



Meeting 2005A of the BHPA Executive Council

Meeting held on Thursday 10th February 2005 at Middle Temple Hall, Middle Temple, London, EC4Y 9AT commencing at 10.30a.m.

These notes of the Minutes are not to be taken as a full record of the Meeting of the Directors of BHPA Ltd.

Present: Steve Walsh
John Aldridge
Marc Asquith
Paul Dancey
Martin Heywood
Andrew Larkins
Dick Long
Angus Pinkerton
Damon Robinson
Andy Shaw
Merv Turner

ITEM 1: APOLOGIES AND CHAIRMAN'S OPENING REMARKS

Apologies for absence had been received from Adrian Bishop and Joe Schofield.

ITEM 2: MINUTES OF LAST MEETING

Martin explained the new system of producing draft minutes as pink pdf/paper which will be changed to yellow when the minutes are approved for publication.

Meeting 2004C - 30th September 2004

10.2.2 para 2, line 7. Insert "potentially" before "... liable and FSC have...."

The minutes were approved subject to the above amendment.

Annual General Meeting - 27th November 2004

3.1, para 4, line 2. Delete the word "any".

The minutes were approved subject to the above amendment.

FOR ACTION: (2005 - A1) Dave Thompson to include information on recent big insurance pay outs in I & C Newsletter.

Meeting 2004D - 27th November 2004

Item 1, para 3, line 8. Delete the word "extremely".

Item 1, para 8, to be replaced with wording produced by Marc Asquith.

Item 2, line 12. Replace the words "filleted version" with "separate one".

"Yellow" minutes to be circulated to Exec prior to publication.

ITEM 3: MATTERS ARISING

2001 - C17 Continuing

2002 - A1 This action has been on the list for three years and Dick said that as we have managed satisfactorily without The Book of the BHPA for twelve years maybe there is no real need for it. Andrew suggested that a job description and photograph of each officer published on the website would be sufficient and all felt this to be a good idea. Steve added that it would be useful to have last year's reports on the web site.

FOR ACTION: (2005 - A2) All officers to email their Job Description and photograph to Sean.

2003 - A2 Continuing

2004 - B1 Continuing

FOR ACTION: (2005 - A3) Jennie to send copy of 2004B minutes to Marc Asquith.

2004 - B2	Continuing
2004 - B3	Closed
2004 - B4	Continuing
2004 - B11	Continuing
2004 - B12	Closed
2004 - B13	Closed
2004 - B15	Continuing
2004 - C1	Closed
2004 - C2	Closed
2004 - C3	For discussion during the meeting.
2004 - C4	Closed
2004 - C5	Closed
2004 - C6	Closed
2004 - C7	Closed
2004 - C8	Closed
2004 - C9	Closed
2004 - C10	Closed
2004 - C11	Closed
2004 - C12	Closed
2004 - C13	Closed
2004 - C14	Continuing
2004 - C15	For discussion during the meeting.
2004 - C16	Closed
2004 - C17	Continuing
2004 - C18	For discussion during the meeting.
2004 - C19	Closed
2004 - C20	Continuing
2004 - C21	Closed

ITEM 4: MANAGEMENT AND OPERATIONAL PLANS

Martin informed members that Adrian is taking a six month sabbatical as he has started a new job.

Andrew asked whether the plan had been updated and if so whether this could be circulated to the Exec.

FOR ACTION: (2005 - A4) Martin to ask Adrian to circulate the updated plan.

ITEM 5: STAFF SALARY REVIEW

This will be dealt with by F&GP as normal. Both Paul and Andrew said they would like to be involved and this was agreed.

ITEM 6: CEO

Martin expressed his view that if we take on a CEO and it doesn't work out it could be very difficult step to reverse.

Andrew said that rather than a full time CEO we could consider a non-Executive Director who could work maybe one day a week. This person need not be involved in the sport and would look at BHPA purely from a business point of view. This may address some of the issues and would not cost much, or possibly nothing at all.

Martin said he would liaise with Andrew on this matter before the next meeting.

FOR ACTION: (2005 - A4) Martin Heywood and Andrew Larkins to bring proposals for non-Executive Director to next meeting.

