

# British Parachute Association

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## The Council

Minutes of the meeting held on

**Tuesday 21 June 2011 at 1830**

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

<b>Present:</b>	Martin Soulsby	-	Chairman
	Paul Applegate		
	Adrian Bond	-	Communications Chair
	Kieran Brady		
	Alex Busby		
	Richard Head		
	Ian Marshall		
	Paul Moore		
	John Page		
	Craig Poxon	-	Development Chair
	Steve Saunders	-	Competitions Chair
	Weed Stoodley		
<b>In attendance:</b>	Liz Ashley	-	Editor, Skydive the Mag
	Debbie Carter	-	Treasurer
	Jon Gretton	-	Financial Administrator (to item 34)
	John Hitchen	-	NCSO
	Martin Shuttleworth	-	Secretary-General
<b>Observer:</b>	David Hickling	-	BPS Skydive Langar (to item 39.1)
<b>Apologies for absence:</b>	Tony Butler	-	Technical Officer
	John Smyth MVO	-	Vice President

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### Item Minute

#### 32/11 Minutes

The minutes of the last meeting, held on Tuesday 19 April 2011, had already been ratified electronically by the Council. The ratified minutes had been published on the BPA website <http://www.bpa.org.uk/minutes> on 4 May. The Chairman had signed the master copy for the official record.

**Ratified**

#### 33/11 Matters arising

##### 33.1 Replacement of old garage at the BPA Office (minute 23.2)

The Office reported that the local authority had advised that building regulations approval was required for demolition of the BPA's old garage, and that an application for planning permission would need to be made to stand a secure storage container on the existing concrete base. Quotes received for fitting racking to the inside of a storage container more than doubled its cost. John Page had suggested purchasing a Portakabin as additional meeting accommodation to stand next to the container. If this was to be done it should be on the same planning application or there would be two planning application fees to pay. The Office would cost the options and report back to the next meeting.

**Action: BPA Office**

## 34/11 Finance and membership

### 34.1 Management accounts and membership statistics

A summary of management accounts and membership statistics to 31 May 2011 had been circulated with the agenda by Jon Gretton (Financial Administrator). The membership statistics, which covered the first two months of the membership year, 1 April to 31 May 2011, were:

	2011/2	2010/11	Variance	% variance
Full renewal	3,596	3,569	27	1
Full conversion	158	184	-26	-14
Temporary (inc Jsat)	2,097	2,099	-2	0
Student Provisional	10,196	9,510	686	7

The meeting noted that student provisional membership was continuing to show year-on-year growth so far this year, on top of its record level last year. Kieran Brady said this good news needed to be tempered with anecdotal reports that the number of experienced jumpers at Drop Zones appeared to be lower so far this year.

Referring to the management accounts, the Chairman highlighted that the cost of the Magazine had reduced by £21K year-on-year consequent on the new contractual arrangements with Archant Dialogue. This more than met the cost of developing the new BPA website and online database facility, the first phase of which was due to go live next month, with the online database following later.

### 34.2 Budget

The Chairman reported that, following consultation with Debbie Carter (Treasurer) and Weed Stoodley, as agreed at the last Council meeting (minute 20), budgets for the Committees were now to be formulated on the basis of all the areas of work overseen by each Committee, and not just on the year's Action Plan items. For example, the Magazine budget would be included in the Communications Committee's budget. Debbie Carter said that, in practice, the Communications Committee had always controlled the Magazine budget on behalf of Council. The new budget format, which was currently being developed, would simply make this more explicit.

Kieran Brady proposed, and Adrian Bond seconded, a motion to proceed to develop the new budget format.

***Carried unanimously***

Debbie Carter and Weed Stoodley would liaise with Tony Butler, John Hitchen and Jon Gretton to develop the new budget format.

***Action: Treasurer, Weed Stoodley & BPA Office***

## 35/11 Minutes of Committees

The minutes of each of the following meetings, except STC, had already been circulated, electronically ratified by the Council, and published on the BPA website. Minutes of the STC meeting had been circulated and would tonight be considered for ratification.

