



Meeting 2018B of the BHPA Executive Council

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

Meeting held on Tuesday 19th June 2018 at 8 Merus Court, Meridian Park, Leicester LE19 1RJ.

Present

Marc Asquith
Martin Baxter
Bill Bell
Angus Langford
Mark Meadows
Angus Pinkerton
Richard Shaw
John Welch

In attendance:

Ian Curren
Michelle Lanman
Joe Schofield
Mark Shaw
Dave Thompson
David Thomson

Apologies:

Paul Dancey
Ed Cunliffe
Martin Heywood
Adrian Thomas

ITEM 1: APOLOGIES FOR ABSENCE

Apologies had been received from Paul Dancey, Ed Cunliffe, Martin Heywood and Adrian Thomas.

ITEM 2: MINUTES OF PREVIOUS MEETING

The minutes from the AGM were approved with minor amendment.

The minutes from the last Exec meeting were approved.

ITEM 3: MATTERS ARISING

2016 – A3	Closed, Marc Asquith indicated that he plans to link the chairman's dinner with the EHPU meeting, when it is in the UK.
2016 – C4	Closed
2016 – C13	Closed
2017 – A4	Continuing
2017 – B1	Closed
2017 – B7	Continuing
2017 – C3	Closed
2017 – C4	Continuing
2018 – A1	Closed
2018 – A2	Continuing
2018 – A3	Closed
2018 – A4	Closed
2018 – A5	Continuing, reallocated to Martin Heywood.
2018 – A6	Closed

ITEM 4: UPDATE ON PILOT DEVELOPMENT STRUCTURE (PDS)

David Thomson had been invited to the Exec meeting to give an update on the launch of the PDS, and to put forward a proposal for the BHPA to formally take over ownership from Lanarkshire and Lothian Soaring Club (LLSC).

The paragliding discipline PDS website had been presented at the 2018 Trainers Conference and login details forwarded to all BHPA coaches and instructors (approximately 400). This was followed up in April 2018 with logins being issued to all other CP or higher rated members, together with Skywings publishing an article with details of the PDS.

The 'template' for hang gliding is ready on the development server awaiting content to be added. Much of the content is applicable to both disciplines, and volunteers have already started developing the Skill Areas, which will be required.

Angus Pinkerton stressed that the FSC see the PDS scheme as an important method of developing pilots. They are looking at further potential to integrate it in to schools using it in conjunction with Student Training Record books. There are also plans to include an introduction to the scheme in coach courses, actively encouraging them to use it.

David Thomson explained that the LLSC had funded development of the software up to the launch at the Trainers Conference. Their desire was now to transfer ownership of the PDS to the BHPA as a gift. This would entail the Association committing to on-going running costs hosting and supporting the PDS.

Angus Langford pointed out that it was important to note that the costs would grow over time as technology developed.

After discussion it was agreed that the BHPA were happy to accept the transfer of ownership and the on-going running costs.

ITEM 5: SPORTS & RECREATION ALLIANCE

Marc Asquith explained that the Sports & Recreation Alliance used to be the CCPR and membership gave us discounted rates. Whilst he had agreed to renew membership with them this year (£250) he was unsure whether this was currently giving us any benefits.

It was agreed that we would not renew our membership next year.

ITEM 6: GENERAL DATA PROTECTION REGULATION

Martin Heywood had circulated a policy prior to the meeting for review. Marc Asquith pointed out that the document needed amending and suggested that he, Angus Pinkerton and Michelle Lanman review and amend where necessary.

FOR ACTION: (2018 – B1) Marc Asquith, Angus Pinkerton and Michelle Lanman to review the GDPR policy document.

It was agreed that a policy was needed on retention of members information long term and a sunset clause introduced for red flagging.

Angus Pinkerton pointed out that the Sports & Recreation Alliance offered free GDPR templates to members on their website. It was agreed that Angus would download and review.

FOR ACTION: (2018 – B2) Angus Pinkerton to download the GDPR template from the Sports & Recreation Alliance website.

It was discussed that our privacy statement needs to be given prominence on the website with a direct link to it from the homepage.

FOR ACTION: (2018 – B3) Paul Dancey to create a link to our privacy statement from the websites home page.

Clubs are waiting for us to issue a GDPR template to them for them to use. Marc Asquith suggested that Bollington's could be used, however it must be stressed that this was the minimum required from the clubs.

FOR ACTION: (2018 – B4) Marc Asquith to circulate Bollington's GDPR policy as a template to clubs.

