skills.	Internal BPA coaching qualification	Targeted non - technical coaching skills development	June 2009	Use of outsourced coaching workshops for at least 2 coaches	
Coaching support to champion teams - support non-senior 2008 National Champion teams with access to coaching for progression into senior category and access to category 1 events.	No Support	Assisted transition for non senior champions into Senior Category	May 2009	Support of coaches expense claims to assist coaching of champion non senior teams	
Raise standards of UK competitor base - provide at least 6 coaching events throughout the period where established champions and expert coaches can work with competitors	4 stand alone coaching events	6 coaching events or competition based event coaching	June 2009	By Running skills coaching at competition events and as stand alone coaching road shows – to see transfer of skills from our existing National and International champions to emerging competitors	
Retain the level of UK National and International judging expertise to current establishment and maintain suitable judging equipment stock	UK pool of 17 individual Judges	UK pool of 17 individual judges	June 2009	<ul style="list-style-type: none"> <li>a) re-evaluation of judges</li> <li>b) training seminars for judges</li> <li>c) recruit at least 1 new judge</li> <li>d) evaluate and refresh judging equipment</li> </ul>	
Note: The 2008/09 budget for Competitions is lower than usual, so we can save funds to send our National teams to future World Championships in which we expect to be successful and offer exposure to International Media.					

## Development

Target	From	To	By	How	Budget
1. Improve the functionality of BPA website to provide more and better services to Members and the wider public	No site search facility or online renewals	(i) new web pages; (ii) new database (iii) online elections; (iv) online membership renewals	June 2009	Develop and construct new website	
2. Pilot implementation of selected new funding stream/s	Existing funding streams	New funding streams	June 2009	Finalise development and move to implementation	
3. Support and encourage Clubs & Centres to run more safety events	2 BPA-sponsored safety events in 2007/8	3 or more BPA sponsored safety events	June 2009	Grants to encourage safety events	
4. Increase media coverage of skydiving in local UK media	No encouragement to first-time jumpers to contact their local media	Encouragement to first-time jumpers to contact their local media	July 2008	Publish press release template on the BPA website	
5 Research the promotion of the sport to young people	Ad-hoc promotion by certain Centres	Co-ordinated promotion	June 2009	Research legal and organizational issues	

## Communications

Target	From	To	By	How	Budget
1. Publish a new BPA website	Old BPA website	New BPA website, in stages (i) web pages (ii) database; (iii) online voting; (iv) online renewals	June 2009	To develop the public / member interface using a web development company with a database-driven solution	
2. Prepare to publish a new Mag website or web pages	Old Mag website	New website or new Mag pages on BPA website	June 2009	To refresh and renew web pages about Skydive Mag, extending the technological developments of the new database and BPA website to the Mag website	
3. Publish a BPA Skydiving calendar 2009	2008 calendar	2009 calendar	Dec 2008	Design calendar, sell advertising space, publish	
4. Explore the feasibility of creating an historical image archive of British parachuting	No archive	Research feasibility of an online digital archive	June 2009	Discuss and investigate with skydiving photographers past and present, photographic libraries, digitizing services, etc. Explore the possibility of obtaining a Heritage Lottery Grant	
5. Investigate a new, more durable type of membership card	Paper card	Possibly a plastic card?	Feb 2009	Research requirements and propose pricing	

## Administration

Target	From	To	By	How	Budget
1. Review and, if appropriate, update the BPA governing instrument	Memorandum & Articles of Association	Articles of Association in the new form set out in the Companies Act 2006 and subordinate legislation	June 2009	Consultation, research, mapping and taking legal advice	
2. Support and encourage online membership renewals	Paper-based renewal applications	Pilot a new online option for membership renewal	June 2009	Advise on the development of the web-based renewal system, and train staff on how to use it	
3. Make available BPA Council and Committee paperwork in e-format	Paper system	e-papers, allowing a content management system via a secure area of the new BPA website	June 2009	Purchase digital scanner copier and introduce secure area of new website with content management system	
4 Purchase a laptop for BPA secretariat's use to service meetings	Paper-system	e-papers	June 2009	Purchase laptop	
5 Install WiFi at the BPA Office	No WiFi	WiFi	December 2008	Install WiFi	
6. Keep the BPA Office computer system up-to-date	Present system	Updated system	June 2009	Consult with IT specialists to develop system continue to meet the BPA's needs	