



## Meeting 2004C of the BHPA Executive Council

Minutes of the meeting held on Thursday 30th September, 2004 at Middle Temple Hall, Middle Temple, London, EC4Y 9AT commencing at 10.30a.m.

These minutes are not to be taken as a true record without referring to the minutes of the following meeting for any corrections.

**Present:**

Marc Asquith  
Adrian Bishop  
Paul Dancey  
Martin Heywood  
Harriet Pottinger  
Angus Pinkerton  
Damon Robinson  
Andy Shaw  
Merv Turner

**In attendance:**

Jennie Burdett  
Mark Dale  
Yvonne Jukes  
Andrew Larkins  
Sean Lovatt  
Joe Schofield  
Dave Thompson  
Steve Walsh

### ITEM 1: APOLOGIES AND CHAIRMAN'S OPENING REMARKS

Apologies for absence had been received from: John Aldridge, Dick Long, Petra Slangen and David Wootton.

Harriet introduced Andrew Larkins who was attending the meeting as a potential Exec Member. He is considering standing for election at the forthcoming AGM.

### ITEM 2: MINUTES OF LAST MEETING

**Meeting 2004 - 11th June 2004**

The minutes were approved without amendment.

### ITEM 3: MATTERS ARISING

- |            |  |
|------------|--|
| 2001 - C17 | Continuing   |
| 2002 - A1  | Harriet said she would like the job descriptions to be published on a section of the website to provide information to prospective volunteers and show what people are meant to be doing. Continuing |
| 2003 - A2  | Marc Asquith to raise this for discussion on email. Continuing   |
| 2004 - A9  | Harriet read out John's proposed wording for the definition of aerobatics. Marc suggested that the word 'purposes' should be removed from the wording. Closed.                                       |
| 2004 - A14 | Closed   |
| 2004 - B1  | Continuing   |
| 2004 - B2  | Adrian has circulated clubs but does not yet have enough material for an article. Continuing.  |
| 2004 - B3  | Continuing   |
| 2004 - B4  | Continuing   |
| 2004 - B5  | Closed   |
| 2004 - B6  | Closed   |
| 2004 - B7  | Closed   |
| 2004 - B8  | Closed   |
| 2004 - B9  | Closed   |
| 2004 - B10 | Closed   |
| 2004 - B11 | Continuing   |
| 2004 - B12 | Continuing   |
| 2004 - B13 | Continuing   |
| 2004 - B14 | Harriet had been in touch with Jason and he appreciated our offer of support. If he needs us he will be in touch. Closed.  |
| 2004 - B15 | Continuing   |

2004 - B16 Closed

2004 - B12 Closed

3.1 Other matters from the last meeting. Harriet asked what the current situation is with the school mentioned in item 10.6.4 of minutes 2004B and the local resident and Mark replied that there has been no developments.

### ITEM 4: MANAGEMENT AND OPERATIONAL PLANS

Adrian asked for input from Exec Members and Harriet made the point that the draft Plan had only been received a couple of days before the meeting.

In regard to funding, Adrian said that after his meeting with UK Sport his feeling is that although they prefer to only support Olympic sports, they do not want to appear to be dumping non-Olympic sports and will continue funding for a while.

Harriet suggested that a note should be put in the file that there was no 2003/4 Operational Plan officially submitted as we did not know where we were with insurance etc. but a meeting was held between Dave T and Anna Gray of UKS and she took handwritten notes away with her.

Andrew noted that there were no names on the plan which may be why nobody takes much notice of it. All felt that this was an excellent idea and names should be included in future.

**FOR ACTION: (2004 - C1) All Exec Members to respond to Adrian within two weeks with comments on the Operational Plan.**

Dave said that we either decide to use the plan as a working document or get rid of it. There was discussion as to whether we really need the plan, bearing in mind the decreased funding but Mark D commented that at the Sports Council Conference it was clear that the bodies that go to the wall are those that do not have any plans or business working documents.

### ITEM 5: BUSINESS RISK MANAGEMENT

Mark D had produced a report listing a number of possible disasters. The main problem this year has been the weather, which we have no control over.