ITEM 7: CAPITAL EQUIPMENT UPGRADE PROPOSAL

Ian Curren had circulated a proposal prior to the meeting asking for agreement to sell the three EN A gliders purchased by the BHPA in 2016. UK Airsports have offered to supply current model gliders from Gin or Skywalk at importer cost price to replace the existing fleet.

Ian explained that it was the opportune time to upgrade, as the resale value collectively is still higher than the purchase cost. With the introduction of the new model range this will be likely to reduce more sharply in the coming year.

The upgrade was approved.

ITEM 8: CHANGE OF REGISTERED OFFICE

Clear and Lane (our auditors) had notified us of their plans to move offices later this year. As their address is the BHPA's registered address they suggested we take the opportunity to consider amending the address to 8 Merus Court.

Marc Asquith explained that the auditor's address had been used as a method of preventing fraud within the office.

It was agreed that the address be amended to 8 Merus Court.

FOR ACTION: (2018 – B5) Michelle Lanman to arrange for the BHPA's registered address to be changed to 8 Merus Court.

ITEM 9: SOUTH DEVON HG & PG CLUB

South Devon HG & PG Club had approached Dave Thompson for advice. They had been made aware that one of their members had been prosecuted in 2016 for being in possession of indecent pictures of children. He had been given a suspended sentence for 18 months and made the subject of a Sexual Harm Prevention Order. They were keen to know the BHPA's viewpoint on this so the club could adopt the same stance.

Marc Asquith pointed out that the only redress available is to revoke membership. Currently the Association does not have a policy for criminal activity and it was agreed that it was not necessary for the Association to do so. It was therefore agreed that no action would be taken.

FOR ACTION: (2018 – B6) Dave Thompson to update South Devon HG & PG Club with the Exec's decision.

ITEM 10: BHPA PILOT CENSUS

Dave Thompson reported that although the European Accident Database was working well for us, the need had arisen for us to provide accurate flying hours for members to ensure we produced meaningful statistics.

Dr Matt Wilkes, a qualified medical doctor and paragliding pilot, had offered to work with Dave to set up a project to collect the data. The project would involve selecting a sample of members and asking them to commit to recording their flight times, near misses and incidents over a two-year period.

Dave asked for approval to go ahead and incur the necessary costs (approximately £500) to get the project running. Approval was granted.

Angus Pinkerton pointed out that longer term this type of information would be available from the PDS system.

ITEM 11: REPORT ON DHV ONLINE EXAM SYSTEM

Dave Thompson reported on his recent DHV visit and their demonstration of their new online examination system. Angus Pinkerton commented that although interesting the system was expensive and the FSC had decided not to buy it. The DHV, however, have agreed to giving us the six hundred questions that they use on the database. There are free online portals for examinations, which it could be worth us investigating.

ITEM 12: TEACHING ACRO

Not discussed.

ITEM 13: DIGITAL MEMBERSHIP CARDS

Michelle Lanman had circulated a proposal prior to the meeting for the BHPA to trial digital membership cards. A Swedish company, Cardskipper, who have worked with the Swedish Hang Gliding Association to convert their membership cards, had approached her. The Exec were issued with invitations to download the app and view sample membership cards.

There was concern that there would be a section of the membership who wouldn't like the change. However it was agreed that it was worth trialling the digital cards alongside the existing membership card for a period of time. Approval was given to progress the project further.

ITEM 14: HELMET STICKERS

Michelle Lanman had been tasked with sourcing a smaller square helmet sticker to replace the existing circular one. A sample was shown which was 4p cheaper to purchase than the existing one. The new sticker was approved.

ITEM 15: AGM

Marc Asquith asked opinions on holding the 2019 AGM with the BGA in Nottingham as usual. The consensus was that an alternative venue be sourced in Leicester.

FOR ACTION: (2018 – B7) Michelle Lanman to source a venue for the 2019 AGM.

It was agreed that the 2020 AGM should be held at the same time as the Trainers Conference, at a venue to be decided nearer the time.

It was also agreed to stream the AGM live as last year with better equipment sourced to improve the sound quality.

FOR ACTION: (2018 – B8) Michelle Lanman and Dave Thompson to source camera and microphone to live stream the 2019 AGM.

ITEM 16: REPORTS

16.1 Finance

Angus Langford's report had been circulated. He was pleased to report that 2018 ended with a small surplus as predicted.

