

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**



The Council

**Minutes of the meeting held on
Tuesday 14 August 2007 at 1835
at the BPA Office, Wharf Way, Glen Parva, Leicester**

Present:	Eddie Jones Paul Applegate Adrian Bond Robin Durie John Horne Ian Marshall John Page Grant Richards Mike Rust John Smyth Weed Stoodley Alex Wilson	-	Chairman of Council Communications Chairman Development Chairman Vice Chairman of Council & Competitions Chairman
Apologies for Absence	Debbie Carter David Ibbotson Lesley Gale Paul Ledden Paul Moore	-	Treasurer Editor, Skydive the Mag
In attendance:	Tony Butler Jon Gretton David Hickling John Hitchen Martin Shuttleworth	-	Technical Officer Financial Administrator (to item 59) Chairman, Insurance Subcommittee NCSO Secretary-General
Observers:	Kieran Brady Lucie Fenton Colin Fitzmaurice Craig Poxon Jason Thompson	-	Skydive the Mag

Item Minute

56/07 Sir Rowland Whitehead, Bt

The Chairman reported with great regret that Sir Rowland Whitehead, Bt, had passed away on Saturday 28 July 2007. Sir Rowland had been a great friend and supporter of the BPA, and had helped to secure our Association the Patronship of HRH The Prince of Wales.

The Chairman had sent a letter of condolence to Sir Rowland's widow, Lady Whitehead. A memorial service was planned for a date to be announced in the autumn, at which Tony Butler, who had taught Sir Rowland AFF many years ago, would formally represent the BPA.

The Chairman said he understood the memorial service would be open to all who wished to pay their last respects, and he hoped that a number of BPA Members would attend.

57/07 Minutes

57.1 Electronic ratification of Council minutes

The electronic ratification of Council minutes was still being trialled. The draft minutes of the meeting held on 12 June 2007 had been circulated electronically. 12 Council members had replied to say they were content for the minutes to be ratified, subject in a few cases to the correction of typographical errors. Three Council Members had not responded, of whom at least one had been out of the UK. This gave rise to the question of whether or not a unanimous response was required for ratification and publication of the minutes, in cases where no Council Member had raised a substantive issue on the draft.

Alex Wilson proposed, and John Smyth seconded, a motion that electronic ratification of Council minutes should take effect upon receipt of a 2/3 response in favour of ratification (providing no Council Member had requested any substantive change, which would then need to be referred to all Council Members for consideration). This would enable the minutes to be ratified and published on the BPA website after 10 Council Members had agreed to ratification.

Carried unanimously

[Note: Because an administrative staff post at the BPA Office has been vacant for nearly six weeks during August and September 2007, resources are stretched and this set of minutes was unfortunately transcribed too late for electronic ratification to be a realistic option in seeking to achieve publication significantly earlier than the next Council meeting. With regret, therefore, the Office has run out of time and has had therefore to default to the previous system of issuing this set of unratified minutes in hard copy for ratification at the next Council meeting. Trialling of electronic ratification of Council minutes will resume as soon as staff resources allow.]

57.2 Minutes of the meeting on 12 June 2007

Paul Applegate proposed, and Adrian Bond seconded, a motion that the minutes of the meeting held on Tuesday 12 June 2007 should be approved as a correct record. This carried unanimously.

Approved

58/07 Matters arising from the minutes of the meeting on Tuesday 12 June 2007

58.1 Significant areas for sports (minute 41.1)

The Chairman reported that an application had been submitted to Sport England to seek recognition of all 19 BPA Affiliated Drop Zones in England as 'Significant Areas for Sports'.

Await response from Sport England

58.2 Council nomination form (minute 42.2)

The Chairman reported that the Communications Committee had considered variations to this form suggested by Andy Scott and referred to them at the last Council meeting. After considerable discussion, the Committee had decided to recommend to the Council that the form should remain as it was. The reasons would be summarised in the minutes of their meeting. See also minute 70.

No further action

58.3 Canopy piloting selection criteria (minute 43.5.3)

John Page (Competitions Chairman) reported that the 9 competitors placed at the CP Nationals 2007 would each receive an invitation, on a self-funded basis, to represent the UK at the World Cup in Canopy Piloting to be held in Sydney, Australia, from 7-11 November 2007. This left up to 3 remaining places. The CP competitor who had said he received incorrect information from the BPA on the criteria for invitation would be invited as one of those three, also of course on a self-funded basis.