ITEM 7: BHPA POLICY TOWARDS DEREGULATION

Marc Asquith asked for clarification of the BHPA Board's policy regarding de-regulation. There was discussion about the differences between self-regulation and de-regulation.

It was agreed not to formulate a BHPA policy on this matter.

ITEM 8: BOARDS OF INQUIRY

Marc Asquith expressed the view that Boards of Inquiry recommendations that question or contradict BHPA policy should be subject to Exec approval.

He was reminded that Bols are completely independent and are conducted in accordance with EC Directive 94/56/EC under AAIB delegated authority.

During this discussion it became apparent that Exec Members are not receiving copies of FSC Minutes.

FOR ACTION: (2005 - A6) Jennie Burdett to find out why Exec are not receiving FSC minutes.

It was agreed that in future Bol recommendations would be copied to Exec Members, who should bear in mind that the Bol is totally independent and Exec cannot make changes.

ITEM 9: FESTIVAL OF FREE FLIGHT and EASTBOURNE AIR SHOW

Damon informed the meeting that he would like to go ahead with the FoFF this year and he is looking at making it a joint event with the BMAA.

Merv said he had reservations about another event with the BMAA as we are already heavily involved with them for the IAE.

It was felt that further discussion on the FoFF should be left until after the Treasurer's Report so that Exec could make an informed decision on whether to go ahead or not.

9.1 Damon explained that BHPA have been invited to have a stand at Eastbourne Extreme on 16/17 July. Members considered whether there would be any benefit to BHPA in attending this event and it was agreed that Damon should attend and a budget of £1,500 would be made available.

Andy expressed his frustration at what he sees as the promotion budget being continually cut back. Now £1,500 is being paid for a stand at an event that is completely new and we have no idea whether it will be any good or not.

Andrew said that since he is no longer required to help with the marketing of Airsports he will be happy to help Andy and Damon to produce a marketing plan for the BHPA.

ITEM 10: SITE PURCHASE, MEMBERSHIP TRENDS AND INDEMNITY LEVELS

See Item 12.6 below.

ITEM 11: PARAMOTORING

See Item 13.2 below.

ITEM 12: REPORTS

12.1 Treasurer

12.1.1 Dick reported that he expects BHPA to break even this year but he does have concerns about the coming year. He went on to explain that the IICF has dropped by 40% on previous years which is a huge reduction. We have a drop out of around 30% of our members every year so there is a fairly clear indication that we are going to have a smaller number of members. He predicted that next year we would make a loss of £20k - £30K and said we must therefore ensure that we have a lean operation and that we market ourselves effectively. Dick said he is happy to spend money on marketing this year as long as it is used intelligently.

Dave mentioned that the schools had had a really bad year last year due to bad weather conditions and he felt that this had had a major impact on the membership figures.

Steve felt that we need to have a better grip on membership trends. Amongst other things, we need to know why people are dropping out of the sport. Angus replied that the membership database can be interrogated to give all sorts of information if you decide what it is you want.

Angus then went on to say that climate change is having an effect on us in much the same way as the snow industry had been affected in Scotland.

Martin summed up by saying that Exec are aware that there could be dangers ahead but we can spend some money on marketing.

12.1.2 Regarding FoFF, Merv said that in the ten years that he had run it, it had always made a loss. New schools never bother to attend and it is the same people who go every year. He felt that the event had run its course and said the only people who want it to go ahead are those who have supported it in the past. Dick noted that we lost about £7k at the last FoFF.

Damon felt that the FoFF should be purely a get together for the membership and this is what he wanted to put on. After discussion Exec decided that given the expense involved and the possible decline in membership, they could not agree to support the FoFF at this time.

Merv suggested that Damon could approach the schools to see if they would be interested in hosting the event this year.

12.1.3 It was agreed that membership fees would not be increased this year.

12.1.4 Dick confirmed that Airsports had been formally disposed of and now belonged to Yvonne Jukes.

Mark Dale added that Airsports is referred to in the Technical Manual and other places and it was agreed that these need not be changed.