### 35.1 Communications Committee meeting on Tuesday 19 April 2011

There were no questions.

### 35.2 Development Committee meeting on Tuesday 19 April 2011

There were no questions.

### 35.3 Competitions Committee meeting on Tuesday 19 April

There were no questions.

### 35.4 Safety and Training Committee meeting on Thursday 9 June 2011

John Hitchen (STC Chairman) reported on typographical variations to the draft minutes (circulated).

There followed a discussion about STC minute 3 on discussion of the UPT Service Bulletin #20110523 (23 May 2011) concerning its Vector 3 Container.

John Page believed that STC should have issued a BPA Safety Notice, albeit that it would have added nothing new, because it would then have been a matter of permanent record in a way that a manufacturers' service bulletin was not. However, he did not seek to alter the decision.

Weed Stoodley was concerned that there had been 10 abstentions at STC on a motion, which was lost by one vote, to mandate a check of those jumping this before every jump kit by a JM1. John Hitchen and Paul Applegate expanded on STC's discussions and the background to this vote.

John Page then proposed, and Kieran Brady seconded, a motion that the minutes of the STC meeting held on Thursday 9 June 2011 should be ratified.

**Carried unanimously**

### **36/11 Headline issues from Committee meetings today**

#### **36.1 Communications Committee**

Adrian Bond (Communications Chair) reported that at its meeting this afternoon, the Communications Committee had:

- Decided to write to USPA about a British-owned parachute centre in the USA, which was a USPA Group Member, that was continuing to display the BPA logo on its website without authorisation and having ignored repeated requests from the BPA to take it down, and the BPA declining to renew the membership of its principal, Eddie Carroll, pending removal of the logo.
- Received a report that, of the 50 Golden Tickets for free membership issued in the April Magazine in celebration of the BPA's 50<sup>th</sup> anniversary, 32 had been redeemed, 10 ticket holders had decided not to renew, and 8 had renewed without using their ticket for whatever reason – efforts would be made to try to find out why.
- Consulted with Council Members and Drop Zones about the functionality of the new BPA website that had been constructed by Archant Dialogue, which was due to go live on Monday 4 July.
- Received 226 responses to the 2011 online BPA Membership Survey, which had included sections on strategy and competitions.
- Confirmed the date of the next AGM, subject to Council ratification – which was given – as Saturday 28 January 2012 at the Reebok Stadium, Bolton, Greater Manchester.
- Considered a number of possible venues for the AGM 2013, and recommended the Leicester Marriott Hotel, which the AGM working party had visited again this morning. Adrian Bond said he was in the process of concluding negotiations for a good price for the event.

The Council was content to hold the AGM 2013 at the Leicester Marriott Hotel, subject to satisfactory conclusion of our negotiations with the hotel.

**Agreed**

#### **36.2 Development Committee**

Craig Poxon (Development Chair) reported that at its meeting this afternoon, the Development Committee had:

- Agreed with UK Parachute Services Ltd, franchisees of the BPA Shop, an agreement with them, which would now be signed by both parties. The agreement included a provision that the BPA Shop may procure uniform for the National Team, which was a matter for the Competitions Committee. Steve Saunders (Competitions Chairman) reported that suppliers had already been found for this year.
- Noted that Tony Butler (Technical Officer) would hold a routine claims review with the insurance broker and the insurers' solicitor later this month.
- Received two expressions of interest to date about the new volunteer role of BPA archivist.
- Looked forward to an experiment with online video at the next meeting to be organised by John Page, with regard to possible use of video conferencing in future (but not as a replacement for the normal complement of attendance meetings).

- Decided to consult with Drop Zone Owners and Operators about agenda items for a possible meeting for them to be held on a date to be arranged in November 2011 at Walcote Village Memorial Hall, Walcote, Lutterworth, Leicestershire, subject to venue availability. Two or three possible agenda items had already been suggested.
- Noted with thanks that Jim Crocker, Vice President, had kindly sent a written response to the draft of the updated BPA Articles of Association. Further consideration would now be given to those draft Articles about which he had commented.