Matter resolved

58.4 BPA posters for Clubs & Centres (minute 45)

Weed Stoodley had reported (minute 45) that jumpers at a 'meet a Member of Council' session she had held at BPS Langar, had suggested that it might be a good idea for the BPA to provide a blank BPA poster for Centres to complete to promote competitions, roadshows, and other events. Tony Butler reported that he had been able to arrange for these posters to be produced at no cost to the BPA. He hoped that they would be ready in time for the next meeting.

Review at Next Meeting

58.5 FAI Awards (minute 53)

The Chairman was pleased to report that the BPA's nomination, through the Royal Aero Club, of the late Tamsin 'Taz' Causier for FAI's Gökcen Medal had been successful. The BPA's nomination, again through RAeC, of Chris Gay for the FAI Diploma for Outstanding Airmanship had also been successful, for his in-air rescue of BPA Member Maria Russell. Arrangements for presentation of the awards had yet to be announced.

59/07 Accounts for the year 1 July 2006 to 30 June 2007

The draft audited accounts had been circulated with the agenda. Jon Gretton (Financial Administrator) tabled the narrative from Debbie Carter, Treasurer, that would appear in the published accounts. The Chairman said the narrative needed to be read against the background of exchequer funding from UK Sport tapering off to zero in 2009.

Weed Stoodley asked about the arrangements for the investment of the BPA's financial reserves. Jon Gretton said these were held on long-term deposit, with investment income re-invested. Kieran Brady said that a rolling mechanism had been put in place some years ago in which any surplus was invested. The Treasurer and Jon Gretton continued with that policy, in consultation with the Chairman. Mike Rust believed it would be appropriate for the Council to consider the BPA's investment policy and the investment vehicles it used. The Chairman therefore asked Debbie Carter, Treasurer, and Jon Gretton, Financial Administrator, kindly to provide a report on the BPA's investment policy and portfolio in time for consideration at the next meeting. Jon Gretton said he would circulate a copy of the BPA's investment schedule showing the maturity dates of the various deposits.

Action: Treasurer / Financial Administrator

Jon Gretton reported that Lesley Gale had asked that the classification of certain expenditure on publications should be adjusted to correctly reflect whether it was a cost of the Magazine, the Starter Magazine or the BPA Calendar. This did not affect the total expenditure. The Council agreed to make these corrections.

In response to a question, the Chairman confirmed that the Civil Aviation Authority levied a charge of currently £25K per annum on the BPA to allow it to self-regulate the sport. This was the CAA's charge for auditing the BPA.

With the variations agreed above, and subject to any other typographical corrections to the spelling of names, etc, John Smyth proposed, and Adrian Bond seconded, a motion that the draft accounts for the year 1 July 2006 30 June 2007 should be approved for publication.

Carried unanimously

60/07 Vice President's Inquiry

A letter from Chris Allen, a Vice President, had been circulated with the agenda. This reported that, following a meeting of the Vice Presidents on 26 July 2007 at the BPA Office, the Vice Presidents had decided not to hold an inquiry into the Council election process as a result of evidence of an alleged irregularity in the Council 2007 election that had been forwarded to them by John Horne (minute 41.2). This was because the allegation made was of a fraudulent activity that, if true, was a criminal matter for the police. The Vice Presidents therefore advised the Council to contact the complainant and suggest if he were minded to pursue the matter further, he should file his complaint with the relevant constabulary.

John Horne said he would write to the complainant on behalf of the Council along the lines that the Vice Presidents had indicated.

Action: John Horne

The Office would write to thank the Vice Presidents for their time in considering this matter.

Action: BPA Office

61/07 Memorandum & Articles of Association

An e-mail from Jim Crocker, a Vice President, dated 27 July 2007, had been circulated with the agenda. This called attention to an anomaly between current practice on setting a closing date in advance of the AGM for receipt of the voting cards in Council elections, and Article 47 which stated that Members should return their ballot papers duly marked ballot papers duly marked to the Office 'so as to arrive at the latest on the date prior to the date of the Meeting [the AGM] or prior to the date of commencement of the Meeting or hand them to a properly authorized person at the Meeting". Jim Crocker had kindly offered to re-draft Article 47 should the Council so wish.

John Smyth proposed, and Mike Rust seconded, a motion that a re-drafted Article should be put to the EGM in December 2007.

