

British Parachute Association

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The Council

Minutes of the meeting held on

Tuesday 15 February 2005 at 1830

at the BPA Office, Wharf Way, Glen Parva, Leicester

Present:	Chris Allen	Chairman
	Paul Applegate	
	Adrian Bond	
	Kieran Brady	Development Chairman
	Nigel Holland	
	Eddie Jones	Communications Chairman
	Ian Marshall	
	Andy Scott	
	Elizabeth Stoodley	
	Jim White	
In attendance:	Debbie Carter	Treasurer
	Lesley Gale	Editor, <i>Skydive Magazine</i>
	Lucie Fenton	<i>Skydive Magazine</i>
	John Hitchen	NCSO
	Martin Shuttleworth	Secretary-General
Apologies for absence:	Tony Butler	Technical Officer
	Tony Goodman	
	John Page	
	John Smyth	Vice Chairman/Competitions Chairman

Item Minute

06/05 Minutes

6.1 EGM - Tuesday 7 December 2004

Andy Scott proposed, and Jim White seconded, a motion that the minutes of the Extraordinary General Meeting held on Tuesday 7 December 2004 be approved as a correct record. This carried unanimously.

Approved

6.2 Council meeting - Tuesday 7 December 2004

Paul Applegate proposed, and Andy Scott seconded, a motion that the minutes of the Council meeting held on Tuesday 7 December 2004 be approved as a correct record. This carried unanimously.

Approved

6.3 AGM - Saturday 22 January 2005

Paul Applegate proposed, and Ian Marshall seconded, a motion that the minutes of the Association's thirty-eighth Annual General Meeting held on Saturday 22 January 2005 be approved as a correct record. This carried unanimously.

Approved

6.4 Inaugural Council meeting 2005 - Saturday 22 January 2005

Andy Scott proposed, and Paul Applegate seconded, a motion that the minutes of the meeting of the Inaugural Council meeting 2005 should be approved as a correct record. This carried unanimously.

Approved

07/05 Matters arising

7.1 AGM (minute 69.1)

The Chairman thanked the staff for their role in the organisation of a successful AGM.

7.2 Trophy for outstanding achievement in the sport (minute 69.2)

The Chairman reported that he would continue to try to meet Jim Crocker to discuss this.

Action: Chairman

7.3 Competitions Committee meeting held on Monday 15 November 2004 (minute 72.5)

It had been agreed (minute 02/05) that consideration of this item would be held over until the next meeting when John Smyth would be present. John Smyth was absent tonight on BPA business - he was Head of the UK Delegation at the Second World Cup in Canopy Piloting that had just taken place in Lake Wales, USA.

7.4 Royal Aero Club Awards (minute 75)

The Council confirmed its concern at the odd situation whereby there had been a nomination for an RAeC award in sport parachuting without it having come via the BPA as the sport's governing body. The BPA had known nothing about the nomination until immediately before the meeting at which it had been made. The Council asked that the RAeC should regularise the nomination procedure to ensure that the appropriate channels were always followed.

Action: John Smyth, BPA Delegate to RAeC

7.5 WADA and UK Sport Drug-Free Sport Codes (minute 75.2)

The Chairman reported that he understood from Marc Asquith, RAeC Chairman, had sent a letter to UK Sport about anti-doping. However, the BPA Council had not seen a copy of this letter, as it had expected, because a letter from the RAeC was effectively representing the BPA as a RAeC member organisation. The Chairman asked John Smyth, BPA Delegate to RAeC, to pursue this. If the BPA did not share the view of RAeC as it had expressed to UK Sport, it was important, for the avoidance of doubt, for the BPA to set out its own position in writing to UK Sport.

