

**BRITISH PARACHUTE ASSOCIATION**  
**SAFETY AND TRAINING COMMITTEE MEETING**  
**BPA OFFICES, 5 WHARF WAY, GLEN PARVA, LEICESTER**  
**THURSDAY 2 DECEMBER 2004**

<b><u>Present:</u></b>	John Hitchen	-	Chairman STC
	Phil Cavanagh	-	Black Knights
	Pat Walters	-	Tilstock
	Rob Noble-Nesbitt	-	Paragon
	Dave Morris	-	BPS, Langar
	Kieran Brady	-	Skydive Strathallan
	Jim White	-	Skydive St Andrews
	Nick Johnston	-	British Skysports
	Steve Jelf	-	Silver Stars
	Kev Goode	-	Sbson
	Mike Rust	-	NLPC
	Paul Hollow	-	Target Skysports
	Tony Knight	-	UK Parachuting
	Dave Emerson	-	Hinton Skydiving
	Andy Montriou	-	Skydive Jersey
	Stuart Albon	-	JSPC (N)
	Paul Applegate	-	Riggers Committee

**Apologies** Tony Butler, Dave Hickling (Dave Morris represented Dave at the meeting), Brian McGill, Dennis Buchanan, Nigel Allen (Stuart Albon represented Nigel at the meeting), Mike Bolton, Karen Farr (Kieran Brady represented Karen at the meeting).

<b><u>In Attendance:</u></b>	Chris Allen	-	Chairman BPA
	Trudy Kemp	-	Assistant to NCSO/TO

**Observers** John Page, Jeff Illidge, John Harding, Stuart Meacock, Chris Lyall, Jason Thompson, Mark Maynard, Jane Buckle, Pete Sizer, Lisbeth Harris.

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**ITEM**

**1. MINUTES OF THE 'SPECIAL' STC MEETING OF THE 7 OCTOBER 2004**

It was proposed by Dave Emerson and seconded by Kev Goode that the Minutes of the 'Special' STC meeting of the 7 October 2004 be accepted as a true record.

**Carried Unanimously**

2. **MATTERS ARISING FROM THE 'SPECIAL' STC MEETING OF THE 7 OCTOBER 2004**

**Page 6 - (Entanglement Drills).** The Chairman advised those present that one CCI had written in stating that he does not use a specific altitude with regard to entanglement drills and seemed to think that the BPA required this. The Chairman confirmed there is no specific requirement, other than that entanglement drills **must** be taught.

**Page 10. Item 3 – (Instructor Training).** Mark Bayada had agreed to draft an Instructor' s Training Log, for instructors to complete throughout the year, detailing what instruction, dispatching etc they have done over the year. This is to assist CCIs and Examiners when signing the instructor' s renewal. It is not intended to be compulsory, but just to assist instructors who wish to use the form. The suggested log had been circulated with the minutes.

It was proposed by Paul Hollow and seconded by Mike Rust that the suggested Instructor' s Training Log be accepted.

**Carried Unanimously**

**Page 10, Item 4 – (Radio Talkdown).** The Technical Officer had agreed to draft a possible change to BPA Form 125 (CAA Parachutists Aeronautical Radio Station Operators Guide), relating to Students being told to cutaway, or not. The suggested change was circulated with the Minutes:

That the 'N.B' in the phraseology section referring to Parachute Malfunctions is changed from;

*'N.B. Student Parachutists should not be told to CUT-AWAY'  
to*

*'N.B. Student Parachutists should not be told to CUT-AWAY, except as a last resort when it is clear this would reduce risk to the Student Parachutist or others.'*

It was proposed by Steve Jelf and seconded by Rob Noble-Nesbitt that the proposed change to BPA Form 125 be accepted.

**Carried Unanimously**

3. **MINUTES OF THE STC MEETING OF THE 7 OCTOBER 2004**

It was proposed by Kev Goode and seconded by Paul Hollow that the Minutes of the STC Meeting of the 7 October 2004 be accepted as a true record.

**Carried Unanimously**

4. **MATTERS ARISING FROM THE STC MEETING OF THE 7 OCTOBER 2004**

**Page 2, Item 1 - Matters Arising (St Andrew' s Flying Panel).** The Chairman reported that Jm White had once again written stating that the Chairman should not have asked Brian Dyas to leave the meeting during part of Sandy Barnett' s Appeal. Jm had previously written

to Council (twice) on this matter. Council had directed that he should direct his complaints to STC. It was noted that at the last two STC meetings, the Committee had agreed that the Chairman had acted correctly.

