

# 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](mailto:skydive@bpa.org.uk)  
[www.bpa.org.uk](http://www.bpa.org.uk)



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## The Council

Minutes of the meeting held on

**Wednesday 22 April 2009 at 1830**

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

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

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## Item Minute

### 25/09 Pat Hammond

The Council was sad to learn that veteran CF jumper Pat Hammond had recently passed away in hospital shortly after suffering a stroke. The Council asked that its condolences be conveyed to Pat Hammond's family and friends. The Chairman reported on the funeral arrangements. The BPA would be officially represented by Tony Butler.

### 26/09 Minutes

The minutes of the last meeting, held on Tuesday 17 February 2009, had already been ratified electronically by the Council. The ratified minutes had then been published on the BPA website on 17 March. The Chairman signed the master copy as correct for the official record.

### 27/09 Matter arising from the minutes

#### 27.1 Sport England Regional Representatives (minute 11.2)

This had been actioned by the Development Committee. See minute 31.3, paragraph 2.

#### 27.2 Internet meeting link to meeting (minute 15.3)

Andy Scott reported that it had not proved possible today to try out an Internet-based 'phone link to enable Craig Poxon, Development Chairman, who was currently jumping in the USA,

to take part in this afternoon's meeting of the Development Committee. However, he suggested that installation of a central table-based 'phone system was something the Council might wish to bear in mind for the future.

**28/09 Mag tender**

This item was held in camera with only Council Members and staff present.

The Chairman invited Adrian Bond (Chairman, Mag Tender Working Party) to report. Adrian Bond called attention to his working party's report and recommendations that had already been circulated with the bid documents of the two finalists. He emphasised that the Council tonight was being invited to select the successful bidder. Contract negotiation would be a subsequent stage. Therefore, he asked that the Council should consider the big picture and not the minutiae of the bids.

Nineteen intents to tender had yielded seven bids. These had been of variable quality. Three of the bids had been shortlisted, and the bidders had been invited to a presentation and discussion with the Mag tender working party at the BPA Office on Tuesday 3 March 2009. Two bidders had emerged from this as significantly stronger than the third, such that the working party had recommended to the Council that the third shortlisted bid should not be progressed. This left on the table two bids, from Lesley Gale, the existing contractor, and publishing house Archant Dialogue.

There followed extensive discussion. At the end of the discussion, there was a show of hands on whether the decision should be taken by open vote or secret ballot. The result was 7-5 in favour of an open vote.

The Chairman then called for a vote to select the contractor for the Mag for the three-year period 2010-2012. The vote was 9-5 in favour of Lesley Gale. This included proxy votes from absent members Ian Marshall and Craig Poxon.

**2010-2 Mag etc contract awarded to Lesley Gale**

The Council recorded its thanks to all of the bidders, to the Mag tender working party and the BPA Office for their hard work in managing and organising the tender process. Martin Soulsby, Communications Chairman, said that the tender process had been a valuable learning experience for the BPA.

Adrian Bond suggested, and the Council agreed in principle, to publish a summary of the two finalist bids on the BPA website to enable the membership to understand more of the process. He said he would be prepared to draft a summary. The Office asked about securing publication rights and the Council confirmed that the permission of the bidders would need to be obtained before the BPA could publish this material.

**Action: Adrian Bond / BPA Office**

The meeting resumed in open session.

**29/09 Scheduling of BPA Committee meetings**

Paul Applegate said that the new arrangement, trialled today, of holding meetings of three Committees on the same day as the Council – but with two of them concurrent – meant that he and some other Council Members, who were on more than one Committee, could no longer attend meetings of all the Committees to which they belonged.

In discussion, a strong consensus emerged that today's scheduling had worked well. Council Members felt fresher and believed that must be good for efficiency and effectiveness. The one downside was that by co-scheduling the Competitions and Development Committees, it precluded any individual Council Member from serving on both – which affected Weed Stoodley, Paul Moore and Paul Applegate.

Weed Stoodley said she had accepted this, and had advised the Development Chairman she would be pleased to offer her voting seat on the Development Committee to Paul Ledden, who did not presently have a voting seat on any of the Committees, whilst herself retaining a

co-opted (non-voting) seat on Development. The Chairman said this was a matter for consideration by Craig Poxon, Development Chairman.