Action: John Smyth, BPA Delegate to RAeC

7.6 Insurance coverage abroad (38th AGM, minute 1, Chairman's Report)

The Chairman outlined the background to the Insurance Committee's recommendation, which had been endorsed by the Development Committee, that the limit of insurance coverage abroad should be reduced. He referred to his Annual Report speech at the AGM where he had informed the Membership that this recommendation would be considered at tonight's Council meeting. The concern was that the BPA had no control at non-Affiliated overseas Drop Zones yet there was the risk of potentially large member-to-member claim that could have the effect of increasing premiums still further.

Kieran Brady proposed, and Ian Marshall seconded, a motion to reduce the level of cover of BPA third party insurance worldwide (except the USA, where the insurance did not apply at all) to a level no lower than the USPA-equivalent.

Carried unanimously

Kieran Brady then proposed, and Eddie Jones seconded, a motion to authorise the Chairman to negotiate an appropriate limit of cover with the insurers, which was lower than the present limit of £2m.

Carried unanimously - Action: Chairman

08/05 Ratification of minutes of Subcommittees

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

8.1 Development Committee meeting on Tuesday 7 December 2004

Kieran Brady (Development Chairman) reported that the date of Tuesday 8 March 2005 had now been arranged for the Drop Zone Operators' Forum, and all Council Members were welcome to attend (please would those planning to attend kindly let the Office know for catering numbers). In reply to a question from Andy Scott, Kieran Brady said that the Development Committee had not invited operators of the planned UK wind tunnels to the meeting because it was intended to provide a forum for DZ Operators to express and share their own views.

The Chairman said that the BPA needed to have a written contract (franchise agreement) with the BPA Shop that was run by UK Parachuting. Kieran Brady therefore proposed, and Paul Applegate seconded, a motion that the BPA should put in place a contract between the BPA and UK Parachuting for the operation of the BPA Shop.

Carried unanimously - Action: Kieran Brady, Development Chairman

The Chairman asked that the content of a contract with the BPA Shop should be put on the agenda for the next meeting of the Development Committee, and that the Committee should consider what the BPA Shop should cover.

Kieran Brady then proposed, and Eddie Jones seconded, a motion that the minutes of the Development Committee meeting held on 7 December 2004 should be ratified. This carried unanimously.

Ratified

8.2 Communications Committee meeting on Tuesday 7 December 2004

Andy Scott (Competitions Vice Chairman) said he had been disappointed to see what he perceived as a lack of balance in certain questions on the membership questionnaire 2005 which had been issued as part of the membership renewal form. Elizabeth Stoodley called attention to an inconsistency whereby a run of questions had quoted costs over one financial year, but the next question had quoted costs over three financial years. Eddie Jones (Communications Chairman) said that he had emailed all Committee Chairman with a draft of the questionnaire before it had been published. The Chairman of Council said the points made tonight had been noted.

Eddie Jones proposed, and Kieran Brady seconded, a motion that the minutes of the Communications Committee meeting held on 7 December 2004 should be ratified. This carried unanimously.

Ratified

8.3 Competitions Committee meeting held on Saturday 22 January 2005

Andy Scott (Competitions Vice Chairman) proposed, and Nigel Holland seconded, a motion that the minutes of the Competitions Committee meeting held on 22 January 2005 be ratified. This carried unanimously.

Ratified

The Council congratulated Paul Rossouw of the UK Canopy Piloting delegation for winning the Silver Medal in the Intermediate class at the 2nd World Cup of Canopy Piloting at Lake Wales, Florida.

09/05 Reports on Committee meetings held earlier today

9.1 Communications Committee

Eddie Jones (Communications Chairman) reported that the Communications Committee had:

- formulated the Communications Committee's Action Plan for 2005/6, which would be coming forward to for consideration by the full Council later in this meeting (minute10.2);

- been pleased to note that the February issue of *Skydive Magazine* had been published and delivered on time and had been well-received;
- successfully progressed the remaining two targets in its current year 2004/5 Action Plan, with the publication of (1) the BPA Calendar 2005 in the December 2004 Magazine and (2) the membership survey questionnaire in the February 2005 Magazine.