At this stage of the meeting, it was felt that this item should be discussed 'in camera' and the observers were asked to leave the meeting, whilst STC deliberated this matter.

Jm White who was present that evening drew the Committee's attention to the STC Terms of Reference and stated that in his opinion there had been a number of serious procedural errors during consideration of Sandy Barnett's Appeal. Jm White gave the meeting details what he believed were the procedural errors that took place during Sandy's appeal. Tony Knight also gave the meeting a resume of what had been discussed during the Appeal.

Following further discussion this item, it was felt by those present that STC had dealt with Sandy Barnett's appeal fairly and that the Chairman had also acted correctly.

It was proposed by Mike Rust and seconded by Paul Hollow that the original STC decision regarding the Panel Recommendation concerning Sandy Barnett be upheld.

**Carried Unanimously**

**Page 3, Item 2 - Matters Arising – Panels/Working Groups (Hinton Flying Panel).** This item was also held 'in camera' .

The Chairman advised the Committee that this item had been postponed from the last meeting because the Panel Chairman could not be present and the pilot concerned indicated that he wished to be present. The Panel Chairman (Kieran Brady) was present that evening. Although the pilot concerned could not be present that evening, it was agreed that this matter be dealt with in his absence.

A letter of appeal from Jeremy Cooke was sent out to CCIs with the previous agenda. A copy was also circulated to those present. The Chairman advised the Committee that at the STC meeting of the 5<sup>th</sup> August, the recommendations of the Panel relating to Mr Cooke were accepted.

Mr Cooke had made a number of points and comments in his letter relating to the recommendations of the Panel.

Following STC's deliberation of this matter, it was proposed by Rob Noble-Nesbitt and seconded by Tony Knight that Mr Cooke's appeal be rejected.

**Carried Unanimously**

Andy Montriou and Stuart Albon arrived at 7.50pm

**Page 3, Item 4 – (Hinton Fatality).** This was a main agenda item.

**Page 9, Item 6b – (Canopy Handling Panel/Working Group).** This was a main agenda item.

**Page 10, Item 7b – (AFF/Tandem Instructor Course).** This item was held ‘in camera’ . The Chairman advised the Committee that when the Course report was presented to STC at the last meeting, not all the candidates had completed all their jumps to finish the course. He stated that the remaining candidates had now successfully completed their jumps. It was also reported that one candidate on the AFF Course intended appealing against his result.

A letter from the candidate (Paul Moore) had been circulated to CCIs with the agenda, along with papers from Carl Williams (the Examiner concerned) and the Technical Officer.

After careful consideration of this matter, it was the general feeling of the Committee that as an Association it had to trust BPA Examiners and the system that was in place.

It was therefore proposed by Paul Hollow and seconded by Mike Rust that Paul Moore’ s appeal be rejected.

For: 8                      Against: 0                      Abstentions: 4

**Carried**

The Chairman reported that because the Cessna Caravan did not have enough restraints fitted for the parachutists on board, this was taken up with the CCI of Netheravon. It appeared that the situation had been like this for some considerable time. The Technical Officer therefore wrote to the CCI, stating that this was not acceptable and the situation must be rectified, which the CCI agreed to do.

The Chairman asked whether STC wished to take further action on this matter, or were they satisfied with the letter that had been sent to the CCI.

Following discussion on this matter, it was proposed by Kev Goode and seconded by Phil Cavanagh that a Panel of Inquiry is instigated to investigate this matter further.

For: 7                      Against: 1                      Abstentions: 4

**Carried**

The observers were invited to return to the meeting.

**5. MINUTES AND MATTERS ARISING FROM THE RIGGERS’ SUB-COMMITTEE MEETING OF THE 7 OCTOBER 2004**

Paul Applegate stated that he had nothing to report from the previous Minutes. Therefore it was proposed by Paul Applegate and seconded by Rob Noble-Nesbitt that the Minutes of the Riggers’ Sub-Committee Meeting of the 7 October 2004 be accepted.

**Carried Unanimously**

Paul Applegate stated that he had nothing to report from the meeting held earlier that day.

## 6. FATALITIES

### a) Fatality – Hinton Skydiving Centre

A Board of Inquiry Report resume had been circulated to CCIs with the agenda for the meeting.