The meeting then discussed the 'drop out' of members from the sport. Marc A said that the members we seem to lose are those who join but never manage to get to CP. It would be useful to know the length of time members stay in the sport and the split between hang gliding and paragliding.

**FOR ACTION: (2004 - C2) Jennie Burdett to produce statistics on how long members stay in the sport.**

Steve said we need to know why people drop out. Angus replied that we have done surveys in the past and the conclusion was that there is no single reason that causes people to drop out.

Mark D reminded members that it had been the original plan to restore school fees in 2005 to the normal level of £500 as the

reasons for giving a discount in 2004 had now passed, but that given the disastrous weather this year it might be appropriate for Exec to reconsider this point at the next fees review in the New Year. Martin added that the insurance premium will not be known until December so any review of the membership fees would have to wait until then.

## ITEM 6: CHILD PROTECTION POLICY

Harriet has been approached by a BHPA club who want to know whether BHPA has a Child Protection Policy.

This issue was discussed at some length, Joe said that since we do not fly children we should not spend money on a CPP but Merv pointed out that it could apply to anyone of seventeen years old and under. Andy also stated that he has seen a marked increase in the number of youngsters who come along with their parents.

Sean informed members that as they fly Scouts at his club two of the members have been checked out through the Criminal Records Office. Only those two club members fly tandem with children.

Merv proposed that BHPA should not have a formal policy but suggest that anyone working with children should have their own policy. If they do not know how to go about this we could refer them to the Scout policy.

Merv also volunteered that if it is felt that the BHPA should have a CPP Officer then he would be prepared to take on that role. As he has the necessary experience and expertise, his offer was gratefully accepted.

**FOR ACTION: (2004 - C3) Merv Turner to produce a help fact sheet that we can put on the website for clubs.**

Steve suggested that this should be mentioned at the Instructor and Coach Courses and Angus agreed.

**FOR ACTION: (2004 - C4) Mark Dale to include information on CPP in Instructor/Coach courses.**

## ITEM 7: OPEN GOVERNMENT

Harriet said that Dick is still very much against having minutes of Exec Meetings published on the web. Marc A added that the minutes are already circulated to all clubs and Dick's concern is that by publishing them on the web they will be available to the general public.

Andy expressed concern that it is around four months before the clubs get the minutes and he would like them to be published within two weeks.

At the last meeting it had been agreed that minutes should be published after the following meeting but Angus suggested that in view of the time scale bullet points from the meeting should be available as soon as possible.

As an elected body, Adrian felt that the Exec should be completely open and that minutes of meetings should be freely available. However, Sean expressed the opposite view and said that minutes of Cabinet meetings are not available although members are elected.

After considering all the pros and cons a vote was taken and an overwhelming majority of Exec Members were in favour of publishing Exec Meeting minutes on the website.

Marc Asquith proposed that minutes should be put on the website after they had been approved at the following meeting. This was carried in a formal vote.

Harriet proposed that minutes should no longer be sent out as hard copy. Angus suggested that minutes of this meeting should go out on paper and clubs should be advised that these would be the last to be circulated in this way. This was agreed. Sean mentioned that he will be able to see how many "hits" the minutes have on the website and can report this information to Exec at subsequent meetings.

Following a suggestion from Andrew, it was also agreed that Agendas should be published on the web before meetings. It was felt that this would enable members to speak to an Exec member before the meeting if they had any input.

**FOR ACTION: (2004 - C5) Jennie Burdett to send minutes and agendas to Sean Lovatt.**

7.2 Marc A wondered whether there is anything else that could be published on the website and Andy suggested Officers'

Reports. After consideration it was agreed to leave this for the time being.

**FOR ACTION: (2004 - C6) Jennie Burdett to include Open Government on the agenda for next meeting.**

## ITEM 8: BHPA SHOP

Andy explained his view that BHPA should be giving more support to schools by not being in direct competition with them in regard to items sold through the BHPA Shop.

Harriet replied that that some of the smaller schools like the BHPA Shop because they do not have the facilities to carry books and videos and can direct their students to the BHPA.