**Refer to Development Chairman**

Paul Moore said he would choose to stay with the Competitions Committee.

Andy Scott emphasised that all decisions were subject to ratification by the overarching synod of the Council, where all elected Council Members had a vote.

Grant Richards then proposed, and Andy Scott seconded, a motion to adopt today's scheduling pattern for Committee meetings.

**Carried unanimously**

**30/09 Ratification of 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.

**30.1 Development Committee meeting on Tuesday 17 February 2009**

In the absence of Craig Poxon, John Horne (Vice Chairman of Council) highlighted key points. He reported that the terms of reference of the Committee had been updated such that the Media Co-ordinators, Rich Rust and Becca Armstrong, now reported to the Communications Committee. A report on the status of the Drop Zone Defence Fund (DZDF) had been sought. The Committee was keen for the BPA to suggest to the organisers of the London 2012 Olympics that a parachute display should be included at an appropriate opening ceremony, etc, for the main or a regionally based event.

**30.2 Communications Committee meeting on Tuesday 17 February 2009**

Martin Soulsby (Communications Chairman) highlighted key points. The terms of reference of the Committee had now been updated to take on board the BPA Media Co-ordinators (minute 30.1 above).

The Committee believed there was no reason to continue to itemize the Mag subscription as a separate element of the BPA membership subscription. Debbie Carter (Treasurer) said this had been done for VAT accounting purposes. She said it was a notional figure important for internal accounting only.

**30.3 Competitions Committee meeting on Tuesday 17 February 2009**

Andy Scott (Competitions Chairman) said there were no particular issues arising from the minutes. The Office reported it had been in contact with Diana King, General Secretary of RAeC, and believed that because of changes of responsibilities of external bodies on anti-doping, the BPA's Form 220 Anti Doping Policy & Rules should be updated. It currently used the template of the UK Sport Anti-Doping policy and rules but should now be aligned to the template of the FAI Anti-Doping policy and rules. There would be little practical difference because all versions were being harmonised with the World Anti Doping Agency (WADA) policy & rules. The Council agreed.

**30.4 Safety and Training Committee meeting on Thursday 9 April 2009**

Tony Butler offered to answer questions on the STC minutes in the absence of John Hitchen, STC Chairman, but there were none. Paul Applegate then proposed, and Martin Soulsby seconded, a motion that that the minutes of the STC meeting held on Thursday 9 April 2009 should be ratified. This carried unanimously.

**Ratified**

**31/09 Headline issues from Committee meetings today**

**31.1 Competitions Committee**

Andy Scott, Competitions Chairman, reported that the Committee planned to dedicate a new CF trophy in the name of the late Pat Hammond (see minute 25).

The Committee recommended to the Council that the daily allowance for coaches on BPA Skills Coaching Roadshows should be increased by £10 from £30 to £40 a day. Andy Scott believed that this increase was needed to cover their reasonable expenses. Debbie Carter, Treasurer, said it would also affect judges and possibly others, although Examiners on Instructor courses were on a different rate of expenses, £50 a day, which was recovered from

the fees of course attendees. She advised that figures should be prepared to show the projected additional cost before a decision was taken. She also advised that, because of the recession, some costs – such as of hotel rooms – were going down.

Martin Soulsby proposed, and Grant Richards seconded, a motion to hold a review of coaches' daily allowance until after the end of the BPA financial year on 30 June 2009 when data on the number of days claimed and the total annual cost would be available.

***Carried unanimously***

### **31.2 Communications Committee**

Martin Soulsby, Communications Chairman, reported that a planned competition in the Mag to jump from the most different skydiving aircraft at BPA centres, with a cash prize kindly sponsored by Kieran Brady, did not now look as if it would go ahead because it had proved difficult to establish a robust set of rules. Kieran Brady confirmed this to be the case.

The AGM working group chaired by Adrian Bond comprising Paul Moore and Martin Soulsby, supported by Martin Shuttleworth from the staff, had met to develop plans for the AGM 2010 to be held at the Blackpool Hilton on Saturday 16 January. The analysis of questionnaires completed by the membership had proved an invaluable input and they thanked members who had shared their views in this way. A letter from Adam Johnson, BPA 440830, had also been considered, see minute 38.1.