Carried unanimously

The Chairman asked the Office to liaise with the Vice Presidents about the re-drafting of Article 47.

Action: BPA Office

The Office called attention to a legal update received from the CCPR / UK Sport / Sport England Finance & Governance Forum. This reported that under the provisions of the Companies Act 2006, Articles [in contrast to the present Memorandum and Articles] would become the sole constitutional documents of all companies. Provisions currently written into a memorandum of an existing company would be deemed to be in their articles. New simplified model articles would apply to companies by default. Other changes included a provision for electronic communications with members providing certain requirements were met (although members retained a right to require communications in the form of hard copy). The Governance Forum's advice was that National Governing Bodies such as the BPA need not do anything now, but when these changes take effect it may be sensible for governing bodies to review the articles and set them out in the new form.

The Chairman asked the Office to investigate this further.

Action: BPA Office

62/07 Correspondence on insurance with David Turner

The Council noted correspondence on insurance between BPA Member David Turner and the Chairman. The Insurance Subcommittee had met earlier today and its Chairman, David Hickling, had reported to the Development Committee. There had been suggestions about possible re-allocation of insurance premiums, and a meeting with Drop Zone Operators (open to all Members) was planned for a date to be arranged in September to discuss this and other insurance issues. The Chairman of Council thanked David Hickling for his continuing hard work as Chairman of the Insurance Subcommittee and said that, for the time being, Council's brief to the Insurance Subcommittee was to continue to seek the current BPA insurance policy at the lowest cost, to provide best value protection for the sport. A Report from the meeting on insurance with DZ Operators would be available to the next meeting of the Insurance Subcommittee and Council.

Action: Next meeting

63/07 Co-opted Members

Correspondence between BPA Member William Robertson and the Chairman had been circulated with the agenda. In his letter dated 9 July, William Robertson had expressed concern at what he perceived as the use of co-options to 'bring into disrepute' the system of democratic election of Members to serve on the BPA Council and its Committees. The Chairman had sent a robust reply pointing out that co-opted Members did not have a vote and could therefore in no way be considered prejudicial to the democratic process. He had then gone on to explain the vital role played by co-opted members in giving freely of their time and considerable, often specialist, expertise to the Association. Without the massive contribution of co-opted Members to provide specialist advice and support to the elected Members, the burden on the elected Members would be too much for the Association to operate effectively.

64/07 Ratification of minutes of Subcommittees

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

64.1 Development Committee meeting on Tuesday 12 June 2007

Adrian Bond (who had chaired this meeting) proposed, and Grant Richards seconded, a motion that the minutes of the Development Committee meeting held on 12 June 2007 should be ratified. This carried unanimously.

Ratified

64.2 Communications Committee meeting on Tuesday 12 June 2007

Adrian Bond (Communications Chairman) proposed, and Paul Applegate seconded, a motion that the minutes of the Communications Committee meeting held on 12 June 2007 should be ratified. This carried unanimously.

Ratified

64.3 Safety and Training Committee meeting on Thursday 2 August 2007

Mike Rust requested, and the Council agreed, to a re-wording of the penultimate paragraph before the vote was reported in minute 9(c) on page 8 on the basis that the draft wording had not captured the outcome of this item.

With the variation above, Alex Wilson then proposed, and John Page seconded, a motion that the minutes of the STC meeting held on 2 August 2007 should be ratified. This carried unanimously.

Ratified

The following items in the minutes were then discussed.

- In response to a question, John Hitchen (STC Chairman) said he had not detected any apparent trend in the number of tandem injury reports. There had been 13 tandem injuries in the 2-month period reported to STC. Against the background of the large number of tandem jumps that had taken place over the last two months, he did not believe that there had been any significant increase in tandem injury rates. A statistical analysis would be available once Clubs & Centres had sent in their Annual Return at the end of the year.
- Weed Stoodley sought clarification about an item in the STC minutes relating to disciplinary action taken against a Member by a CCI, because she was concerned that it appeared that the BPA itself had not taken action when she believed this may have been appropriate. John Hitchen said that he had discussed the matter with the CCI concerned, and they had agreed that the CCI should take the necessary disciplinary action. There was nothing to stop the BPA from following this up should John Hitchen deem this necessary, although he was not planning to do so because a second letter would effectively discipline the Member twice.
- Ian Marshall raised a point about a rigging safety bulletin that had been received in French. Paul Applegate (Chairman, Riggers' Subcommittee) had contacted the publisher of this notice who had agreed to supply future notices in English.

