



## Meeting 2016C of the BHPA Executive Council

These minutes are not to be taken as a full record of the meeting of the Directors of the BHPA Ltd.

Meeting held on Saturday 5th November 2016 at 8 Merus Court, Leicester, LE19 1RJ.

**Present**

Marc Asquith  
Martin Baxter  
Bill Bell  
Ed Cunliffe  
Brett Janaway  
Angus Pinkerton  
Adrian Thomas

**In attendance:**

Ian Curren  
Michelle Lanman  
Joe Schofield  
Mark Shaw  
Richard Shaw  
Dave Thompson

**Apologies:**

Paul Dancey  
Martin Heywood  
Angus Langford  
John Welch

### ITEM 1: APOLOGIES FOR ABSENCE

Apologies had been received from Paul Dancey, Martin Heywood, Angus Langford and John Welch.

Judith Mole formally resigned from the Exec in October 2016.

**FOR ACTION: (2016 – C1) Michelle Lanman to draft a letter to Judith thanking her for her input.**

### ITEM 2: MINUTES OF PREVIOUS MEETING

**Exec Minutes 2016B**

The minutes were approved without amendment.

### ITEM 3: MATTERS ARISING

2015 – C2	Continuing
2016 – A3	Continuing
2016 – A5	Continuing
2016 – B1	Closed
2016 – B2	Closed
2016 – B3	Closed
2016 – B4	Closed
2016 – B5	Continuing
2016 – B6	Closed
2016 – B7	Continuing
2016 – B8	Closed
2016 – B9	Closed
2016 – B10	Continuing

### ITEM 4: ROADSHOW PRESENTATION

Martin Baxter clarified that the presentation had been produced to explain all about the BHPA and the role of Exec members. However take up had been poor, and the upkeep was quite time consuming, so he was questioning whether it was worth continuing.

The general consensus was that although demand was modest it received a good response when delivered and was worth continuing with.

It was agreed that maintenance of the presentation should move to the office with all Exec members contributing to the upkeep of their specific areas.

### ITEM 5: REVIEW OF EMPLOYMENT DOCUMENTATION

Michelle Lanman circulated a quote for a years HR support, which included a review of the Associations employment documentation. It was agreed that this was necessary to ensure we remained legally compliant.

**FOR ACTION: (2016 – C2) Michelle Lanman to work with third party on updating the Associations employment documentation.**

## ITEM 6: REDUNDANCY POLICY

Marc Asquith circulated a redundancy policy, which was approved.

**FOR ACTION: (2016 – C3) Michelle Lanman to circulate redundancy policy to all staff.**

## ITEM 7: ROMERO LIFE & PERSONAL INJURY INSURANCE

Romero, our insurance brokers, had approached Marc Asquith with regard to advertising life and personal injury insurance in Skywings. It was agreed that Marc Asquith would investigate further and report back to F&GP.

**FOR ACTION: (2016 – C4) Marc Asquith to report to F&GP on Romero life and personal injury insurance.**

## ITEM 8: PPG COMPETITION FUNDING

Bill Bell thanked the Exec for the additional £3000 funding that had been given to the PPG Competitions Panel to help cover the additional costs generated with the World Championships.

## ITEM 9: FUTURE PPG FUNDING

Bill Bell asked whether the Exec would consider paying an additional £3000 to the PPG Competitions Panel on an on going basis. The level of funding from the Association has been flat for some years and other funding from the Sports Council has ceased.

The consensus was that the increased level was acceptable, subject to Angus Langford's agreement, but should be on an annual renewable basis

**FOR ACTION: (2016 – C5) Angus Langford to approve additional competition funding for the PPG Competitions Panel**

## ITEM 10: HANG GLIDING AND PARAGLIDING

In view of Brexit a decision was needed whether Hang Gliding would remain in EASA (European Aviation Safety Council). Angus Pinkerton confirmed that there is no alternative to this and it was agreed that we would remain.

It was also confirmed that we would continue to be a member of the European Hang Gliding and Paragliding Union.

## ITEM 11: AEROFIX – G FORCE TRAINER

John Warden from Aerofix made a short presentation on the benefits of using a G Force Trainer.

**FOR ACTION: (2016 – C6) Marc Asquith to contact John Warden re applying for a BHPA loan.**

## ITEM 12: TANDEM ACRO PARAGLIDING

Dave Thompson had received an enquiry asking whether acro wings would be insured to use for tandem training. Marc Asquith commented that if the wing were being used out of its usual specified scope it would not be covered. However as wings are specifically being produced to fly acro it will be an issue that needs addressing.

It was agreed that Ian Curren and Mark Shaw would review the BHPA Dual Flying Fact Sheet and determine where acro would fit in. They would also look at whether the passenger would need to be licensed.

**FOR ACTION: (2016 – C7) Ian Curren and Mark Shaw to review the Dual Flying Factsheet with reference to tandem acro paragliding.**

## ITEM 13: PARAFEST 2017

Mark Meadows had enquired whether the BHPA would be interested in running pilot lectures, flight assessments and holding examination sessions at the 2017 Parafest event.