A debrief on stage 1 of the BPA website and database project was due to be held with the contractors, Hcoms, ahead of work on stage 2, the new BPA database which would have a facility for online renewals to be phased in.

The Mag tender working group had reported under a separate item (minute 28).

### **31.3 Development Committee**

John Horne, Vice Chairman of Council, had chaired today's meeting of the Development Committee in the absence overseas of Craig Poxon, Development Chairman. John Horne reported that the Committee was keeping a close watch on the phasing-in nationally of new statutory provisions for safeguarding vulnerable groups. Both he and BPA staff were attending seminars organised by CCPR for sports National Governing Bodies (NGBs) on this. BingoLotto was re-launching in June 2009 and CCPR was continuing its scheme to which sports NGBs could sign up to benefit from cash grants. BingoLotto tickets would be sold through Tesco tills so there was a prospect of a much bigger take-up. CCPR required a new agreement to be signed to enable NGBs to take part in its scheme, and the Development Committee had agreed to do this.

Grant Richards had kindly agreed to resume his role as BPA representative in the Sport England East Region. Paul Ledden had kindly agreed to take on a similar role in the Sport England West Midlands Region. The only remaining vacancy was for the South West Region. He asked that any member willing to undertake this role, which was not particularly onerous, should contact Craig Poxon.

A report on the Drop Zone Defence Fund was awaited. Debbie Carter, Treasurer, gave a brief oral history of the Fund, which was administered by the BPA but controlled independently of the BPA. The Fund currently stood at £7156.74. The BPA renewal form offered members the option of making a discretionary donation to the British Team Fund or DZDF. John Horne said that the Development Committee believed it would be appropriate for the Mag to include a short article about DZDF to give members some more information about it.

A draft update of the BPA Memorandum & Articles of Association had been circulated. Weed Stoodley and the Office were continuing to work with external advisers to hone the draft.

### **32/09 Report on Royal Aero Club**

The Chairman reported in his capacity as BPA Delegate to RAeC.

David Roberts, a RAeC Council Member (as delegate of the British Gliding Association) had been elected as President of Europe Air Sports. The next RAeC Council meeting would take place shortly.

The RAeC Awards and Medals Presentation Ceremony had taken place in London last night. The awards had been presented by Prince Michael of Kent. The evening had been dominated by awards to BPA Members, as named in the Chairman's Review of the Year 2008. The Chairman said it had been a wonderful celebration of which the BPA could be justifiably proud. It had been delightful to share in the joy with the recipients with so many of their families and friends present. Parachuting pilot Garth Greyling of RAPA had been the first BPA Member to receive the Solomon's Trophy for Outstanding Airmanship. In addition to RAeC awards, Tony Knight had been presented with the BPA Jim Crocker Trophy in recognition of his outstanding contribution to sport parachuting. The Chairman read aloud a message of thanks to the Council from Tony Knight.

### **33/09 European Parachuting Union**

Paul Moore, EPU President, had circulated a written report in advance. It covered the Europe Air Sports (EAS) meeting in Brussels held last weekend. Kieran Brady and Tony Knight had attended to represent the BPA, and the BPA Chairman had been present as an observer in his capacity as a Vice President of IPC. There had been relatively little of immediate relevance to sport parachuting but the pace of development of European air and airspace regulations was now such that we could not afford to miss any meetings. The EPU was gathering momentum with six nations now on side - of which only one so far had paid - and continued effort was being applied to galvanise other national parachuting bodies to come on board.

### **34/09 European regulatory changes**

Kieran Brady (Chairman, Pilots' Committee) updated the Council on important European regulatory changes being progressed by the European Air Safety Agency (EASA) that posed a significant threat to our sport.

EASA had released new Notices of Proposed Amendments (NPAs) and the challenge was to find a way that these could be made to work for us by our proposing Acceptable Means of Compliance (AMCs). Tony Knight had been contracted to work for the BPA on drafting AMCs. In answer to a question from Martin Soulsby, Kieran Brady said he believed that AMCs, once approved, would be owned by EASA.