Finally, John Hitchen reported that the first hearing under the BPA's new Disciplinary Tribunal Procedures had taken place on Monday 6 August. The Tribunal Members had been Mick Nealis (from STC, Chairman), Paul Ledden (BPA Council) and Dudley Williams (Independent Member, from another Sports Association, Volleyball England). The decisions of the Tribunal would be reported to STC. No costs had been awarded. The Chairman thanked those who had been involved in the Tribunal and said he would be speaking informally to each of the Tribunal Members to seek feedback on the first hearing under the new procedures. Another hearing was in prospect in a few months' time and this would provide the BPA with further experience of the new disciplinary procedures. The aim was, in due course, to provide feedback to the Council on the implementation and effectiveness of the new disciplinary procedures.

Action: Future meeting

64.4 Competitions Committee meeting held on Tuesday 3 July 2007

Corrections to the draft minutes by Weed Stoodley on matters of fact were taken in. John Page (Competitions Chairman) then highlighted key issues from the minutes. He then proposed, and Paul Applegate seconded, a motion that the minutes of the meeting (to include the variations agreed above) of the Competitions Committee held on Tuesday 3 July 2007 should be ratified.

Ratified

65/07 World Cup in FS & Artistics - Stupino, Russia: 4-12 August 2007

Mike Rust had been Head of Delegation for the World Cup in Stupino from 4-12 August 2007, and John Smyth had been a Member of the IPC Jury. A report by Mike Rust was tabled and discussed.

The Council congratulated Freestyle Team Outbreak who had won the Silver Medal in the World Cup. Their score had been only 0.3 behind France, who had taken the Gold. John Page proposed, and Weed Stoodley seconded, a motion that the BPA should refund the three Members of Team Outbreak their entry fee to the World Cup in the light of their achieving the podium, as was BPA custom and practice; and further, that the Members of Team Outbreak should each be awarded a Certificate of Achievement.

Carried unanimously

Weed Stoodley reported that Team Outbreak had benefited from BPA funding for skills coaching for élite teams and that the team recognised this as a factor that had helped to contribute to their success.

The Chairman thanked all competitors and other Members of the British delegation to Stupino for being excellent ambassadors for the UK, and he thanked Mike Rust for his work as Head of Delegation.

66/07 Reports on Committee meetings held earlier today

66.1 Development Committee

Robin Durie (Development Chairman) reported that the Development Committee had:

- heard that not very much income to the Airkix Fund had been generated to date – the actual figure would be published in the Magazine in due course;
- received a report on insurance from David Hickling, Chairman of the Insurance Subcommittee (minute 62 refers);
- received a report from Adrian Bond that bids might again be invited for funding from the CCPR Impact and Improvement Fund within the next few months;
- received a written report from Julian Storey, Media Co-ordinator;
- reviewed progress towards meeting the current Development Action Plan projects, which were proceeding satisfactorily;

received a report from John Page (Competitions Chairman) on the 'Camatrix' competitions scoring system and concluded, after discussion, that the BPA should not seek a formal investment stake in this system.

66.2 Communications Committee

Adrian Bond (Communications Chairman) thanked Robin Durie for chairing the early part of the meeting that he had been unable to attend, and reported that the Communications Committee had:

- considered further action to discourage or prevent unauthorised use of the BPA logo by a commercial website;

- discussed declining advertisements from overseas non-Affiliated Drop Zones in the next reprint of the Starter Magazine, and asked the Editor to seek an assessment from Warners Advertising Agency of the effect this would be likely to have on the advertising revenue for the Starter Magazine;
- decided that, in the absence of a hoped-for donation of a quality camera as a prize in a photographic competition in the Magazine, to offer instead the prize of a year's BPA Membership free-of-charge;
- invited draft questions from the various BPA Committees for use in the forthcoming Membership Survey Questionnaire.

67/07 Reports from Club Reps

The Chairman said it was understandable that there were no reports from Club Reps at this meeting in the light of recent inclement weather.