12.2 FSC

12.2.1 Angus informed the meeting that Trevor McLoughlin (Par Avion) has agreed to join the FSC and the Exec formally ratified his appointment.

12.2.2 The CEN paragliding airworthiness standard was formally approved in December 2004 there is such a backlog that they will not be able to publish the standard until June or July. Aerotest will be using this standard from now on but DHV have adopted a hard line position. They have set three difficult to achieve criteria and will not use the standard until these have been met. One of these is that the people supplying the certificates should be policed and the EHPU have tasked Angus to come up with proposals on how the policing could be done.

One of the important things we need to do in order to make the standard a success is to publish it on the website.

12.2.3 Angus referred to a letter he had received regarding parasending canopies which are not being checked properly and probably should not be flying. It had suggested that FSC should do something about it but on checking we have only 9 members with parasending only ratings and 45 in total with parasending ratings. Angus was concerned that this would be a huge amount of work for such a small proportion of the membership.

Several possibilities were considered including putting a time limit on grandfathered canopies. However, Angus pointed out that the reason the deadline had slipped originally was because there were no canopies to replace the old ones so we would in

effect have been banning the sport.

Members were concerned that there could be an accident involving one of these canopies. Marc Asquith made the point that we do not want to lose any of our members and if we ban the canopies, which would include some that are perfectly alright, we would be stopping some of our members from flying. We would also be stopping Scout activities and any people who may take up the sport.

It was agreed that a letter would be sent to CFIs of parasending clubs making it clear that it is their responsibility to check that canopies are in good order.

FOR ACTION: (2005 - A7) Angus Pinkerton to ask FSC to move the parasending canopy issue forward.

12.3 Insurance

Martin was pleased to report that the insurance premium has gone down by 10%. There is a new requirement from the insurers to give an Insurance Summary to members and this will replace the current Evidence of Insurance.

Merv mentioned that some MoD sites now require £3.5m of cover and Martin replied that we do have Crown Indemnity for anyone landing on Crown land, and more cover could be obtained, but at cost. The MOD and BHPA had a reasonable relationship so far on this matter.

Some schools have contacted Martin to ask if the £25k instructional cover will be increased but this is not likely in the next few years. However, if our claims history continues to improve and new insurers become interested, this may be a possibility.

12.4 Skywings

12.4.1 Paul apologised to all concerned for the paramotoring article 'One Man's Apology' in the last issue which had upset a number of people. It should have been made clear that this was a fictional tale but unfortunately it was not.

12.4.2 It is the thirtieth anniversary of the original design for Wings! and the Skywings team have decided to have a redesign for Skywings, commencing with the February issue.

12.4.3 We have now run out of Training Wings and the new issue is just about to be published, which is good timing.

FOR ACTION: (2005 - A8) Joe Schofield to ensure that the EHPU logo and the new FAI logo are included in Skywings.

12.4.4 Angus informed the meeting that USHGA have published their old magazines on DVD. They have had to have the magazines scanned as they were not available electronically but the sales of the boxed set of four DVDs will cover the cost of the scanning and make a small profit.

FOR ACTION: (2005 - A9) Angus Pinkerton to get details of costs from USHGA of getting magazines on to DVD.

12.5 Competitions

12.5.1 John reported that the only Category 1 competition this year is the Accuracy Worlds in Serbia Montenegro.

12.5.2 Competition Directors will again be reminded that accidents have to be notified to BHPA so that we have a record.

12.6 Sites

12.6.1 There was some discussion concerning the sites database and the lack of access to it. Steve said he would try to contact Tom Hardie.

12.6.2 Steve had received a suggestion that the annual renewal forms should include an opportunity for members to donate a fixed amount of £10 to the Sites Fund when they renew. This would be purely voluntary and for a fixed amount.

Members felt that this was the way forward and Steve was tasked to go ahead and market the fund.

FOR ACTION: (2005 - A10) Steve Walsh to produce details of how the Sites Fund should be administered.

Merv said it must be made clear that the money is not being raised to fund a National Centre and it must be in a separate bank account, to be used for sites purchase approved by the Exec.

