



Meeting 2024B of the BHPA Executive Council

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

Meeting held on Tuesday 9th July 2024 at 8 Merus Court, Meridian Park, Leicester LE19 1RJ, commencing at 10.30am.

Present

Marc Asquith
Martin Baxter
Bill Bell
Stuart Blackburn
Jenny Buck
Paul Dancey
Martin Heywood
Angus Langford
Angus Pinkerton
Steve Young

In attendance:

Ian Curren
Dave Harvey
Michelle Lanman
Joe Schofield
Mark Shaw

Apologies:

Ed Cunliffe
Brett Janaway

Jenny Buck welcomed Dave Harvey, who was attending as an observer, with a view to standing for election.

ITEM 1: APOLOGIES FOR ABSENCE

Apologies had been received from Ed Cunliffe and Brett Janaway.

ITEM 2: MINUTES OF PREVIOUS MEETING

The minutes from the AGM held on Saturday 24th February 2024 were approved with minor amendment.

The minutes from the Exec. meeting held following the AGM on Saturday 24th February 2024 were approved with minor amendment.

ITEM 3: MATTERS ARISING

2018 – B1	Continuing
2020 – A11	Continuing. We are investigating areas where we can work closer i.e. recruiting new auditors.
2021 – B7ii	Continuing
2023 – B16	Closed
2023 – C3	Closed
2023 – C7	Closed. Angus gave a brief update of Flagstone's services for those that were unaware. He is currently in the process of opening an account with

them for which he needs director's NI numbers and details of any overseas tax they may pay.

FOR ACTION: (2024 – B1) Michelle Lanman to collate director's NI numbers and overseas tax details for Angus Langford.

2023 – C8	Closed
2023 – C9	Closed. The current incident reporting system is unable to send out email notifications once an incident has been submitted. It is hoped this will be rectified with the new system. As a stop gap Paul Dancey has set up a generic email on our website, however the wording needs reviewing.

FOR ACTION: (2024 – B2) Marc Asquith / Mark Shaw to review the wording of the email to be automatically issued from our website once an incident report has been submitted.

2024 – A1	Closed
2024 – A2	Closed
2024 – A3	Continuing
2024 – A4	Closed
2024 – A5	Closed
2024 – A6	Closed
2024 – A7	Closed
2024 – A8	Closed
2024 – A9	Continuing
2024 – A10	Continuing
2024 – A11	Continuing. Signposting where members could go to access help

2024 – A12 following a trauma was considered essential.
Continuing. A draft has been prepared.

2024 – A13 Continuing

2024 – A14 Continuing

2024 – A15 Closed

2024 – A16 Closed

2024 – A17 Closed. Raising awareness of incident reporting to microlight pilots was considered essential. It was agreed that some signposting was needed on the website and also that a mail shot be sent out to all microlight pilots.

FOR ACTION: (2024 – B3) Michelle Lanman / Technical Team to mail shot microlight pilots stressing the importance of incident reporting and indicating where they were able to do that on the BHPA website.

2024 – A18 Closed

2024 – A19 Continuing

2024 – A20 Closed

2024 – A21 Continuing. Jenny stressed the importance of all Exec. members completing their terms of reference. It is important that we do not lose knowledge.

It was highlighted that all paperwork uploaded to the BHPA website should contain the BHPA logo, be dated and have a version number.

Jenny requested the compilation of a policy index so that regular reviews could be actioned.

FOR ACTION: (2024 – B4) Michelle Lanman to compile a policy index.

ITEM 4: BHPA FOUNDATION – APPOINTMENT OF TRUSTEES / OFFICE POINT OF CONTACT / SIGNATORIES

Marc Asquith stressed the importance of all paperwork coming to the office so that submission deadlines are not missed. It was agreed that the office would be the formal point of contact for the Foundation.

The re-appointment of trustees was discussed. Separately the Trustees held their AGM.

ITEM 5: TRADEMARK RENEWAL

After discussion it was agreed that the trademark for the old BHPA logo should be renewed in October 2024 when due. An application should also be made to cover the new logo.

FOR ACTION: (2024 – B5) Michelle Lanman to renew the trademark for the old BHPA logo and submit an application to cover the new logo.