Sean said he works at a small school and would not want to send his students to a large school to buy books and videos because they would probably sell them a glider too.

Andy felt very strongly that the schools are struggling and BHPA should be doing everything it can to help. The £30k made by the BHPA Shop should be going to the schools.

Angus said Andy is not the first person to say this and it is a valid point. However, if BHPA stopped running the shop, the £30k would not be distributed amongst all schools but would be divided up between a few schools who have their own shop.

Angus went on to say that operating the Shop enables the BHPA to keep the membership fees down but we should not get into direct competition by selling flying equipment or things that are not available by mail order. However, selling educational material and printed goods is a service to the members and the profit generated helps to keep fees down.

Sean pointed out that even if BHPA did stop selling through the Shop, people could buy on the web from anywhere, not necessarily from one of our schools.

It was agreed that although this had been a useful discussion things should stay as they are for the foreseeable future.

**FOR ACTION: (2004 - C7) Jennie Burdett to find and circulate previous policy on shop sales.**

## ITEM 9: AGM

Harriet reported that no motions have been put forward for the AGM which would take place at 11.00 on Saturday 27 November. However, there would be an open discussion on funding for sites purchase.

**FOR ACTION: (2004 - C8) John Aldridge to get Competition Panel Heads to organise the trophies.**

**FOR ACTION: (2004 - C9) Jennie Burdett to get Wings Over A Cloud engraved and polished.**

## ITEM 10: REPORTS

### Chairman

Harriet had circulated a written report and she asked Exec members whether they wished her to carry on dealing with European matters after she stands down as Chairman.

There was a short discussion about whether the EHPU would be happy having a representative who is not a Chairman or Director of their Association but it was felt that this would not be a problem.

Marc A said that Harriet had done a very good job and nobody wanted her to stop doing it. Maybe in time the new Chairman would want to get involved but in the meantime she should carry on. All members agreed with Marc on this matter.

### 10.1 Treasurer

10.1.1 Dick was unable to be at the meeting but had submitted a written report.

10.1.2 Yvonne explained why Airsports had made a loss, i.e. two underwriters had pulled out so there had been over two months when Airsports did almost no business. But for this the business would have broken even.

There is a new underwriter now but Yvonne believes Airsports needs some publicity. Although there is an ad on the front of the website, this does not explain that Airsports is owned by the BHPA. Yvonne also suggested that something should be put in Skywings from time to time reminding members to support Airsports as it actually belongs to them.

Harriet suggested that an ad for Airsports should be placed on the holiday pages of Skywings.

Angus thought that what Airsports needs is a marketing strategy which is presently does not have, and possibly a business plan too.

**FOR ACTION: (2004 - C10) Andrew Larkins to liaise with Yvonne Jukes re marketing strategy and business plan and speak with Dick Long in regard to cost.**

## 10.2 FSC

10.2.1 Angus reported Colin Morley has resigned from FSC on health grounds. Colin has been a stalwart on FSC for many years and Angus proposed that he should receive an Award of Merit.

Trevor McLoughlin will be attending the next FSC meeting as a potential new member of FSC.

10.2.2 Last year we discovered that we have half a dozen instructors who are permanently based abroad. Initially we did not understand how they had managed to get their instructor licences but on investigation it turned out that the Declaration of Support on the renewal form was not quite as unambiguous as it could have been. This has now been changed and made clear that CFIs can only sign the DoS if they have seen the instructor teaching and flying regularly.

The instructors concerned were not happy with this, although it is not clear what benefit they derive from having a BHPA licence as they are not covered by our insurance. They complained that they are long standing members of the BHPA and we are jeopardising their livelihood. However, if we give them any kind of label which they use for marketing purposes we are potentially liable and FSC have concluded that we cannot give them a label which would expose BHPA in the event of a claim.

Angus also mentioned that some local and national authorities in other European countries are becoming upset about foreign schools setting up operations on their territory. So, even if we wanted to give these licences we cannot because the local authorities get upset. FSC have therefore recommended that these instructors join their local system.