16.2 FSC

Dave Thompson reported that there have been two serious accidents recently, neither of which involved BHPA members.

Angus Pinkerton advised that we finally have commitment from enough members to make the Hang Gliding Instructor Course viable to run.

16.3 Insurance

No update available.

16.4 Sites

Martin Baxter's report had been circulated. He was pleased to report on a £36K increase to the fund. This was due to LLSC repaying an £11K loan made by the Reggie Spooner Trust and them making a further £25K donation.

Marc Asquith advised that the Reggie Spooner Trust still retains some control over the site and he is keen to get this freed. Currently the land could not be sold without approval from the trust. He has a volunteer who is willing to do the work but is struggling to get a response from South West Wales and Long Mynd, which is vital. Martin Baxter offered to chase this up.

FOR ACTION: (2018 – B9) Martin Baxter to chase South West Wales and Long Mynd to respond.

16.5 Skywings

Paul Dancey's report had been circulated.

16.6 Website

Paul Dancey's report had been circulated.

16.7 Competitions

Bill Bell's report had been circulated.

Bill reported that his submission for the Charities Commission is almost ready to go, it just needs signatures. He expects he will get negative feedback from them, but will submit and report back.

16.8 External representation

Marc Asquith reported that Adrian Thomas had not been to any meetings recently.

Marc was pleased to advise that his nomination to the RAeC for Angus and Norma Pinkerton to attend a garden party at Buckingham Palace had been accepted. Angus thanked the Exec for the nomination, he & Norma had already attended the event and had a very pleasant day.

16.9 School Liaison

John Welch had nothing to report.

16.10 Paramotor Liaison

Richard Shaw raised concerns that there are a large number of incidents occurring with Paramotor pilots starting their motors whilst on the ground. Ian Currer suggested an

article advising of the dangers be published on the Skywings safety page.

FOR ACTION: (2018 – B10) Technical Team to publish an article in Skywings on the dangers of starting motors whilst on the ground.

16.11 Admin

Marc Asquith's report had been circulated.

ITEM 17: ANY OTHER BUSINESS

17.1 Richard Shaw raised concerns over alternative entry pilots not having to do a practical assessment of their flying. Mark Meadows commented he also had concerns regarding one or two pilots. Dave Thompson advised of the alternative entry system, which is in place and the steps, which have to be followed.

Marc Asquith advised Richard and Mark to identify any members they felt were not processed properly and it would be investigated.

There being no other business the Chairman closed the meeting.

ACTIONS – OPENED, CONTINUING

WHO	NUMBER	WHAT	STATUS
Martin Heywood	2017 – A4	Martin Heywood to produce an Equal Opportunities Policy.	Continuing
Martin Heywood	2017 – B7	Martin Heywood to produce a document re EEA cover to pass on to Martin Mansley.	Continuing
Bill Bell	2017 – C4	Bill Bell to approach the Charities Commission with a proposal.	Continuing
Martin Heywood	2018 – A2	Check amendments to the sites donation form to ensure they are in line with the trust document.	Continuing
Marc Asquith	2018 – A5	Supply information to Martin Heywood so he can produce a briefing document on GDPR for clubs and schools.	Continuing
Marc Asquith / Angus Pinkerton / Michelle Lanman	2018 – B1	Marc Asquith, Angus Pinkerton and Michelle Lanman to review the GDPR policy document.	Open
Angus Pinkerton	2018 – B2	Angus Pinkerton to download the GDPR template from the Sports & Recreation Alliance website.	Open
Angus Pinkerton	2018 – B3	Paul Dancey to create a link to our privacy statement from the websites home page	Open
Marc Asquith	2018 – B4	Marc Asquith to circulate Bollington's GDPR policy as a template to clubs.	Open
Michelle Lanman	2018 – B5	Michelle Lanman to arrange for the BHPA's registered address to be changed to 8 Merus Court.	Open
Dave Thompson	2018 – B6	Dave Thompson to update South Devon HG & PG Club with the Exec's decision.	Open
Michelle Lanman	2018 – B7	Michelle Lanman to source a venue for the 2019 AGM.	Open
Michelle Lanman / Dave Thompson	2018 – B8	Michelle Lanman and Dave Thompson to source camera and microphone to live stream the 2019 AGM.	Open
Martin Baxter	2018 – B9	Martin Baxter to chase South West Wales and Long Mynd to respond re site information.	Open
Technical Team	2018 – B10	Technical Team to publish an article in Skywings on the dangers of starting motors whilst on the ground.	Open