9.2 Development Committee

Kieran Brady (Development Chairman) reported that the Development Committee had:

- allocated areas of responsibility for members of the new Committee for 2005;
- formulated the Development Committee's Action Plan for 2005/6, which would be coming forward to for consideration by the full Council later in this meeting (minute 10.3);
- discussed the issue of third party insurance coverage abroad (minute 7.6)
- agreed on the arrangements for the Drop Zone Operators' Forum meeting to be held at the BPA Office on Tuesday 8 March 2005 (minute 8.1).

10/05 BPA Action Plan: 1 July 2005 to 30 June 2006

10.1 Safety and Training Action Plan 2005/6

The targets and their associated budgets were:

- 10.1.1 Update guidelines for conducting risk assessments at all BPA Clubs - budget £1.5K
- 10.1.2 Train Club personnel in the conduct of risk assessments - budget £2.8K
- 10.1.3 Improve canopy handling techniques - budget £6.5K.

Kieran Brady then proposed, and Jim White seconded, a motion that the above STC Action Plan, with the three targets stated and a total budget of £10.8K, should be approved.

Carried unanimously

10.2 Competitions Action Plan 2005/6

The targets and their associated budgets were:

- 10.2.1 Support training of top teams that meet strict funding criteria (performance equal to fourth place or better at the last World Championships) to win medals at the World Championships 2006 - budget £41,520

- 10.2.2 Improve competitor standards to build a base for future National teams - budget £7,785

- 10.2.3 Retain the level of UK National and International judging expertise at establishment - budget £2,595.

Andy Scott then proposed, and Ian Marshall seconded, a motion that the above Competitions Action Plan, with the four targets stated and a total budget of £51.9K, should be approved.

Carried unanimously

The Chairman said that the Competitions Action Plan, and also possibly the Safety & Training Action Plan, might need to be augmented and presented with background information on the number of competitors at world meets, etc, in order to provide the information required by UK Sport in connection with its new funding criteria.

10.3 Communications Action Plan 2005/6

The targets and their associated budgets were:

From 2005/6 Action Plan expenditure:

- 10.3.1 Start to publish pdf files on the Magazine website - budget £300
- 10.3.2 Run a competition in the Magazine to further improve interaction with readers - budget £100

From routine expenditure:

- 10.3.3 Publish a BPA Skydiving calendar 2006 (subject to consultation) - budget £2K
- 10.3.4 Update the *Freedom of the Skies* leaflet to attract first-time jumpers - budget £3.2K (as initial outlay, but small net contributor to BPA funds through sale to Clubs & Centres)
- 10.3.5 Update the BPA *Starter Mag* for first-time jumpers - budget £5K.

Debbie Carter (Treasurer) said that the last three items should come under the Administration Action Plan as they were being funded as part of the Association's running costs. The Chairman said that this was an internal budgeting matter and, for the purposes of assuring best value and monitoring expenditure against budget, the Communications Committee would continue to oversee these projects.

Eddie Jones proposed, and Kieran Brady seconded, a motion that the above Communications Action Plan, with the five targets stated and an Action Plan budget of £400 and a running costs budget of £10.2K, should be approved.

Carried unanimously

10.4 Development Action Plan 2005/6

The targets and their associated budgets were

- 10.4.1 Publish a BPA web page for Members to make the most of the media - budget £300.
- 10.4.2 Research the potential of re-launching the BPA Affinity Credit Card - budget £250
- 10.4.3 Encourage and support Clubs & Centres to run safety evenings- budget £500.

Kieran Brady then proposed, and Ralph Fielding seconded, a motion that the above Development Action Plan, with the three targets stated and a total budget of £1050, should be approved.

Carried unanimously

10.5 Administration Action Plan 2005/6

The targets and their associated budgets were:

- 10.5.1 Upgrade a printer at the BPA Office - budget £1.5K
- 10.5.2 Upgrade the computer system /membership database at the BPA Office - budget £2K
- 10.5.3 Train members of staff in first-aid at work - budget £700
- 10.5.4 Print safety and information posters - budget £ 1.5K.