12.6.3 There is a move towards a requirement for £5m insurance cover for some sites. Martin said rather than getting

the cover increased for the whole Association which would increase the premium, it is still better to get the insurance cover increased for individual clubs and events rather than impose a rise on the whole membership at this stage.

12.7 Website

Paul and Sean explained the circumstances which caused our server to go down recently. Everything is now back to normal.

12.8 External Representation

12.8.1 Marc Asquith reported on the RAeC Medals and Awards Ceremony and said that his Chairmanship of the Royal Aero Club will end at the forthcoming AGM.

12.8.2 Harriet Pottinger had produced a written report from the EHPU meeting which had been circulated to Exec Members.

12.9 Events

12.9.1 Merv had been tasked at the September meeting to produce a fact sheet regarding child protection issues. He had looked at the CCPR guidelines and reported that we can draft a paper of advice or we can appoint someone as our Child Protection Officer. He believed that we should appoint someone.

This would not be a particularly onerous task as most of our under 17s are with the Scouts and will therefore be covered by the Scout Association.

Martin said that as most of our operations involving minors are already under the control of a youth organisation such as the Scouts, we do not have to appoint an officer.

Angus wondered whether it was satisfactory for us to be reactive and whether there would be any benefit to having a BHPA Child Protection Officer.

Merv proposed that we should find out how the BGA and BMAA deal with this issue. It may be that we can just recommend all schools to adopt the CCPR guidelines.

FOR ACTION: (2005 - A11) Merv Turner to contact other NGBs re child protection issues and report back to Exec.

12.9.2 Merv reported on his negotiations to move the IAE away from Telford. The one advantage of Telford has been the cost, we have had a really good deal from them because we were the first exhibition to go there. However, both Merv and Chris Finnigan (BMAA) believe that it is time to re-brand the event and having been approached by the NEC it seems the perfect opportunity to move on.

Merv then gave brief details of the proposed event at the NEC and said it would cost no more than it had at Telford and possibly a little less. Hotels around the NEC are many and varied so accommodation would not be a problem.

The BMFA will also be joining in the event and will hold their AGM there.

The only thing that may upset members is the £7.50 per day parking charge but the entrance fee to the show will be the same as at Telford.

After careful consideration it was agreed that the IAE should be moved to the NEC.

12.9.3 Merv said that by having our AGM at the same time as the show, we are excluding many of our members as they cannot leave their stands to attend the AGM. Maybe we should consider having the AGM at 5pm.

Andy commented that Exec have a problem in that they are the Directors but their Managers do not want to talk to them.

FOR ACTION: (2005 - A12) Andy Shaw to ask schools what they want in regard to the timing of the AGM.

12.10 Promotions

Andy had submitted a written report giving details of the shows that he had attended. He expressed his disappointment that none of our schools had turned up to the Sales Workshop at London Earls Court.

Andy felt that he had spent years trying to promote the sport at these shows but none of the other schools are interested. He has therefore decided that since they are not prepared to make the effort he will now concentrate his efforts on promoting his own school rather than all BHPA schools.

Andrew said he will do some work on the marketing side, look at what Andy is doing and why our schools do not make the effort to promote themselves.

Andy said he would like to buy the VHG from BHPA, mainly

because people who use it have no respect for it and it keeps getting broken.

Dick replied that rather than selling the old, unreliable VHG, we should get a new one that does work. There is no problem selling the old VHG to Andy but Dick said he would be more interested in getting a good one that would promote the BHPA.

FOR ACTION: (2005 - A13) Andrew Larkins to look at what we have and what we need in regard to the BHPA stand etc.

It was agreed that the VHG should stay in Andy's care for as long as he likes, to do with what he likes and BHPA will pay for reasonable maintenance costs. The only time we will want to use the VHG is for the event at Eastbourne and the NEC.

12.11 School Liaison

12.11.1 There will be another Schools' Workshop hosted at Green Dragons on 29/30 March and Andy asked whether BHPA would pay £15 per head for the lunches. This was agreed.

12.11.2 Andy asked whether the guidelines for risk assessments were available yet. Mark Dale replied that FSC are working on it and hopefully it will be available before the Schools' Workshop.