At approximately 15.15 hours the 24<sup>th</sup> September 2004, Jeanne Hallam boarded a LET 410 aircraft, operated by the Hinton Skydiving Centre, in order to carry out her first Accelerated Free Fall (AFF) jump. She had undertaken AFF training earlier that day. She had completed a Tandem jump approximately two months earlier. Also on board were her two AFF instructors, one of whom was also the jumpmaster. There were thirteen other parachutists on board. This was the sixth lift of the day.

The aircraft climbed to approximately 5,000 ft AGL above the PLA, where one Student parachutist exited the aircraft on a training jump (AFF Level 8).

The aircraft then climbed to approximately 12,000 ft, during which time Jeanne' s instructors gave her a pre-jump check. The aircraft then ' ran in' over the top of the PLA. Once the aircraft was at the estimated Exit Point, the remaining parachutists exited, in small groups, or individually. Jeanne, along with her two instructors, were the last to exit.

The freefall part of Jeanne' s jump went without incident, with one of her instructors deploying her parachute at approximately 5,000 ft AGL.

The parachute was seen to fully deploy. Her parachute was then observed to be flying back towards the PLA, a distance of 1.5 miles. At approximately 1,500 ft AGL, near the edge of the PLA, Jeanne' s parachute was seen to be turning right and continued to do so until impact. During this time radio instructions were relayed to her from the CCI, to " stop turning and let the right toggle up" .

A BPA Board of Inquiry was convened, consisting of the Technical Officer and the NCSO.

The Board' s Conclusions and Recommendation are:

### CONCLUSIONS

The Conclusions of the Board are that the free fall part of Jeanne' s descent went without incident and that her main parachute deployed correctly. However, the Board believes that as Jeanne attempted to take control of her parachute by taking hold of the steering toggles, she either: i) put her right hand through the loop of excess steering line stowed near the toggle, ii) put her hand through the loop of excess steering line and the toggle, or iii) put her hand through the steering toggle, and as she did this, the excess loop released and wrapped around the steering line itself. The Board believes that i) or ii) above, are the most likely scenarios.

Any of the above would effectively cause the parachute to turn right if both of Jeanne' s hands were level above her head.

The Board believes that Jeanne steered back towards the PLA by pulling further down on her left toggle to compensate for the parachute' s right turn. Once she was over the edge of the

PLA, she may have then let up on her left toggle, thus inducing a right turn. At this stage the CCI observed the continuing right turn and instructed her, by radio, to “ stop turning and let the right toggle up” .

The Board believes that Jeanne carried out the instructions relayed to her and that her parachute then continued to spiral to the right until impact.

### **RECOMMENDATION**

The Recommendation of the Board is that parachute clubs and organisations ensure that when packing parachutes used by Student Parachutists, the excess steering line loop is secured in a manner that reduces the risk of a parachutist’ s hand inadvertently going through it when taking hold of the steering toggles.

It was proposed by Phil Cavanagh and seconded by Pat Walters that the Board of Inquiry Report, including its Conclusions and Recommendation into the Fatal Accident of Jeanne Hallam, be accepted.

**Carried Unanimously**

The Chairman advised those present that the Panel of Inquiry, which follows a Board of Inquiry, had now been set up. Once their report is completed, it will be presented to STC.

#### **b) Fatality – Headcorn Parachute Club**

The Chairman advised the meeting that unfortunately there had been a fatal accident at the Headcorn Parachute Club on the 27 November 2004.

The parachutist concerned was Peter Leighton-Woodruff who was participating in a night descent.

A Board of Inquiry was convened, consisting of Kev Goode and the NCSO. At this time the Board believe he either did an intentional spiral turn too low to the ground or he had a problem with his canopy that prevented him from levelling out. He had two large lights attached to his helmet, which may have fouled a control line.

It is expected that the Board of Inquiry Report will be presented at the next STC meeting. The Association’ s sympathy goes to Peter’ s family and friends.

It was agreed that this item be held ‘ in camera’ and once again the observers were asked to leave the meeting.

At this point the Chairman of STC offered to stand down as ‘ chair’ and for the remainder of this item the meeting was ‘ chaired’ by Tony Knight.

The NCSO reported that during the Board of Inquiry, the Board believed there had been a suspected breach of the BPA Operations Manual. He stated that after some discussion and consideration, a number of Instructor ratings were suspended. Circulated to those present were letters from the three Instructors, which included comments regarding their rating suspensions and the conduct of the Board of Inquiry.