ITEM: 6: CHANGE IN OFFICE SPACE

Marc Asquith provided an update on the recent sub-letting of the BGA's ground floor office space. The BMFA decided, in 2023, to move their admin team from their old offices in Chatsfield House to their National Visitor Centre and Model Flying site in Buckminster but needed to rent a small office space in Leicester to retain staff. They initially considered both the BHPA and the BGA offices but ultimately chose the ground floor space with the BGA.

Marc had been able to negotiate some cost savings for the BHPA with the BGA in shared expenses for items like cleaning.

ITEM: 7: BHPA ENVELOPES

Historically, when considering ways to make the BHPA more user friendly and welcoming to its members, it was suggested that we use BHPA branded envelopes. This practice was adopted by Exec., and we have been colour printing our logo on our envelopes for the last thirty years.

However, times have changed. While we still need to print envelopes to include our postage bar code (a cost effective alternative to franking), the expense of printing in colour seems excessive. Switching to monochrome would save £657.19 annually at current usage and prices.

It was agreed to transition from colour to monochrome pre-printed envelopes.

FOR ACTION: (2024 – B6) Michelle Lanman to transition pre-printed envelopes from colour to monochrome.

It was also noted that the plan is to move towards the use of email for some of our communications which will reduce the level of envelope use.

ITEM: 8: MAC V PC USE IN THE OFFICE

The BAPC historically used Apple products, a practise we have continued over time. Marc had always had some reservations over the additional costs incurred but was convinced that transitioning to PC's would be difficult due to the database we use. Whilst the database will now run on PC's, recent comparisons have shown that the cost difference between Apple Mac's and PC's is negligible, leading Marc to change his view.

Paul Dancey raised some concerns that the recent vulnerability reports have highlighted areas which need reviewing with our IT support company, Employee Zero.

FOR ACTION: (2024 – B7) Paul Dancey / Angus Pinkerton / Michelle Lanman to liaise with Employee Zero to rectify issues raised by the quarterly vulnerability scans.

ITEM 9: AGM – DIRECTORS STANDING FOR RE-ELECTION

Martin Baxter, Bill Bell and Angus Langford are due, by rotation, to stand for re-election at the next AGM. Steve Young and Paul Dancey also volunteered to stand.

Joe Schofield was tasked with issuing the timetable for voting papers and Skywings announcements.

FOR ACTION: (2024 – B8) Joe Schofield to issue the timetable for voting papers and Skywings announcements.

As the next AGM will be held at the BHPA office it was decided that, due to space constraints, members would be encouraged to attend the AGM by meeting link only. Award winners would be invited to attend in person

ITEM 10: TECHNICAL STAFF – SUCCESSION PLANNING

Angus Pinkerton explained that, since Ian Curren had kindly shared his plans to transition from full-time hours to part-time at the end of 2025, it was essential to establish a succession plan.

Angus proposed that we recruit a junior employee who will need considerable training, ideally to be completed while Ian is still working full time.

It was agreed that a recruitment advertisement should be prepared by December 2024 to be placed in the January 2025 edition of Skywings.

FOR ACTION: (2024 – B9) Marc Asquith / Angus Pinkerton / Joe Schofield to produce a recruitment advertisement, for a Junior Technical Officer, to be placed in January 2025 Skywings.

Angus Langford suggested he rework his financial forecast, to show the impact of recruiting an extra head, for the next Exec. Council meeting.

FOR ACTION: (2024 – B10) Angus Langford to rework his financial forecast, to show the impact of recruiting a Junior Technical Officer, in time for the next Exec, Council meeting.

ITEM 11: RAeC GENERAL SECRETARY ROLE

Marc Asquith explained that historically the RAeC General Secretary role has been subcontracted out. The BMFA have supported the role for the last fifteen years with both the BMFA and Dave Phipps receiving payment from the RAeC.

Dave has decided he wishes to stand down, and it is suggested that Michelle Lanman take on the role.

Concerns were raised over the volume of work involved, and the need for other BHPA staff to be involved. It was agreed that a proposal should be made to the RAeC,

offering to undertake agreed tasks initially for a period of one year. This proposal to be approved by F&GP.

FOR ACTION: (2024 – B11) Marc Asquith / Michelle Lanman to generate a proposal for the RAeC General Secretary role to be approved by F&GP.

ITEM 12: DIVERSITY & INCLUSION PROJECT

Jenny Buck had circulated a report prior to the meeting detailing the work completed by Rhian Ebrey and John Westall.