12.12 Club Liaison

Adrian Bishop was unable to attend the meeting.

12.13 Admin

Merv said he had recently visited the BMFA who own their own property in Leicester and he asked why we have rented rather than bought out office. Dick replied that if we find the right building this is not an issue but we have not come across one yet. Our business is running the sport, not property investment.

ITEM 13: ANY OTHER BUSINESS

13.1 Dick proposed that owing to the recent bad publicity surrounding 0870 telephone numbers we should cancel them and revert to our old numbers.

This was agreed although it will take some time before all our printed material is changed.

FOR ACTION: (2005 - A14) Jennie Burdett to arrange for 0870 numbers to be phased out.

13.2 There was a short discussion on paramotoring and Mark Dale mentioned that Paul Mahoney had volunteered to be co-opted to Exec if someone is needed to represent paramotoring. It was agreed to consider this matter at a later date.

Andrew suggested that it would be good to encourage people who currently fly flpas to get some training and make it obvious on the website which schools offer this training. We should follow the recent article in Skywings with information about where people can get training and get their rating.

ITEM 14: DATE OF NEXT MEETING

Availability planners would be circulated as usual.

The Chairman thanked everyone for attending and closed the meeting at 4.30pm.

ACTIONS - OPENED, CONTINUING

WHO	NUMBER	WHAT	STATUS
Paul Dancey	2001 - C17	Write an article for Skywings on the responsibilities of owning a site.	Continuing
Marc Asquith	2003 - A2	Lead a working group to establish requirements and suggestions for a new President	Continuing
Marc Asquith	2004 - B1	Draft a note for Skywings re advertising policy	Continuing
Adrian Bishop	2004 - B2	Write an article for Skywings on grant availability	Continuing
Adrian Bishop	2004 - B4	Write an article for Skywings re sheep for flying rights	Continuing
Steve Walsh	2004 - B11	Write an article for Skywings on site issues in general	Continuing
Adrian Bishop	2004 - B15	write report and recommendation for Skywings on regional club meetings.	Continuing
Merv Turner	2004 - C3	Produce Child Protection Policy help sheet for clubs.	Continuing
Jennie Burdett	2004 - C14	Get fact sheets updated.	Continuing
Damon Robinson	2004 - C15	Produce proposal for 2005 FoFF.	Opened
Andy Shaw	2004 - C17	Liase with Andrew Larkins re VHG repairs.	Continuing
Steve Walsh/ Adrian Bishop	2004 - C18	Look as possibility of Sites Fund.	Continuing
Adrian Bishop	2004 - C20	Contact Petra Slangen re funding resource book.	Continuing
Dave Thompson	2005 - A1	Include information on recent big insurance payouts in Instructor & Coach Newsletter.	Opened
All Exec	2005 - A2	Email Job Description and photo to Sean.	Opened
Jennie Burdett	2005 - A3	Send copy of 2004B minutes to Marc Asquith.	Opened
Martin Heywood	2005 - A4	Ask Adrian Bishop to circulate updated Operational Plan.	Opened
Martin Heywood/ Andrew Larkins	2005 - A5	Liase on proposals for non-Executive Director.	Opened
Jennie Burdett	2005 - A6	Find out why Exec are not receiving FSC minutes.	Opened
Angus Pinkerton	2005 - A7	Ask FSC to move forward with the parascending canopy issue.	Opened
Paul Dancey	2005 - A8	Ensure that the EHPU logo and new FAI logo are included in Skywings.	Opened
Angus Pinkerton	2005 - A9	Get details from USHGA of costs involved in getting magazines on to DVD.	Opened
Steve Walsh	2005 - A10	Produce details of how the Sites Fund should be administered.	Opened
Merv Turner	2005 - A11	Contact other NGBs re Child Protection issues.	Opened
Andy Shaw	2005 - A12	Ask schools about timing of the AGM.	Opened
Andrew Larkins	2005 - A13	Look at requirements for BHPA stand.	Opened
Jennie Burdett	2005 - A14	Arrange for 0870 numbers to be phased out.	Opened