Eddie Jones proposed, and Paul Applegate seconded, a motion that the above Administration Action Plan, with the four targets stated and a total budget of £5.7K, should be approved.

Carried unanimously

The Chairman said that he and the Office would now produce the Action Plan document to submit to UK Sport as a bid for funding. The Plan would need to be presented in such a way that it was most likely to meet UK Sport's targets, and the Chairman asked the Council's understanding that, although this would certainly not involve any substantive variation to the targets or their associated budgets as agreed tonight, it might require the re-phrasing of certain items and would definitely need the inclusion of additional background information. UK Sport was to hold its funding panel meeting on 16 March this year, which was earlier than

usual, and meant that there would be even less time to prepare the Action Plan document. The timetable was unfortunately too tight to allow a copy of the final draft of the document to be circulated to the Council, but a copy would be available for the next Council meeting in April.

The Chairman reminded Council Members that the current Action Plan was still running for the year 1 July 2004 to 30 June 2005.

11/05 Reports from Club Representatives

There were no reports.

12/05 Report on Royal Aero Club Activities

In John Smyth's (RAeC Delegate) absence overseas, the Chairman again congratulated the recipients of the RAeC Awards 2004, which had been presented by HRH The Duke of York at a reception at the National Army Museum in London on Thursday 3 February 2005.

The recipients from our sport had been:

The Prince of Wales Cup	-	The Red Devils
RAeC Bronze Medal	-	Derek Thomas
RAeC Certificate of Merit	-	Rob Noble-Nesbitt Trudy Kemp.

Other RAeC matters are recorded in minute 7.4 (page 2).

13/05 Suggestion for a cadet rate of BPA Membership

An email from BPA Member Kevin Lindsay had been circulated. He had contacted the BPA in his capacity as a teacher at Bournemouth School where he was an officer within the school's cadet force. He had asked the Council to consider a cadet rate of BPA membership of £40 a year for young people up to 19 years old.

In discussion, the Council noted that the BPA component of the full membership subscription of £111.60 was only £32.79, the other components being £61.31 for insurance and £17.50 for the Magazine. The BPA could not reduce the insurance element, since it did not itself set the premiums.

Concern was expressed from around the table that if a concession was considered for cadets, other groups or organisations could be expected to make a similar request. It was therefore only fair to have the same policy for all.

Elizabeth Stoodley said she would like to help within the limited discretion over subscription charges that this Council had, and proposed that the BPA component of the subscription should be halved for cadets of 16 or 17 years of age. The proposal failed to find a seconder.

Kieran Brady proposed, and Eddie Jones seconded, a motion to suggest to Kevin Lindsay that he might investigate whether any funding for his cadets might be available from the Royal Aero Club Trust's Bursary Scheme for Young Flyers.

Carried unanimously

The Chairman asked that the office should reply to Kevin Lindsay to explain why the Council was unfortunately not in a position to offer a cadet rate of BPA Membership, and to pass on to him the contact details of the RAeC Trust's Bursary Scheme.

Action: BPA Office

14/05 Tsunami appeal

Alison Bowen of 2K Composites had raised £900 for the tsunami relief appeal at a raffle held on AGM Day. She had emailed a request to the BPA (circulated) to make a donation of £100 to make up the total raised to £1000, which would be sufficient to build one house in the World Skydiving Village in Thailand.

After a discussion ending with a strong representation in favour by Nigel Holland, Andy Scott proposed, and Nigel Holland seconded, that in the exceptional circumstances of the tsunami disaster, the BPA should make a one-off donation of £ 100 towards building a house in the World Skydiving Village in Thailand. The Council emphasised that these were exceptional circumstances and its normal policy of not making charitable donations with the membership's money remained in place.