### **36.3 Competitions Committee**

#### **36.3.1 Report on today's meeting**

Steve Saunders (Competitions Chair), reported that at its meeting this afternoon, the Competitions Committee had:

- Received a report of theft of an air compressor and generator owned by the BPA (used for inflating an accuracy tuffet) at the BPA Classics Nationals at Peterlee held from 17-19 June. A crime number had been obtained and the insurers would be consulted for advice on a claim.

**Action: BPA Office**

- Discussed arrangements to sell out-of-date competitions equipment from the equipment store at the BPA Office, of which Ian Marshall had kindly carried out an inventory and produced a list with photographs that might be uploaded to the BPA website to invite sealed bids. However, the equipment included out-of-date FXCs donated some years ago by RAPA. Council said that the donor needed to be consulted before any arrangements were made for their disposal. Also, there were rigs and other kit that was not competitions equipment in the store, and the Council asked Tony Butler and John Hitchen kindly to determine what of this could be sold or otherwise disposed of.

**Action: Tony Butler, John Hitchen**

#### **36.3.2 Appointment of Heads of Delegation**

##### **36.3.2.1 World Cup 2011 – FS & Artistics**

Steve Saunders proposed, and Paul Applegate seconded, a motion to appoint Ash Kemp as Head of Delegation to the World Cup 2011 in FS & Artistics.

**Carried unanimously**

##### **36.3.2.2 World Cup 2011 – CP**

Steve Saunders reported that Kate Charters had volunteered to be Head of Delegation to the Canopy Piloting World Cup. There followed a discussion about protocol and procedure for selecting a Head of Delegation, with suggestions that the IPC Delegate and Alternate Delegate should always be invited first. Paul Moore said that, especially for smaller delegations, it was a good way to induct others, by giving them the opportunity to be Heads of Delegation.

Kieran Brady then proposed, and Richard Head seconded, a motion to invite John Smyth, as our IPC Delegate, to be Head of Delegation for the World Cup 2011 in CP. Should he decline, Kate Charters would be invited. This carried unanimously.

**Action: Competitions Chairman**

##### **36.3.2.3 Procedure for appointing Heads of Delegation**

The Chairman asked the Competitions Committee to recommend to the next Council meeting in August, a clear procedure on the selection of Heads of Delegation for international meets. This would be an agenda item for the Council meeting.

**Action: Competitions Committee**

### **37/11 Strategy**

The Chairman had circulated a paper with the agenda in which he set out an analysis of telephone interviews he had conducted with a range of stakeholders about the BPA. This was intended to inform the work of the Strategy Working Group, comprising himself, the Chairmen of the main Committees, the TO, NCSO, and Secretary-General. The working group had yet to meet. Before they did so, he asked Council Members to consider the paper, and let him have any comments or observations, which he would feed into the working group. The working group would report to Council once it had met.

**Action: All Council**

**38/11 European update**

Paul Moore (President, EPU) reported that all last year's members of EPU had renewed their membership.

After discussion, Kieran Brady proposed, and Richard Head seconded, a motion to pay four days' subsistence at the rate of £50 a day to Jess Day, who had given sterling service by helping to promote sport parachuting at an Open Day at the European Parliament.

**Carried unanimously**

Kieran Brady would submit a claim form on her behalf to the BPA Office for payment, which would be sent with a letter of thanks.

**Action: Kieran Brady**

**39/11 BPA 50**

**39.1 BPA 50 Boogie**

The Chairman apologised for raising this item by e-mail after the last Council meeting, but time had been pressing. Kieran Brady said he was against the idea of holding a BPA 50 Boogie, as not all DZs could bid on an equal basis to host it. However, he did not wish to vote against the event happening now that the bid form had been issued. John Page said it was too late and Alex Busby suggested holding the event next year, just as next year's AGM would include a BPA 50 celebration. The Office believed that as the bid form had been issued, and two bids – which were tabled to Council Members – received, the BPA was duty-bound to proceed with the event.