STC deliberated this matter at some length. A number of points were raised by the Committee with regard to the clarification and interpretation of the rules within the BPA Operations Manual, which would be directed to the subsequent Panel of Inquiry. A letter from Andy Guest stating his views on this matter and including his proxy vote supporting one of the Instructors was also circulated to those present.

It was proposed by Steve Jelf and seconded by Dave Emerson that pending a Panel of Inquiry and subject to the Recommendations from that Panel, the ratings of the Instructors concerned be reinstated.

Reinstate ratings pending the outcome of a subsequent Panel of Inquiry.

For: 11 (incl 1 by proxy)

Against: 0

Abstentions: 2

**Carried**

The Committee agreed that there had been a suspected breach of the BPA Operations Manual and that the Board of Inquiry was not wrong in the actions they had taken.

It was therefore proposed by Rob Noble Nesbitt and seconded by Paul Hollow that the Board of Inquiry was correct in temporarily suspending the Instructor ratings of those involved in this suspected breach.

**Carried Unanimously**

The three Instructors concerned were invited to return to the meeting. Tony Knight advised them of STC' s decisions regarding the reinstatement of their ratings and asked if they had any questions regarding these decisions.

The CCI stated that he believed they had been treated badly and disputed the actions of the Board of Inquiry. The other two Instructors re-iterated these comments.

The CCI advised the meeting that because of the actions taken by the Board of Inquiry, the CAA had withdrawn the Club' s P & E. He therefore asked that the CAA be notified of STC' s decision that evening to enable the Club to operate the following morning. Tony Knight assured him that this would be done following the meeting. Tony Knight also advised the CCI that if he wished he could now re-join the rest of the CCIs round the table.

**Note:** *Subsequent to the meeting it was established that the CAA had not withdrawn the Club' s P & E*

The observers were then invited to return to the meeting and John Hitchen took the ' chair' for the remainder of the meeting.

At this point, the CCI involved proposed a vote of ' no confidence' in the Chairman of STC. This proposal failed to find a seconder.

The CCI stated that he felt unable to remain and subsequently left the meeting, together with the two other instructors.

The Chairman then continued with the agenda items for that evening.

## 7. INCIDENT/INJURY REPORTS RESUME

- i) There have been 12 Student injury reports received since the last meeting. 7 male and 5 female. One incident occurred during exit from the aircraft, the Student dislocated his shoulder. One Student hurt his knee doing PLFs. One Student (Janet Chusainow) became unconscious under canopy. She landed still unconscious and scraped her chin and nose. She had apparently had a similar experience some ten years earlier. The CCI recommends she doesn't jump again and has endorsed her log book in red. The rest of the reports were landing injuries, all under ram-air canopies.
- ii) There had been 5 injury reports received for Intermediate or Experienced Parachutists. 3 male and 2 female.
- iii) Since the last meeting there has been no Student Parachutist Malfunctions/Deployment Problems reported.
- iv) There had been 13 reports of Malfunction/Deployment Problems to Intermediate or Experienced Parachutists since the last meeting. 12 male and 1 female.
- v) There had been 9 Tandem Malfunction/Deployment Problem or Injury reports received since the last meeting. 3 of the reports were injuries to the Students. The other 6 reports were malfunctions.
- vi) There had been 2 reports received of an AAD firing, both Cypres. One involved an experienced jumper with 1170 jumps, whose full face helmet steamed up in freefall. She heard her audible altimeter go off, but thought she was high enough and delayed her main deployment as she thought other jumpers may have been close. Both main and reserve deployed at approximately the same time. The other report involved an AFF instructor who was making a Level 3 jump with a Student who was spinning out of control. The Student had hold of the toggle but did not deploy. The instructor eventually deployed for the Student at a low altitude and just after he deployed his own main, his AAD fired.
- vii) One report has been received of a Tandem student who's frap hat was observed to be pulled from her head by the airflow.
- viii) One report had been received of a life jacket inflating in the aircraft. The instructor and Student landed with aircraft.
- ix) Seven reports had been received of 'off landings' one on a display and 6 at clubs, including 3 Tandems and a wing-suit load.
- x) One report had been received involving an aircraft. The aircraft was on jump-run. The pilot inadvertently reduced power too much. The aircraft was approaching the stall and the pilot banked to the left. At which time the jumpers at the door, exited. The remaining jumpers stayed in the aircraft and exited on a second pass.