Marc Asquith and members of the technical team had attended the 2016 event and felt there was great scope for recruiting new members. However some work would be needed to ensure that all display assessments were in place so the event ran legally.

It was agreed that Ian Curren would speak to the CAA regarding the legal requirements for such an event and work with Mark Meadows to achieve this.

**FOR ACTION: (2016 – C8) Ian Curren to speak to the CAA re the legal requirements for Parafest 2017.**

Mark Meadows had also requested sponsorship from the BHPA for the event. It was agreed that this should be referred to F&GP to address.

**FOR ACTION: (2016 – C9) F&GP to consider sponsorship of Parafest 2017.**

## ITEM 14: OVERSEAS MEMBERSHIP

Brett Janaway raised the issue of overseas membership and asked whether our insurance could be amended to cover this. Marc Asquith commented that with other insurance issues taking priority, we would not be able to change the terms this year.

## ITEM 15: INSURANCE / STRUCTURE FOR PERFORMANCE SCHOOLS

As with the previous agenda item, other insurance issues have priority at present and this item was put on hold.

## ITEM 16: SSSR AEROTOW UPDATE

Bill Bell gave a brief update. The first phase of the trial has been completed to the CAA's satisfaction, and the tug has gone away for some minor updates.

Ian Curren commented that work was still needed on completing an Operations Manual, and the issue of inspections needed resolving. The CAA had also stipulated that commercial use is not allowed which would need some consideration.

## ITEM 17: WILLS & LEGACIES

Bill Bell circulated a proposal he had produced for BHPA handling of wills and legacies. As many organisations with aims similar to ours derive a significant proportion of their income this way the proposal is to set up suitable funds, a system to encourage future donations and an efficient means of processing them.

Bill requested funds to undertake phase one of his proposal which involves legal advice on wording of legacies and codicils, preparation of a briefing manual for staff, registering the sites fund as a charitable body and changing it's terms to allow 100% funding.

It was agreed that Bill would come back with quotes for approval and in the meantime the subject would be publicised in Skywings.

**FOR ACTION: (2016 – C10) Bill Bell to obtain quotes for completing phase one of his wills and legacies proposal.**

**FOR ACTION: (2016 – C11) Joe Schofield to publish an item in Skywings encouraging members to consider leaving a legacy.**

## ITEM 18: GASCO

Bill Bell circulated the minutes from the last GASCO meeting he attended in June 2016. He reported that there had been an interesting exchange of safety material and confirmed it was worthwhile the BHPA continuing to have a presence there.

## ITEM 19: SKI CLUB GB MEMBERSHIP DEAL

Marc Asquith had been approached by Ski Club GB to set up a reciprocal membership agreement, with both sides offering a £15 discount to members. Although it is unlikely to generate many new members for the BHPA it was felt

that it could provide worthwhile benefits for existing members.

The agreement was approved in principle.

**FOR ACTION: (2016 – C12) Marc Asquith to discuss the details of the reciprocal agreement with Ski Club GB.**

## ITEM 20: SUBSCRIPTIONS

Marc Asquith asked for agreement for the matter to be referred to F&GP, this was granted.

**FOR ACTION: (2016 – C13) F&GP to review subscriptions.**

## ITEM 21: PERMISSION FOR EXTENDED ABSENCE FROM EXEC MEETINGS

The Exec noted that John Welch had been absent from meetings for more than six months due to his parent's ill health. Permission was granted for his extended absence, and the Exec extended their best wishes to his parents.

## ITEM 22: REPORTS

### 22.1 Finance

Angus Langford's report had been circulated.

The audited accounts for year ending 31<sup>st</sup> March 2016 were approved.

### 22.2 FSC

22.2.1 Angus Pinkerton gave feedback on the recent Instructor Course, which had been held in Portugal in September. The course had been very successful, and although it had run at a loss this year will generate a profit next time.

22.2.2 Mark Shaw gave an update on the Pilot Development Structure. To date there has been no further progress on the tender for the proposed app. However Lanarkshire and Lothian Club are in discussions with one of their members, who has had experience with similar apps, and has offered assistance. The club are expecting a payment for the sale of trees on the club-owned land, which they would like to use to fund the app development.

The foundation layer of the Structure is now ready and a web page produced for Exec approval. This was granted.

**FOR ACTION: (2016 – C14) Mark Shaw to arrange for the Pilot Development web page to be made live.**

In view of Judith Mole's resignation David Thompson had requested that more staff time be devoted to the further development of the structure. This was approved.

22.2.3 Ian Curren gave a briefing on the work he has been doing with respect to wheeled paramotors. He estimates that there are around 150-200 of these flying in the UK.

However as the route to gaining an NPPL is so convoluted and expensive many of these are being flown illegally. In a recent meeting he had with the CAA they indicated that they are keen to make changes and would welcome a proposal from us to simplify things.