On the basis that the bid form had already been issued, Kieran Brady proposed, and Steve Saunders seconded, a motion to hold the BPA 50 Boogie. The vote was: For – 9, Against – 2 (Alex Busby & Paul Moore).

**Carried**

Bids had been received from BPS Skydive Langar and Skydive Hibaldstow. David Hickling of BPS Langar was present and answered questions on his bid. The Council assumed that both bidders would accept visiting coaches for the Boogie. He then withdrew from the meeting so that Council could consider the two bids.

Council had no doubt that both Centres could make a good job of the boogie. After considerable discussion in which all features of both bids were considered, together with the dates of events already in the calendar, the vote was: Langar – 8, Hibaldstow – 1, Abstain – 2 (Paul Moore & Alex Busby).

David Hickling rejoined the meeting, the Chairman invited Langar to host the BPA 50 Boogie on Friday 9 to Sunday 11 September 2011, and he accepted. He said the aircraft and infrastructure would be Langar's responsibility, and that there might be funding for coaching slots but not coaches' accommodation. He emphasised it was for the Council to tell him what the BPA would like by way of special celebratory features and arrangements for the BPA 50 Boogie, and he would advise whether they could reasonably be done.

Council had already agreed to a budget of up to £10K for the BPA 50 celebrations (minute 13). About £4K had been spent so far. Ian Marshall proposed, and Weed Stoodley seconded, a motion to spend up to £5K (of the remaining £6K) on the BPA 50 Boogie. The vote was: For – 7, Against – 0, Abstain – 3 (Kieran Brady, Alex Busby & Paul Moore).

**Carried**

The Council appointed Steve Saunders to liaise on its behalf with Langar over arrangements for the BPA 50 Boogie. The Chairman asked Council Members to e-mail their suggestions, where possible with outline costs, as a wish list to Steve Saunders by Tuesday 28 June.

**Action: All Council**

Steve Saunders would then circulate a de-duplicated and consolidated list to Council to agree on a list for him to forward to David Hickling at Langar at the beginning of July.

**Action: Steve Saunders / All Council**

David Hickling then left the meeting.

### **39.2 Sword trophy**

On display were the three swords that Matty Holford, CCI of Silver Stars, had kindly donated to the BPA via Tony Butler. The swords were understood to have been used for film work, and the suggestion was that they might now be used as BPA trophies. The Council believed that there was a full complement of BPA awards for the time being. Therefore, there was no immediate use for the trophies, and they would be put in storage.

#### **40/11 Report on the Royal Aero Club**

A copy of a report received today by e-mail from John Smyth (BPA Delegate to RAeC), who was in the USA, was tabled. It covered the recent successful RAeC Awards evening, and the FAI's relationship with the various Air Sports Commissions concerning FAI's financial strategy. David Roberts, RAeC Chairman, had convened a meeting of representatives all UK air sports, at which the BPA had been represented by John Hitchen and Tony Butler, prior to an FAI meeting in Rome for the chairs of all National aero Clubs, at which David Roberts would represent the UK. More should be known by the time of the August BPA Council meeting, to which John Smyth looked forward to reporting.

The Chairman thanked John Smyth for sending in this update.

#### **41/11 Congratulations on the first British women's head down record – 8-way**

The Council congratulated the members who took part in this at Hibaldstow on Saturday 21 May 2011: Anna Howerski, Catriona Adams, Kirsten McAndrew, Jane Henderson, Tiziana Rossetti, Yolande Lee, Karen Stryczek and Karen Bain. Camera: Olly Burgin.

Weed Stoodley proposed, and Craig Poxon seconded, a motion that a Certificate of Merit should be issued to each of those named above. This carried unanimously.