Rhian had requested £2000 in funding from the BHPA to develop a short video aimed at engaging the outdoor community and promoting diversity. However, F&GP decided that they were unable to approve financial support in this instance. Rhian successfully raised funds from other sources and completed the video.

Although we were unable to provide financial support, Jenny proposed the BHPA establish a sub-committee to assist. Stuart Blackburn had expressed his willingness to lead this effort. It was agreed that moving forward was important, and that the committee's strategy, and terms of reference should be defined.

FOR ACTION: (2024 – B12) Stuart Blackburn to establish a diversity sub-committee and provide a strategy and terms of reference.

ITEM 13: TERMS OF REFERENCE

Discussed during matters arising.

ITEM 14: REPORTS

14.1 Finance

Angus Langford's report had been circulated prior to the meeting.

14.1.1 In February it was anticipated that we would end the year with a loss of £66K. The loss actually came in at £52K, slightly better than expected.

14.1.2 This financial year we expect to make a small surplus of £17k. The results for the first two months of the year are broadly in line with this.

14.1.3 Our current auditors have raised their charges considerably, so Angus proposed that we re-tender for next year. This was agreed.

FOR ACTION: (2024 – B13) Marc Asquith / Angus Langford / Steve Young to re-tender for replacement auditors for 2025.

14.2 FSC

14.2.1 Angus Pinkerton reported that a new Paragliding (Hill) Club Pilot Student Training Record had been issued

detailing two alternate routes to gaining the qualification, the mountain route or dynamic soaring.

14.2.2 The trial of the online pilot exam has proved successful. We are now ready to roll out the pilot power exam.

14.2.3 The CAA is due to issue an updated Paramotor Code which will include a section on maintaining equipment.

14.2.4 We have two new BHPA schools and a new paramotor club.

14.2.5 120 incidents have been logged this year-to-date, which is a considerable increase on last year. We are unsure whether there have actually been more incidents or whether people are just being more proactive about reporting. A considerable amount of work has been undertaken emphasizing the importance of completing the incident report form.

14.3 Insurance

Martin Heywood had nothing to report.

14.3.1 Marc Asquith gave a brief update on incidents.

14.3.2 Marc reported on changes within our brokering arrangements. Since we have a 2-year deal with underwriters, we have plenty of time to consider how to address this issue.

14.3.3 Concerns were raised over the events which took place at the Buttermere Bash. This is currently being investigated by the CAA.

14.4 Sites

Martin Baxter asked whether the briefing note he had developed for the website, after discussions with Tom Hardie, was still needed in view of Tom's resignation from the GAA. It was agreed that it was still necessary.

FOR ACTION: (2024 – B14) Martin Baxter to finalise the BHPA briefing note and pass to Paul Dancey for inclusion on the BHPA website.

14.5 Skywings

Paul Dancey's report had been circulated.

14.6 Website

Considerable improvements have been made to the BHPA website, making it easier to navigate and more mobile friendly.

Martin Heywood acknowledged the time and work involved in completing this and thanked Paul on behalf of the council.

14.7 Competitions

Bill Bell commented that he is encountering difficulties obtaining the necessary reports from the competition panels and, as a result, the approval of funding is being delayed.

14.8 External representation

14.8.1 Brett Janaway's CIVL report had been circulated.

14.8.2 Jenny Buck reported back on the last RAeC meeting which had been difficult due to a personality clash.

14.8.2 Flyability accounts had been circulated.

14.8.3 Bill Bell reported that GASCo have financial difficulties

14.9 Paramotor Liaison

Nothing to report.

14.10 Admin

Marc Asquith's report had been circulated prior to the meeting.

ITEM 15: ANY OTHER BUSINESS

15.1 Brett Janaway had forwarded details of a trip to Korea. It was agreed that Mark Shaw would be nominated to make this visit. Once costings have been confirmed a proposal will be forwarded to F&GP for approval.

FOR ACTION: (2024 – B15) F&GP to consider & approve Mark Shaw's visit to Korea.

15.2 Pete Stratten (BGA) had discussed with Jenny Buck the possibility of a joint marketing venture involving the BGA, BHPA and the BMFA. It was agreed to investigate further.

FOR ACTION: (2024 – B16) Jenny Buck to advise Pete Stratten that we would be interested in hearing more about a joint marketing venture.

Jenny Buck closed the meeting at 3.10pm.