Dave thought that FSC may have to go further and make it clear in the Technical Manual that licences are not valid for operations outside the UK.

Martin agreed with the FSC stance on this and said we should not be bending over backwards to help those abroad; we have to support those who are sticking with us in this country despite the comparatively adverse conditions.

10.2.3 There have been problems with students unwittingly signing up for courses with non-BHPA schools advertised in Skywings. Mark D has produced a document entitled "Choosing a Training Course" which will be published in Skywings. Joe will put the article on the News or FSC page initially but it will then be included near the advertisements in the back.

10.2.4 In response to a question from Harriet re CEN, Angus said he has received some information which indicates that there may be some progress but he cannot confirm this just now.

## 10.3 Insurance

Martin reported on a recent meeting with our insurers and said that they have noticed that claims are down. We had some horrific claims in the 90s and we now need to keep a good claims record for five years.

Angus added that we must ensure that people know that we will fight any claims and are not just going to give in.

## ITEM 12: CHAIRMANSHIP

Martin chaired this part of the meeting and explained that as Harriet is standing down Exec must appoint a new Chairman. A new Chairman has to be elected by the Exec after the AGM and Martin asked whether any of those present were interested.

Marc A asked Martin if he would be prepared to take on this role and Martin said that although he does not want to be Chairman long term, he would be happy to take over "for a year or two" until things have settled down in the post-Harriet period. He could then help to ease a new person into the role.

Merv asked Exec to consider the workload of the Chairman and said that nobody should be expected to take on as much

work as Harriet had. Merv stated that he would be happy to take on the role as Vice Chairman when Martin becomes Chairman.

Angus agreed with Merv, saying that nobody would be able to put in as much time as Harriet had over recent years and we cannot possibly expect a new Chairman to take on this amount of work.

Exec agreed that Martin should become the next Chairman but the role of Vice Chairman was left for discussion after the AGM.

## ITEM 10: REPORTS (Continued)

### 10.4 Skywings

10.4.1 Marc A informed the meeting that the remainder of the money owed to BHPA by Pagefast has now been received.

10.4.2 Paul's written report noted that the price of paper and thus the cost of printing Skywings, may increase due to higher energy costs. Andy asked whether advertisers could be warned of this possibility but Paul replied that it may not happen and if it does there will be advance warning.

10.4.3 There was some confusion as to how many Fly With Us should be printed and whether enough had been ordered for Andy to hand out at shows.

**FOR ACTION: (2004 - C11) Jennie Burdett to send a copy of Fly With Us to Sean Lovatt.**

**FOR ACTION: (2004 - C12) Paul Dancey and Andy Shaw to liaise on number for print run of Fly With Us.**

### 10.5 Competitions

John Aldridge was not at the meeting but had submitted a written report.

Andrew expressed surprise that the mid-air collisions in recent competitions were not mentioned in the report. It was agreed that there should be a reminder to Meet Directors to report any incidents at competitions.

### 10.6 Sites

10.6.1 Steve informed members that the National Trust are putting their licence fees up and so far this has affected four of our clubs. At £250 per licence, if a club has more than one site it becomes very expensive.

Steve wondered whether he should be approaching the NT nationally or whether it is best to let sleeping dogs lie, rather than risking all land owners adopting this as an appropriate fee.

**FOR ACTION: (2004 - C13) Steve Walsh to arrange for National Trust Agreement to be put on BHPA website.**

### 10.7 Website

10.7.1 Sean reported on the current status of the website and said that he now need more information to put on. Harriet suggested that our various fact sheets should be published, although they do need to be looked at and updated first.

**FOR ACTION: (2004 - C14) Jennie Burdett to get fact sheets updated.**

10.7.2 Merv asked whether we could have a members only bulletin board and this possibility was discussed. Sean explained the difference between a bulletin board and a chat group. A bulletin board was felt to be a possibility but members felt that if we hosted a chat group it would have to have a moderator and this could become expensive. In any event, europg is the best established and most widely used hg/pg chat group and is dominated by UK pilots.

10.7.3 All feel that the website is looking good and Sean said that many more people are now looking at it.

### 10.8 External Representation

Marc A reported that John Aldridge is now attending RAeC as BHPA rep and is doing excellent work.

