



## Meeting 2020A of the BHPA Executive Council

These minutes are not for circulation outside the Board Members and attendees until approved.

Meeting held on Sunday 8<sup>th</sup> March 2020 at Lilleshall National Sports Centre, Newport TF10 9AT, commencing at 10am.

### Present

Marc Asquith  
Martin Baxter  
Bill Bell  
Ed Cunliffe  
Paul Dancey  
Julie Drake  
Angus Langford  
Angus Pinkerton  
John Welch

### In attendance:

Ian Curren  
Michelle Lanman  
Joe Schofield  
Mark Shaw  
Dave Thompson

### Apologies:

Martin Heywood  
Tom Prideaux-Brune  
Adrian Thomas

### ITEM 1: APOLOGIES FOR ABSENCE

Apologies had been received from Martin Heywood, Tom Prideaux-Brune and Adrian Thomas.

### ITEM 2: POST AGM

As no one wished to change portfolio roles will remain as they are. Bill Bell expressed the wish for someone else to pick up the competition's baton at some point in the future.

Marc Asquith asked if there were any volunteers to take on the role of RAeC Representative. After discussion it was agreed that Gareth Bird would be approached to see if he would take this on.

**FOR ACTION: (2020 – A1) Marc Asquith to speak to Gareth Bird about becoming the BHPA RAeC Representative.**

Marc expressed his thanks to Mark Meadows and Richard Shaw who had stepped down from the Exec.

### ITEM 3: ITEMS ARISING FROM AGM

Marc Asquith expressed his disappointment that more people hadn't watched the AGM being live streamed across Facebook. Also, that many of the Trainer's Conference attendees had chosen not to stay and attend. It had been hoped that running the two events together would improve numbers.

The consensus was that the low engagement meant members were happy. It was agreed to continue live streaming.

### ITEM 4: MINUTES OF PREVIOUS MEETING

The minutes from the previous Exec meeting, held on Tuesday 11<sup>th</sup> November 2019, were approved.

### ITEM 5: MATTERS ARISING

2017 – A4	Continuing
2018 – B1	Continuing
2018 – B2	Continuing
2018 – B9	Closed
2019 – B2	Continuing
2019 – B3	Continuing
2019 – C1	Closed
2019 – C2	Closed
2019 – C3	Closed
2019 – C4	Continuing
2019 – C5	Closed
2019 – C6	Continuing
2019 – C7	Closed. Angus Langford had circulated a report with the proposed changes.
2019 – C8	Closed
2019 – C9	Closed
2019 – C10	Closed
2019 – C11	Closed

Ian Curren proposed that we look at cheaper payment methods than PayPal.

**FOR ACTION: (2020 – A2) Ian Curren to review and compare the differing payment options available.**

## ITEM 6: LAPSED MEMBERS SURVEY REPORT

Ian Curren reported that the exercise had been worthwhile. 1750 emails had been sent out, of which 150 bounced, we had 131 replies, and it had prompted 21 members to renew immediately.

The feedback from the replies was positive with many responding that they appreciated being asked for their opinions. A better mechanism would be needed to deal with the replies if the exercise was repeated.

It was agreed that a letter should be sent to members whose expiry date was reaching the two months two weeks point inviting them to renew before they incurred the £22 re-joining fee.

**FOR ACTION: (2020 – A3) Michelle Lanman to ensure letters are sent to members, nearing three months after their expiry date, inviting them to renew before incurring the £22 re-joining fee.**

Julie Draper asked if she could be given a list of the benefits of a BHPA membership. Joe Schofield offered to provide this.

**FOR ACTION: (2020 – A4) Joe Schofield to provide Julie Draper with a list of the benefits derived from a BHPA membership.**

Marc Asquith commented that Julie should also have a copy of the Club Presentation.

**FOR ACTION: (2020 – A5) Michelle Lanman to provide Julie Draper with a copy of the Club Presentation.**

## ITEM 7: PILOT DEVELOPMENT STRUCTURE: THE WAY FORWARD

Ian Curren explained that with the resignation of David Thomson from the FSC the future of the PDS structure was up for discussion. The work on the structure was not complete and the scheme is not gaining traction with members. The options are to leave it as is, close the scheme or 're-boot' it.