ACTIONS – OPENED, CONTINUING

WHO	NUMBER	WHAT	STATUS
Marc Asquith / Angus Pinkerton / Michelle Lanman	2018 – B1	Marc Asquith, Angus Pinkerton, and Michelle Lanman to review the GDPR policy document.	Continuing
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.	Continuing
Paul Dancey / Michelle Lanman	2021 – B7ii	Paul Dancey and Michelle Lanman to work on integrating the online application forms to the database.	Continuing
Technical Team	2024 – A3	Technical Team to include details about our Child Protection Policy in the Instructors Newsletter.	Continuing
Technical Team	2024 – A9	Technical Team to update the Coaching Manual to include words on psychological trauma, its effects, and possible actions to address it. To be approved by FSC.	Continuing
Technical Team	2024 – A10	Technical Team to include a section about psychological trauma and mental health on the Senior Instructor Course. To be approved by FSC.	Continuing
Technical Team	2024 – A11	Technical Team to include the updated advice about psychological trauma and mental health in the Technical Manual.	Continuing
Jenny Buck	2024 – A12	Jenny Buck to update the 'Dealing with Accidents' guidance available on the website.	Continuing
Sturt Blackburn	2024 – A13	Stuart Blackburn to write an article for Skywings as a platform to inform the membership of how we cover trauma counselling, with an example of how this works in reality.	Continuing
Technical Team / Michelle Lanman	2024 – A14	Technical Team and Michelle Lanman to attend the appropriate mental health course.	Continuing
Paul Dancey	2024 – A19	Paul Dancey to move the website to another securer server.	Continuing
Jenny Buck / Michelle Lanman	2024 – A21	Jenny Buck and Michelle Lanman to circulate Terms of Reference for completion.	Continuing
Michelle Lanman	2024 – B1	Michelle Lanman to collate director's NI numbers and overseas tax details for Angus Langford.	Open
Marc Asquith / Mark Shaw	2024 – B2	Marc Asquith / Mark Shaw to review the wording of the email to be automatically issued from our website once an incident report has been submitted.	Open
Michelle Lanman / Technical Team	2024 – B3	Michelle Lanman / Technical Team to mail shot microlight pilots stressing the importance of incident reporting and indicating where they were able to do that on the BHPA website.	Open
Michelle Lanman	2024 – B4	Michelle Lanman to compile a policy index.	Open

Michelle Lanman	2024 – B5	Michelle Lanman to renew the trademark for the old BHPA logo and submit an application to cover the new logo.	Open
Michelle Lanman	2024 – B6	Michelle Lanman to transition pre-printed envelopes from colour to monochrome.	Open
Paul Dancey / Angus Pinkerton / Michelle Lanman	2024 – B7	Paul Dancey / Angus Pinkerton / Michelle Lanman to liaise with Employee Zero to rectify issues raised by the quarterly vulnerability scans.	Open
Joe Schofield	2024 – B8	Joe Schofield to issue the timetable for voting papers and Skywings announcements.	Open
Marc Asquith / Angus Pinkerton / Joe Schofield	2024 – B9	Marc Asquith / Angus Pinkerton / Joe Schofield to produce a recruitment advertisement, for a Junior Technical Officer, to be placed in January 2025 Skywings.	Open
Angus Langford	2024 – B10	Angus Langford to rework his financial forecast, to show the impact of recruiting a Junior Technical Officer, in time for the next Exec, Council meeting.	Open
Marc Asquith / Michelle Lanman	2024 – B11	Marc Asquith / Michelle Lanman to generate a proposal for the RAeC General Secretary role to be approved by F&GP.	Open
Stuart Blackburn	2024 – B12	Stuart Blackburn to establish a diversity sub-committee and provide a strategy and terms of reference.	Open
Marc Asquith / Angus Langford / Steve Young	2024 – B13	Marc Asquith / Angus Langford / Steve Young to re-tender for replacement auditors for 2025.	Open
Martin Baxter / Paul Dancey	2024 – B14	Martin Baxter to finalise the BHPA briefing note and pass to Paul Dancey for inclusion on the BHPA website.	Open
F&GP	2024 – B15	F&GP to consider & approve Mark Shaw's visit to Korea.	Open
Jenny Buck	2024 – B16	Jenny Buck to advise Pete Stratten that we would be interested in hearing more about a joint marketing venture.	Open