Unfortunately, key personnel at the CAA who were knowledgeable and generally supportive of our sport had apparently seen the new NPAs emanating from EASA and decided to bring forward their retirement. This had left uncertainty over CAA staffing.

Politically it was clear that EASA was adopting a pan-European approach. EASA was seeking to develop a code of practice for parachuting. It was also looking to recognise 'competent authorities'. A key feature of a competent authority was that it should speak with one voice for the whole of Europe. There was a prospect that we could lobby for EPU (minute 33) to be recognised as the competent authority for sport parachuting.

Kieran Brady reported that the costs to the BPA to date were already over £1K.

The Chairman said that, to protect the future of our sport, the BPA needed to take the lead in Europe. The Council unanimously voted Kieran Brady and Tony Knight as the UK representatives on EPU and thanked them for their continuing hard work in protecting the interests of our sport against regulatory change in Europe.

### **35/09 Action Plan 2009-10**

The Committees had only today finalised their Action Plan targets for recommendation to the full Council. The Chairman therefore suggested that the documentation should be circulated in advance for consideration at the next meeting. As UK Sport had withdrawn exchequer

funding from our sport in favour of Olympic sports, we no longer needed to work to UK Sport's timetable.

**Action: Next meeting**

Weed Stoodley raised concern over what she believed may be an over-optimistic forecast of available funding for the Action Plan. In particular she had been concerned to see budgeted investment income relatively modestly affected by the recession. This was counter-intuitive unless the BPA had investments with guaranteed fixed rates whereas she understood them to be capital guaranteed. She also believed that investment income should be ring-fenced for re-investment.

Debbie Carter, Treasurer, reported that, stripping out insurance, income to month 9 of the financial year was about £57k lower year-on-year. A drop in interest received from £78k to £28k accounted for much of this reduction. She said that rather than recast the budget at this stage, it would be helpful for the Committees to prioritise their Action Plan targets such that if the budget did indeed prove to be too optimistic, the Committees could focus on priority targets.

Tony Butler estimated that a budget of £10k would be required for work on protecting the sport against the adverse impact of European regulatory changes (minute 34). This was key expenditure as the future of the sport depended on it.

### **36/09 Centres not operating**

This item was held in camera with only Council Members and staff present.

Tony Butler, Technical Officer, reported on correspondence with two Affiliated Centres that were not currently operating, Skydive Brid and Skydive St Andrews.

The Council decided that the BPA website and Mag should show these centres as 'Not currently operating' until the future intentions of each centre became clearer.

The meeting resumed in open session.

### **37/09 Investments**

Minute 16 of the Council meeting held on 17 February 2009 refers.

Debbie Carter, Treasurer, reminded Council Members of their fiduciary duties and responsibilities as Directors of a not-for-profit body to safeguard the assets of that body. These duties and responsibilities were not dissimilar to those of charity trustees, which were well documented.

In the absence of Craig Poxon, Development Chairman, further consideration of this item was deferred until the next meeting

**Action: Next meeting**

### **38/09 Correspondence**

#### **38.1 Letter from Adam Johnston – BPA 440830 – re: AGM 2010**

A letter from Adam Johnson dated 25 February, suggesting more use of video at the AGM, had been considered earlier today by the AGM working party of the Communications Committee (minute 31.2). The Committee had agreed with Adam Johnson that more use should be made of video and video clips at the AGM. However, arrangements had to be made with competitors etc to produce the video material and a significant number of clips would give rise to a need for scheduling and event management issues which would introduce additional demands and, quite probably, costs. The AGM working party was seeking to develop the AGM format without incurring significant additional cost for the BPA. It was, in particular, exploring whether part of the Chairman's Review of the Year could be delivered by way of video images.

#### **38.2 Possible display jumps at the London 2012 Olympics / Paralympics**

The Chairman reported on an e-mail the BPA had received from a disabled jumper based in Australia who sought the BPA's support for him to make a display jump at the London 2012 Paralympics. The Council decided that the reply should be that the BPA's strategy in relation

to possible display jumps at the London 2012 Olympics / Paralympics was still being formulated.

**Action: Chairman / BPA Office**

**39/09 Date of next meeting**

Tuesday 23 June 2009 at 1830 at the BPA Office, Glen Parva, Leicester.

The meeting closed at 2240.