After consultation Ian believes the way forward is to use the structure to offer revision material and video's to be used as a training resource. This would give a visible benefit to members helping with retention and also offer a good training system.

Ian explained that although the revision material was already available further investment would be needed to alter the website and to enable the video production. The funding would be needed in three instalments, the first this summer, the second spring 2021 and the third summer 2021. It was agreed that the first instalment would be paid, and the success reviewed before any further payments would be approved.

## ITEM 8: CHIEF EXECUTIVE

Bill Bell suggested that with Marc Asquith intending to step down as Chairman in 2022 it was an opportune time to consider whether the Association should appoint a Chief Executive.

After discussion it was considered that the idea had merit and should be investigated further.

**FOR ACTION: (2020 – A6) Bill Bell to investigate the costs and merits of appointing a Chief Executive and report back at the next Exec meeting.**

Marc Asquith commented that we should be finding a replacement Chairman and beginning their training.

## ITEM 9: BHPA FOUNDATION

Bill Bell reported that the BHPA Foundation was now in place and its bank account in the process of being opened. The trustees are Bill Bell, Marc Asquith and Martin Baxter. The first donation of equipment had been received, hopefully the first of many.

The suggestion is that members leave the value of their flying equipment in their wills. There is documentation in place which details how donations can be made.

## ITEM 10: SITE TRUST FUND: EXPENSES & LEGAL FEES

Martin Baxter asked for clarification as to whether the Trust or the BHPA would pay for any expenses or legal fees relating to the Site Trust. Marc Asquith confirmed that the Trust would pay these directly except in extraordinary circumstances.

## ITEM 11: ATTENDING FLY INS: WESTMORE & ASHMAN

Marc Asquith asked whether, as Parafest was not running this year, we should consider having a BHPA presence at any other events. Simon Westmore and Ben Ashman both have 'fly ins' planned.

Although, by past experience, it does not raise a great amount of revenue it does raise the Association's profile.

It was agreed the Ian Curren and Julie Drake would attend Simon Westmore's event in July 2020

**FOR ACTION: (2020 – A7) Ian Curren and Julie Drake to attend Simon Westmore's event in July 2020.**

## ITEM 12: REPORTS

### 12.1 Finance

12.1.1 Angus Langford had circulated his Finance report prior to the meeting. He highlighted that he expects the Association to make a small loss this year.

Martin Baxter asked about Angus's work on updating the Loan Scheme documentation. The clubs Martin has dealt with are asking for more concrete guidance when applying for a loan. Angus agreed to review the wording.

**FOR ACTION: (2020 – A8) Angus Langford to review the wording on the Loan Scheme documentation.**

### 12.2 FSC

Nothing further to report.

### 12.3 Insurance

Nothing further to report

### 12.4 Sites

Nothing further to report.

### 12.5 Skywings

Nothing further to report

### 12.6 Website

Nothing further to report

### 12.7 Competitions

Nothing further to report.

### 12.8 External representation

Nothing further to report.

### 12.9 School Liaison

Nothing further to report.

### 12.10 Paramotor Liaison

Nothing further to report.

### 12.11 Admin

Nothing further to report.

## ITEM 13: ANY OTHER BUSINESS

13.1 Marc Asquith reported that he was becoming pessimistic about locating a copy of the court order relating to the Joe Thompson land charge. Angus Langford asked whether we would be able to claim against our public liability insurance. Marc agreed to investigate and report back.

**FOR ACTION: (2020 – A9) Marc Asquith to investigate whether we can claim against our public liability insurance for the Joe Thompson land charge.**

13.2 Marc Asquith suggested making plans in case the Coronavirus situation continued to develop. Potentially it may restrict group activities and affect schools operating. It was agreed that Angus Langford and Michelle Lanman would look at business continuity should things deteriorate.

**FOR ACTION: (2020 – A10) Angus Langford and Michelle Lanman to put plans in place to ensure business continuity should the Coronavirus situation deteriorate.**

13.3 Marc Asquith reported that whilst attending the BGA Conference he had spoke with Pete Stratten about closer working relations between the two associations. It was agreed that a working group be set up to look at where this could happen with both the office and with volunteers.