68/07 Report from the Royal Aero Club

68.1 European Air Safety Agency (EASA)

John Smyth (BPA Delegate to the Royal Aero Club) reported on a briefing to the Royal Aero Club by David Roberts about the European Air Safety Agency (EASA) encroaching on all airports by an apparently relentless march of new and additional regulation across Europe. Paul Moore and Tony Butler were representing the BPA in seeking to stem and contain this threatened wave of regulation. Paul Moore was also representing the BPA on the European Parachuting Union, which was also seeking to contain EASA-driven regulation. John Smyth said that RAeC had indicated there may be funding available from UK Sport for attendance at international meetings such as EASA and EPU meetings. The RAeC had agreed to donate £1K to support the work of the European Popular Flying Union, again to help to hold back the onslaught of threatened new European legislation.

One threat from EASA regulation highlighted by John Smyth was that in a few years' time, Drop Zones may be declared as commercial enterprises, and as such may need a number of costly additional licences to continue to operate.

68.2 World Cup 2008 in Canopy Piloting

John Smyth reported that he had been approached by the Managing Director of the company Flying Aces with reference to a possible bid to host the World Cup 2008 in Canopy Piloting at Silverstone. He sought the Council's permission to represent the BPA on a feasibility visit at the invitation of Flying Aces. The Council agreed on the understanding that there was no formal BPA commitment.

Action: John Smyth

69/07 Europe Air Sports

Paul Moore was unfortunately unable to report on Europe Air Sports at tonight's meeting because he had had to turn back home unexpectedly because of family illness. The Chairman thanked Paul Moore for continuing to actively represent the interests of British parachuting at Europe Air Sports.

70/07 Council election 2008

Mike Rust proposed, and Paul Applegate seconded, a motion that nominations for election to the Council 2008, including confirmations from the proposer and seconder, would be accepted by e-mail [from the recognised e-mail address of each of the parties] and that the results of any election, once known, would be posted on the BPA website.

Carried unanimously

71/07 Annual Dinner Dance – Saturday 12 January 2008

The Office reported that it had struggled to sell tickets for the Annual Dinner in January 2007. Dinner numbers had fallen sharply from about 250 in 2006 to around 150 this year. Contractually, the Hotel could have charged for the forecast number of 250 but, perhaps in the light of significant takings at the bar, it had not done so. It had, however, set the BPA a guaranteed minimum number of covers of 150 at the annual dinner on January 2008. John

Page believed many Members were tired of the formal dinner, and John Smyth said that the novelty had worn off because it was similar every year. The Council therefore agreed to try a buffet dinner instead, which would provide a greater choice and variety of food in place of the usual menu of 'chicken and two veg'. John Page said that at dinners in a similar format he had attended elsewhere, top table guests were admitted first but there was generally it was a less formal meal. The Hotel had agreed not to offer its usual 'Curry Night' in the Brasserie in order to help focus support on the BPA Dinner.

With regard to entertainment, the Council decided to invite Jon Gretton's band *Run 4 Cover* again to perform. If they were not available, the Council would accept an offer had been received from the *Reloaded* cover band that had performed at last year's FS Nationals.

Action: BPA Office

72/07 Application for Re-Affiliation: Skydive St Andrews

An application for Re-Affiliation by Skydive St Andrews had been circulated. This was for Jim White as new CCI. Alex Wilson proposed, and Adrian Bond, seconded that the application should be accepted.

Carried unanimously

73/07 UKSkydiver website

The Council agreed to a written request (circulated) from Stu Ferguson of the ukskydiver.co.uk website for permission to reproduce BPA minutes on that website.

74/07 Correspondence

A hard copy of an e-mail sent to the Council last evening from Lucie Fenton, Editorial Assistant at *Skydive the Mag*, was tabled. This contained, as an attachment, a letter from BPA Member Adrian Davies to the Magazine dated 1 May 2007. Lucie Fenton had apologised for the delay in forwarding the letter, because she had been off work sick. The letter concerned the election of the Chairman at the inaugural Council meeting.

John Page (Vice Chairman) noted that the letter had been submitted to the Magazine more than three months ago and that it brought nothing new to the table.

John Horne then proposed, and Robin Durie seconded, a motion that it should be left to the discretion of Lesley Gale, as Editor of the Magazine and to whom the letter had been addressed, to decide what to do with it.

Action: Lesley Gale

75/07 Dates of next meetings

Tuesdays at 1830 at the BPA Office, Leicester: 9 October and 4 December 2007 (after the EGM).

The meeting closed at 2125.