## 8. PANELS OF INQUIRY/WORKING GROUPS

### Canopy Handling Panel/Working Group

A draft copy of the CH2 Section of the Canopy Handling Manual, together with a couple of other documents, the suggested Operations Manual amendments regarding CH2 and the suggested application form for an FAI 'B' Certificate (Red), had previously been circulated to CCIs prior to the meeting.

Chris Allen was present at the meeting to represent Mark Bayada, the Panel Chairman, and gave STC details of the progress so far, following which, he and Mike Rust, the other Panel member, were able to answer a number of questions.

The Panel had requested that their proposals continue to be approved on a 'rolling' basis. e.g. CH2, Section of the CH Manual, the Operations Manual amendments for CH2 and the FAI application form.

It was therefore proposed by Kev Goode and seconded by Rob Noble-Nesbitt that the suggested Operations Manual Amendments regarding CH2 and the suggested application form for an FAI 'B' Certificate (Red) made by the Panel are accepted.

**Carried Unanimously**

Once again, the Chairman thanked the Working Group for their continued work.

## 9. PROPOSED AMENDMENT TO BPA OPERATIONS MANUAL

A letter from Brian McGill, together with a letter from Nigel Holland, was circulated with the agenda requesting that parachutists with FF1 and 100 descents be permitted to jump cameras of the palm-corder type, suitably enclosed in a helmet, without sight or cam eye device and free of any external brackets.

Therefore, it was proposed by Brian McGill (by proxy) that the Operations Manual, Section 6 (Equipment), Paragraph 6 (Cameras), sub-para 6.1. be changed to read:

- 6.1.** Cameras of the palm-corder type, suitably enclosed in a helmet, without sight or cam eye device and free of any external brackets, may be used by FAI 'B' Certificate parachutists of FF1 Grade and 100 descents, following inspection and approval of a CCI. All other cameras may only be used by FAI 'C' Certificate (Red) parachutists after inspection and approval of a CCI.

Following some discussion, this proposal failed to find a seconder.

## 10. INSTRUCTOR COURSE 04/2004

The Association would like to thank the Peterborough Parachute Centre for hosting the Course. A copy of the Course report had been circulated to those present. There was a recommendation that need to be voted on:

' That Tim de Souza, Jm Weir and Kenneth Taylor be given six month extensions to their Category System Basic Instructor (CSBI) ratings' .

It was proposed by Rob Noble-Nesbitt and seconded by Mike Rust that the above recommendation be accepted.

**Carried Unanimously**

John Page pointed out a minor error within the report, which would be amended prior to it being more widely distributed.

## 11. **PERMISSIONS**

- a). A letter from Nigel Allen had been circulated with the agenda requesting a six month extension to the CSBI rating of Alex Jackson. Alex had been unable to attend an earlier CSI course due to injury.

It was proposed by Nigel Allen (proxy) and seconded by Steve Jelf that the above permission be accepted.

**Carried Unanimously**

- b). Another letter from Nigel Allen had also been circulated with the agenda requesting that Craig Bonnar, who had previously held a CSI rating from 1998-2001, be permitted to attend a CSBI course and that the Examiners consider him for a CSI rating, (he should also complete the CSI written exam).

It was proposed by Nigel Allen (proxy) and seconded by Steve Jelf that the above permission be accepted.

**Carried Unanimously**

- c). A letter from Mike Rust had been circulated with the agenda requesting permission for Edward Sibbe a 56 year old to be trained for AFF and if successful be permitted to jump. Mike had advised the Committee that Mr Sibbe was of exceptional fitness for his age.

Following some discussion, it was proposed by Mike Rust and seconded by Pat Walters that the above permission be accepted.

For: 10                      Against: 2                      Abstentions: 0

**Carried**

- d). Circulated to those present was a letter from Nigel Allen requesting permission for Stuart Albon and Andy Goodall to attend the first part of the Examiners' Course, being three months short of the required two years as an Advanced Instructor.

Some discussion took place with regard to the wording in the Operations Manual regarding the requirements for becoming an Instructor Examiner.

The Chairman stated that he believed that it was the intention that an Advanced Instructor could not attend the first part of the requirement to become an Instructor Examiner until they had been an Advanced Instructor for two years.

Some CCIs present believed that an Advanced Instructor did not need to have held the rating for two years until the second phase of the requirement to become an Instructor Examiner.

The Chairman advised the Committee that there was a situation at the moment whereby the next couple of Courses were fully subscribed and there was therefore a waiting list of Advanced Instructors (already qualified) waiting to attend.