**FOR ACTION: (2020 – A11) Marc Asquith and Michelle Lanman to set up a working group to look at closer working relations between the BHPA and the BGA.**

13.4 Marc Asquith asked Ed Cunliffe whether he had had any further contact with the RSPB. Ed confirmed he had spoken to them but has had no further contact.

**FOR ACTION: (2020 – A12) Ed Cunliffe to re contact the RSPB.**

13.5 Ian Curren commented that with the LAA/BMAA merger being discussed there could potentially be flexwing pilots we could recruit as members. Bill Bell offered to attend the BMAA meeting where the merger was to be discussed and report back.

**FOR ACTION: (2020 – A13) Bill Bell to attend the LAA/BMAA merger meeting and report back.**

It was agreed to place an add advertising the BHPA as 'The home of flexwing flying'.

**FOR ACTION: (2020 – A14) Michelle Lanman to place an advertisement promoting the BHPA as 'The home of flexwing flying'.**

There being no other business the Chairman closed the meeting at 1pm.

## ACTIONS – OPENED, CONTINUING

WHO	NUMBER	WHAT	STATUS
Martin Heywood	2017 – A4	Martin Heywood to produce an Equal Opportunities Policy.	Continuing
Marc Asquith / Angus Pinkerton /Michelle Lanman	2018 – B1	Marc Asquith, Angus Pinkerton and Michelle Lanman to review the GDPR policy document.	Continuing
Angus Pinkerton	2018 – B2	Angus Pinkerton to download the GDPR template from the Sports & Recreation Alliance website.	Continuing
Marc Asquith	2019 – B2	Marc Asquith to review his archives for paperwork relating to the Joe Thompson land charge and report back.	Continuing
Marc Asquith	2019 – B3	Marc Asquith to speak to Barclays Bank about the dormant BHGA bank account.	Continuing
Michelle Lanman	2019 – C4	Michelle Lanman to circulate an availability planner covering twelve months.	Continuing
Michelle Lanman / Paul Dancey	2019 – C6	Michelle Lanman and Paul Dancey to investigate the feasibility of allowing new members to join online with an electronic signature.	Continuing
Marc Asquith	2020 – A1	Mark Asquith to speak to Gareth Bird about becoming the BHPA RAeC Representative.	Open
Ian Curren	2020 – A2	Ian Curren to review and compare the differing payment options available.	Open
Michelle Lanman	2020 – A3	Michelle Lanman to ensure letters are sent to members, nearing three months after their expiry date, inviting them to renew before incurring the £22 re-joining fee.	Open
J Schofield	2020 - A4	Joe Schofield to provide Julie Draper with a list of the benefits derived from a BHPA membership.	Open
Michelle Lanman	2020 – A5	Michelle Lanman to provide Julie Draper with a copy of the Club Presentation.	Open
Bill Bell	2020 – A6	Bill Bell to investigate the costs and merits of appointing a Chief Executive and report back at the next Exec meeting.	Open
Ian Curren / Julie Drake	2020 – A7	Ian Curren and Julie Drake to attend Simon Westmore's event in July 2020.	Open
Angus Langford	2020 – A8	Angus Langford to review the wording on the Loan Scheme documentation.	Open
Marc Asquith	2020 – A9	Marc Asquith to investigate whether we can claim against our public liability insurance for the Joe Thompson land charge.	Open
Angus Langford / Michelle Lanman	2020 – A10	Angus Langford and Michelle Lanman to put plans in place to ensure business continuity should the Coronavirus situation) deteriorate.	Open
Marc Asquith / Michelle Lanman	2020 – A11	Marc Asquith and Michelle Lanman to set up a working group to look at closer working relations between the BHPA and the BGA.	Open
Ed Cunliffe	2020 – A12	Ed Cunliffe to re contact the RSPB.	Open
Bill Bell	2020 – A13	Bill Bell to attend the LAA/BMAA merger meeting and report back.	Open
Michelle Lanman	2020 – A14	Michelle Lanman to place an advertisement promoting the BHPA as 'The home of flexwing flying'.	Open