### 10.9 Events

10.9.1 Merv informed the meeting that he has secured a further three years for the IAE at Telford. This means that we have security for the next two years under the present contract and then three years after that.

There has been a lot of pressure from the trade to move the

IAE to a new venue, mainly from the power flyers who would like to be able to test fly their aircraft. Merv and Chris Finnigan (BMAA) are resisting this as the show is indoors and in winter.

10.9.2 The programme for the IAE will be produced by Pagefast.

10.9.3 A new feature this year will be "The Pattingham Talks" which will consist of various talks in the Pattingham Suite. If anyone wanted to give a talk there will be no cost either to the speaker or to those attending.

10.9.4 The Festival of Free Flight has been shelved because of the insurance issues but Exec hope to be able to reconsider this next year. Merv said there are a lot of people who want this to go ahead again.

All were in favour of holding the FoFF next year and Damon was asked to put together a proposal and budget for discussion at the next Exec Meeting.

It was agreed that Damon's role on Exec should be called Club Events Officer.

**FOR ACTION: (2004 - C15) Damon Robinson to produce proposals for holding a FoFF next year.**

10.10.1 Andy reported that he has negotiated space at several high profile shows next year and these will generate a lot of interest. He has negotiated space worth £34k for the BHPA VHG.

**FOR ACTION: (2004 - C16) Andy Shaw to speak to Dick Long re budge for promotions.**

Harriet explained that the cost to BHPA for the shows this year will be minimal as the schools are taking over the initiative for promoting themselves with support from the BHPA VHG if requested/required.

Mark D commented that every association in the world has discovered that nothing is gained by spending money on this kind of promotion. However, Harriet said that this is precisely why we are now doing it in the way she had just described with minimal cost to the BHPA. Up until now the BHPA has been paying people to man the stand, plus accommodation etc., but now we will not be doing that.

Adrian added that if we do not promote the sport well at the shows we will lose out to other sports such as mountain biking.

10.10.2 The VHG requires some repairs and Andy said he is having problems finding someone to look at it. As Andrew has an electronics background he offered to help.

**FOR ACTION: (2004 - C17) Andy Shaw to liaise with Andrew Larkins re repairs to the VHG.**

#### 10.11 Media

Dave asked whether David Wootton is still our Media Officer and whether he is still dealing with the press in the case of an accident. Harriet replied that David still has this role but has been abroad quite a lot recently.

#### 10.12 School Liaison

Andy reported that schools had asked whether a template for risk assessments could be made available for them to adapt for their own use. The meeting was informed that FSC are already working on this and it should be available for March next year.

#### 10.13 Club Liaison

10.13.1 Adrian said that he has not received any complaints from clubs but has had some questions on raising money from outside bodies. Harriet suggested that Adrian should liaise with Petra on this as she had been working on a funding document to help clubs.

10.13.2 Adrian wondered whether it would be possible to set up a fund for the purchase of sites. Maybe even add £5 or £10 to the membership fees which would then go into a Sites Fund. He felt that members would be happy to pay this to protect flying sites.

Harriet pointed out that if there was a big claim and the BHPA reserves were put at risk, the Sites Fund would also be at risk. Steve felt that it would not be impossible to create a fund that would be completely safe and Marc A also added that we should not restrict our activities because there may one day be a claim; the risk is extremely minimal.

Adrian said he has evidence that members want to do this and are willing to pay extra on their membership fees to buy

sites. Angus does not believe that this is the case since membership numbers go down whenever fees are increased.

After further discussion on this subject Marc A suggested that this should be an agenda item for the next meeting and Mark D asked that the paperwork from previous discussions should be made available.

**FOR ACTION (2004 - C18) Steve Walsh and Adrian Bishop to look at possibility of a Sites Fund ready for AGM.**

**FOR ACTION (2004 - C19) Jennie Burdett to include Sites Fund on agenda for next Exec Meeting.**

#### 10.14 Admin

Marc A reported that he had produced a Contract in regard to the sale of our mailing list and it is ready to use. He explained that Rod Buck wanted name, address, email and mobile phone but on reflection it was decided that we will not give out mobile phone numbers.