Following further discussion on this matter, a counter proposal was tabled by Dave Emerson, seconded by Phil Cavanagh that Stuart Albon and Goodall be permitted to attend the first part of the Examiners' Course, but not before the eligible Advanced Instructors already on the waiting list.

For: 8                      Against: 0                      Abstentions: 4

**Carried**

- e) Circulated to those present was a letter from Tony Knight requesting permission for Brian Buckland, aged 56, to do a RAPS Course and jump. Mr Buckland is fit, 5' 8" and 11<sup>st</sup> 7lbs. He has done 37 jumps at RAPA in the 1970' s. Tony Knight was present that evening and gave the meeting further details of his request.

It was proposed by Tony Knight and seconded by Mike Rust that the above permission be accepted.

For: 10                      Against: 2                      Abstentions: 0

**Carried**

**12. A.O.B**

- a). A letter from Mike Rust was circulated with the agenda requesting STC guidance regarding the reinstatement of a CSI and possibly a Tandem Instructor rating for Chris Lyall. Chris was an Examiner until April 2002, with over 7,000 descents, including around 2,500 Tandem descents.

The Committee felt that because of Chris Lyall' s previous experience and the length of time that he had been involved in the sport as well as being a CCI for a number of years they did not feel it was necessary that Chris attend an Instructor Course for the re-instatement of his CSI rating.

After further discussion it was proposed by Dave Emerson and seconded by Andy Montriou that Chris Lyall is assessed by his CCI and after the successful completion of the CSI written examination he may be reinstated as CSI.

**Carried Unanimously**

With regard to the re-instatement of Chris Lyall' s Tandem Instructor rating, the Committee felt that Chris would need to qualify in the normal manner.

- b). A letter from Dave Wood went out with the agenda requesting a change to the Cyprus STC Restrictions, which were agreed in 1997, and are:
- i. Move the PLA to the centre of the runway for Student parachuting (*this was from the original position near the experienced pit*).
  - ii. Use the runway as the holding/play area as per the Hong Kong Parachute Centre.
  - iii. No Student parachuting if the WDI lands within the red areas marked on the air photo (map retained at BPA office).
  - iv. Students will wear radios until reaching free fall.
  - v. No round parachutes at CCSSPC.
  - vi. All experienced and intermediate jumpers must clear the red areas marked on the map by 1,000 ft AGL.
  - vii. No student parachuting if the students have to cross the red areas to land in the PLA.

Dave is proposing a change to:

- i. Move the centre of the Student PLA a further 50 metres to the East, away from the runway.
- ii. Students are to be fully briefed regarding the High Tension cables by the orange grove.

It was proposed by Dave Wood (proxy) and seconded by Pat Walters that the above proposal be accepted.

For: 10

Against: 0

Abstentions: 2

**Carried**

- c). The Committee was advised that Dave Wood had also requested that STC give permission for CCSPC Cyprus to be permitted the following:
- i. That JSAT static line Students with proven canopy control be despatched up to three on a pass and free fall Students with proven canopy control be despatched up to four on a pass.
  - ii. Only the CCI or his designate can give permission on a daily basis for the above to take place.

Following some discussion on this proposal, it failed to find a seconder.

- d). A letter from Mac MacLennan had also been circulated with the agenda requesting a change to the STC Club Restrictions for Ballykelly. The current restriction requires the club to operate a ' Safety Boat' . Mac had requested that this be changed to a ' Safety Vessel' , as they now also operate a hovercraft.

It was proposed by Mac MacLennan (proxy) and seconded by Tony Knight that the above request be accepted.

**Carried Unanimously**

- e) Jm White gave the meeting details of his request that Graeme Mackay be given a six month extension to his CSBI rating.

It was proposed by Jm White and seconded by Paul Hollow that the above request be accepted.

**Carried Unanimously**

- f). The Chairman asked CCIs that if they wished to nominate one of their Club members for the Mike Forge Trophy (New Skydiver of the Year). They should send their nominations to the BPA office before the end of the year, detailing the reasons for the nomination.

The Chairman expressed his thanks to all CCIs for their support throughout the year. He wished everyone a very Merry Christmas and a Happy New Year

Date of next Meeting;                      Thursday 24 February 2005  
    At 7 p.m.  
    At the BPA offices.

Date of Distribution: 6 December 2004

**Distribution**

C. Allen - Chairman BPA  
CCI's  
Council  
Advanced Riggers  
CAA  
Lesley Gale (Editor – Skydive)