15/05 Application for Affiliation

An application for Affiliation from a new Club, Northumbria Parachute Centre, had been circulated. The DZ Operator was to be John Hillam and the CCI Gary McGuinness. John Hitchen reported that the BPA's technical staff had inspected the Drop Zone and found all to be in order. Kieran Brady proposed, and Eddie Jones seconded, a motion that Northumbria Parachute Centre should be Affiliated to the BPA, subject to formal clearance of the Drop Zone by STC on 24 February 2005.

Carried unanimously

16/05 Applications for Re-Affiliation

The following applications for Re-Affiliation had been circulated (except for RAFSPA [minute 16.2], whose completed Form 135 was awaited).

16.1 Skydive St Andrews

Change of Directors from Brian Dyas to Jim White and David Smith. Proposed by Paul Applegate and seconded by Nigel Holland. Jim White abstained from the vote, all other votes were in favour.

Carried

16.2 RAFSPA

Change of CCI from Brian McGill to Barrie Buck. Proposed, subject to receipt of a duly completed Form 135, by Paul Applegate and seconded by Andy Scott.

Carried unanimously

16.3 UK Parachuting

Change of Directors from Tony Knight to Jason Thompson and Grant Richards. Proposed by Kieran Brady, seconded by Nigel Holland.

Carried unanimously

16.4 Peterborough Parachute Centre

Change of Director from John Meacock to Stuart Meacock. Proposed by Kieran Brady, seconded by Adrian Bond.

Carried unanimously

17/05 The Royal Association for Deaf People

A letter dated 2 February (circulated) had been received from Robert Wilks, an advice worker at the Royal Association for Deaf People (RAD), who was writing on behalf of Stuart Wilson, a BPA Member. The letter called attention to the Disability Discrimination Act 1995 and went on to say that the BPA had a duty of care as a service provider to provide deaf members with British Sign Language / English interpreters as and when required.

The Chairman said that he believed the letter stemmed from Council minute 63/04 concerning arrangements for deaf members at the AGM 2005. The Council had, earlier last year, appealed via the Magazine and the BPA website for any member/s with sign language skills to interpret at the AGM but none had come forward. The Council had investigated the cost of providing commercial sign language interpreters but had found the cost to be disproportionately high for the benefit of a small group of members.

The Chairman said he believed that the BPA had, in these circumstances, made reasonable adjustments to accommodate the needs of deaf skydivers by offering to provide a text version of the Annual Report speech and, so far as the volunteer speakers could do likewise, the seminars nominated for attendance by the deaf skydivers. Accessibility issues had also been considered, by the offer of seats near the front. However, none of these offers had been taken up.

In response to points raised in the letter, the Chairman said he believed that the BPA was not a public body but a Private Members' Club because those admitted to membership had either

to hold a parachuting rating or, in the case of students, had to have been accepted on a course of instruction leading to such a rating. The Council believed that the name of the Associate Member grade, for non-jumpers, would benefit from further clarification. Those in this grade were judges, riggers, retired jumpers etc.

Kieran Brady proposed, and Ian Marshall seconded, a motion that the wording of the BPA's membership forms should be amended and clarified where necessary to emphasise that there was selection for admission to the BPA. In the case of the Associate Member grade, it would be called 'Qualified Associate Member'.

Carried unanimously

The Chairman said that it would be helpful to publish a list of the qualifications that were acceptable for the Qualified Associate Member grade and to post this on the BPA website.

Action: BPA Office

After discussion, Eddie Jones proposed, and Paul Applegate seconded, a motion to authorise the Chairman to investigate the issues raised in this item, to take any actions he deemed to be necessary, and to reply to the letter from RAD. The vote was For - 7, Against - 2.

Carried

18/05 Dates of future meetings in 2005

Tuesdays 19 April, 14 June, 16 August, 11 October and 6 December (after the EGM) at 1830 at the BPA Office, Glen Parva, Leicester.

The meeting closed at 2116.