This would mean a considerable amount of work for us, as we would have to get examiners approved and conduct examinations. The concern is that we would not get the take up from members and many would continue to fly illegally.

**FOR ACTION: (2016 – C15) Ian Curren to put together a proposal for the CAA regarding wheeled paramotors.**

## 22.3 Insurance

22.3.1 Marc Asquith informed the Exec that Aspen have bought out our current insurers, Liberty. At present we are unsure whether Aspen will renew our policy, although they have indicated they will automatically renew policies near their renewal date and review them the following year. However, it is highly unlikely they will honour the three-year fixed deal that we had in place with Liberty.

Discussions are on going but in the mean time Martin Mansley is looking at the wider market, and we may need to move to a new underwriter.

22.3.2 A member has approached the BHPA asking if our insurance will cover their trike. At present we do not cover powered paratrikes, although we are working on a route to achieve this.

## 22.4 Sites

Martin Baxter's report had been circulated.

## 22.5 Skywings

Paul Dancey's report had been circulated.

## 22.6 Website

Paul Dancey's report had been circulated.

## 22.7 Competitions

Bill Bell's report had been circulated.

## 22.8 External Representation

There was nothing to report.

## 22.9 School Liaison

John Welch was not at the meeting. There was no discussion.

## 22.10 Paramotor Liaison

There was no discussion.

## 22.11 Admin

Marc Asquith's report had been circulated.

## ITEM 23: ANY OTHER BUSINESS

23.1 Discussion was held over award nominations. It was agreed that Ian Brown and Andrew Wakelin would be put forward for a BHPA Award of Merit. Alan Horsefield and Jenny Buck for Royal Aero Club Bronze awards, and John Lovell for a Royal Aero Club Silver award.

**FOR ACTION: (2016 – C16) Angus Pinkerton and Dave Thompson to write the citation for John Lovell's Royal Aero Club award.**

23.2 It was agreed that Bill Morris be given the title of Emergency Parachute Co-ordinator

**FOR ACTION: (2016 – C17) Michelle Lanman to update the database with Bill Morris's title.**

23.3 Aeros had approached Ian Curren to see if the BHPA were interested in selling the Test Rig. It was agreed that we were not at this present time.

There being no other business the Chairman closed the meeting.

## ACTIONS – OPENED, CONTINUING

WHO	NUMBER	WHAT	STATUS
Martin Heywood	2015 – C2	Martin Heywood to consider insuring schools abroad and report back at next meeting.	Continuing
Marc Asquith	2016 – A3	Marc Asquith to look at the feasibility of holding a chairman's dinner	Continuing
Bill Bell	2016 – A5	Bill Bell to review Richard Shaw's proposal on funding and report back.	Continuing
Martin Heywood	2016 – B5	Martin Heywood to investigate extending our insurance cover for single seat balloons and single seat sailplanes.	Continuing
All Exec	2016 – B7	All Exec members to update their website profiles.	Continuing
Martin Heywood	2016 – B10	Martin Heywood to draft the wording for members to use for bequests.	Continuing
Michelle Lanman	2016 – C1	Michelle Lanman to draft a letter to Judith Mole thanking her for her input.	Open
Michelle Lanman	2016 – C2	Michelle Lanman to work with third party on updating the Associations employment documentation.	Open
Michelle Lanman	2016 – C3	Michelle Lanman to circulate redundancy policy to all staff.	Open
Marc Asquith	2016 – C4	Marc Asquith to report to F&GP on Romero life and personal injury insurance.	Open
Angus Langford	2016 – C5	Angus Langford to approve additional competition funding for the PPG Competitions Panel	Open
Marc Asquith	2016 – C6	Marc Asquith to contact John Warden re applying for a BHPA loan.	Open
Ian Curren / Mark Shaw	2016 – C7	Ian Curren and Mark Shaw to review the Dual Flying Factsheet with reference to tandem acro paragliding.	Open
Ian Curren	2016 – C8	Ian Curren to speak to the CAA re the legal requirements for Parafest 2017.	Open
F&GP	2016 – C9	F&GP to consider sponsorship of Parafest 2017.	Open
Bill Bell	2016 – C10	Bill Bell to obtain quotes for completing phase one of his wills and legacies proposal.	Open
Joe Schofield	2016 – C11	Joe Schofield to publish an item in Skywings encouraging members to consider leaving a legacy.	Open
Marc Asquith	2016 – C12	Marc Asquith to discuss the details of the reciprocal agreement with Ski Club GB.	Open
F&GP	2016 – C13	F&GP to review subscriptions.	Open
Mark Shaw	2016 – C14	Mark Shaw to arrange for the Pilot Development web page to be made live.	Open
Ian Curren	2016 - C15	Ian Curren to put together a proposal for the CAA regarding wheeled paramotors.	Open
Angus Pinkerton / Dave Thompson	2016 – C16	Angus Pinkerton and Dave Thompson to write the citation for John Lovell's Royal Aero Club award.	Open
Michele Lanman	2016 – C17	Michelle Lanman to update the database with Bill Morris's title.	Open