#### 10.15 Flyability

Petra was unable to attend the meeting but Sean reported that Steve Varden is doing very well following the release of his film. Harriet suggested that the film should be shown at Telford.

#### 10.16 Fund Raising

Petra is still working on the resource book for fund raising but unfortunately has had to spend a considerable amount of time in hospital and is not restanding for Exec at the AGM. Harriet thought that Adrian could take over this project and she asked him to contact Petra.

**FOR ACTION: (2004 - C20) Adrian Bishop to contact Petra Slangen re funding resource book.**

### ITEM 11: AWARDS OF MERIT

11.1 Nominations have been received for Ian Curren, Gustav Fischnaller, Colin Morley and Robbie Stokes.

11.2 RAeC Awards were then discussed and nominations considered.

### ITEM 13: ANY OTHER BUSINESS

Merv requested that the subject of a BHPA Chief Executive Officer be revisited at the next meeting.

**FOR ACTION: (2004 - C21) Jennie Burdett to include CEO on the agenda for the next meeting.**

### ITEM 14: DATE OF NEXT MEETING

The next Exec Meeting will follow the AGM on 27th November at Telford.

The meeting closed at 5pm.

# ACTIONS - OPENED, CONTINUING

WHO	NUMBER	WHAT	STATUS
Paul Dancey	2001 - C17	Write an article for Skywings on the responsibilities of owning a site.	Continuing
All Officers	2002 - A1	Write their own Job Description and email to Dick Long.	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
Damon Robinson/ Mark Dale	2004 - B3	Damon to produce article for Skywings re Display Team - Mark to check and liaise.	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
Sean Lovatt	2004 - B12	Liaise with Dick Long re requirements for online shopping	Continuing
All Exec	2004 - B13	Contact Sean Lovatt re BHPA email addresses	Continuing
Adrian Bishop	2004 - B15	write report and recommendation for Skywings on regional club meetings.	Continuing
All Exec	2004 - C1	Respond to Adrian re Management Plan.	Opened
Jennie Burdett	2004 - C2	Produce statistics on how long members stay in the sport.	Opened
Merv Turner	2004 - C3	Produce Child Protection Policy help sheet for clubs.	Opened
Mark Dale	2004 - C4	Include Child Protection info on Instructor/Coach courses.	Opened
Jennie Burdett	2004 - C5	Send minutes and agendas to Sean Lovatt.	Opened
Jennie Burdett	2004 - C6	Include Open Government on next agenda.	Opened
Jennie Burdett	2004 - C7	Find and circulate previous policy on shop sales.	Opened
John Aldridge	2004 - C8	Get competition panel heads to organise trophies for AGM.	Opened
Jennie Burdett	2004 - C9	Get Wings Over A Cloud engraved and polished.	Opened
Andrew Larkins/ Yvonne Jukes	2004 - C10	Liaise re marketing strategy for Airsports.	Opened
Jennie Burdett	2004 - C11	Send copy of Fly With Us to Sean Lovatt.	Opened
Paul Dancey/	2004 - C12	Liaise re print run for Fly With Us.	Opened
Steve Walsh	2004 - C13	Get NT Agreement put on BHPA website.	Opened
Jennie Burdett	2004 - C14	Get fact sheets updated.	Opened
Damon Robinson	2004 - C15	Produce proposal for 2005 FoFF.	Opened
Andy Shaw	2004 - C16	Speak to Dick Long re promotions budget.	Opened
Andy Shaw	2004 - C17	Liaise with Andrew Larkins re VHG repairs.	Opened
Steve Walsh/ Adrian Bishop	2004 - C18	Look as possibility of Sites Fund.	Opened
Jennie Burdett	2004 - C19	Include Sites Fund on agenda for next meeting.	Opened
Adrian Bishop	2004 - C20	Contact Petra Slangen re funding resource book.	Opened
Jennie Burdett	2004 - C21	Include CEO on agenda for next meeting.	Opened