**Action: BPA Office**

#### **42/11 Correspondence**

##### **42.1 Promotional formation skydive in Dubai**

An urgent request had been e-mailed to the BPA on 31 May from Saatchi & Saatchi in Dubai, asking to be put in touch with someone who could organise a proposed 50-strong promotional skydive for the government of Dubai on the occasion of the launch of the Green Line of the Dubai Metro. This had been circulated to Council for advice, and Tony Butler (Technical Officer) had then put the enquirer in touch with Phil Curtis and Ian 'Miko' Hodgkinson, based on their previous work in this area.

**Reply already sent**

##### **42.2 Offer of new trophies**

A letter dated 6 June from Caro Laithwaite, wife of Brian Laithwaite who had suffered a fatal entanglement last year, and winner of the BPA Jim Crocker Trophy for Outstanding Contribution to the Sport, had been circulated with the agenda. Caro Laithwaite had offered two new trophies, one dedicated to her husband and the second to her, as a Fledgling Trophy and Pilot Trophy respectively. After careful consideration, the Council came to the view that it had to decline this kind offer because, as stated earlier in the meeting (minute 39.2), it believed there already to be a full complement of BPA awards for the time being. As an alternative, the Council agreed to suggest that Mrs Laithwaite might instead consider supporting fledgling jumpers - which had been Brian Laithwaite's passion - at the BPA 50 Boogie at Langar this September (minute 39.1), Langar being a venue at which he had inspired up-and-coming jumpers for so many years. The Chairman would send a letter of reply.

**Action: Chairman**

#### **43/11 Staff**

The Chairman said this item would be held in camera. Staff left the room.

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, the Council decided to support the Committee's recommendation, which was to increase staff pay by three and a half per cent with effect from 1 July 2011.

The meeting then resumed in open session and the Chairman reported the outcome. The Secretary-General thanked the Council on behalf of the staff.

**44/11 Application for Re-Affiliation: Skydive GB**

An application for Re-Affiliation (BPA Form 135) from Skydive GB had been circulated in advance. The application was being made by Alec Flint, owner/operator, to note that Ray Armstrong was no longer the operator Skydive GB.

There being no comments from the BPA technical staff, John Page proposed, and Steve Saunders seconded, a motion that Skydive GB's application for Re-Affiliation should be accepted.

**Carried unanimously**

**45/11 Alternate Delegate to IPC**

John Hitchen announced that he wished to stand down as Alternate Delegate to IPC. He would ask IPC to make arrangements for a successor as Chairman of their Style & Accuracy Committee.

The Chairman said that Tony Butler had agreed to take on this role for the time being, should Council so wish. John Page said that John Smyth, our IPC Delegate, should be consulted before a decision was made. Debbie Carter said that previous Councils had resolved, in the light of experience over the years, to include BPA staff in our IPC delegation because staff could be fully mandated and their attendance at IPC plenary meetings was virtually guaranteed.

The Chairman said it was not clear whether or not we were under any time pressure in making our nomination through RAeC. The Office would contact RAeC to find out.

**Action: BPA Office**

Paul Applegate proposed, and Paul Moore seconded, that Tony Butler should be appointed as UK Alternate Delegate to IPC subject to confirmation from John Smyth that there were no other names for consideration. The vote was: For – 6, Against – 4.

**Carried**

**[Note:** Subsequent to the meeting, John Smyth was contacted and he mentioned the name of Paul Moore. RAeC has confirmed that a change to our IPC Alternate Delegate may effectively be made at any time. Therefore, the Chairman has asked that the appointment of the UK Alternate Delegate to IPC be put on the agenda for consideration at the next meeting.]

**46/11 Council protocol**

Kieran Brady asked that requests for decisions to be taken by e-mail between meetings should be avoided wherever possible, as there was no substitute for discussion around the table and the benefit of hearing the views of all present before making a decision.

**47/11 Dates of future meetings**

At 1830 at the BPA Office, Glen Parva, Leicester, on Tuesdays 16 August, 11 October & 6 December (after a General Meeting).

The meeting closed at 2230.